

Humboldt Bay Rowing Association

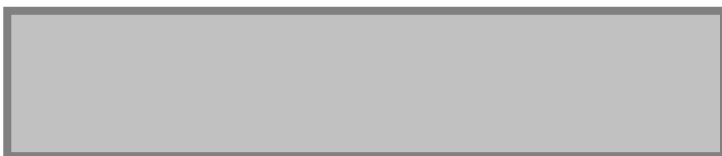
Safety Policy and Rowing Program Procedures

January 2018

Record of Revisions

Revision	Description of Change	Approved	Date
C	Internal Review		
D	Review comments addressed		
E	Addl Review comments addressed		12/12/2017
O	Issued for Approval	<i>1/31/2018</i>	

Approvals



HBRA Safety Committee Chair, Skip Dunham

1/19/2018

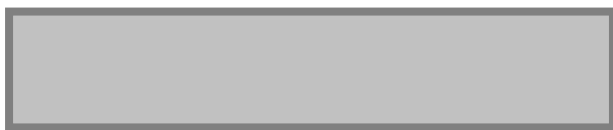
Date



HBRA Head Coach, Scott Gibson

1/15/18

Date



HBRA President, Jerry Simone

1/31/18

Date

Table of Contents

- A. Intent
- B. Definitions and Abbreviations
- C. HBRA Contacts
- D. HBRA Safety Policy
- E. HBRA SafeSport Policy
- F. HBRA Safety Committee Charter
- G. HBRA Rowing Program Procedures
 - 1. Club Liability Waiver
 - 2. Incident and Injury Reporting
 - 3. Training Requirements
 - 4. Equipment Safety Inspections
 - 5. Checklists
- H. Forms and Checklists
 - 1. HBRA Liability Waiver Form
 - 2. HBRA Incident Report Form
 - 3. HBRA Injury Report Form
 - 4. HBRA LogBook Form
 - 5. HBRA Pre-Season Checklist
 - 6. HBRA Pre-Launch Checklist
- I. Referenced HBRA Documents
 - 1. HBRA SafeSport Policy Document
 - 2. HBRA Safety Committee Charter Document

A. Intent

1. This document is intended to define the safety policies and safety related rowing program procedures for the Humboldt Bay Rowing Association (HBRA).
2. The purpose of the HBRA Safety Policy is to define safety rules, protocols, and procedures to ensure that club activities are safe for our rowers, coaches, visitors, and other water users.
3. The HBRA Safety Policy will use the United States Rowing Association safety guidelines and expectations as a basis.

B. Definitions and Abbreviations

- Adorni - Adorni Center singles boathouse at 1011 Waterfront Drive, Eureka, CA
- aka – Also Known As
- alee / leeward - Sheltered from the wind
- Boathouse - Main HBRA boathouse (near the bridge) at 1063 Waterfront Drive, Eureka, CA
- HBRA – Humboldt Bay Rowing Association including Masters, Juniors, and Independent Sculling Programs
- PFD – US Coast Guard approved Personal Floatation Device (aka Life Jacket)
- Unaccompanied – Rowers on the water without the support of a coaching launch

C. HBRA Contacts

1. HBRA Board of Directors
 - a. President – Jerry Simone, [REDACTED]
 - b. Vice President – Jeanne Wielgus Marlatt, [REDACTED]
 - c. Treasurer – Mary Ann McCulloch, [REDACTED]
 - d. Secretary – Nancy Kennedy
 - e. Junior Parents Rep – Cassie Nordstrand
2. HBRA Coaches
 - a. Scott Gibson – Programs Director and Juniors Team Program Coach [REDACTED]
[REDACTED]
 - b. Julia Smith – Masters Head Coach [REDACTED]
 - c. Jeanne Wielgus Marlatt – Sculling Instructor
 - d. Laura Miller – Sculling Instructor
3. HBRA Safety Committee
 - a. Chair Person - Skip Dunham [REDACTED]
 - b. Masters Representative - Jeanne Wielgus Marlatt, [REDACTED]
 - c. Juniors Representative - Jack Murphy, [REDACTED]
 - d. Independent Scullers Representative – Simona Carini, [REDACTED]
[REDACTED]

D. HBRA Safety Policy

- i. *This section provides HBRA Site Specific Safety Guidelines for Humboldt Bay as adopted from the US Rowing Safety Guidelines.*
- ii. *HBRA specific instructions tend to be in italic text and numbered as i, ii, iii, etc. but this is not a hard and fast rule.*
- iii. *This Safety Policy is intended to define:*
 - a) *Safe Practices to prevent incidents and injuries*
 - b) *Procedures for responding to both on- and off-water emergencies*
 - c) *Means for reporting and tracking injuries, incidents, and equipment damage*
- iv. *Colored highlights indicate a text change from prior versions of this document*

I. Before the row-

1. HBRA has a Safety Committee that reviews the HBRA Safety Policy annually.
 - i. *Contact HBRA coaching staff or a member of the HBRA Safety Committee if you have any questions regarding HBRA Safety Policy.*
 - ii. *The HBRA Safety Committee Charter provides additional details regarding function of the HBRA Safety Committee.*
2. All rowers must be able to pass a swim test, preferably including putting on a life jacket while in the water.
 - i. *HBRA Rowers are encouraged to wear inflatable PFDs if in doubt about ability to swim, or ability to self-rescue if sculling.*
 - ii. *HBRA will accept signed, self-validation of ability to pass swim test. However, Rowers are encouraged to participate in periodic swim testing as a personal safety measure to verify abilities.*
 - iii. *HBRA will make swim testing available during sculling Dump and Recover Clinics (aka Sculling Flip Test) typically held at the Arcata Recreation Center swimming pool annually.*
3. Know that your shell has been designed for floatation. Your boat is not a Personal Floatation Device (PFD); it is an emergency floatation device. The safety committee recommends that all unaccompanied boats on the water carry Coast Guard approved PFDs and that all chase launches carry Coast Guard approved PFD's.
 - i. *Unaccompanied means rowing without a coaching launch nearby.*
 - ii. *Inflatable PFDs for single shells are available at the Adorni boathouse.*
 - iii. *Modern Oars are not a PFD nor emergency floatation device and can fill with water.*
4. Before ever getting into a shell on the water, a rower must understand the following terminology: bow, stern, port, starboard, weigh enough, ready to row?, back, tie-in, untie, stop, the stroke, bow person, seat numbers in between and what number/seat she/he is that day. The term "stop" should be used only when talking to a specific crew in a race. When a coxswain or coach wants a crew to stop immediately, the proper term is "Weigh enough! Hold water!"
 - i. *HBRA will provide periodic training and review on rowing terminology.*

