



HAMPTON ROADS ROWING CLUB

MEMBERSHIP RULES AND GUIDELINES

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INTRODUCTION

The Rules, Guidelines and Procedures of the Hampton Roads Rowing Club (HRRC) are presented to facilitate the safety and enjoyment of recreational and competitive rowing and sculling. Combining good judgment and common sense on the water and on land can prevent accidents and minimize equipment damage. Together we can maintain a safe environment in which to row and socialize.

Revisions to this document will be issued periodically and will be available on the HRRC website, www.hrcc.net, for members, and will be distributed to all club members and to coaches.

We look forward to your cooperation in using club equipment in a safe and thoughtful manner.

DEFINITIONS

The following terms shall have the following meanings:

1. **“Approved Programs”** shall mean those programs which have been approved by the HRRC Board.
2. **“HRRC”** or **“Hampton Roads Rowing Club”** shall mean the Hampton Roads Rowing Club.
3. **“Assistant Coach”** shall mean those persons approved by Hampton Roads Rowing Club to take out different crews as detailed in Rule 3 (b).
4. **“Board”** shall mean the Board of Directors of the Hampton Roads Rowing Club.
5. **“Club Users”** shall mean all persons coming into the Hampton Roads Rowing Club Boathouse, including the boathouse, staging area, and docks, whether or not they use boats and equipment.
6. **“Coach”** shall mean those persons designated by crews as being a coach of their program. It includes coaches for regattas held at the Club and coaches for teams during spring training.
7. **“Members”** shall mean those persons who have been accepted into membership by HRRC in accordance with its Bylaws and Guidelines (See Guidelines, Section I).
8. **“Program Participants”** shall mean participants in an Approved Program of the Hampton Roads Rowing Club.
9. **“Hampton Roads Rowing Club” (HRRC)** shall mean the boathouse, ancillary buildings, access thereto, and during regattas the staging areas and the docks, all of which are operated by Hampton Roads Rowing Club.

RULES OF HAMPTON ROADS ROWING CLUB

1. GENERAL

- (a) These Rules govern the use of the Hampton Roads Rowing Club and are binding upon all persons using Hampton Roads Rowing Club facilities. The Rules are mandatory, as are those portions of the Guidelines which reflect legal requirements. It is strongly recommended that all members of HRRC be familiar with and follow the Guidelines.
- (b) Failure to comply with these Rules may result in complete or partial loss of membership privileges, without refund of dues or any part thereof, or the restriction or suspension of use of the Rowing Club equipment and facilities, without refund of Program Fees, Affiliate Dues or the like, or any part thereof. The Board will be responsible for enforcement of this code.
- (c) Club Users must be:
 - (i) Members in good standing of HRRC;
 - (ii) Members of the crew teams;
 - (iii) An Affiliate Group (a group, other than an Approved Program, which has been granted affiliate status by the HRRC Board for the purpose of rowing as a team);
 - (iv) Program Participants;
 - (v) An invited guest of any of the above (See Guidelines, Section I).
- (d) The various crew/team programs including, but not limited to, the junior program, any college program, the masters program, and Affiliate Group programs may adopt rules for their own programs, but in the event of a conflict, HRRC rules will prevail.
- (e) These Rules govern the use of the Rowing Club by all Club Users, including but not limited to rowers, scullers, coxswains, and launch operators. An exception may only be made with the approval of the HRRC Board.

2. SWIMMING TEST

All club members, including minors, who are rowers, coxswains, or scullers must pass a mandatory swimming test and capsized drill. The test will be conducted once per year by HRRC in a swimming pool.

3. COACH INSTRUCTIONS

- (a) All Club Users must comply with instructions given by a Coach, Assistant Coach, or HRRC President or Vice-President.

(b) LIST OF COACHES AND ASSISTANTS

A current list of Coaches, Assistant Coaches, and Volunteer Coaches is posted in the boathouse. See Appendix A for qualification requirements for Coaches and Assistant Coaches.

4. LAUNCHES

The launch is first and foremost a safety vehicle. A launch shall accompany HRRC Rowing Shells when anyone under the age of 18 is using club equipment as a rower or sculler. Any scullers or rower age 18 and over choosing to go out alone do so at their own risk. A Coach or Assistant Coach need not be present on the water in the case of sculling boats where the adult sculler or scullers have demonstrated competency

with one of the authorized HRRC club coaches or volunteer coaches. Scullers using HRRC equipment must pass the HRRC Level I Sculling Certification Test. (See Appendix I.)

HRRC will not accept any responsibility for any consequences arising from anyone acting in disregard of this subsection. See Appendix B for launch operation guidelines.

5. DOCK USE

- (a) HRRC docks are available for the purpose of launching and docking shells unless they have been closed by a Coach or member of the HRRC Board for safety reasons. Notification of closing will be posted at the Boathouse. When closing the docks, the authorized person shall take under consideration criteria affecting boating safety as specified from time to time by the Board. When the docks are closed, no shells may be launched from them by any Club User. When the docks are closed, they shall remain closed until they have been reopened by a Coach or a member of the Board.
- (b) When the docks are open, it does not necessarily mean that it is safe to row. It is the responsibility of every rower, coxswain, sculler, Coach, Assistant Coach, and Coach's Assistant to assess all the conditions, including weather and river conditions, which may affect safety and to act in a manner consistent with the Rules and Guidelines of HRRC and U.S. Rowing.
- (c) Please note the following excerpt from the U.S. Rowing Safety Bulletin:

“There is a potential danger for hypothermia when the water temperature is below 80° F and (it is) **very dangerous** when below 50° F.”
- (d) Rowers should not row on water in which these conditions exist:
 - (i) Whitecaps
 - (ii) A wind advisory for area lakes and/or rivers
 - (iii) Lightning or thunder
 - (iv) Fog dense enough that the other side of the river cannot be seen

6. FULL CREWS

Boats must carry a full crew, including coxswains in coxed boats. The only exceptions are: the Dylan D with 7 rowers, the Argo with 7 rowers, or the Mini-Beast with 3 scullers.

7. USE OF BOATS AND EQUIPMENT

- (a) HRRC boats and equipment may only be used in accordance with the boat usage agreed to in the Chaoshost online boat reservation system (www.chaoshost.com); or, if not scheduled for use with the Head Coach's or Assistant Coach's permission, so long as such use does not impede later scheduled use. Separate rules may be made from time to time for particular HRRC boats (for example, boats designated for certain competition) and these will be posted on www.chaoshost.com. See also Rule 10.
- (b) Private boats/equipment may only be used with owner's prior consent. It is recommended that private boat users pass a Sculling Certification Test, which can be obtained from a Coach. (See Appendix I.) It is further recommended that private boat owners insure their shells as they are not covered under the Club's policy. Private boat owners need to be members of the club to use club equipment and are bound by the same rules as club members.

(c) Unauthorized use of boats/equipment is grounds for immediate withdrawal of membership privileges. This will be enforced by the Board.

(d) HRRC launches may only be used by a qualified operator authorized by HRRC except in cases of emergency. (See Appendix B for launch operation qualifications.) A list of qualified operators is posted in the boathouse.

8. LAUNCH EQUIPMENT

A launch less than 16 feet long MUST carry:

- A Coast Guard Approved Personal Flotation Device (PFD) for each person in the launch and each person in a boat not already carrying one. If the launch is escorting more than one boat, the number of PFDs will be based on the number of persons in the largest shell.
- Lights if before sunrise or after sundown.
- An efficient noise-making device—whistles are attached to each launch keychain.
- Paddles/Oars.
- Killswitch for the outboard motor.
- Ladder for re-entry.

9. SAFETY REQUIREMENTS FOR COXSWAINS AND SCULLERS

Coxswains and scullers shall always carry a noise-making device. Scullers should be aware that the boat is an emergency PFD and should therefore stay with their rowing shell if they capsize.

10. CREW LOGS

When taking out any shell, the Date, Name, Shell, Time Out, and projected Time In must be written on the dry erase board in the boathouse. At the completion of the row, the shell must be logged back into the boathouse by entering into the Boathouse Log (located in the boathouse) the date, the length of time you were out, the total mileage rowed, the name of the shell rowed, the crew captain's name, the coxswain's name, and the names of all rowers (first name and last initial) in the crew that day.

This must be printed legibly.

11. NAVIGATION RULES

US Coast Guard Navigation Rules must be followed by all HRRC users, together with local traffic rules. Please note working boats have the right of way over rowing shells. See also Guidelines, Section III, Subsection 1.

12. SHELL LIGHTS

Private boat owners should attach appropriate nautical illumination to their shells when used before sunrise and after sunset. HRRC club rowers may not, under any circumstances, use a club shell before sunrise or after sunset.

13. REPORTS OF INJURY OR DAMAGE

All occurrences of personal injury, property or equipment damage must be reported immediately to an Officer of the HRRC Board. Should reports of such incidents be required by any governmental authority, such reports must be filed within 24 hours and HRRC must be copied. HRRC Incident Report Forms must be filed as required. See Appendix C-1 and C-2 for Incident Report Forms and Incident Report Procedure.

