



Welcome to Hampton Roads Rowing Club!

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Welcome Letter

Hampton Roads Rowing Club (HRRRC) uses an electronic lock system with an access code issued to members upon joining. Access codes are reset each calendar year.

Please be aware that there are times when the tide is too low for boats to launch or be retrieved. Check the tide before you go out so that you will know the tide status at your time of launch and recovery.

Be sure to use the proper oars for each boat. We also track how much use each boat gets, so please fill out the rowing log located on the shelf under the dry erase board after each row. That will help us monitor the club's maintenance and replacement needs. Print legibly and provide all required information.

HRRRC depends on volunteers in order to thrive. Volunteering, while not mandatory, is strongly encouraged. Generally, a member is expected to volunteer at one of the major club functions. The club organizes several events throughout the year that provide excellent opportunities to volunteer including a regatta and erg pull; you will hear about them through the club email. HRRRC also needs volunteers around the boathouse to help with maintenance and upkeep. Ask our boathouse captain for more information.

The club will continue to offer regular coaching this year. Coaching times are usually sent out by email. If you have any special coaching requests e. g. videotaping, sculling, or organized boat training for a race, contact a club officer and we'll do our best to accommodate you. Private sessions are not included in your dues.

Whenever you are the last one out of the boathouse (to row or to leave completely) make sure, the bay door is fully closed and the "people door" is closed behind you. Lakewood Park is frequented by many people, and we want to ensure our equipment remains secure.

For more information on coaching times, boat sign up, incident reports, etc. go to www.hrrc.net. Phone numbers and email addresses for club officers can be found on the contact information page of the website.

See you on the water!

Membership Rules

The rules of Hampton Roads Rowing Club 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.hrrc.net, and will be distributed to all club members and coaches.

General

1. HRRC rents space from Sigrid and Trafton Robertson Rowing Center. Members are expected to adhere to all rules and regulations set forth by the rowing center.
2. Both HRRC and Sigrid and Trafton Robertson Rowing Center rely heavily on the use of public lands and, as such, members are expected to conduct themselves appropriately when at the boathouse or in the immediate vicinity.
3. The parking lot is monitored by the Norfolk Police Department. Members are responsible for their own vehicles. Parking on the grass is strictly prohibited except for the sole purpose of loading/unloading shells and equipment.
4. HRRC promotes both recreational and competitive rowing and the board strives to cater to both groups. As a commitment to supporting racing crews, HRRC permits equipment to be taken to out of town races; however, it must be signed out on Zoho at least two weeks prior to the event date.

Around the Boathouse

1. HRRC strives to maintain good relationships with all the clubs and schools that row out of the Sigrid and Trafton Robertson Rowing Center, failure to act accordingly or acts which jeopardize that relationship will be cause for disciplinary action.
2. The bathrooms located at the rowing center are for the use of all clubs and teams leasing space from the facility. HRRC members do not have entitlement to sole use of the bathrooms.
3. Loaning HRRC bathroom keys to the public is considered against club and rowing center rules. Public bathrooms are in the brick building at the park entrance.
4. Both private and club equipment is stored in the Hampton Roads Rowing Club Bay. Members are strictly prohibited from touching or disturbing in any way private equipment unless prior permission is granted from the owner.
5. Lakewood Park is a city park and access is not monitored. As such, the HRRC bay must be closed and secured whenever club members are out of sight of the bay doors.
6. All boats should be reserved online before use. Reservations are forfeited if they are not off the rack within 15 minutes of their reserved time.
7. Prior to going out on the water rowers or coxswains must sign out on the whiteboard indicating time out and estimated return time.
8. After a row, all club shells must be washed inside and out prior to being returned to the rack and mileage must be recorded in the equipment log.

On the Water and Athlete Safety Rules

1. Temperature Rules
 - a. All boats are not to be rowed when air temperatures are below 30°F.
 - b. Singles and pairs are not to be rowed if the water temperature is 50°F or below.
 - i. A general announcement will be made when this minimum is not



expected to be satisfied for the coming months. Club singles and pairs may not be used until a subsequent announcement is made.