5. HBRA has posted a map of Humboldt Bay at the main Boathouse and Adorni that includes traffic patterns and any known hazards.
 - i. *Each rower should review the local traffic patterns and become familiar with landmarks that may be referenced by Coaches during practice plan and safety briefings.*
 - ii. *Coaches, coxswains, and sculling boat bow persons are responsible to know and follow the traffic patterns and avoid hazards.*
 - iii. *Traffic Pattern includes:*
 - *In the Woodley Marina area, stay toward the center and Eureka side of the channel.*
 - *Boats traveling in opposite directions should pass Port-side to Port-side by default unless clearly communicated alternate intent is given.*
 - iv. *Known hazards include:*
 - *Shallow water at low / falling tide on land spits*
 - *Fixed Channel markers (typical 19 green, 21 green, and others)*
 - *Fixed docks (particularly the Bonnie Gool dock)*
 - *Bridge Abutments*
 - *Numerous old timber piles near shorelines*

6. HBRA has a logbook system for the purpose of tracking boats and persons on the water. Everyone on the water should be signed in and out. The purpose of the logbook system is to monitor that rowers have returned to shore.
 - i. *Coaches, Coxswains, and sculling bow persons, who are launching from the Main Boathouse, are responsible for recording departure and return of boats and crew members in the Main Boathouse Logbook.*
 - ii. *Use a separate logbook line entry for each boat to better enable accountability for each boat and crew.*
 - iii. *Coaches may also or alternately use a posted "White Board" to record boats and crew members as part of organized practice sessions. White Board information shall not be altered until crews are returned from the water.*
 - iv. *Scullers rowing out of the Adorni boathouse shall sign in and out on the Adorni logbook*
 - v. *The logbook form referenced as attachment is an example. Alternate forms may be used.*

7. Each person is 100% responsible for the whole boat and 100% accountable for their own oar, rigging, foot stretchers, seat and slide. Check to make sure that all equipment is functioning properly before leaving the dock. If you aren't sure, ASK! Check the following:
 - a. That nuts on the rigging are tight, position of your foot stretchers and the smoothness of your slide are acceptable.
 - b. That the forward end of the slide is blunt and will not gouge your calves.
 - c. That the persons in front and behind you have sufficient room for their complete stroke.
 - d. That the heel ties on your shoes are tied and in good condition.
 - e. That your seat fits your body. Adjust with seat pads or a different seat.
 - f. That your oar handle is properly sized.
 - g. That your oarlock height is proper.
 - h. That your clothing cannot become tangled in your seat or oar handle.
 - i. That you have proper safety devices on board, if warranted in your rowing shell.
 - ii. *HBRA Coxswains shall wear a PFD at all times*

- iii. *HBRA Rowers PFD's are carried in the safety or coaching launch during accompanied practice sessions.*
 - iv. *HBRA rowers are encouraged to carry inflatable PFDs in the boat if unaccompanied by a coaching launch.*
8. Make sure that you are aware of the local traffic patterns and rules on the water.
- i. *HBRA local traffic pattern information is provided in Section C.5*
 - a. Take precautions around other types of vessels to avoid collisions and be courteous with boats that have less maneuverability or ability to stop quickly.
 - ii. *Right-of way rules have been developed by the USCG. Vessels with the least maneuverability have the right-of way, but always play it safe and take action to avoid all other types of boats. The maneuverability rule can be confusing. For example, a sailboat without wind has the right-of way, but a sailboat with wind must give right-of way to the shell.*
 - b. Boats shove off and approach the dock for landing while moving upstream. Familiarize yourself with the local traffic patterns.
 - iii. *HBRA Coaches, coxswains, and sculling bow persons are responsible to check the direction of the tide and timing of tide changes before launching.*
 - iv. *HBRA shells should launch from the dock and return to the dock against the direction of the tide.*
 - c. Familiarize yourself with shallow water, stumps, rocks, seasonal problems and landmarks.
 - d. Stay clear of bridge abutments and other man-made or natural obstacles. Do not negotiate a turn near such an obstacle.
 - e. The coxswain or single sculler should make frequent checks on both sides. Listen for oncoming traffic.
 - f. Be courteous to others on the water. Be aware of powerboats and treat them with respect.
9. The safety or coaching launch provides safety supervision when rowing and support assistance in an emergency. A launch may prove useless unless the following precautions have been taken:
- a. The launch driver must be trained in the proper use and operation of the safety or coaching launch. Classes are offered through local chapters of the U.S. Power Squadron and state boating safety department.
 - i. *HBRA Training links:*
 - *Coast Guard Auxiliary (707-839-6123) (<http://www.usps.org/newpublic2/index.html>)*
**** this is not the USCG emergency number ****
 - *California Boating Safety (<http://www.boat-ed.com/ca/index.htm>)*
 - b. A radio or cell phone is recommended to allow a quick direct link with rescue services and other coaches on the water in the event of an emergency.
 - i. *HBRA Coaches shall carry a marine radio and cell phone during water practice sessions.*
 - ii. *Unaccompanied HBRA rowers are encouraged to carry a floating marine radio or cell phone in waterproof case.*
 - v. *HBRA Coaches VHF marine radio is channel 72*
 - vi. *Woodley Island Marina VHF Radio is channel 14*

