



LaSalle Rowing Club

Policies & Procedures



Table of Contents

- 4. General Rules
- 5. Safety Procedures
- 7. Coaching Regulations
- 9. Boating Mishaps / Collisions
- 11. Safety Boat
- 14. Weather Conditions / Water Pollution
- 16. Boathouse Key



The Board of Directors would like to clarify the rules for participation as a member of the LaSalle Rowing Club on the dock, in the boathouse, and on the water. These rules have been developed with the safety of all members in mind. As a member of the club, you have the responsibility to obey these rules, and do your best to ensure that everyone else complies as well. If in doubt, please ask a club official for clarification.

Copies of the LaSalle rowing Club Bylaws, Safety Policy, Code of Conduct and Cold Water Rules are posted in the Boathouse or on our website.

Main Safety Rules:

- 1) All Volunteers and Members must include all forms (Membership Application, Waiver, Participation Information & Rowing Canada Membership) and full payment prior to any use of club facilities and equipment. Visiting rowers must have a Rowing Canada Membership.
- 2) Log Book – Must be filled out before going out on the water
- 3) Safety Policy – All members must be aware of and follow all safety policies at all times. Failure to do so may result in consequences as deemed appropriate by the Board of Directors.

Thank you for your cooperation with these rules.

Board of Directors
LaSalle Rowing Club

Kevin Nyman
President

Sue Whitehead
Vice-President

Marie Laurie
Treasurer

Sandy Kenney
Secretary

Peter Redfern
Membership Secretary

Colleen Romance
Director

Dean Gibson
Director

General Rules

1. Look carefully at the map of the course posted in the boathouse.
2. Keep to the right at all times. When passing other boats, pass on their port side.
3. No coach boats past Fighting Island and Windsor Salt Mines unless authorized by the Board.
4. Coach boat drivers must reduce their speed to no wake, and give way to other crews as they approach. If you must pass a crew, wait until you can swing wide, so as not to swamp them.
5. Watch out for break wall abutments, floating debris, weeds, shallow water, and other boats.
6. When under sail, sailboats have the right of way; when sailboats are under motor, rowing shells have the right of way. Be aware that not all boaters know the rules on the water.
7. No boats are allowed on the western side of Fighting Island unless authorized by the Board.
8. Be courteous to your fellow rowers.

Safety on the docks:

1. All gear and equipment must be removed from the docks as quickly as possible following a practice. Shoes, and other equipment left on the dock, constitute a hazard to other crews using the dock, and should be stored off the dock or taken in the boat.
2. Crews docking have priority over crews launching.
3. Coach/safety boats must be ready to run before the crews leave the dock.
4. Proper rescue equipment must be available at the dock, on the water, or on the rowing shell (if no safety boat) at all times.

Safety Procedures

When an emergency occurs, contact the following people in this order:

- Emergency Services (911) (and parents/emergency contact, if they can be notified).
Emergency contact information is found on the main notice board.
- Coaches and/or Club Official

Injured athlete/Endangered crew

At the beginning of the season, crews should establish who, on the crew (if anyone), is capable of administering mouth-to-mouth, CPR, or other First Aid. Non-swimmers are identified at the beginning of the season via the registration form.

All Club Directors, coaches, coxswains, and club members must read the entire safety policy & EAP (available in the boathouse and LRC website), and must make sure that their crews are informed.

Rower Overboard:

If a rower goes overboard:

1. The coxswain or bow person gives the command to stop rowing and then to hold water.
2. The stroke removes his/her oar and directs, but does not throw it, to the person in the water.
3. The crew backs the boat to the person in the water.
4. The coxswain gets hold of the person or lets him/her grasp a rigger. Another rower may be required to enter the water to assist with first aid. Generally, it should be the person who was seated in front or behind the rower who is now in the water.
5. Only attempt to bring the person aboard if no coach boat or safety boat is near/available.
6. A life jacket should be issued to the person in the water ASAP.

Rower Unconscious:

If a rower has lost consciousness, support him/her in the water until a rescue craft arrives, or help him/her to the bank as fast as possible if no rescue craft is at hand. If necessary, and a trained person is available, resuscitation should be applied immediately, even while the rower is still in the water.

An ambulance should be summoned by the quickest method available.