14. PROHIBITION OF ALCOHOL AND RECREATIONAL DRUGS

- (a) Alcoholic beverages are strictly prohibited on the premises of HRRC unless prior approval has been granted by the HRRC Board of Directors as part of an organized event. Drugs are prohibited on site at all times.
- (b) Anyone appearing to be under the influence of alcohol or drugs will not be allowed on the premises of HRRC.

GUIDELINES OF HAMPTON ROADS ROWING CLUB

SECTION I – MEMBERSHIP

1. To maintain membership in good standing, members, including junior members, must:
 - (1) Pay HRRC dues for the current year
 - (2) Have passed a swim test/capsize drill
 - (3) Have completed required waiver and participation forms required by HRRC
 - (4) View safety video
 - (5) Comply with HRRC Rules and Guidelines and HRRC Bylaws
2. Duly completed waiver forms must be received by HRRC for all Program Participants and any fees must be paid up to date.
3. An invited guest of HRRC must complete waiver forms and then may row up to **three times before making application for membership.**

SECTION II – BEFORE THE OUTING

1. PHYSICAL CONDITIONING

Each rower and sculler should take personal responsibility for being physically conditioned for the sport of rowing. You should consult a physician before starting any form of exercise.

2. CLOTHING (See also Appendix F-Winter Weather Advice)

a. The Winter Dress Code for Hampton Roads Rowing Club

(a) Coxes

Coxswains must wear a PFD and have it properly fastened. All clothing should be waterproof and warm, avoiding fleece clothing or tops with hoods as it will retain water and pull you down if the boat capsizes/you are thrown from the boat. Coxswains should carry a mobile phone with them in a waterproof container to be used only in the event of an emergency.

(b) Coaches/ Launch Drivers/Passengers

All coaches, launch drivers, and passengers are expected to wear seasonal-appropriate attire (cool, “breathing” fabrics in summer; layers in winter) and Personal Flotation Devices.

(c) Rowers

Rowers are expected to wear seasonal-appropriate attire. All crew members are encouraged to wear light- or bright-colored clothing to increase visibility.

(d) Scullers

Scullers are expected to wear seasonal-appropriate attire and are encouraged to wear white or light- or bright-colored clothing to increase visibility. **Single scullers and pairs may only go out in conditions in which the air and water temperature are equal to or more than 100.** (The double may follow the same winter procedure as the large boats and are not bound by the aforementioned “100 Rule.”) The Chesapeake Bay’s temperature will be the water temperature used for this formula. Scullers are advised to go out in groups of 2 or more and to use a “buddy system” during winter weather.

(b) Hot Weather: (SEE APPENDIX G – Precautions for High Heat and High Humidity Levels)

- Wear light-colored, slightly loose-fitting clothing.
- Wear sunglasses and sunscreen below the eyes and on exposed skin. The sun’s rays are reflected off the water.
- Wear a hat.
- Carry a filled water bottle for each rower, sculler, or coxswain in the boat.

3. EMERGENCY FLOTATION DEVICES

Be aware that rowing shells and oars have been designed to provide flotation. However, shells and oars are not PFD’s (Personal Flotation Devices); they are only EMERGENCY flotation devices.

4. BASIC TERMINOLOGY

Before getting in the boat, make sure you know:

(a) Which seat and which side you are rowing, and whether you are in the bow or the stern pair/four.

(a) The following basic terminology:

BOW and STERN	PORT and STARBOARD
‘TIE IN’ and ‘UNTIE’	‘READY ALL, ROW’
‘WEIGH ENOUGH’	‘HOLD WATER’ or ‘CHECK IT DOWN’
‘PORT (or STARBOARD) to ROW’ or ‘STARBOARD (or PORT) to BACK’	
‘HARD ON PORT (or STARBOARD)’	

The terms ‘WEIGH ENOUGH – HOLD WATER’ are used together when the Coach, Assistant Coach,

the Coach's Assistant or the coxswain wants a crew to stop immediately because of danger. Any member of the crew may use this term in the event of an emergency and the crew member needs the boat to stop immediately.

5. PRE-ROW WARM-UP

A warm-up should precede all workouts.

6. COXSWAINS and SCULLERS

All coxswains and scullers should:

- (a) Find out the hazards and traffic patterns of the Lafayette River. (See Appendix K.)
- (b) Stay clear of bridge abutments and other man-made or natural obstacles. Do not turn near any such obstacles. (See Appendix L.)
- (c) Make frequent checks on both sides of the boat and to the rear and listen for other river traffic.

7. EQUIPMENT CHECK

Each rower is 100% responsible and accountable for their own rigging, footstretcher, seat, slide and oar(s). Check to ensure that all equipment is functioning properly before leaving the dock. If in doubt, ask the Coach, Assistant Coach, Coxswain, or Crew Captain. Any deficiencies which may result in damage to the equipment or endanger safe operation must be repaired before launching. Defective or damaged equipment must be reported in writing on the boathouse dry erase board in the area set aside for Damage/Maintenance Reports and in an e-mail sent to boatcaptain@hrrc.net. In addition, a boat maintenance repair logbook will be maintained at the front of the boathouse by the boathouse captain. This will allow all members to see the current status of repairs.

Check the following:

- That quick-release devices are functional.
- That nuts on the rigging are tight, the position of the foot stretcher and the smoothness of your slide are correct.
- That the forward ends of the slides are blunt and will not gouge your calves. (Keeping your knees together as much as possible will also help to prevent gouging.)
- That the people behind and in front of you have sufficient room for their complete stroke.
- That you are wearing socks. Socks are mandatory.
- That you have the correct oar and that the collar is tight.
- That your rigging is not too high. (Pop-outs should be adjusted at the dock if possible.)
- That clothing can not become entangled in your seat or oar handle.
- That FISA heel restraints are attached to every rowing shoe.

- That the bow ball is properly attached.
- That rudder lines, port hole covers, and splashguards are in place and in working order
- That the hull is watertight and intact.
- That water bottles, gloves, tape, sunglasses, sunscreen, extra clothing, and hats are with you in the boat if the conditions warrant them.

SECTION III – ON THE WATER

1. TRAFFIC RULES

(a) Right of Way Rules.

All boats need to proceed as close to the starboard shore as is safe under the prevailing water, tide, and wind conditions. Vessels with the least maneuverability have right of way, but rowers should be cautious and take action to avoid all other types of boats. For example:

- A sailboat without wind has right of way, but a sailboat with wind must give right of way to a rowing shell.
- Large river boats, like the crab boats and barges, have very limited maneuverability, so they always have right of way over rowing shells. Also pilots of large boats cannot see small craft easily. If in doubt, always yield the right of way. Working boats always have the right of way. If you must pass, do so port to port.
- Boats doing power pieces must yield the right of way.
- Boats without coxswains have right of way over boats with coxswains.

(b) Dock Area (Launching and Landing)

- Before launching and after landing, place all oars clear of traffic area of the dock. After rowing, clean equipment as soon as possible.
- Incoming crews have the right of way over launching crews.
- When landing and launching in a situation in which there are multiple boats, always use the most upstream section of available dock space and walk the boat up as space opens up.
- Boats may not turn in front of or between the docks, unless there is no other traffic.
- When other crews are waiting for dock space, tie in and adjust foot stretchers on the water.

(c) Channel

- Keep to the starboard side (the right-hand side from the coxswain's perspective) of the river. Stay clear of channel markers and make sure you are on the correct side of each one.

(d) Bridges

- Be sure to go through the correct arch of the bridges as there may be hidden obstructions beneath the water line (see Appendix L). Keep your boat towards the center of the archway to avoid being swept sideways in wind gusts.

2. PACE OF ROW

Outings should gradually and safely build up to full intensity. Under no circumstances should a crew race or sprint upon initially entering the shell.

3. COMPLIANCE WITH INSTRUCTIONS

Rowers in multi-person shells should always be quiet and attentive to the Coxswain, Coach, or Assistant Coach. All users of HRRC equipment must comply with instructions given by a Coach or Assistant Coach. No one will intentionally jump from or leave the shell to swim, relieve themselves, or cool down unless directed by a Coach or Assistant Coach. If it is necessary to change seat positions while on the water, this should only be done if a launch is present.

4. OARLOCKS LOCKED

Keep oarlocks locked until everyone is out of the shell.

5. HAND ON OAR

Keep at least one hand on the oar at all times while on the water.

6. WEATHER CONDITIONS

Be aware of weather conditions at all times. Always listen to the weather report before going out. Watch for gathering clouds, changes in wind speed and direction, temperature changes, other boats returning home, and debris, all of which are warning signs.