- c. Club doubles are not to be rowed when the combined air and water temperature is below 100°F.
 - d. Club fours, quads, eights, and octuples are not to be rowed when the combined air and water temperature is below 80°F.
2. Winds, Water Storms, and Visibility Rules
- a. Club hulls are not to be rowed in fog or any other phenomena where visibility is below 200 yards.
 - b. Club hulls are not to be rowed when ice is on the river.
 - c. Club hulls are not to be rowed in winds exceeding 20 MPH.
 - d. Boats must return to the dock at the first sound of thunder, sign of lightning, or if fog sets in.
 - i. If caught in a sudden storm with lightning, boats shall be taken ashore to the nearest safe point and wait for the storm to pass.
 - ii. Boats may return to the water 30 minutes after thunder is last heard or lightning is last seen.
 - e. Rowing is not allowed when the weather conditions are dangerous such as freezing temperature, high wind, strong current, waves, storm clouds, thunder, lightning, or fog.
3. Daylight Rules
- a. All boats must be off the water by sunset.
 - b. Club shells are for use during daylight hours only, unless approved by club officers.
 - i. Daylight: is the time between sunrise and sunset.
 - c. Early Rowing: If approved by club coaches or officers, experienced crews may use club shells during morning civil twilight or approximately 30 minutes prior to sunrise. At this time, the sun is just below the horizon, so there is generally enough natural light to safely navigate. Shells and launches embarking prior to sunrise must be equipped with bow and stern lights. The green (starboard) and red (port) light is mounted on the bow and the all-around white light is mounted on the stern deck.
4. Other Rules
- a. All clubs rowing out of Sigrid and Trafton Robertson Rowing Center must follow the starboard side to shore rule.
 - b. Socks must be worn in all club boats.
 - c. All coxswains shall wear an approved personal flotation device.
 - d. All boats shall sign in and out on the white board posted in the boathouse.
 - e. HRRC Coaches and the Safety Officer shall have ultimate authority to determine whether boats may or may not go on the water.
 - f. The launch is first and foremost a safety tool and should be treated as such. Use in a manner that deprives the launch of its capability to assist crews in potentially hazardous situations (exceeding max payload, inappropriate



maneuvering) is against club policy. Launch use is reserved for HRRRC approved coaches only (with Boater's License Certificate on file with HRRRC). The club encourages volunteer/guest coaches, but all must be approved by the board before utilizing the club launch.

- g. All damage, however insignificant it may seem, must be reported to the boathouse captain and logged correctly on the incident form.
- h. All rowers must be bow qualified by an HRRRC Coach before bowing a boat. See [Bowling Qualification Process](#) Section for how to become bow qualified.
- i. HRRRC advises all athletes to take extra precautions in considering to row when the combined water and air temperatures are below 100°F. Rowing in these conditions can become exponentially more dangerous when in the presence of other environmental factors such as wind or rain.

Membership

1. Club equipment is for the sole use of members in good standing. A member in good standing can be any of the following:
 - a. Fully paid with signed waiver and membership application.
 - b. Partially paid on a Board approved pay plan with signed waiver and membership application.
2. Guest rowers are permitted under the supervision of a sponsoring member, with a guest waiver signed. Guest rowers are limited to three outings per year, after which they must refrain from further outings or join the club as a member. No crew shall be comprised of more than 50 percent guest rowers.
3. As a commitment to the support of other clubs and teams, high school rowers are permitted to sub into crews with parental approval. High school rowers are not permitted to row without supervision.

General Safety Policy

Swim Test/Capsize Drill

Before being permitted to coach or participate in any HRRRC sponsored rowing program, every rower shall complete a swimming test in order to demonstrate the ability to tread water for 3 minutes and swim 250 meters. Adults over 18 may self-certify that they are able to swim but assume all resultant liability. Additionally, before taking out any HRRRC singles without coaching launch supervision, rowers must complete a capsize drill to demonstrate the ability to recover a capsized boat successfully without aid.

Emergency Communications:

In case of emergency, always dial 9-1-1 first.

Security:

Boathouse access is restricted by means of electronic lock. Members are issued electronic access codes to open the boathouse. The boathouse is in a public park and should always



remain locked when not in use. The boathouse is not to be left unlocked during outings.

Safety Equipment:

HRRC will provide and maintain first aid kits in the boathouse and safety launch. Sigrid and Trafton Robertson Rowing Center will provide and maintain an Automatic External Defibrillator (AED) for the boathouse complex.