- vii. VHF marine radio **emergency call channel is 16**
 - viii. HSU Women's team, Men's club, and HBAC may also be using channel 72
 - ix. HBAC may also use channel 69
- c. Emergency supplies in the launch should include a first aid kit, fire extinguisher, night lights and tool kit. The tool kit should contain wrenches, appropriate nuts, tape, washers, and other materials needed to make small repairs. Only minor repairs should be done on the water.
 - d. Ensure that everyone in the launch is wearing a life jacket and that there is one for each person rowing under the coach's care.
 - i. HBRA coaches are responsible to ensure that sufficient life jackets are available for accompanied rowers.
 - ii. HBRA unaccompanied rowers are encouraged to carry inflatable PFDs in the boat
 - e. Practice man overboard safety drills. Know how to have rowers enter the coaching launch from the water. Approach from the leeward side, keeping the outboard propeller away from any victims. Turn off the engine as soon as contact is made. Avoid overloading.
 - i. HBRA will provide training sessions to include an on-water exercise to practice recovery of rowers from the water into the coaching launch.
 - ii. HBRA rowers should attend an on-water overboard recovery training session.
 - iii. Engine may be placed in neutral during recovery if persons are being loaded into bow of the boat. Shut off engine if there is risk of persons in the water being near propeller.
 - f. The launch driver must wear the cord that activates the safety/kill switch in accordance with the motor manufacturer's literature.
10. Consult a physician before starting any form of exercise program.
- i. HBRA rowers are encouraged to obtain a pre-participation physical prior to the start of the season.
 - ii. Pre-participation physicals are encouraged but not required.
11. Conditioning should be part of any rowing program. Most people do not have perfectly balanced bodies or sufficient stamina when they begin to row. Take it upon yourself to seek professional training advice.
12. Land warm-up should become part of your training ritual. Before rowing, get your body up to the proper intensity by taking three minutes before you touch the boat to get your body warmed up by jogging, jumping rope, or running in place. Follow that with basic stretching.
13. Water warm-up should be used to gradually build from no pressure up to full intensity. An example would be building from no pressure "hands only, bodies over, ¼ slide, ½ slide, ¾ slide, full slide", and then adding pressure until proper workout intensity is reached.

II. On the water-

1. Proper supervision protocols must be developed and carried out to ensure the safety of rowers. Under no circumstances should athletes who are minors be allowed or left unsupervised on the water.
2. Rowers in multi-person shells should always be quiet and attentive to the coxswain or coach.
3. **Be aware of weather conditions.** Use a weather radio or listen to local radio weather reports before going out on the water. Watch for gathering clouds, changes in wind speed and direction, temperature changes and other boats returning home. If on a river or tidal body of water, check the current direction and look for floating objects or kelp.
 - i. *HBRA recommends checking several different sources for weather forecast information if local weather conditions are in question. Coaches and independent scullers should use good judgement in considering weather forecast information.*
 - ii. *Particular weather hazards to rowing in our bay are wind, changes in wind, wind and tide in opposed direction, and fog.*
 - iii. *Wind induced waves and chop are also indirect weather hazards.*
 - iv. *Local weather condition (wind speed) and forecast information is available from several sources including cell phone apps such as:*
 - NOAA Weather Radar
 - The Weather Channel
 - WindAlert
 - v. *This document is not intended to endorse or limit sources of weather forecast information. Do not "shop" for a good forecast. Use the available information in whole to make an educated decision regarding suitable rowing conditions.*
- b. **Do not row in high wind, whitecaps, or winds of 12 knots (14 mph) or higher** under any circumstances.
 - i. *The wind limits listed above are direct from US Rowing guidelines.*
 - ii. *If there are white caps do not row in that water regardless of wind speed. White caps indicate sufficient gusts and winds are occurring to cause hazard.*
 - iii. *There may be times when conditions are windy but fairly flat where land is sheltering the water. Be aware of potential for changes in wind direction that could cause sudden peril for rowers on the water, if rowing leeward of land.*
 - iv. *There are tidal / wind direction combinations for wind speeds less than listed which create a very nasty standing chop that creates hazard to rowing. Particularly, wind straight out of the West with an outgoing tide. It is the Coaches call to row or not in this condition if wind is otherwise less than listed conditions.*
 - v. *HBRA local water conditions can change quickly with wind direction shifts and turn of the tide. Do not take chances if listed wind conditions are in the weather forecast.*
 - vi. *HBRA coaches and independent scullers are responsible to check and heed the weather forecast for high winds or other adverse conditions.*

- vii. *Do not row if listed wind conditions are being experienced or are forecast for the desired time of practice or rowing session.*
 - c. If sudden winds come up, return to the boathouse if the trip is safe, or take the boat to the nearest shore and wait for the winds to calm.
 - i. *Consider the most easily and quickly accessed shore. It may be difficult to reach an upwind shore in very high wind.*
 - d. Try to minimize equipment damage, but remember that you are more valuable than the boat.
 - e. **Do not row in fog** unless your visibility to shore is at least 100 yards. Be sure to have land reference points. If fog sets in while you are on the water, move slowly, and be prepared to stop quickly. Use a sound making device (coxbow, horn, or whistle) to advise other boats of your location as you take your boat to shore, following the shore back to the boathouse.
 - i. *From HBRA main boathouse dock, do not row if you can't see the opposite shoreline.*
 - ii. *From Adorni boathouse, do not row if you can't see the marina building and shore line across the channel. Strong suggestion for singles to consider not rowing unless you can see the bridge.*
 - iii. *Don't take chances in fog. If above conditions are met but fog is getting thicker, or forecast likely to get thicker, then do not row.*
 - f. **Do not row in an electrical storm.** If you are on the water and see lightning, hear thunder, or notice your hair standing on end with static electricity, head for the nearest shore. If the storm is upon you, take your boat ashore and wait for the storm to pass.
4. Waves are generated by winds, tides, currents, or wakes from passing boats. Because shells are vulnerable to high waves, specific care is needed with approaching wakes.
- a. If approaching wake is higher than the gunwale, the shell should be turned parallel to the wake to avoid having parts of the shell unsupported by the water. It is possible to split a shell under these conditions. Rowers should stop rowing and lean away from the approaching wake, with oars on the wake side lifted slightly.
 - b. If the wakes are lower than the gunwale and widely spaced, continue to row without a course adjustment. Deep and closely spaced wakes that are lower than the gunwale may be taken at a 90 degree angle with the bow directly toward them.
 - c. Turning in waves is tricky; allow plenty of room, energy and time.
5. Light conditions -- The greatest danger while rowing is a collision caused by limited vision or carelessness. Great care should be taken when rowing in darkness or near-darkness. Take extra care to look and listen. Minimize conversation. Be careful not to get too close to shore or known hazards. Only row in familiar waters while rowing at dusk, dawn, or in the dark.