- (a) Do not row in whitecaps under any circumstances.
- (b) If sudden strong winds come up, return to the boathouse if the trip is safe (look for the calmest water) or take the boat to the nearest suitable shore to wait for the winds to die down. Be cautious when the wind is against the tide as this can cause dangerous conditions.
- (c) Try to minimize equipment damage, but remember that you are more valuable than your boat.
- (d) Do not row in an electrical storm. If you are on the water and see lighting, hear thunder, or notice your hair standing on end with static electricity, head for the nearest shore. If the storm is not yet upon you, stay close to the shore and quickly return to the boathouse. If the storm is upon you, take the boat ashore and wait for the storm to pass.
- (e) Do not row in fog unless your visibility is at least 100 yards. Be sure to have land reference points in front and at least one shore in sight. If fog sets in while you are on the water, move slowly and be

prepared to stop quickly. Use your sound-making device (horn, whistle) to advise other boats of your location. Use the following signals:

- Shells – at intervals of not more than two minutes, one prolonged blast followed by two short blasts.
- Power launches making way through the water – one long blast at least every two minutes.
- Power launches underway but stopped in the water – two long blasts with two seconds between blasts every two minutes.

Follow the shore back to the boathouse as much as possible.

- (f) A Risk Assessment Form **must** be prepared by the coxswain or boat captain **prior to the row** in the event of any adverse weather conditions (ice, snow, fog, extreme temperatures, etc.). See Appendix H.

7. WAVE CONDITIONS

Waves are generated by winds, tides, currents, or wakes from passing boats. Because shells are so vulnerable to high waves, special care is needed in dealing with wakes.

- (a) If approaching wakes are higher than the gunwale, the shell should be turned parallel to the wake to avoid having parts of the shell unsupported by the water (shells can split under those conditions). Rowers should stop rowing and lean away from the approaching wake, lifting the gunwale on the wake side slightly.
- (b) If wakes are lower than the gunwale and widely spaced, continue to row without course adjustment. Deep and closely-spaced wakes that are lower than the gunwale may be taken at a 90° angle.
- (c) When turning in waves, take particular care. Spend as little time as possible perpendicular to the current or wind direction since the boat is very vulnerable in this position. Keep the boat absolutely level through the turn. If need be, use half the crew to set the boat level and the rest to turn.
- (d) Boats must be operated at a rate of speed that will not endanger the life or property of any person.

8. LIGHT CONDITIONS

The greatest danger while rowing is collision caused by poor lighting conditions, limited vision, or carelessness – either yours or another boat's. Great care should be taken when rowing in near darkness or fog. Take extra care to look and listen. Do not get too close to shore and known hazards - only row in familiar waters under these conditions. The safety of life is more precious than a few more minutes of practice. There is absolutely no rowing of club shells before sunrise or after sunset. It is advisable to wear light-colored tops, especially scullers, bow rowers, and coxswains.

9. END OF ROW

Boats are to move slowly in and out of Wayne's Creek with no stopping for coaching or adjusting unless absolutely necessary. This rule applies from the outgoing dock to the most westerly channel marker at the entrance to Wayne's Creek. Starts are permissible from the outgoing dock heading towards Tidewater Drive.

SECTION IV – EMERGENCY CONDITIONS

1. STAY WITH BOAT

Under no circumstances should a rower in the water leave the floating boat. Even if a swamped boat seems to be a swimmable distance from shore, the rower should swim the boat to shore. Do not leave your flotation, even if you consider yourself to be a strong swimmer. Rowing craft are designed to support the crew's weight, even when swamped.

The only exception to this would be if you faced a worse life-threatening danger by staying with the boat – for example, if you are in the path of a large boat and cannot swim the boat away fast enough to avoid being hit.

2. WEIGH ENOUGH – HOLD WATER

If someone should give the command “WEIGH ENOUGH – HOLD WATER,” don't ask questions; just respond immediately by stopping all forward body movement. Square the blades quickly into the water to bring the boat to a halt.

3. DISTRESS SIGNALS

Use these distress signals to communicate to other boats: wave your arms or shirt above your head; raise one oar in the air (this method preferable only in eights or doubles and quads); use air horn/whistle or marine radio.

4. MAN OVERBOARD

If a rower is unexpectedly thrown from a shell, immediately call the command “WEIGH ENOUGH – HOLD WATER” and signal the safety launch. When the safety launch retrieves the rower, the Coach determines if the rower will return to the shell.

5. ROWER INJURED

Immediate command – “WEIGH ENOUGH”. Signal launch if first aid is needed.

6. SHELL DAMAGED BUT AFLOAT AND NOT TAKING WATER

Immediate command – “WEIGH ENOUGH”. Make adjustments or signal launch for assistance. If the launch is present and the damage is at the bow, remove some rowers to raise the damaged part out of the water. If the launch is not present, move slowly and carefully to shore to offload some rowers.

7. SHELL SWAMPED

Immediate command – “WEIGH ENOUGH”. A shell is swamped when the interior water reaches the gunwales. If rowers stay in the boat, the flotation in the bow and stern ends may cause the boat to break apart.

(a) Command – “UNTIE”. Be prepared to assist someone who is having difficulty releasing their feet from the foot stretchers.

(b) If the boat is taking on excessive water, signal the safety launch and decide whether to get the rowers and coxswain out of the boat. This decision will depend on various factors, including water temperature. Make a judgment call as to who is most at risk. If needed, move those people to the launch, but make sure the boat can safely return to the boathouse. For example, if the coxswain must be removed, replace him/her with a competent crew member. Wind chill is an important factor to be reckoned with, so the launch must proceed back to the dock at a safe speed.

(b) If rescue is not imminent, take the following steps:

- Identify the rowers most at risk and ensure they are being supervised and helped first. Stay in the boat if at all possible and maneuver the boat to the nearest shore.
- Remove oars or place them parallel to the shell. All persons should move to the ends of the shell (it is dangerous to roll a shell near riggers).
- Roll the boat to form a more stable flotation platform so rowers can either lie on top of the hull or buddies can hold onto each other across the hull.
- Remember that body heat loss occurs 25 times faster in water.
- Do not attempt to roll the boat if rescue is on the way.
- A launch can shuttle rowers to the nearest shore.
- If the ends of the shell have filled with water, they must be drained before the boat can be removed from the water. Remove the shell carefully to avoid injury to the rowers or damage to the rowing shell. A boat full of water is very heavy, so bail first, then lift it slowly and remove it from the water.

8. SHELL RE-ENTRY

If a sculler falls out, the rescue launch can stabilize the re-entry. If re-entry is difficult, swim the boat to shore lying on the stern, using the shell as a paddleboard. In very cold weather, you can abandon your shell and lie on the stern deck of your buddy's boat to be taken to shore. Loss of muscle control can occur very quickly and dramatically in cold water – stern deck rescue may be your only option.

9. SHELL CAPSIZED

Immediate command – “UNTIE.” Be sure that all rowers and the coxswain are accounted for. Stay with the boat until assistance arrives. Follow same procedures as for swamped shell.

10. SHELL BROKEN AND SINKING

Immediate command – “UNTIE.” Get out of the boat and follow the same procedures as for swamped shell. Do not leave a floating boat.

11. ANOTHER BOAT IN DISTRESS

If a distress signal is seen and insufficient assistance is nearer that craft, maneuver your shell to the distressed boat. Attempt to summon other launches or stable boats with a distress signal. Assist in any way that does not jeopardize the lives in your boat.

12. APPROACH OF LAUNCH

The launch should approach a rowing shell or rowers in the water against the current or leeward, against the wind, in order to avoid being pushed into the shell or the rowers. Keep the propeller away from anyone in the water. The engine should be turned off as soon as contact is made. Avoid overloading the launch. Please note: The launch is first and foremost a safety vehicle and extraneous passengers should be strictly limited.

13. STAY WITH LAUNCH

Shells should stay within hailing distance of the launch. The launch has been outfitted to provide assistance to rowers and/or the rowing shell if needed. Most frequently, the tool box and coach's expertise are available for small equipment adjustments or breakdowns which allow the shell to continue rowing after a short stop. If more serious needs arise, the launch and expert are there for rapid transportation.

14. INCIDENT REPORT

All occurrences of personal injury, property, or equipment damage must be reported immediately to the Safety Officer by filling out the Incident Report Form. If the injury or damage involves a crew boat or boats, an Incident Report Form must be filled out by each member of the crew and, if applicable, the coxswain, regardless of whether or not they were the injured party. Should reports of such incidents be required by any governmental authority, such reports must be filed within 24 hours and HRRC must be copied. See Appendix C-1 for an example of the Incident Report Form.

SECTION V – MISCELLANEOUS

1. In order that the facilities may be available for the continued enjoyment of all center users, HRRC boathouse users are expected to treat the premises and equipment in a responsible manner and be duly considerate of other rowing club users and their guests.

For example:

- (a) Refrain from the use of foul language, excessive noise, or discourteous behavior;
- (b) Return equipment to its proper location; wipe down boats, blades, and ergs after use;
- (c) Report damaged equipment, missing parts, or needed repairs on the dry erase board in the bay and e-mail the Boathouse Captain immediately.
- (d) Assist in maintaining the appearance of the grounds by participating in the HRRC ROTA, which assigns a different set of members each month to various housekeeping tasks around the boathouse, including but not limited to sweeping, washing towels, etc. The ROTA will be e-mailed to Club members each month.