Launch Safety:

All coaches shall maintain and carry a VHF, FM marine radio, or cell phone at all times when on the water for the purposes of contacting other coaches or requesting aid in the event of an emergency. Coxswains shall also carry a communication device.

- Launches shall be driven only by coaches or approved HRRC launch drivers holding an approved boating safety course certificate (copy on file with HRRC).
- All launch drivers shall employ a kill switch and wear a life jacket when operating the launch alone.
- Operators will ensure all capacities of the launch are adhered to.
- It is the launch driver's responsibility to check that the following equipment is in the launch each time it goes out:
 - Adequate fuel
 - Approved personal flotation devices (PFDs) for each occupant of the launch and each seat of the largest boat being coached
 - One Coast Guard approved Type IV throwable PFD
 - First aid kit
 - Paddle
 - Anchor
 - Water bailer
 - Emergency line
 - Emergency space blankets
 - Air horn or other warning device (whistles)
 - Visual distress beacon

Rowing Checklist

Before you Row:

- Reserve your boat with the online reservation website.
- Check the tides and weather conditions before you leave the boathouse.
- Get slings out for your boat.
- Clean the dock if necessary.
- Sign your boat out on the whiteboard with crew name, time in, and expected time back.
- Close the boathouse door behind you if you are the only ones there, before going out on the water.
- Help with putting the launch in the water (as needed when a coach is going out).



On the Water:

- Have a great row!
- Observe traffic patterns and hazards on the water.

After you Row:

- Wash and dry the boat inside and outside.
- Wash and dry the oars, especially the handles.
- Put the boat and oars back in the designated rack.
- Bring the slings in.
- Remove your name from the whiteboard.
- Log your row in the logbook.
- Turn off the spigot and coil the hose.
- Help bring the launch back to the boathouse.
- Put the buckets and lines back on the docks if you are the last boat in.
- Close the boathouse and bathroom doors behind you before you leave.

Participation, Experience, Equipment Use

Rowing after Learn to Row (LTR)

Upon completion of LTR you are a HRRC club member and can utilize the equipment within the rules and responsibilities of the club. To continue your rowing journey you have a few options, any, or all of which you may pursue.

The first and easiest way to continue rowing is to attend weekly open row sessions hosted by the club. These are held multiple times per week where impromptu boats are formed to row with coaches on the water for that day. This is a great time to try different things, see what you like, meet other people within the club and get a feel for what regular rowing would be like while refining your technique and fitness.

Secondly, you can substitute into existing organized boats. Commonly emails will be sent out to the club mailing list asking for someone available to substitute on a given day and time, simply reply to the sender that you are available. They will let you know if you have a seat in the boat. This is a great way to meet existing club members and row with very skilled people.

Next, you can organize a new coxed boat. Coxed boats would include four's, eight's and octuples. Lists of qualified coxswains are posted in the boathouse. Generally, you will need one or a few more people interested in rowing in the boat more than the number of seats in the boat, this is to cover when people are not available. Your boat will be required to pay the coxswain. Fours have the advantage of requiring fewer people, but the coxswain is in the bow and unable to see the rowers to provide feedback. With eights and octuples, the coxswain can see the rowers and provide feedback, but they require coordinating a larger group.

Lastly you can form a new un-coxed boat. This would consist of singles, doubles, pairs, and



quads. The bow most rower is required to be certified by the club to be qualified to take responsibility for the boat. You can find a list of club members and their qualifications posted in the boathouse; contact them and find other people interested in forming a new boat. Additionally, you can become qualified to bow, this can be done during open rows, and may take as little as a month but commonly longer depending on your abilities, commitment, and the intended boat.