- a. There should be an all round white light on the stern of each rowing shell when rowing between sundown and sunup. It should be sufficient to warn approaching vessels. It is recommended a red (port) and green (starboard) light on the bow. Another recommendation that reflective tape be placed on top of the gunwales and splashboards.
 - i. *HBRA Coaches, coxswains, and sculling bow persons are responsible to ensure that boats have proper bow and stern lights when rowing in limited visibility conditions.*
 - ii. *HBRA has boat lights available in the Main Boathouse above the workbench.*
 - iii. *HBRA also encourages coxswains and rowers to carry personal headlamps or other lights with them to aid with end of practice activities during early spring and late fall seasons when it begins getting dark before the end to practice and boat washing.*
 - b. Carry a sound making device.
6. Water temperature should always be monitored.
- i. *Rowing restrictions apply in air temperatures less than 38F degrees (See Four Oar Rule for Cold Weather Rowing).*

Hot Weather Hazards

- Hyperthermia occurs when there is an increase in body temperature, usually when the air temperature is above 76 degrees, and the victim is exposed to sun and heat in combination with a decrease in fluids. It may occur when a) sweat cannot easily evaporate; b) the body is being heated by the environment; c) water loss from sweat and respiration is not replaced and dehydration occurs. Two serious conditions may result:
 - Heat exhaustion - Signs are throbbing headache, nausea, cool skin, chills, sweaty, and pale pulse. Action - drink water, shade from sun, and treat for shock.
 - Heat Stroke is life threatening- behavior changes, unconsciousness, hot but not sweaty, flushed warm skin and rapid pulse. Action- douse with cool water, shade from sun, fan, ensure the airway is open, always get medical assistance as soon as possible.

To avoid these problems in hot and humid weather:

- a. Maintain a high fluid level. Drink water before leaving the dock and frequently while on the water. Take an individual plastic water bottle for easy access.
- b. Avoid sunburn by using sunscreen, with a sweatband or hat to keep lotion out of eyes.
- c. Wear light clothing.
- d. Remain in the shade when off the water.
- e. Plan activity level consistent with the degree of heat and humidity.

Cold Weather Hazards

- ii. *HBRA docks have the potential for ice in the winter. Do not launch if ice is on the dock. You may use salt water to “thaw” ice if temperature is above freezing, temperature is on the rise, and salt water is not causing a greater hazard by refreezing on the dock.*
- iii. **Four Oar Rule for Cold Weather Rowing**
 - *If combined air and water temperature is 90 degrees or less then you must row accompanied by a coaching launch or with four sweep rowers (four oars), or two scullers (four oars). Two scullers can be two singles or a double.*
 - *For average bay temperature of 52 in winter, then **if air temp is less than 38 degrees, follow the four oar rule.***
 - *At this temp your hands will be pretty cold without gloves or poggies.*
 - *No single sculling without partner boat or coaching launch if Four Oar rule is in effect. This can be often early in the morning during winter. Just be sure to row with a partner.*
- iv. *Rowers Submerged - For our bay the target maximum time for removing rowers floating in the water is 15 minutes. If you are not confident in your abilities to self-rescue from a sculling boat flip then only row with a partner (“Buddy System”) boat or accompanied by a coaching launch. A life jacket keeps you floating but does not protect from hypothermia.*
- Hypothermia occurs when a victim is subject to cold temperatures, cold water, ice or snow. There is potential danger for hypothermia when the water temperature is below 80 degrees and very dangerous when the water temperature is below 50 degrees. Symptoms include feeling cold, turn bluish and shivering, and followed by numbness, apathy, lethargy, disorientation and loss of mental capacity.

Action if cold and shivering:

- a. Get out of the water quickly, even on top of the capsized boat. Heat loss is 25 times greater when in the water.
- b. Huddle with others
- c. Drown-proofing (dead man’s float) is not an acceptable survival technique. Keep as much of the body out of the water as possible.
- d. Move to shelter quickly, remove wet clothing and re-warm body. In mild hypothermia conditions, re-warm in a shower, tub or with warm blankets.
- e. Do not give any liquids to drink, treat for shock.
- f. Continue to re-warm and always obtain medical assistance as soon as possible.

Action if cold and shivering has stopped:

1. DO NOT RE-WARM EXTREMITIES! If victim is no longer shivering, the torso must be re-warmed to avoid circulation of cold blood to the heart. This can kill. Wrap the victim in a warm blanket and apply heat to under arms and groin area; wrap again in a separate blanket. Wrap each arm and leg separately to prevent re-warming. Hot packs should not be placed directly on the victim. A thin layer should be used to protect the victim in a sleeping bag with a warm person.
 - i. *The above is an extreme medical emergency condition that is best handled by calling 911 to obtain professional medical assistance.*
2. Administer artificial respiration and CPR if necessary. Always obtain medical assistance as soon as possible.
3. Cold water emersion - Be aware that in very cold water people have survived as long as one hour underwater. Recover a victim immediately and even though there may be no sign of life, administer CPR until medical assistance is obtained.

III. Emergency Conditions

- i. *HBRA encourages all members to set-up a speed dial contact on their cell phones for the Coast Guard. If you are requested to contact the Coast Guard in an emergency situation on Humboldt Bay please do so.*

US Coast Guard – Humboldt Bay - Samoa Island station**707-443-2212**

1. Under no circumstances should a rower in the water leave his/her shell. Even if a swamped boat is within a swimmable distance from the shore, the rower should swim the boat to the shore. Do not leave your floatation even if you consider yourself a strong swimmer.
2. Should someone give the command **“weigh enough, hold water,”** don’t ask questions, just respond immediately by stopping all forward body movement. Square the blades in the water and bring the boat to a halt.
3. Use these distress signals to communicate to other boats: wave the arms or a shirt above your head or raise one oar in the air.
4. Man overboard - Immediate command **“weigh enough, hold water!”** If the safety or coaching launch can get to the victim first, allow the safety or coaching launch to rescue the victim. If the safety or coaching launch is not in the immediate vicinity, back the shell towards the victim and have him/her hang onto the shell until the safety or coaching launch arrives. Another rower may have to enter the water to assist if the victim is injured.