2. Security

Access codes to the HRRC bay may be given to the following: (i) those renting space in the bay; (ii) coaches/assistant coaches; (iii) members in good standing. This responsibility may not be delegated to an unauthorized person. Failure to observe this rule will result in loss of authorization.

3. Launches and HRRRC Rowing Shells

HRRRC launches may only be signed out and in by a Qualified Operator (as defined in Appendix B) on the online reservation system, Chaoshost.com.

SECTION VI – AFTER THE ROW

The following actions should be conducted at the conclusion of any practice. It is imperative that boat captains of all crews hold their participants accountable for these items. Therefore, the Hampton Roads Rowing Club will hold the boat captains accountable for the completion of these activities.

If another program is still conducting a practice or will be beginning a practice soon after your crew is completing theirs, some of the steps may be omitted. (NOTE: Leaving ergs and other equipment out for another program's use should only be done if the other program has indicated a desire to use the equipment. It should not be assumed that the other program will want it. It is not their job to clean up after your practice.)

1. All equipment must be retrieved from the dock and all launches must be securely locked up.
2. Cox boxes and stroke coaches must be returned to their respective places in the back of the boathouse and charged where applicable.
2. Oars, launch paddles, life preservers, and gas cans must be put in their designated storage locations in an orderly fashion. Damp towels should be hung up to dry on the designated rack.
2. All boats must be washed and wiped down, inside and out, after each outing before being returned to the storage racks.
4. The outing must be recorded in the log book (See Rule 10).
5. Prior to exiting the boathouse, all lights should be turned off.
6. Prior to leaving the boathouse, all entrances must be secured, **including the back door!**

**APPENDIX A
 QUALIFICATIONS FOR COACH AND ASSISTANT COACH**

I. HEAD COACH – Basic Requirements

- USRA Level II coach or higher and demonstrated continued learning.
- 5-10 years coaching experience. Masters coaching experience is preferred. Past personal competitive rowing experience. Ability to row and coach both sculling and sweep rowing.
- Meet with individuals and established crews to identify goals and establish training schedules. Demonstrate an understanding of rower’s physiology and be able to identify potential health hazards. Provide on-the-water coaching sessions including videotaping and video review. Coach or supervise the instruction of Spring/Summer Learn to Row sessions. Facilitate rower’s transition through club established rowing levels. Organize assistant coach duties (during the summer months) and volunteer coaches to assure the clubs coaching needs are being met. Post coaching sessions in the boathouse. Work with boathouse captain in an effort to maintain equipment, provide preventative maintenance, and ensure repairs are made in a timely manner. Evaluate and make recommendations to the board of directors regarding equipment needs and replacements. Uphold club’s established safety policies.
- Minimum of three references required

Additional Duties and Desired Skills

Criteria	Description
Additional Duties	<p>Organize open row sessions, in addition to established coaching sessions.</p> <p>Encourage member interaction and assist novice rowers in getting on the water and assimilating into the club.</p> <p>Organize club scratch regattas.</p> <p>Work with individual rowers on personal goals upon request.</p>
Interpersonal Skills	<p>Ability to delegate responsibilities to assistant coach and/or volunteers.</p> <p>Ability to motivate individuals through positive reinforcement.</p> <p>Ability to communicate well.</p> <p>Ability to organize and balance time and work load.</p>

II. ASSISTANT COACH – Basic Requirements

- USRA Level I coach or higher and demonstrated continued learning.
- 2-3 years coaching experience. Masters coaching experience is preferred. Past personal competitive rowing experience. Ability to row and coach both sculling and sweep rowing.
- Meet with individuals and established crews to identify goals and establish training schedules. Demonstrate an understanding of rower's physiology and be able to identify potential health hazards. Provide on the water coaching sessions including videotaping and video review. Facilitate rower's transition through club established rowing levels. Post coaching sessions in the boathouse. Uphold club's established safety policies.
- Minimum of three references required

Additional Duties and Desired Skills

Criteria	Description
Additional Duties	Encourage member interaction and assist novice rowers in getting on the water and assimilating into the club. Work with individual rowers on personal goals upon request.
Interpersonal Skills	Ability to motivate individuals through positive reinforcement. Ability to communicate well. Ability to organize and balance time and work load.

APPENDIX B LAUNCH OPERATION GUIDELINES

Only individuals who have qualified to use the Rowing Club's launches are allowed to do so. Such use of the Rowing Club's launches shall be in accordance with the following guidelines.

1. CERTIFICATION

- a. The HRRC Board designates which members have the authority to certify other members for use of HRRC launches. A list of these designees will be posted at the boathouse.
- b. The certification process must include (but is not limited to):

Understanding:

- The gas requirements for the HRRC motor.
- The motor requirements of the HRRC launch.
- The appropriate oil quantities to create the proper gasoline-to-oil ratios for each launch engine's gasoline requirements, which are posted with the gasoline containers.
- Proper technique for entering the launch from the water.
- The potential consequence of leaving gasoline in the carburetor if bringing the engine in for maintenance.
- The water cooling system and the consequences of starting a motor when the water intake is not submerged.
- The effect that the underwater grass has in binding a propeller. Before removing underwater grass from the propeller blade, the engine must be in neutral and the propeller blade must have stopped spinning.
- The underwater obstacles which pose a threat to motor shafts when the river is low.
- The operating guideline below.

Demonstration/performing:

- Proper approach to a shell with the launch for on-the-water hot seating or emergency rower extraction.
 - Ability to drive launch comfortably (manipulation of forward, neutral, and reverse to maneuver properly around a shell).
 - Proper landing of the launch.
- c. Only individuals who have received the above certification may utilize the HRRC launches.

2. OPERATION

a. Before Leaving The Dock, Ensure That:

- The gas is of the proper mixture and that you have enough to conduct your practice.
- The launch is equipped with a paddle, life preservers, a noise making device, and a bailer.

b. On The Water

- Try not to wake the dock if rowing shells are present.
- Do not carry too many passengers. Be aware of the maximum number of persons allowed in each launch and adhere to it. Also keep in mind that in the event of an emergency you don't want the launch to be filled with "extra" people, e.g., onlookers, videographers, etc.
- Keep the kill switch cord attached when the motor is running.
- Try to avoid waking rowing shells on the water.

c. After the Practice

- If it is likely that a motor will not be used again for a prolonged period of time, run the gas out of the engine.
- Return the launch to the boathouse if it will not immediately be going back out on the water.

**APPENDIX C-1
INCIDENT REPORT FORM**

Date: _____

Name of contact person reporting the incident: _____

Address: _____

Phone: Cell _____ Home _____

List all persons involved.

What equipment was involved?

Was anyone injured? If so, whom? Provide details.

What was the date and time of the incident?

Where did it take place?

If on the water, list temperature, wind speed and direction, state of tide, cloud cover, and visibility.

Please give a full and detailed description of the incident. Include drawings, photos, etc., where they aid understanding.

List and state the extent of the damage.

List names and contact details of witnesses.

How could this accident have been avoided?

Signed _____
Date _____

Action taken by Boat Captain:

Date Matter Resolved:

APPENDIX C-2

Protocol For Dealing With Incidents, Reports of Equipment Damage, and Personal Injury

All persons need to be aware of and responsible for what happens in and around our equipment and boathouse. Any injuries to persons must be reported immediately to the Club President and an incident report filled out by the injured member and any witnesses.

1. All damage to equipment must be reported to the Boathouse Captain who will notify the Coaches and Board as needed. In the event the damage is significant enough to keep the equipment from being used, the Boat Captain or sculler will write a note on the white board, post a note on chaohost.com, and send a club-wide FYI message.
2. Any damage to equipment significant enough to require repairs or place the boat from being used must have incident reports filled out by all members of crew, to be held in a log book.
3. Any damage as noted above will require the boat captain to present the incident at the next board meeting.
4. Any damage as noted above will require the entire crew to attend a boat-handling refresher course.
5. In the event that above damage limits the entire club from using boats and equipment that is owned by the club, the crew/sculler involved in the damage will immediately refrain from using Club equipment at that level and voluntarily drop themselves down a skill level until such time as the captain, coach, and president have reviewed the incident. The incident will be reviewed within 48 hours. These individuals may decide to keep those responsible down a skill level. This decision may be appealed to the board. This is to emphasize the importance of caring for club equipment.
6. In the event of damage to any equipment, the crew and cox involved are required to participate in the repair if it is to be done at the boathouse. If the equipment needs to be sent out for repair, the crew and cox will make every effort to assist in this process. The intent of this policy is to promote responsible equipment handling, cooperation, team spirit, and for it to be a learning experience. In the event of costly repairs, although not required, a financial contribution to the club would be appreciated.
7. Reckless behavior or repeated disregard for club equipment, on or off the water, will result in expulsion from the club.
8. Incident Report forms are located in the boathouse in the administrative area by the front door and can also be downloaded from the club website at www.hrrc.net.