Break-up or sinking:

Procedure:

1. The crew must remain in the group, using oars as PFD's, or putting on PDF's, if available.
2. No one leaves the group, shell, or floatation device until they are at shore or at the rescue boat. Crews should be encouraged to wade to shore, if they can touch bottom, but this must only be done as a group.
3. Use the buddy system, distribute crew evenly on the remains of the hull, encourage one another, and share floatation devices.
4. Account for all crew members; keep numbering off.
5. **NO ONE ATTEMPS TO SWIM TO SHORE.** Visual perception is dramatically altered in the water and distance seems much shorter than it is. Await the arrival of the coach/safety boat, unless the crew can touch bottom and safety wade to shore.

Coaching Regulations

All Coaches/Instructor must:

1. Have defined preparation, knowledge, and certification/experience in rowing, coaching, and safe boating. CPR and First Aid certification should be encouraged, although not required.
2. Know the physical capabilities and limitations of the athletes (asthma, heart condition, etc.) and the equipment they are using.
3. Be aware of each athlete's level of swimming ability – in the case of an emergency, a non-swimmer (or a weak swimmer) would have to be rescued first.
4. Check that all equipment is safe, and that crews have proper clothing and fluids appropriate for the outing and weather conditions, before they shove off. Coxswains should carry basic tools (wrenches, black tape, and screwdriver) in the case of equipment failure.
5. If practices are held in predawn darkness, or as the sun sets, then it is up to the coach to attach some sort of light to the bow of his/her shell (suggestion: inexpensive 3 flashing bike light). Bow persons and coxies should also be encouraged to wear reflective (or white) clothing.
6. Do not leave the dock with the coach boat until the crew has departed.
7. Coach boat drivers should wear life jackets at all times. (i.e. if you are 'pulled over' by the Marine Police, the Club will not pay your fine for you!).
8. Attempt to be close to your crews at all times.
9. Strictly limit the number of crews and athletes supervised (ideally, a coach should not have more than 2 crews on the water at a time).
10. Watch for hazards on the water. It is often easier for the coach, who is higher above the water, to see hazards ahead – particularly those lying low in the water. The coach first informs the coxswain, bow person, or steersperson of the hazard; and then directs them to stop, or how best to avoid the hazard (try to remove, or mark, such hazards to help other crews).
11. Do not load the boat to restrict visibility over the bow from the stern seat. (Use weights in bow, if necessary).
12. Know how to make and recognize standard distress signals (3 long loud whistles), and how to take appropriate action if crews or other boats give signal.
13. Realize that they are legally responsible for the well-being of their crew whenever their crew is at the Club. Arriving late, and leaving early, as well as not properly monitoring crews, all constitute possible risks.
14. Be aware of, and show consideration to, other water users. Ensure that the boats, and the crews under supervision, do not place anyone else in the water in jeopardy. Drivers must always be alert to give help to other water users who may be in danger and without assistance.

15. Know the rules of the course.
16. If an accident happens, file an incident or accident report promptly with the board (which will then take immediate action to prevent a recurrence). This is important, not because of sanction, but in order to assist the board in identifying potentially unsafe procedures, and how accidents may be averted.

Note: Those recreational and masters crews that do not have coaches fall under the jurisdiction, legally speaking, of the Club as a whole. Thus it is the direct responsibility of the Board of Directors, and Instructors, to ensure that these crews are well informed and equipped to deal with any potential mishaps.

Boating Mishaps/Collisions

Boating Mishaps, Water Danger and Survival Procedures:

Recreational and Masters crews, Scullers and those in small boats who row without coaches do so at their own risk. The Club will do all it can to provide those without regular coaches with a safe training environment, but ultimately they are responsible for their own well-being.

Small boats or scullers must train/row with others, as far as safety is concerned, even if rowing/training schedules must be modified. All boaters must log in and out time they are on the water and must use a buddy system.

Recreational and Masters crews, should schedule their rows in the morning or evening when there are other Club members around to help out in case of emergency.

Collisions:

Crews should always respond immediately to stop-rowing commands without asking questions – coaches must make this clear. When the “HOLD WATER” command is issued, the crew must realize the potential gravity of the situation, and react effectively (blades squared and solidly buried) and without panic.