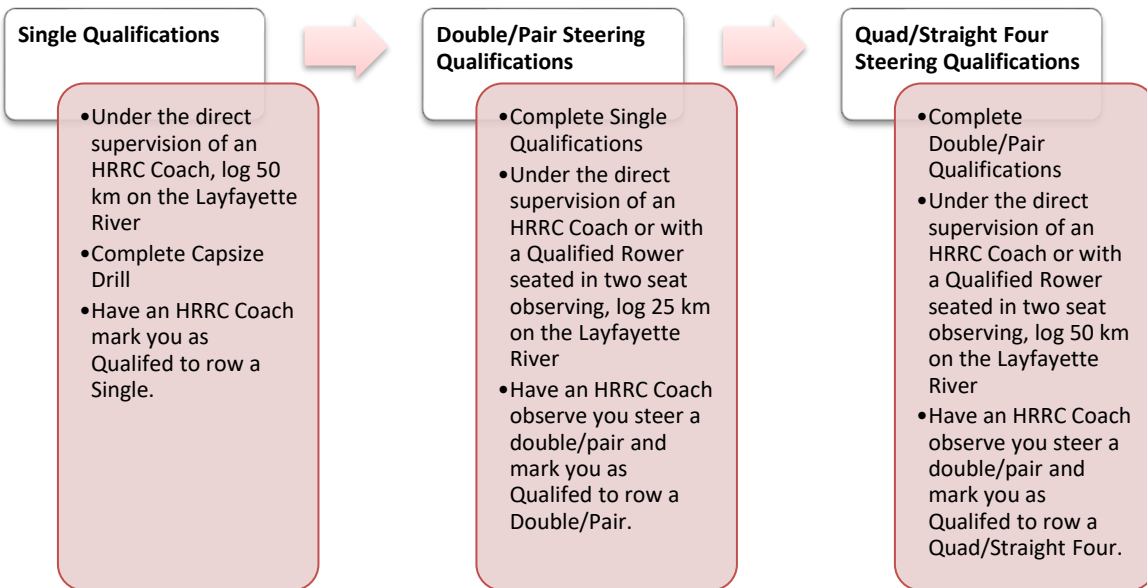
Bowing Qualification Process

Due to the responsibilities that rest with these seats additional restrictions are placed on the bow seat (steering seat) of coxless boats. These include 1x, 2x, 4x, 2-, 4-. Singles (1x) are not to be taken out without a coach until the rower can show competence with the rowing stroke, river familiarity, and the ability to capsize and recover un-aided.

A list of bow qualified members is posted on the bulletin board in the boathouse and is updated periodically. To request an update in your qualification status, reach out to a coach. Edits on the paper copy of the roster will need to be initiated by a coach.

To become qualified to bow as an HRRC member:

1. Talk to an HRRC coach - communicate your desire to bow or row a single.
2. Attend open rows and small boat open rows, these sessions will allow you to gain experience under a coach's supervision.
3. Boat progression. The rower must become qualified with smaller boats before moving on to larger boats. Larger boats go faster, are less maneuverable, and require higher levels of competency in planning the boat's path all while communicating instructions to the other rowers.
 - a. Single: Levels 1, 2 and 3. Increasing levels indicate increasing skill required to maintain control of the boat.
 - b. Double
 - c. Pair - certification not required before progressing to the quad.
 - d. Quad



Note:

1. At the discretion of a coach or senior club officer, a member may bow a larger boat while under supervision. However, this does not automatically certify the member for any level.
2. Members may be granted a beginner qualification to row a single. This will be denoted with a “(B)” on the qualification list. Rowers with this distinction will be able to take out the MAAS singles on their own.
3. It is the students’ responsibility to track distance rowed in each boat.
4. To earn a coach’s endorsement, the student is expected to show:
 - a. Competence with the rowing stroke.
 - b. Satisfy criteria listed in the Expectations for Bowing Certification table below.
 - c. Demonstrate river familiarity.
 - d. Show good decision making regarding:
 - i. When to row or not row based on weather and water conditions,
 - ii. Coordination with other boats on and off the water,
 - iii. Where to row.
 - e. Capsize and recover unaided.

Once certified for a boat size it is strongly recommended that the student continue to gain experience when other club members or coaches are on the water before rowing on their own and then only in good conditions. This period can commonly last the student’s first season of rowing or longer based on the rower’s competency.