5. Rower injured - Immediate command **"weigh enough, hold water!"** Signal safety or coaching launch if first aid is needed.
6. Shell damaged but afloat and not taking on water - Immediate command **"weigh enough, hold water!"** Make adjustments or signal safety or coaching launch for assistance.
7. Shell swamped - Immediate command **"weigh enough, hold water!"** A shell is swamped when the interior water reached the gunwales. If the shell has sealed compartments under each rowers bench it will stay afloat and the rowers should stay seated in the shell. If rowers are in a boat without sealed compartments (older boats) the floatation ends may cause the boat to break apart, in that case the rowers should follow the procedures listed below.
 - a. Coxswain directs rowers to untie, and by seat number rowers should carefully, but quickly, slip overboard.
 - b. If the boat is taking on excessive water, signal the safety or coaching launch and unload rowers by pairs - starting in the middle of the boat - as soon as possible in order to avoid damage to the boat. Pairs should form "buddies" and keep watch of each other. The coxswain should buddy with the stern pair.
 - c. If rescue is not imminent, take the following steps:
 - 1) Remove oars and place them parallel to the shell. All persons should move to the two ends of the shell. It is dangerous to roll a shell when near riggers.
 - 2) Then roll the boat to form a more stable floatation platform so rowers can either lie on top of the hull or buddies can hold onto each other across the hull.
 - 3) Remember that body heat loss occurs 25 times faster in the water. Do not attempt to roll the boat if rescue is on the way.
 - d. A safety or coaching launch can shuttle rowers to the nearest shore. Be careful not to overload the safety or coaching launch.
 - e. When the boat has been brought to the shore, remove the oars. 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 or damage. A boat full of water is very heavy, so try bailing first, then roll the boat slowly and remove it from the water.
8. Singles and pairs should be rowed with a buddy boat or safety or coaching launch. The buddy boat or coaching launch will help stabilize you for the re-entry. Entering the shell directly from the water may cause splashboard damage. Swim the boat to shore, lying in 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. The loss of muscle control can occur very quickly and dramatically in cold water. The stern deck rescue may be your only option.

- i. While the above is guidance from US Rowing, and a buddy boat or coaching launch is always a good idea, HBRA encourages rowers to be capable of self-rescue (eg. dump and recover for single scullers) and to perform self-rescue. Did we say the water is cold?? HBRA provides dump and recover training for single scullers.*

9. **Shell capsized** - Immediate command "untie!" This rarely happens except in small boats. Be sure that all rowers and coxswain are accounted for. Stay with the boat until assistance arrives.
10. **Shell broken and sinking** - Immediate command "untie!" Get out of the boat and follow the same procedures as for a swamped shell. Do not leave the floating boat. Swim boat to shore if safety or coaching launch is not immediate.
11. **Another boat in distress** - If a distress signal is seen and insufficient assistance is near that craft, maneuver your shell to the distressed shell. Assist in any way that does not jeopardize the lives in your shell.
12. Shells should stay within hailing distance of their safety or coaching launch. The safety or coaching launch has been outfitted to provide assistance to rowers and/or their shell in the event that it is needed. Most frequently, the toolbox and coach's expertise is 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 is there for rapid transportation.

IV. End of Row

Paddle-down at the end of your workout. It is important to your health that you don't race up to the dock. Once the boat and oars are stored, it is important to take another few minutes to go through your basic stretching exercises to identify unnoticed sprains or strains that began during your row.

E. HBRA SafeSport Policy

1. US Rowing has developed a SafeSport Policy to ensure Youth and Masters rowing programs are free from bullying, hazing, harassment (including sexual harassment), emotional misconduct, physical misconduct and sexual misconduct (including child sexual abuse).
2. HBRA SafeSport Policy is based on US Rowing SafeSport guidelines.
3. HBRA SafeSport Policy is a separate document and is available from the HBRA website at the following link:

<http://hbra.org/documents/SafeSportUSRA%20-%20HBRA%20Participant%20Safety%20Handbook.pdf>

F. HBRA Safety Committee Charter

1. The HBRA Safety Committee operates per the guidance of the HBRA Safety Committee Charter as authorized by the HBRA Board of Directors.
2. The HBRA Safety Committee Charter is provided as attachment to this document.

G. HBRA Rowing Program Procedures

1. Club Liability Waiver

- a. A signed HBRA / US Rowing waiver is required each calendar year for all persons participating in club activities including guests and alumni for:
 1. on-water activities; coaching, rowing, launch passengers / observers
 2. on-land physical activities; land practice
 3. learn-to-row day participants
- ii. Blank waivers should be kept available in the main boathouse file cabinet and at the Adorni boathouse
- iii. Signed waivers for a given year should be retained in the main boathouse file cabinet
- iv. For each calendar year, a summary list should be kept of persons with signed waivers
- v. Event Coordinators and Coaches are responsible to ensure that waivers are signed prior to athlete or observer participation in club activities.

2. On-the-Water Guests

- a. The club encourages guest rowers and coaching launch ride-a-longs.
- b. Guest rowers require approval from a coach.
- c. Guest rowers as single scullers require specific approval from a club team coach or sculling coach prior to use of club singles. This is to ensure club awareness of the abilities of persons using club equipment.

3. Incident and Injury Reporting

- a. An Incident is an unplanned occurrence that potentially impacts personal or public safety involving:
 - i. Failure to follow HBRA safety policies
 - ii. Malfunction or damage to club equipment or property
 - iii. Rowers in the water requiring rescue assistance
 - iv. Calls for 911 or USCG assistance
 - v. Physical trauma to a person that requires medical assistance greater than use of club first aid kit.
- b. Club members should verbally inform Coaches of any minor injuries requiring material usage from first aid kits and these do not require written reporting.
- c. The purpose of Incident and Injury reporting is to enable tracking and review of unplanned occurrences and analysis for avoidance in the future.
- d. Incidents or Injuries shall be documented on an HBRA Incident or Injury Report Form within 48 hours of occurrence. Witness statements are recommended for significant incidents.
- e. Event Coordinators and Coaches are responsible for completion of HBRA Incident or Injury Reports and submittal to the Program Director and Safety Committee Chair for review.

3. HBRA Member Training

This section defines club training requirements for coaches and club members.

- a. Rowers
 - i. US Rowing Waiver – Annual each Calendar year
 - ii. US Rowing Safety Video - Annual
 - iii. Rowing Terminology - Annual
 - iv. HBRA Safety Policy review – Annual
 - v. Swim Test – Annual (optional)
 - vi. Man Overboard Recovery Training – Annual (as available)
- b. Sculling boat bow persons and single scullers
 - i. Rowers requirements above plus the following
 - ii. Demonstrate knowledge of local on-water traffic patterns and hazards
 - iii. Dump and Recover Test (Flip Test) – Annual

- c. Coxswains
 - i. Rowers requirements above plus the following
 - ii. Briefing on local on-water traffic patterns and hazards
 - iii. Briefing on boat steering system

- d. Launch Operators
 - i. Rowers requirements above plus the following
 - ii. US Boating Certification
 - iii. Radio etiquette

- e. Coaches
 - i. Rowers, Coxswains, and Launch Operator requirements above plus
 - ii. US Rowing SafeSport Training
 - iii. US Rowing Coaching Level 1 or 2 training (encouraged)
 - iv. HBRA Board approval
 - v. First Aid / CPR Certification

- f. Adult Practice Support for Youth Program
 - i. US Rowing SafeSport Training
 - ii. Radio etiquette

- g. Trailer Tow Vehicle Operators
 - i. Tbd

- h. Training Responsibilities
 - i. Members are responsible to seek and obtain required training, and to only participate in activities for which they are trained.
 - ii. HBRA Coaches are responsible for member training and retention of training records.