**APPENDIX D
CALL FOR HELP – EMS (EMERGENCY MEDICAL SERVICE)**

1. DIAL 911 (TOLL FREE)

2. IDENTIFY YOURSELF AND YOUR LOCATION:

FROM BOATHOUSE: “MY NAME IS _____. I AM CALLING FROM THE HAMPTON ROADS ROWING CLUB BOATHOUSE LOCATED AT 1650 WILLOW WOOD DRIVE IN LAKEWOOD PARK ON WAYNE CREEK, A TRIBUTARY OF THE LAFAYETTE RIVER. THE BOATHOUSE AND THE DOCKS ARE LOCATED AT THE VERY BACK OF THE PARKING AREA.”

3. IDENTIFY THEIR MEANS OF CONTACTING YOU BY TELEPHONE:

“THE HRRC BOATHOUSE TELEPHONE NUMBER IS (757) 852-9644.

4. IDENTIFY WHICH TELEPHONE YOU WILL BE ATTENDING, THE BOATHOUSE PHONE OR A CELLULAR PHONE.

5. REQUEST AMBULANCE AND/OR RIVER RESCUE AS REQUIRED.

6. EMS WILL NEED TO KNOW:

- **TOTAL NUMBER OF PATIENTS**
- **WHERE PATIENTS ARE LOCATED**
- **AGE AND GENDER OF PATIENTS**
- **CHIEF COMPLAINT**
- **IS PATIENT CONSCIOUS/UNCONSCIOUS**
- **IS PATIENT BREATHING/NOT BREATHING**
- **IS CPR BEING PERFORMED**
- **IS CPR REQUIRED**
- **TIME OF INCIDENT**

(THIS FORM IS TO BE LAMINATED AND POSTED AT THE BOATHOUSE.)

APPENDIX E

Boat handling Guidelines for Hampton Roads Rowing Club Members

Please ensure that there is absolute quiet when boats are being moved in, around and out of the Boathouse. Concentrate on what you are doing and think about the maneuvers the boat will have to make. Look after the equipment because

1. it's not yours
2. it's used by other people
3. it's expensive
4. there are no replacements when it gets damaged.

You may not take out any boat in the Boathouse without permission.

All HRRC boats require you to have shown competence and to have passed specific skill tests administered by the Head Coach and Boat House Captain. (See Appendix I.)

Taking the Boats out of the House

A. Level One Sculls;

The Echo

Usually needs 2 people to carry it the first time you use it. Make sure people are towards the ends of the boat, lift it carefully up to waist height and negotiate past the riggers of the other boats until you have a clear space. Then hoist it onto opposite shoulders – one person at one end on the opposite shoulder from the other person at the other end.

Tall and strong men can often manage it above heads with arms locked. Get it off the sliding bogies by finding the midpoint of the weight of the boat, putting your hands across and lift the boat up to about your waist, carrying it out past the riggers of the other boats. Then hoist it to your shoulders and then above your head.

The Three Aldens;

Women need to do it in pairs. Carefully lift the boat off the racks, negotiate the other boats – you may find it easier to tilt the boat as much as 90 degrees to get through the narrow spaces. Again, once out in the open bay, hoist the boat onto opposite shoulders.

B. Level Two and above;

You will have passed the skills tests (see Appendix I) and usually are supervised for the first time you use these boats.

The J Kelly and the New Maas are the Level Two single sculls situated in the back right racks. You need to be under 185lbs. Men will be able to lift it out above heads. Many of the women will still require to get help to carry it out, and with a partner will take it out at shoulder height. You may need to tilt it to get past the other boats, but once in the open bay, sit the boat on opposite shoulders and proceed carefully.

The Peinart and the Drew Harrison are currently up high. Again, for your first session you need to be properly supervised in taking it out. If you are tall enough, you can use the boxes. If not, use the hoists as detailed before. Please be very careful not to hit the other boats. You can rest these boats on one shoulder, side of your head, the top of your head, or lock your arms.

C. The Crew boats;

Do not talk; listen to the cox. Think where you need to be and be in the right place. Follow the cox's instructions. The cox will communicate what and how things are to be done. They may not necessarily use the same terminology so be ready to react correctly. Experienced coxes only (as determined by the Coach) may

take out the Mace, Vespoli, and Hudson. If your cox is not experienced enough for the boat, you may not take it out – use a lower level boat.

Putting the boats onto the water.

Slowly and carefully lower the boats onto the water. The bigger boats need to be kept level, but for the sculls, you can put the bow ball down on the water first so that you can pay particular attention to lowering the stern section with the skeg. Make sure you are holding the boat out far enough so that no part of the boat can bump against the dock.

You must wear socks and may not wear shoes in any boat. If you take your shoes into the boat, make sure they are not tracking in dirt and put them well clear of the foot stretchers. Make sure that the side of the boat will not catch on the dock before you get in and hold the boat off from the barnacles. Step in with both feet and sit down.

Getting out of boats;

Make sure the side of the boat is not hard up against the side of the dock as the barnacles will scratch the boat badly. Step up on the high supported part of the boat and step out onto the dock with one foot and bring the other foot beside. Never put one foot on the dock while still sitting in the boat, you are pulling the boat onto the barnacles.

Putting the boat down on slings.

Make sure the stern is towards the Boathouse first. The small slings are for the singles, and the heavier boats need to go on the bigger slings.

Check that the boat's weight will be evenly distributed on the slings by dividing the boat into thirds and placing the slings accordingly. Make sure no rigger is resting on the wooden arm of slings. Check that the boat is secure before moving away. Be careful in windy conditions – you can tie the boat down on to the slings if needed.

Boats going back into the house

Club boats must go in stern first so that the next user will be able to put the boat down at the docks and scull away, as opposed to having to back out.

If help is available, use it. Make sure all large boats are being supported on the ribs. Where the racking system does not allow this totally, ensure that the middle ribs are supported. All the riggers should be neatly lined up with other boats in the same racking system.

Oars and sculls;

Carry them with the blades to the front. Place them down where they will not impede others' movements or obstruct other boats. Always place them carefully in the swivels at their narrowest points and slide the collars up to the gates.

For washing, oars should be rested in the crook of a sling with the handles down towards the ground and the blades higher. Clean the handles with disinfectant. Do not lean oars up against the wall.

Oars are hung up in their sets of eight and the sculls are hung up in their respective pairs, i.e., port and starboard together with the Level one sculls closest to the White Board. Use the correct level of sculls for the boat you are using.

The bigger boats have priority in equipment because they contain the most Club members. Be aware of which other boats are going out and take the equipment you are allowed.

Turn off the hose, hang up the towels, and leave the place tidier than you found it.

It is the responsibility of every HRRC Member to know and abide by the rules and regulations.

If you accidentally damage any equipment or notice problems developing,

1. Report it to the Boat Captain – Jeff Forry – by sending him a detailed email to boatcaptain@hrrc.net
2. Write it up on the White Board for other users to see
3. If the boat is unusable, let our Web Master at webmaster@hrrc.net

Serious incidents on the water (e.g., collisions with other users, obstacles, etc.) must have an Incident Report Form filled in by all persons involved (i.e., if an 8, all 8 crew members and the coxswain should fill out the IRF) and sent to the Safety Officer at safetyofficer@hrrc.net

APPENDIX F

Winter Weather Advice from Coach Maureen Simpson

(a) Coxes

You are the person most at risk in the boat because the faster the boat goes, the greater the wind chill factor. You can be on the verge of hypothermia so know the signs – losing focus, tunnel vision, not able to take command, no longer shivering. Do not put yourself at risk. YOU are always more important than the training, so when you feel the first nip in your toes or fingers, take action. Tell the Coach and the crew. You must have a Life Jacket or PFD on and have it properly fastened. You cannot wear long or heavy boots – you don't want to get pulled down if you land in the water. Read all the various Safety Policies and documents available; FISA, CARA, ARA. Have your mobile phone with you, but it's only to be used for safety purposes, (absolutely no other calls) and keep it in a waterproof container that can be anchored in the boat. Make sure all your clothes are waterproof and warm. Invest in really good ski wear and check that the clothes are viable for below freezing temperatures. It's better to be too hot than cold. You are the master of your craft and must be alert and proactive at all times and in all situations. You can buy sachets of hand and feet warmers and put them in your socks and mitts. Keep your hands in the boat and dry and protect your face and eyes from the wind chill. Bowloaders are colder than sternloaders, so make sure you have carpet, felt, wool, or a good insulator under you

So use your common sense, good judgment, and leadership qualities, and:

1. Do not take any risks or chances. When in doubt refuse to go out. At the boathouse, get your crew warm before they lift the boat out. If they are not properly dressed, take a strong line and get the Coach/Club Officials to back you. Avoid having your crew hanging around inactive – they can go warm up on the ergs. Have a bag to put in water bottles, extra kit and all the other paraphernalia that's needed. Make sure your cox box, speakers and rudder are in perfect working order. If not, get them fixed properly now. Make sure your crew have checked the equipment, especially heel restraints, bow ball, hatch covers, buoyancy chambers, top nuts and such. Fill in the Risk Assessment Form. Be aware of weather advisories and check wind chill. Sign out on the board. Make sure you know where the Safety Launch is going to be, what the training is and what special precautions or actions may be needed from Hands On until the boat is back in the boathouse. Keep your crew warm and involved. Get on the water quickly and get all the crew rowing as soon as you can. Get them all well warmed up before you stop quickly to take off kit, and make sure they stow stuff well. You can use the extra kit to stash around you, but make sure it would not impede you if you had to get out quickly. Avoid exercises where they'll soak each other, where the boat is badly off balanced or crew members sit out for a long time. Be aware that shallow water will cool down quicker and heat up quicker than the main channel, so there is more likelihood of solid/iced matter near the bank, on the inside of bends, under bridges, etc. Follow the Rules of the Water and keep alert for other users. Keep your crew moving, but remember they still have to hydrate, so either have very quick stops or drop out pairs. Know and understand the training for that outing. Ask for clarification, discuss exactly where each piece will start. Make sure you can follow the training pattern safely in the circulation pattern you have. Know how far the different aspects of the training will take you and where and how you have to turn the boat along the route. Know your own physical limitations and turn back immediately if you feel concern. Keep in touch with the Safety Boat, so know the cell phone number of the person in charge there. Let them know if you have a problem or are deviating from the expected and agreed pattern of the outing. Know the Safe Houses along the rowing route where you could land your crew in an emergency. When in doubt don't go out. If conditions change or there is a problem, turn back,

shorten an outing, and keep your athletes safe. In Safety matters you can always overrule the Coach, but tell the Coach what you're doing. Take extra care coming into the dock when you and your athletes' concentration may be waning.

2. Take care getting out of the boat and warm up toes, feet, etc., on the dock while the rowers don all kit and get the oars out. If you're getting cold, tell the crew/coach and go immediately into the boathouse to warm. Someone else can get the boat in. Make sure the boat is cleaned and dried well. Be sparing with the water if there is a danger of ice forming on the ground, etc.

(b) Coaches/ Launch Drivers/Passengers

At all times, the Launch is a Safety Boat first and foremost, so make sure you have on board a full Launch Kit, adequate life jackets for all the crews, lights, whistle, ladder, tools, thermal blankets, oar, ropes, etc., and a working cell phone. Know the Emergency Contact Numbers and your cox's numbers. Know your crews, what their limitations are, and support the coxes. They are most at risk so keep talking to them and getting eye contact. Watch for signs of inattention or confusion in case they are borderline hypothermic. Keep an eye on the smaller, thinner, less fit or less experienced rowers. These people may not be generating or retaining enough body warmth. Make sure your coxes and rowers are properly dressed and ready for the demands of the outing. Be particularly wary of new people, substitutes, etc., filling in for a session. Change the training and goals of the session to suit. Limit YOUR talking time on the water so the athletes don't get cold. Keep them moving. Be conscious of poor technique or unusual behavior – could be a sign that your athlete is struggling with conditions. Avoid loading the launch with extra people. You may need that space for a cox or rower. If you pull the cox out, replace them with a competent and warmly dressed rower and proceed back at a safe speed – remember wind chill. Always be aware of wake especially around inexperienced crews, scullers and coxes. Bring a thermos flask with a hot drink so you can keep yourself and the coxes warm. Wear warm and waterproof clothing and a Life Jacket or PFD, float coat, survival suit, etc., properly fastened. Be aware of your own limitations and set a good example. Watch out for hazards for the boats. Be careful coming back into the dock and watch for signs of cold, etc., from the cox. Take care getting out of the launch. Get the equipment away quickly and safely. Don't let people waste time.

(c) Rowers

Now that so many of you have stocked up your wardrobe with the correct rowing specific clothes, this is really a matter of common sense but remember

1. You must be warm -- Limit the time standing waiting for others. Don't keep people waiting for you. Warm up on the er; be better timekeepers; be more organized; pull harder. You must stay dry -- Don't splash, so clean catches, tap your oar down, balance the boat off the water. You must be able to row safely – Don't get caught in at the finish; don't wash out; FOCUS all the time; move down a level of boat so you're in a less tippy boat; don't sub in boats of a standard too high; don't sub in if you've not been doing the training. You must not interfere with others rowing safely -- FOCUS all the time; DO NOT TALK in the boat ever. You must be able to survive in a swamping or capsize situation. When the water is below 10 degrees Celsius or 50 degrees Fahrenheit, you have limited survival time, so stay in the boat. Make sure you know where the safety launch is and that you are in sight of it.
2. Know the piers and jetties that you could land at if there was a sudden emergency.

If you have ANY reservations about the conditions, equipment, crew, DO NOT GO OUT. Feel free to wear a life jacket or to have one or a buoyancy aid near you in the boat. You have to be able to swim a minimum of 50 meters in rowing clothing, but if your swimming isn't strong, go to the pool and improve it now and stay off the water until you can swim well. So no hooded tops hanging loose – the hood could choke you when water-filled. No full-length front-zips -- you graze your thumbs so you shorten your stroke. No bulky jackets- shortens your stroke and increases the chances of you getting caught by the oar and thrown out the boat. No baggy fleeces – hold onto water and get cold and heavy. No gloves – use pogies, mitts, so you can feel the oar. The well-dressed rower will be wearing

- Layers of materials like wool, polypropylene. Anything that “wicks” is best, so go for words like Gortex, Thermal, Polartec, Hely Hansen, etc. Cotton is not good. Wear: Close-fitting tops to trap air and keep sweat from freezing; several pairs of socks -- not cotton ones; have them big enough to be able to wiggle your toes and long enough to cover ankles and lower shins; thermal tights under tracksuit bottoms – no bare skin, loses heat really quickly; a hat – the colder it is, the more heat you lose from the head; cover the ears but make sure you can still hear; pogies to keep your fingers warm – slide them off when you're warm; long-sleeved tops – must cover your wrists so the ones with the thumb holes are excellent; turtle or polo neck styles to cover your neck; long-backed tops to cover your lower back – Mind the gap, Rowing Splashtop- sit on the backflap –or tuck it up so it doesn't get caught in your slide tracks.
- When you get back into the dock, put back on all your dry kit to keep warm. You will cool down really quickly. Keep extra kit at the boathouse or in your car so you can always change completely after an outing. Have a warm drink available and somewhere warm to sit.

(d) Scullers

Be more cautious than anyone else. When in doubt, don't go out. When the water temperatures are 50 degrees F/10 degrees C, take stock of your skills and your steering. If you are not experienced, are worried about falling in, have not done the Capsize Drill, or have hit or nearly hit obstacles, be safe and stay off the water. You can move down a level in the boats and take a more sturdy and easier balanced boat or go out in a crew boat, especially the coxed quad, but don't endanger others if your skill or fitness is not as high as theirs. Don't go out alone. Have a buddy to escort you. Stay near the launch or in sight of people. Make sure you know who else is out and where they are and when they are coming back. Know your own limitations and err on the side of sensible. Be properly dressed (see above). Keep moving and turn back in good time.

Be careful with your hands, especially fingertips, and make sure they stay warm. Pogies will help, but you must be able to feel the sculls so you don't catch crabs or increase your chances of dunking.

APPENDIX G

PRECAUTIONS FOR HIGH HEAT AND HIGH HUMIDITY LEVELS

Dehydration increases the heart rate, core temperature, and lactate levels while decreasing athletic performance.

It takes 2 weeks to acclimatize to these high temperatures. Athletes need 4 to 7 exercise sessions in the heat for 1 – 4 hours each. It's important to have been training regularly through both winter and spring to maintain fitness.

General Guidelines

1. Wear light-colored, preferably white, cotton open weave clothing
2. **Always** wear a hat and sunglasses for daylight rowing.
3. Use sunscreen heavily on all exposed parts and renew every 2 hours.
4. **Hydration:** Start 2 hours and again 15 minutes before going on the water with a minimum to 500mls of 4% solution. When on the water, hydrate frequently, at least every 10 minutes.
5. Take 2 1-liter bottles of 4% solution out with you in the boat and have another bottle available when you return to the boathouse.
6. Avoid rowing in the heat of the day – from 10am to 6pm.
7. Break up time in air-conditioning by going out of doors for short periods BUT sleep in cool or air-conditioned areas at night.
8. Have short sessions on the water. Hydrate while moving and avoid sitting in the sun for extended periods of time. Coxes and coaches are very much at risk while stationary.