1. If an injury occurs when rowing, as a result of collision or other misadventure, ensure the comfort and safety of the individual, as best as possible, while minimizing further aggravation of the injury. If possible, transfer the injured person to the coach boat or return to the dock.
2. Coxswains, coaches and small-boat rowers (sweep and scullers) should be reminded that, in case of danger, standard distress signals include: waving arms or shirt overhead, or if very distant from shore (and in a large boat with the rest of the crew stabilizing), undoing an oar and holding it vertically in the air.
3. Crews should stay clear of bridge abutments or other obstacles. Before going on the water, a crew/coxswains should be sure they know the traffic flow of any given course – always familiarize yourselves with the waterway. On this course, be aware of break wall, anchored boats, motorized traffic, and buoy locations.
4. The greatest danger, while rowing, is collision caused by limited vision and carelessness. [See section on rowing in the dark].
5. Always take care to look and listen. Talking on the water not only marks a lack of crew discipline, but it also makes coxswains’ and coaches’ comments and commands difficult to hear, breaks your own concentration and that of crew members. Reaction time becomes limited when a crew is distracted.

6. High proportions of collisions involve coxless (straight) boats. It is vital that coaches provide effective training and impart steerspersons the art of steering. The steerperson must know the traffic patterns and the rules of the course.
7. If a collision occurs, and the boats are still afloat, assess damage and, if in danger of sinking, have the crew put on life vests. Then get the shell to shore, disembark crew, and allow coach boat to tow the damaged boat back to the dock.

If a LRC boat / equipment / property is damaged due to negligence of one or more of our members, then that member(s) may be held responsible for the repair or replacement of that item.

Safety Boat

A. The Canada Shipping Act requires vessels up to 5.5 meters in length to have:

1. One approved life jacket, personal floatation device or lifesaving cushion for each person on board;
2. Two oars with rowlocks or two paddles;
3. One hand-held bailer or one manual pump.

B. Coach boats should also carry:

1. Thirty (30) meters of buoyant rope, with a large knot tied at one end to aid in throwing, and for a person in the water to secure a hand-hold;
2. Eight (8) extra PFD's (or one for each person in the crew). These should just stay in the coach boat;
3. A space blanket during cold weather;
4. Properly mounted running lights as well as a flashlight on board when operating in poor light conditions.

Note #1: According to Coast Guard regulations, operators of coach boats must wear their life vests at all times. Failure to do so may result in a fine by the Harbour Patrol. The fine may not be covered by the club.

Note#2: Prepared and responsible coaches should always carry basic tools and first aid supplies with them in the launch.

Procedure of Coach/Safety Boat:

Inexperienced operators, or improperly equipped individuals, should not be allowed on the water during rescue operations.

1. While performing a rescue, life jackets must be worn.
2. Coach boats, or launches approaching the site where equipment is disabled, or where there may be rowers in the water, should always approach in to the wind so that they do not drift down onto, or be blown against, the equipment or persons in the water.
3. Assess the situation. Quickly establish the condition of the people in the water, and the severity of the circumstances.
4. Establish verbal contact with those in the water so they can be talked through the rescue quickly. Those in greatest distress or risk should be rescued first.
5. Distribute life vests or PFD's carried in the coach boat.
6. Do not attempt to bring persons in to the coach boat by the stern or anywhere near the engine. Cold or exhausted rowers will need assistance to enter the rescue vessel.
7. Rescue should occur in pairs (buddies). This will prevent an athlete from letting go, until the rescue craft actually rescues the crew.

8. A head count must be conducted on the arrival of the rescue boats at the scene, and must be repeated each time it leaves and returns.
9. Do not overload the launch. Do not exceed its rated capacity; make several trips if necessary. Proceed to the nearest shore and give those placed onshore directions to the nearest possible assistance.
10. If possible, use a length of rope attached to the coach boat to throw to people in the water to calm them, and to help pull them in.

Overloading:

Overloading is by far the greatest, and most avoidable, danger when using small boats. Operators must know the limitations of their vessels. Coaches should only take one additional person aboard in early spring and late fall rowing (ie/ total of two persons in boat). Non-essential passengers may impede emergency operations, or take up space needed for rowers in distress. Remember, as the load in the boat is increased, the boat settles lower in the water. Free board is reduced to the point where any wave may come over the gunwale, causing the boat to sink even further and possibly swamp.

Remember: whatever happens in small powerboats will happen quickly. There will not be any time to put on life jackets or make preparations before the passengers and operator are in the water with possible injuries. Any debris or deadhead struck at speed may puncture the hull or cause the boat to capsize.