- i. Training Record Keeping
 - i. A Training Roster should be kept indicating HBRA member name, training received, training date, training instructor.
 - ii. Documentation of completed HBRA member training are club records and should be kept in the main boathouse. Copies may be kept in an alternate location.
 - iii. Completed training records will be periodically checked by the HBRA Safety Committee or Board.

4. HBRA Required Safety Equipment Inspections

This section is intended to provide guidance on safety related inspections of HBRA club equipment. This section requires additional development.

- a. Launches
 - i. Criteria and frequency – per state and local regulations
 - ii. Inspection form – tbd

- b. Outboard Engines
 - i. Criteria and frequency – per state and local regulations
 - ii. Inspection form - tbd

- c. Trailers
 - i. Criteria and frequency – per state and local regulations
 - ii. Inspection form – tbd

- d. Trailer Tow Vehicles
 - i. Criteria and frequency – per state and local regulations
 - ii. Inspection form – tbd

- e. Coaches are responsible to ensure that safety equipment periodic maintenance and inspections are performed.

- f. Documentation of completed inspections are HBRA club records and should be kept in the main boathouse. Copies may be kept in an alternate location.

- g. Completed inspection records will be periodically reviewed by the Safety Committee and/or Board.

(this section to be further developed)

5. Checklists

- b. Pre-Season and Pre-Launch checklists are provided as an aid to coaches and members. They are not intended to create an administrative burden. Usage is recommended but not required.

H. HBRA Forms and Checklists

1. HBRA Liability Waiver Form
2. HBRA Incident Report Form
3. HBRA Injury Report Form
4. HBRA LogBook Form
5. HBRA Pre-Season Checklist
6. HBRA Pre-Launch Checklist

I. Referenced HBRA Documents

1. HBRA SafeSport Policy
2. HBRA Safety Committee Charter

Humboldt Bay Rowing Association - 2018



Release of Liability

IN CONSIDERATION of being given the opportunity to participate in any USRowing activity, including scheduled, supervised club activities, and registered regattas, during the policy term 12/31/17 – 12/31/18, I, for myself, my personal representatives, assigns, heirs, and next of kin.

1. I ACKNOWLEDGE, agree and represent that I understand the nature of Rowing Activities, both on water and land based, and that I am qualified, in good health, and in proper physical condition to participate in such Activity.

2. I FULLY UNDERSTAND that: (a.) ROWING ACTIVITIES INVOLVE RISKS AND DANGERS of serious bodily injury, including permanent disability, paralysis and death ("Risks"); (b.) these Risks and dangers may be caused by my own actions, or inactions, the actions or inactions of others participating in the Activity, the condition in which the Activity takes place, or the negligence of the Release named below; (c.) there may be other risks and social and economic losses either not known to me or not readily foreseeable at this time; and I FULLY ACCEPT AND ASSUME ALL SUCH RISKS AND ALL RESPONSIBILITY FOR LOSSES, COSTS, AND DAMAGES I incur as a result of my participation in the Activity.

3. I AGREE AND WARRANT that I will examine and inspect each Activity in which I take part as a member of USRowing and that, if I observe any condition which I consider to be unacceptably hazardous or dangerous, I will notify the proper authority in charge of the Activity and will refuse to take part in the Activity until the condition has been corrected to my satisfaction.

4. I HEREBY RELEASE, discharge, and covenant not to sue USRowing, the Club, the Regatta, their administrators, directors, agents, officers, volunteers and employees, other participating regatta organizers, any sponsors, advertisers, and if applicable, owners and lessors of premises, on which the Activity takes place, (each considered one of the Releasees herein) from all liability, claims, demands, losses or damages on my account caused or alleged to be caused in whole or in part by the negligence of the Releasee or otherwise, including negligent rescue operations; and I further agree that if, despite this release and waiver of liability, assumption of risk, and indemnity agreement, I, or anyone on my behalf, makes a claim against any of the Releasees, I WILL INDEMNIFY, SAVE AND HOLD HARMLESS each of the Releasees from any litigation expenses, attorney fees, loss, liability, damage, or cost which any may incur as a result of such claim, to the fullest extent permitted by law.

5. I agree to be familiar with, comply with, and be bound by the Rules and Regulations of USRowing, including but not limited to the USRowing Rules of Rowing (www.usrowing.org), the World Anti-Doping Code (www.usada.org), and the codes, rules, policies and procedures of the U.S. Center for SafeSport (the "SafeSport Rules," www.SafeSport.org), including with respect to the exclusive authority and jurisdiction of the U.S. Center for SafeSport to investigate and resolve reported sexual misconduct and the discretionary authority to investigate and resolve reports of other misconduct. I further agree that arbitration pursuant to the binding arbitration provisions of the SafeSport Rules shall be the exclusive method to resolve any dispute over any disciplinary action taken by USRowing as a result of a USCSS investigation (the "Arbitration Procedure").

PLEASE DO NOT CHANGE OR ALTER THE WORDING ON THIS WAIVER WITHOUT PRIOR APPROVAL FROM USROWING.

I have read this agreement, fully understand its terms, understand that I have given up substantial rights by signing it and have signed it freely and without any inducement or assurance of any nature and intend it to be a complete and unconditional release of all liability to the greatest extent allowed by law and agree that if any portion of this agreement is held to be invalid, the balance, notwithstanding, shall continue in full force and effect.