Risk Factors for heat-induced problems:

1. Obesity
2. Lack of fitness
3. Dehydration
4. Lack of acclimatization
5. Prior history of heat illness
6. Sleep deprivation
7. Medication – especially antidepressants, diuretics, blood pressure medications
8. Stimulants – caffeine, decongestants, etc.
9. Alcohol consumption
10. Sweat gland dysfunction
11. Sunburn
12. Upper respiratory illness – asthma, allergies

Symptoms and solutions:

1. **Heat cramps** – take more sodium, stretch, ice massage
2. **Heat syncope** – dizziness, light headaches, loss of consciousness so lie down, elevate legs
3. **Heat exhaustion** – fatigue, inability to continue exercise, chills, vomiting – remove the athlete from heat, cool rapidly with cold water, and give them fluids orally
4. **HEAT STROKE = MEDICAL EMERGENCY** – symptoms are marked core temperature rise, often no sweating or a failing to sweat mechanism with moderate to severe mental status impairment. Call 911. Immerse or surround the person with ice while awaiting emergency help.

**APPENDIX H
RISK ASSESSMENT FORM**

Risk Assessment for Club On-the-Water Session in Wintry Conditions

Person Responsible:

Date:

Time Out : Time In:

Water Temperature:

State of Tide:

Ice, debris visible:

Air Temperature:

Wind Speed and Direction:

Wind Chill:

Weather Advisories:

Precipitation:

Cloud Cover:

Boat name, make, type, age, condition, when last checked:

Oars make, type, age, condition:

All Personnel + years of rowing experience a) locally b) externally

Swim test last done; Capsize drill test last done; Familiarization ride last done

Name	Local Exp	External Exp	Swim Test	Capsize Drill	Fam Ride
Cox					

Launch Present: whole, part of outing

Launch: driver + years of rowing experience a) locally b) externally

Coach + years of rowing experience a) locally b) externally

Life jackets in launch

Cell Phones

Special precautions taken

- 1.
- 2.
- 3.
- 4.

Route taken, distance covered:

Problems encountered with action taken:

APPENDIX I

HRRC SKILL LEVEL EVALUATION

Testing Procedure

Hampton Roads Rowing club has an established Skill Level 2007 document that identifies the various skill levels and identifies the skill level required to row various club owned boats.

The testing procedure is outlined in the Skill Level 2007 document and evaluation forms have been developed to assist in the testing procedure. Skill Level Testing procedures are for sculling. Sweep rowing skill levels are subjective and will be determined by the Head Coach.

The 2007 Coaching staff consists of the following:

Maureen Simpson – Head Coach
Heather Cullen – Assistant Coach
James Thomson – Volunteer Coach
Justin Brown – Volunteer Coach
Susan Dierksen - LTR
Scott Smith – Open Row

The current skill level of all members is being updated and will be posted shortly; members wishing to be evaluated can make arrangements with the coaching staff to be tested. As a result of Club members questioning the qualifications of the evaluators, it was decided at the July Coaches meeting, that coaches desiring to conduct testing above Level I, must be approved by the Head Coach. This should provide a consistent level of evaluation.

In the event an individual feels they were unfairly evaluated please submit in writing to one of the club officers a protest of the evaluation. Upon receipt the Club President will call a three member panel consisting of club members holding a level IV or above Skill Level to conduct the test. In the event the Evaluator has conducted an improper evaluation, the matter will be sent to the Board for action.

Upon passing the skill level test the individual will have be required to have at least three outings in the new level boat within a 60 day period or they will be required to retest. The goal is for individuals to continue building their skills.

HRRC SKILL LEVEL EVALUATION

LEVEL 1

Date: _____

Rower's Name: _____

Evaluator: _____

- 1. Name correctly all the parts of the boat
- 2. Be able to do 10 strokes on the square without touching the water
- 3. Turn the boat using alternate pulling and backing
- 4. Be able to back the boat down in a straight line
- 5. Successfully complete an emergency stop
- 6. Dock competently on either side of the dock
- 7. Carry the boat up, put on slings and clean
- 8. Know how to spot and report wear and tear
- 9. Place the boat back on the rack competently

I certify that on _____ (date), _____ (name of rower) successfully demonstrated the ability, competency and safe boat handling skills, as outlined for the Hampton Roads Rowing Club Level I sculler and can advance to Level II boats.

Signature

HRRRC SKILL LEVEL EVALUATION

LEVEL 2

Date: _____

Rower's Name: _____

Evaluator: _____

- 1. Be able to back the boat down in a straight line
- 2. Successfully complete an emergency stop
- 3. Dock competently on either side of the dock
- 4. Carry the boat up, put on slings and clean
- 5. Know how to spot and report wear and tear
- 6. Place the boat back on the rack competently

- 7. Demonstrate good balance skills using 3 different drills to include "cut the cake"

List drills a. _____

b. _____

c. _____

- 8. Turn the boat around with simultaneous backing and rowing while the boat remains set
- 9. Row square blades for 20 strokes

I certify that on _____ (date), _____ (name of rower) successfully demonstrated the ability, competency and safe boat handling skills, as outlined for the Hampton Roads Rowing Club Level II sculler and can advance to Level III boats.

Signature

HRRC SKILL LEVEL EVALUATION

LEVEL 3

Date: _____

Rower's Name: _____

Evaluator: _____

- 1. Be able to back the boat down in a straight line
- 2. Successfully complete an emergency stop
- 3. Dock competently on either side of the dock
- 4. Carry the boat up, put on slings and clean
- 5. Know how to spot and report wear and tear
- 6. Place the boat back on the rack competently

- 7. Demonstrate good balance skills using 3 different drills not including "cut the cake"

List drills

a. _____

b. _____

c. _____

- 8. Row square blades for 30 strokes

- 9. Successfully do the "tap turn" while the boat remains set

I certify that on _____ (date), _____ (name of rower) successfully demonstrated the ability, competency and safe boat handling skills, as outlined for the Hampton Roads Rowing Club Level III sculler and can advance to Level IV boats.

Signature

HRRC SKILL LEVEL EVALUATION

LEVEL 4

Date: _____

Rower's Name: _____

Evaluator: _____

- 1. Be able to back the boat down in a straight line
- 2. Successfully complete an emergency stop
- 3. Dock competently on either side of the dock
- 4. Carry the boat up, put on slings and clean
- 5. Know how to spot and report wear and tear
- 6. Place the boat back on the rack competently

- 7. Demonstrate good balance skills using 3 "advanced" drills

List drills a. _____

b. _____

c. _____

- 16. Successfully do the "tap turn" while the boat remains set
- 17. Keep the boat set under diverse conditions for an extended period of time
- 18. Be able to do an entire outing with training on square blades and the boat always well set
- 19. Demonstrate consistently good skills on all standard balance drills

I certify that on _____ (date), _____ (name of rower) successfully demonstrated the ability, competency and safe boat handling skills, as outlined for the Hampton Roads Rowing Club Level V sculler.

Signature

APPENDIX J HRRC CONSTITUTION

Constitution of the Hampton Roads Rowing Club

ARTICLE I

Objective

Name, Duration and Principal Office

The name of this corporation is noted above, duration and principal office shall be set forth in the corporation's Certificate of Incorporation.

ARTICLE II

Objective

The objective of this club shall be the encouragement and furtherance of aquatic and athletic sports among amateurs, more particularly the instruction, improvement, and competition in, and enjoyment of, the art of rowing and the promotion of a friendly and social spirit among its members.

ARTICLE III

Membership

The club shall consist of the following classes of members who shall be entitled to the privileges as specified herewithin: Section 1: General Members.

Any person who shall have attained the age of eighteen years shall be eligible for general membership. All privileges of general membership are granted once annual dues has been received by the club treasurer. General members may hold office in the club and shall be entitled to cast one vote at any meeting of the club at which said member is present. General members enjoy the right to row club equipment in which they have been checked out in, and storage of personal rowing equipment at the rowing site (space permitting). Additionally, general members may sponsor up to but no more than one guest per day. Section 2: Student Members.

In order to provide the opportunity for younger persons / students to engage in rowing under the supervision of club members, any person under the age of 18 or 22 if a full-time student may be eligible for student membership. A student member may not hold office in the club and shall have no vote. Use of club equipment will require full-time supervision of a general member sponsoring / supervising the student. At age 18, a student member will be eligible for general membership. Section 3: Family Membership.

Any general member with a spouse or with children under the age of 18, or 22 if a full-time student, with an interest in rowing may apply for a family membership. Dues for family membership will be set at 150% of general membership dues. Each member of the family over the age of 18 or 22 if a full-time student will enjoy the privileges of general membership. Each family member under the age of 18, or 22 if a full-time student will be limited to the privileges of student membership. Section 4: Honorary Members.