Expectations for Bowing Certification

Y/N	Rower Must:
	HRRC Membership fees paid
	HRRC Waiver submitted
Knowledge	
	Possess, be familiar with and understand Membership Rules, Rowing Checklist, Boat Reservation System, General Safety Policy, Incident Report Sheet.
	Understand their responsibility for safety of the sculler and of other rowers.
	Understand basic equipment maintenance and upkeep.
	Understand the use of Boat Log to log use of boats.
	Understand the use of white board to list name, time out, equipment used and direction.
Equipment Handling	
	Demonstrate ability to remove boat from rack.
	Carry boat to slings, correctly place in slings.
	Check rigging, foot stretcher, seat, nuts/bolts/connections- make necessary adjustments, tighten nuts/bolts, close hatches (if any).
	Carry boat from slings to dock, place in water correctly.
	Put oars in oarlocks correctly.
	Remove oars from oarlocks, lift boat from water correctly, carry back to slings.
	Wash and dry shell and oars.
	Carry and place boat on rack.
Sculling, Steering, General Ability in Maneuvering Boat	
	On dock, place boat in water, place oars in oarlocks, correctly get in the boat, launch off the dock.
	Demonstrate full compression rowing, ability to row off dock and correctly navigate out of the launching area and at least up to Willow Wood Bridge.
	Demonstrate ability to steer properly and follow appropriate traffic pattern.
	Ability to spin 360 degrees in place.
	Ability to row backwards (backing).
	Return to the dock, correctly land and get out of the boat.
	Remove oars, lift boat out of the water, return to slings.
	Must demonstrate general overall awareness and ability to row by oneself

Club Boat List

The following chart represents a complete list of club equipment. As a novice rower you will use only the equipment that is assigned by coach or board member and under their supervision. Novice rowers should always be supervised by a coach or an experienced club member. As a certified rower you will have use of equipment you are certified for.



Shell	Type	Certification
Solace	1X (pontoons)	Single (B)
Serendipity	1X (Heavy Alden)	Single (B)
Je Me Souviens	1X (MidWeight Maas)	Single (B)
Memories	1X (MidWeight Maas)	Single (B)
Red Pienert	1X (Peinert 26)	Single
Betty Anne	1X (Vespoli)	Single
True North	1X (Vespoli)	Single
Tempo	1X (Hudson)	Single
Singularity	1X (Vespoli)	Single
JLF	1X (Vespoli)	Single
Rhapsody in Blue (RIB)	2X (Hudson MidWeight)	Double
Mark Robinson	2X (Hudson Midweight)	Double
Empacher Pair	2- (Empacher HvyWeight)	Pair
Twelve of Never	4+ (Hudson Mid)	Coxswain
Justin Shafer	4+ (Vespo HvyWeight)	Coxswain
Scott Smith	4X (Hudson HvyWeight)	Quad
Magnus Leo	4X (Hudson MidWeight)	Quad
Hall	4X (Hudson LightWeight)	Quad
Cairo	4x (Hudson MidWeight)	Quad
Connie	8+ (Hudson MidWeight)	Coxswain
Dylan	8+/x (Hudson HvyWeight)	Coxswain

Incident Reporting

Crew captains, coxswains and scullers are especially responsible for the safety and care of all our members and equipment, but all persons need to be aware of and responsible for what happens in and around our equipment and boathouse.

Any incidents/injuries to persons must be reported immediately to the club president.

1. All breakages, damage to boat, parts of the boat, oars and sculls must be reported via email boathousecaptain@hrrc.net to the boathouse captain who will notify the coaches, Board, and membership as needed.
2. All members who are involved or witnessed the incident must fill in the Incident Form fully and return to the boathouse captain. Reports can be submitted in the designated folder in the boathouse. The boathouse captain will keep a log of the incident reports and recommend changes in procedures where necessary.
3. The crew captain/coxswain/sculler must ensure that the damage is corrected in a timely



manner to limit inconvenience to other boat users. This may involve a member fixing the damage or the boat captain detailing a more competent person to do it, or money for the repair having to be supplied by the crew/sculler who caused the damage. If the damage requires an Insurance Claim, the crew/sculler may be requested to contribute the deductible amount or to help get the equipment to the repair shop, etc. The following has been assembled to assist members with the claim/repair process:

- a. Members must make sure the equipment is returned to the club boathouse and marked as damaged. Email boathousecaptain@hrc.net If you are stranded on the river somewhere, use common sense to find a safe place to store the boat until arrangements can be made.
- b. Members must gather information by taking pictures of the damage, soliciting quotes, and identifying broken parts with the original equipment manufacturer.
- c. All information gathered should be reported to the board of directors for a determination of how to proceed.
- d. If the decision is made to outsource repairs, member/s should assist with organizing transportation logistics (including loading) to get the equipment to and from the repair shop.
- e. If the decision is made to complete repairs inhouse, member/s are expected to assist the boathouse captain (or other delegated individual) with repairs.
 - i. Below are some helpful contacts:

Burnham Boat Slings

PO Box 29
Lebanon, NH 03766
Phone: Toll Free 1-(888) 285-1007,
603-448-2542 Telephone
Email:
info@burnhamboatslings.com
<https://burnhamboatslings.com/>

Concept2, Inc.