Printed Name of Participant:

USRowing # _____ Date of Birth: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Date: _____

Participant's Signature:

Organization:

PARENTAL CONSENT

(If participant is under the age of 18)

AND I, the minor's parent and/or legal guardian, understand the nature of rowing activities and the minor's experience and capabilities and believe the minor to be qualified to participate in such activity. I hereby release, discharge, covenant not to sue, and AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS each of the Releasees from all liability, claims, demands, losses, or damages on the minor's account caused or alleged to be caused in whole or part by the negligence of the Releasees or otherwise, including negligent rescue operations, and further agree that if, despite this release, I, the minor, or anyone on the minor's behalf makes a claim against any of the above Releasee, I WILL INDEMNIFY, SAVE, AND HOLD HARMLESS each of the Releasees from any litigation expenses, attorney fees, loss, liability, damage, or cost any may incur as the result of any such claim, to the fullest extent permitted by law. I agree to be bound by the Arbitration Procedure with respect to any dispute over any disciplinary action taken by USRowing as a result of a USCSS investigation.

Printed Name of Parent/Guardian:

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Date: _____

Parent/Guardian Signature (only if participant is under the age of 18):

This is THE USRowing Release of Liability, which should be copied for your use.

Humboldt Bay Rowing Association Incident Report Form

Please complete this form to report any incident involving injury to persons or damage to equipment. These are incidents or injuries that take place both on the water or in the facility. Complete this form and return it to the Director immediately following the incident.

Day and Date _____ Time _____

Name of coach or athlete making the report: _____

What team(s) or individuals were involved? _____

Any third parties involved? If so, who (i.e. ferry, private boaters) _____

What were the weather and water conditions? _____

What was the tide and tidal direction? _____

What type (include name of boat) of equipment was involved? _____

List damage to all equipment:

Where, exactly, did the incident take place? SEE DIAGRAM BELOW

Please give a full description of the incident. If it was on the water, please include information on traffic pattern, right-of-way, ferry protocol violations, placement of boats:

List any and all injuries to individuals and any treatments administered:

Insert map showing typical rowing areas on Humboldt Bay

Humboldt Bay Rowing Association Injury Report Form

Please complete this form to report any medical event involving injury to persons or health related events. These are injuries that take place both on the water or in the facility. Complete this form and return it the Director immediately following the event so that we can keep track of the athlete and their recovery.

Day and Date _____ Time _____

Name of Coach: _____

Name of member/athlete : _____

Where did the incident take place?

What was the athlete doing?

What was the injury?

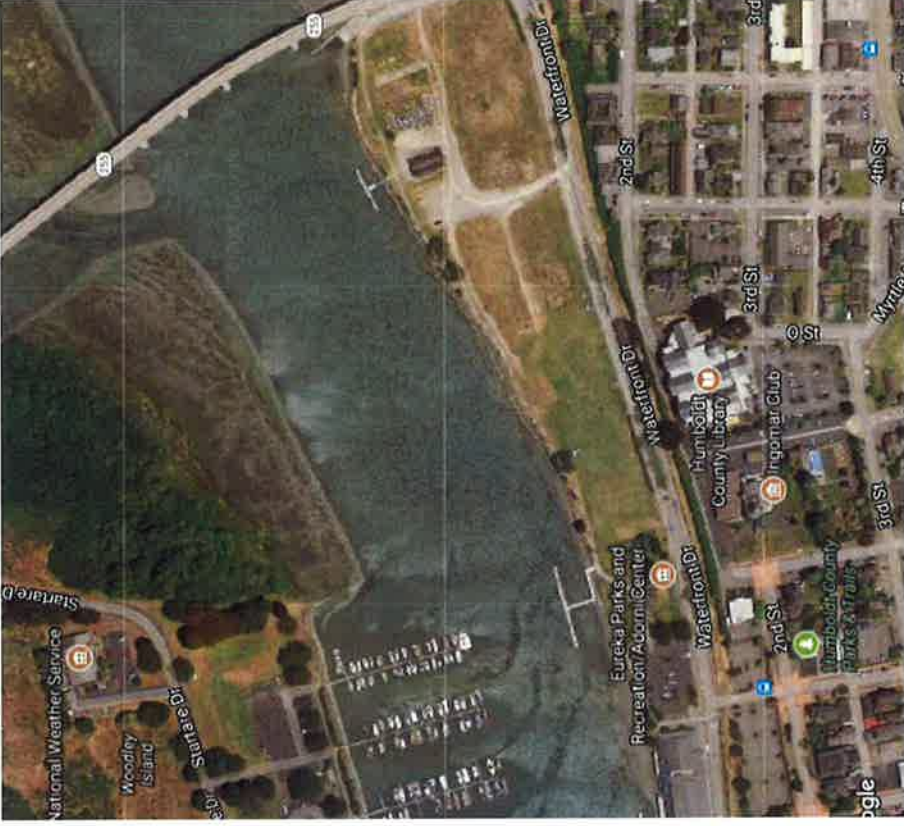
Where is the athlete complaining of pain?

Follow the injury prevention protocol until the athlete is healthy and ready to return.

**HUMBOLDT BAY ROWING ASSOCIATION
Jr's Boat Usage Log**

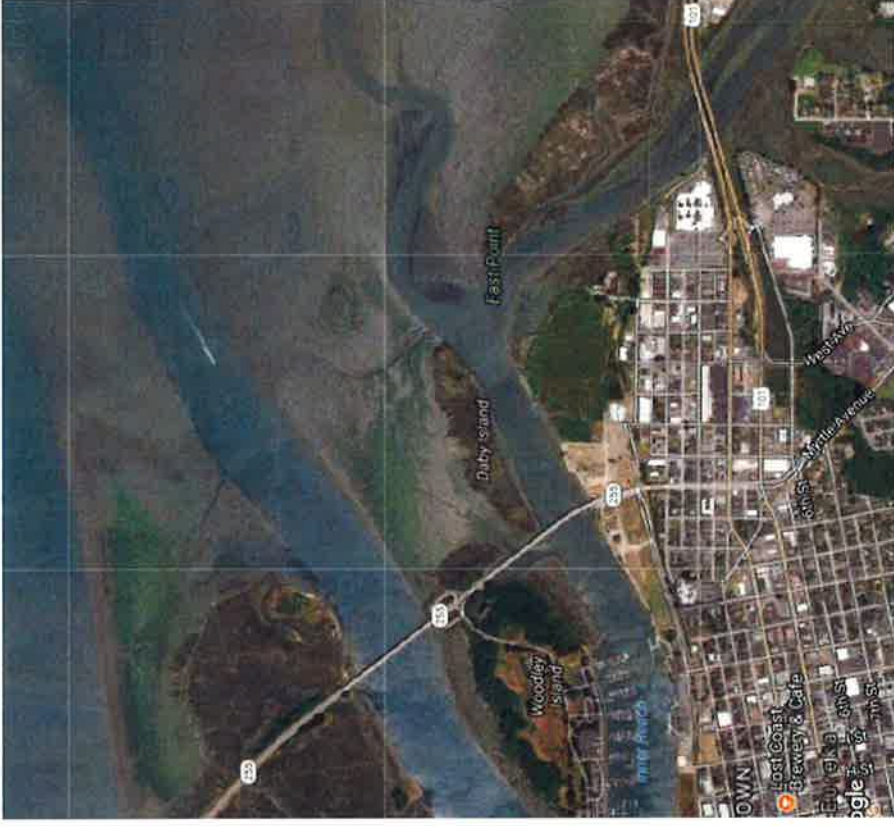
Date	Boat	Coach	Coxswain	Rowers

Google Maps Humboldt Bay



Imagery ©2017 DigitalGlobe, USDA Farm Service Agency, Map data ©2017 Google United States 200 ft