Honorary membership shall be reserved for the purpose of recognizing persons who shall have been of lasting or outstanding service to the club or to the sport of rowing. It shall not be awarded as compensation for specific services rendered. This category of membership will afford individuals the opportunity to affiliate with the club, without having to pay dues. Honorary members shall not vote or have use of club equipment. Section 5: Visiting / Summer / Out-of-Town Members

The purpose of this membership shall be for enabling individuals who are not full time residents of the Hampton Roads Metropolitan Area (defined as 50 mile radius from Norfolk, Virginia to include college students home for the Summer) the opportunity to participate in competitive training programs or races offered by the club. The terms of this membership, including privileges and fees shall be determined by the Board of Directors. Section 6: Guests

Guests may row club equipment as long as they are sponsored and directly supervised by a general member. The general member will be responsible for the guest's conduct and for any damages, if incurred. Guests will be required to be escorted by their sponsor while using club equipment. Upon reaching either 50 miles or attending 5 separate sessions, whichever comes first, guests will be required to join the club as

general or student members prior to continued use of any club rowing equipment. It is the responsibility of the sponsoring member to ensure the 50 mile / 5 session rule is enforced.

ARTICLE IV

Dues

Annual dues will be recommended by the Board of Directors to the general membership of the club for approval. Section 1: General / Family Membership Dues.

General and Family Membership dues will run on calendar year (January 1 through December 31) .

Payment of membership dues to the club treasurer shall be accomplished by each member prior to March 1 of that calendar year. Dues may be paid in installments, as long as the complete sum is paid by July 1 of that year. Should a new member wish to join after July 1, (s)he will only be required to pay one-half the rate of annual dues. If dues are not paid in full by July 1 (or within 30 days of joining the club whichever comes later), all membership privileges will be suspended until dues are paid in full. Section 2: Student Dues.

Student membership dues will run through the academic year (generally September 1 through May 31).

Payment of student membership dues to the club treasurer shall be accomplished by each student member prior to October 1 of that academic year. If student membership dues are not paid in full by October 1, all student membership privileges will be suspended until dues are paid in full. Student members will have the opportunity to remain members by paying a Summer dues rate as set by the Board of Directors. Section 3: Storage Fees.

Boat and rowing equipment storage will only be available to General Members who have paid their annual membership dues. Space permitting, rack space for shells and other rowing equipment will be made available for private storage at a rate to be set by the Board of Directors. Payment of storage fees to the club treasurer shall be accomplished by the member prior to March 1 of that calendar year. Storage fees may be paid in installments, as long as the complete sum is paid by July 1 of that year. Should storage begin after July 1, (s)he will only be required to pay one-half the rate of annual storage fees.

ARTICLE V

Board of Directors

Section 1. Responsibilities and Duties.

Unless otherwise directed by the membership or otherwise specified by the By-Laws, all matters of governance of the Club in every respect shall be determined by the Board of Directors including without limitation the setting of dues, fees, assessments and numerical membership limits, the maintenance of order, the protection of Club property, the handling of Club funds, the discipline of members and all other matters incident to successful continuation of the Club into the future in accordance with its objectives. The Board of Directors shall have no power to render the Club liable for any debt exceeding the amount of money which shall, at the time of contracting such debt, be in the treasury and not needed for the discharge of prior unfunded debts or liabilities of the Club. A decision of the Board of Directors may be overruled only by a vote of two-thirds of the members present at a meeting called for that purpose on two weeks notice. At such a meeting each member of the Board of Directors shall have one vote on the issue in question. Section 2. Composition.

The Board of Directors shall consist of twelve members as follows; the President; the Vice President; the Secretary ,Treasurer and Boatyard Captain; plus seven Trustees elected at the Annual Meeting. To ensure continuity, at the first election following adoption of these By-Laws, two Trustees shall be elected for a 1 year term; two Trustees shall be elected for a 2 year term and three Trustees shall be elected for a 3 year term; and thereafter each Trustee shall be elected for a 3 year term at each subsequent annual meeting. The Board of Directors shall plan to meet not less frequently than once a month and six members shall constitute a quorum. Section 3. Terms.

The President, Vice-President, Secretary, Treasurer, and Boatyard Captain shall take office immediately upon their election at the annual meeting and shall serve for a term of one year and until successors are duly elected. Officers are eligible for re-election. Vacancies in any office may be filled for the balance of the term by the Board of Directors. Section 4: Compensation

No member of the Board of Directors shall receive any compensation for services as a Director. No officer, agent or employee of the club shall receive any compensation for services unless authorized by the affirmative vote of a majority of those present and voting at any regular or special meeting of the Board of Directors.

ARTICLE VI

The President and Vice President

If at any time the President shall be unable to act, the Vice-President shall take his place and perform his duties; and if the Vice-President shall be unable to act, the Board shall appoint one of the Directors to do so. The President or such Vice-President or Director:

- Shall preside over all meetings of the members of the Corporation and Directors. Shall sign, as President, all contracts and instruments, which have been first approved by the Board of Directors.
- Shall call Directors together whenever he or she deems it necessary, and shall have, subject to the advice of the Directors, direction of the affairs of the Corporation and shall discharge generally such other duties as maybe required by these by-laws or by the Board.

ARTICLE VII

Secretary

It shall be the duty of the Secretary:

- To keep a record of the proceedings of the meetings of the Board of Directors and members. To keep a record of the member rolls. To keep the corporate seal and to affix the same to all papers requiring a seal.
- To discharge such other duties as pertain to said office or may be prescribed by the Board of Directors.

ARTICLE VIII

Treasurer

It shall be the duty of the Treasurer:

- To receive and deposit all funds of the Corporation and account for all receipts, disbursements and balance on hand. To furnish a bond in such form and in such amount, if any, as the Board of Directors may from time to time require.
- To discharge such other duties as pertain to his office or may be prescribed by the Board of Directors.

ARTICLE IX

Boatyard Captain

- Enforce rules that govern use of club equipment. Assign rack and storage spaces to members who desire to store rowing equipment in the club's boatyard under direction of the Board of Directors
- Act as central point of contact for (groups of) members who wish to reserve club boats for use in regattas.

ARTICLE X

Election of Officers

Section 1: Annual Elections.

The elections of Club Officers shall take place annually at the time and place of the annual meeting. Any general member in good standing shall be eligible for office. Only general members shall be entitled to vote. Section 2: Removal from Office.

An officer may be removed from office only by a majority vote of the Board of Directors, followed by a two-thirds vote of the members present at a meeting specifically called for such purpose on two weeks notice. The person charged shall have no vote on such issue. Section 3: Nominations and Elections.

The Board of Directors will recommend a slate for club officers / Trustees of the Board at the monthly meeting preceding the annual winter meeting. The slate will be presented to the general membership for consideration; at which time additional nominations may be made. A vote will be taken by the general membership present, requiring a majority to be elected to office.

ARTICLE XI

Meetings

Section 1: Annual Winter Meeting.

The annual winter meeting of the club shall be scheduled by the Board of Directors to be held on the third Tuesday of January in each year, unless adjourned by the Board of Trustees, for election of officers and trustees, receiving reports, and the transaction of other business. The order of business at the Annual Meeting shall be as follows:

- a. Call to order
- b. Reading of minutes from previous meeting
- c. Reports
- d. Election of officers
- e. Unfinished business
- f. New business
- g. Adjournment

Section 2: Additional Membership Meetings.
Additional membership meetings may be held as required by decision of the Board of Directors or by the membership at a previous meeting. At least two weeks notice will be provided to the club members.

Section 3: Quorum.

The presence of one-third of the total number of general members shall constitute a quorum at any meeting.

Section 4: Order of Business.

The order of business may be altered or suspended at any meeting by a majority vote of the senior members present. The usual parliamentary rules as laid down by Robert's Rules of Order shall govern when not in conflict with these By-Laws.

ARTICLE XII

Bank Deposits and Execution of Checks

The funds of the Corporation shall be deposited in such bank or banks, as the Treasurer of the Corporation shall designate. All checks, drafts, or orders for the payment of money, notes, or other evidence of indebtedness issued in the name of the corporation shall be signed by such officer or officers, director, or directors, such agent or agents, of the corporation as shall be determined by resolution of the Board of Directors.

ARTICLE XIII

Equipment Use Policy

The Board of Directors will approve and publish the operating rules that govern use the club equipment.

ARTICLE XIV

Amendments

These by-laws may be altered or amended at any meeting of the Board of Directors called for that purpose and at which not less than a majority of the Directors present and voting shall vote in favor of such alteration or amendment.

APPENDIX K
Lafayette River Shell Traffic Pattern

WILL INSERT WHEN I CAN FIGURE OUT HOW TO GET IT IN HERE

APPENDIX L
Granby Street Bridge Shell Traffic Pattern

WILL INSERT WHEN I CAN FIGURE OUT HOW TO IMPORT IT HERE

Signature Page

Please read, sign, and return this page to the club Secretary.

I, _____, have received and agree to read and abide by the rules and guidelines contained in the Hampton Roads Rowing Club Membership Rules and Guidelines.

PRINTED NAME

SIGNATURE

DATE

Revision Suggestion

I, _____, suggest the following revision(s) to Page _____, Section _____,
PRINT NAME HERE
Line Numbers _____ through _____. I understand my revision suggestion will be reviewed by
and voted on by the HRRC Board of Directors for inclusion in upcoming editions of the Policy Manual.

SIGNATURE

DATE