Safety Boat Policy

1. Unless exempted, as described below, all rowing shells are required to carry:
 - One Canadian-approved personal flotation device (PFD), of appropriate size for each person on board
 - One bailer
 - One watertight flashlight
 - One buoyant heaving line at (least 15 m long)
 - Navigation lights that meet applicable standards (if the rowing shell is being operated after sunset or before sunrise)

1.1 EXEMPTION

A rowing shell is not required to carry personal protective equipment, boat safety equipment and/or distress equipment if:

It is accompanied by a safety boat carrying a PFD or lifejacket of appropriate size for each member of the crew of the largest vessel being attended, as well as all other required safety and/or distress equipment (as outlines in #1 above)

2. All shells used in our LRC Learn-To-Row programs, must be accompanied, at all times, by a safety boat carrying all necessary safety equipment.

3. Any shells crewed solely by inexperienced rowers must be accompanied by a safety boat at all times. A rower can only be deemed "experienced" by our LRC executive committee. A list of approved experienced rowers will be posted in the boathouse.
 - 3.1 There must be at least one (1) experienced rower in the boat when no safety boat is available.

4. When a safety boat does not accompany rowing shells, all approved shells on the water must stay in close proximity to each other (in order to assist one another in the case of an emergency).

5. No single shells or single trainers can be on the water without a safety boat or another boat that is larger (quad, four or eight.) a double is not large enough.

Weather Conditions / Water Pollution

Winds:

Prevailing winds are southwest winds; 'secondary' winds come from the southeast.

Their effect on water conditions:

- South – rough with possible white caps
- Water is quite choppy when wind is from the direction mentioned above, over 20 km per hour. The water is completely unrowable when wind is steady over 30 km per hour.

Fog:

Do not row in fog unless the visibility is 500 meters. If fog sets in, return to boat house, making noise to warn other boats of your location.

Electrical Storms:

Do not row in an electrical storm. If you are on the water when lightning or thunder occurs, or your hair stands on end with static electricity, head for the nearest shore. If the storm has not yet struck, return quickly to the boathouse. If you are caught in the storm, get the boat and crew ashore quickly, and wait out the storm.

Cold Water Rowing:

It is deemed to be cold water when the water temperature is under 15°C. In cold weather, doubles and trainers will be restricted to experienced rowers only, and only under strict supervisory and grouping limits. No singles will be permitted. Boats are to stay within close proximity of each other. When under cold water precaution it will be posted in the boathouse.

Environment Canada Warnings and Watches:

Severe weather warnings are intended to provide an alert to an impending storm. Severe weather watches are intended to provide an alert only to the potential for severe weather occurrences. Environment Canada produces and revises regional weather forecasts four times a day: early morning, near noon, late afternoon and evening. The head coaches and captain/coordinator are responsible to obtain weather reports from Environment Canada.

Rowing in the Dark:

1. Rowing in the dark is hazardous – crews, even experienced ones, are much more susceptible to collisions and groundings.
2. Bow lights must be placed on all shells, and used in predawn rowing or when boats are returning at sunset. It is the responsibility of the coach of each crew to ensure that the boat has a light, with charged batteries.

3. By law, coach boats must have running lights (red (port bow) and green (standard bow)) and white stern visible 360 degrees. As a minimum, a bow light should be affixed and used.
4. As an additional precaution, coxswains and bow-seat or steerspersons should wear some form of reflective clothing (ie/ a jacket with reflective stripes, or a white shirt, etc). Clip on mini lights.

Water Pollution:

The water on which we row is polluted. If your boat capsizes, try to keep your mouth closed and avoid swallowing water.

Cuts and blisters should be treated for possible contamination after very row, particularly if an infection is apparent.

Boathouse Key

It is a privilege for an LRC member to have a boathouse key. The key to the boathouse is the property of the LaSalle Rowing Club under the control of the governing board. The member must read and fully understand the responsibilities before accepting the key.

Responsibilities:

The key is to be signed out and dated. Key holders are **NOT** to duplicate any boathouse keys under any circumstances. If additional keys are requested, the LRC board will review the reasons and distribute the additional keys, if warranted. If proved by the LRC board, that the key has been duplicated by or allowed to be duplicated by the LRC member key holder, that member will lose their key privileges and/or pay for the replacement. All keys must be returned at seasons end, signed in and dated.

The LRC board's intent for this administrative structure is accountability and protection of the rowing club's property.