Google Maps Humboldt Bay



Imagery ©2017 DigitalGlobe, USDA Farm Service Agency, Map data ©2017 Google, United States 1000 ft

Google Maps Humboldt Bay



Map data ©2017 Google United States 1000 ft

HBRA Pre-Season Checklist

Intent: This list is intended as an aid to coaching staff to verify readiness prior to fall and spring practice seasons.

Date: _____ Time: _____ Completed By: _____

Coaches

- CPR course
- First-aid course
- Boating safety course
- Knowledge of waterway
- Knowledge of HBRA Emergency Procedures
- Knowledge of HBRA Boathouse Rules
- US Rowing Coaches Training Level 1 or 2 (encouraged)
- US Rowing Championship Membership
- Club Liability Waiver / US Rowing Waiver

Athletes

- Club Liability Waiver / US Rowing Waiver
- View US Rowing Safety Video
- Training on HBRA Boathouse Rules and Emergency Procedures
- Medical Physical examination for sports participation (option)
- Swim test or written affirmation of ability (option)
- Sculling Flip Test (single scullers)
- Launch boarding from water (in development)

Launches

- Life jackets
- Type IV throwable PFD
- Paddle
- Marine throw kit
- Sound making device
- First Aid Kit
- Space Blankets (for rower recovery)
- Registration
- Battery / Electrical System (as applicable)
- Engine Maintenance current
- Bow and Stern Lights
- Tool Kit for minor shell repair
- Spare safety drain plugs

Shells

- Bow balls secure
- Heal Ties
- Water tight compartments sealed
- Rigged properly
- Equipment checked (rudder, fin, oarlocks, footboards, seats, etc.)

HBRA Pre-Launch Checklist

Sculling Bow Persons (in addition to Athlete checklist items)

- Current on Required Training for single scullers and bow persons
- Mirror (encouraged option)
- Personal Light (evenings)
- Verify bow and stern lights visible (evenings)
- Verify Logbook entry
- Safety talk with boat

Launches

- Life jackets
- Registration
- USCG required equipment
- Spare parts and seat for each make of shell
- First-aid kit
- Bow and Stern lights (evenings)
- Spare safety plugs
- bailing pump for shells
- Tools for shell repair

Shells

- Bow ball
- Water tight compartments sealed
- Speakers and wiring functional
- Rigged properly
- Equipment checked (rudder, fin, etc.)
- Bow and Stern Lights (evenings)

**** Save the completed checklist with Log Book archives as a record of periodic performance ****

**** Checklist actions may be performed without the use of form, however, periodic use of form is highly encouraged as an aid to establish consistent safe rowing practices ****

A. Intent

1. This document is intended to describe the function of the HBRA Safety Committee
2. The purpose of the HBRA Safety Committee (the Committee) is to develop and annually review all safety rules, protocols, and procedures to ensure that club activities are safe for our rowers, coaches, visitors, and other water users.
3. The Committee will use the United States Rowing Association safety guidelines as the basis document for review of HBRA safety policies.

B. Roles and Responsibilities

1. Overall Safety Committee Responsibilities
 - a. Establish Safe Practices to prevent incidents and accidents
 - b. Establish procedures for responding to on- and off-water emergencies
 - c. Establish means for reporting and tracking injuries, incidents, and equipment damage.
2. HBRA Safety Committee is responsible to the Board to:
 - a. Review HBRA safety policies
 - b. Monitor adherence to HBRA safety policies
 - c. Recommend safety policy changes
 - d. Review reported incidents and injuries
3. Coaches are responsible to the Safety Committee and Board to:
 - a. Implement club safety policies
 - b. Ensure safety policy training is provided
 - c. Ensure safety postings are maintained
 - d. Reinforce safety policies with club members and visitors
 - e. Provide written reports on incidents and injuries and make recommendations on corrective actions to avoid recurrence, as applicable.
4. Club members are responsible to Coaches, Safety Committee, and Board to:
 - a. Participate in safety training activities
 - b. Follow club safety policies
5. Event Coordinators have the same responsibility as Coaches for applicable club activities such as: Learn-to-Row day, Home Regattas, etc.
6. Safety Committee Members

The HBRA Safety Committee should include representatives from Masters, Juniors, and independent sculling programs. Representatives are encouraged from adult and junior members, and parents / guardians of junior members. The Committee should include the following:

- a. Committee Chair
- b. Juniors Program Rep
- c. Masters Program Rep
- d. Sculling Program Rep
- e. Independent Member Rep (option)

C. Safety Policy Reviews and Reporting**1. Safety Policy Reviews**

- a. The Committee will provide an annual review of HBRA safety policies
- b. Changes to club safety policies require Board approval

2. Safety Committee Reporting

- a. The Safety Committee will provide an activity report at scheduled Board meetings or as otherwise requested by the Board.

D. Safety Training Reviews**1. The Safety Committee should provide periodic compliance review of training records for:**

- a. Coaches Training
- b. Coxswains Training
- c. Rower Training
- d. Single Sculler / Bow Person Training
- e. Launch Operator Training
- f. Trailering and Tow Vehicle Operation

2. Safety Committee should provide periodic compliance review of equipment inspection records for:

- a. Launches
- b. Outboard Engines
- c. Trailers
- d. Tow Vehicles

E. References

- a. HBRA Safety Policy and Rowing Program Procedures
- b. US Rowing Safety Guidelines
- c. US Rowing Safety Expectations
- d. US Rowing Safety Video
- e. US Rowing SafeSport Policy