105 Industrial Park Drive
Morrisville, VT 05661
Sales and Customer Service: Toll-
free 800.245.5676 or direct
802.888.7971
<https://www.concept2.com/>

Shell Repair

Finish Line Rowing

480 Brunswick St
Baltimore, MD 21223
443-682-9527
cj@finishlinerowing.com and Alex@finishlinerowing.com
<https://finishlinerowing.com/>

Row America Boat Repair

1010 Atlantic Street
Bridgeport, CT 06604
Phone: 203-866-7223 ext. 305
jthiessen@rowamerica.com

Croker Oars USA

Greg Doyle
212 Karins Blvd,
Townsend, DE 19734
Email: greg@crokerusa.com
Phone (302) 897 6705
<https://www.crokerusa.com/>

Hudson Boat Works

2519 Fanshawe Park Road East
London, Ontario, Canada
N5X 4A1
Phone: (519) 473 9864
<https://us.hudsonboatworks.com/>

Vespoli Racing Shells

385 Clinton Avenue
New Haven CT 06513
+1 203 773 0311
+1 203 562 1891
customerservice@vespoli.com
[https://www.vespoli.com/repairs-
service/](https://www.vespoli.com/repairs-service/)

Maas

PO Box 82898
Kenmore WA 98028
510.232.1612
maasboats@maasboats.com
<https://www.maasboats.com/>

<https://rowamericaboatrepair.com/>

Shell Repair USA

6th Street
Camden, NJ
856-757-9075
neczypor@comcast.net
<https://www.shellrepairusa.com/>

Alexandria Boatworks

1 Wolfe Street



Alexandria, VA 22314
Steve Shapiro
703-593-2487 (cell)

703-768-4740 (home)
Steve@alexandriaboatworks.com
<http://alexandriaboatworks.com/>

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 Board has reviewed the incident or the crew/sculler is reviewed by the club coaches.



Incident Report Form

Name of Contact Person reporting the incident: _____

Phone: Cell _____ Home _____

List all people involved: _____

What equipment was involved: _____

Was anyone injured? Whom and give details: _____

Time and Date of the Incident: _____

Where did it take place: _____

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

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

List and state what was 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: _____



Using Zoho: HRRC's Online Boat Reservation System

Go to <http://www.zoho.com/calendar/>

Click Sign In. Enter the login name: rowhrrc and the password: gogocrew

There's a lot of information on here, but don't be overwhelmed. It's pretty simple to reserve a boat.

To reserve a boat:

1. Note the day and time you want to reserve a boat. Check for conflicts with other crews.
2. Click "New Event" in the upper left corner under Zoho Calendar.
3. In the event title box type three items: the name of the boat you're reserving, your name and number. Example: Cairo 4x: Erin 757-555-5555
4. Enter a start date and time in the day and time boxes.
5. Zoho defaults to a 30 min time block so set the end time to the desired time (remember HRRC policy only allows 1.5 hrs max per outing)
6. Click "Save" at the bottom of the screen.
7. That's it! You need not do anything else! Please don't mess with preferences or settings.

Example:

The screenshot shows the Zoho Calendar 'Create Event' interface. The browser address bar displays 'https://calendar.zoho.com/mycalendar#'. The page title is 'Zoho Calendar'. The user's email is 'rowhrrc@gmail.com'. The 'Create Event' form includes the following fields and values:

- Title:** True North - Fay Hannon
- Calendar:** True North 1x
- Time:** 08/29/2013 09:00 am to 10:00 am
- Repeats:** --none--
- Description:** Just me today - 555 538 8920

The right sidebar contains sections for 'Associate' (with icons for various attachments) and 'Attendees' (with a 'Free/Busy' button and a text input for email IDs).