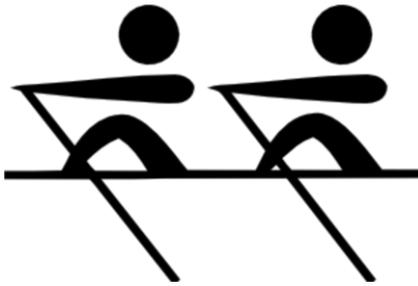


NORTHSHORE SCHOOL DISTRICT

CREW SAFETY & PROCEDURES MANUAL FOR COACHES, STUDENTS, PARENTS/GUARDIANS



After reading this manual, sign the acknowledgement page confirming you have read and agree to the policies, protocols, requirements and expectations of the NSD crew program. Return signed acknowledgement to the Athletic Director.

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PURPOSE

This safety manual was created to communicate basic safety guidelines for Northshore School District Crew Club. Coaches, crew team members, parents and boosters are expected to be familiar with and adhere to these guidelines, in accordance with U.S. Rowing policy.

USE OF MARINA, DOCK AND SHORE

FACILITIES

Use of the marina, boat storage facilities and equipment is restricted to NSD crew coaches, student participants and authorized guests. The marina should be treated respectfully and for the good of all.

KEYS AND ACCESS

Keys shall be provided to authorized users only and no keys shall be duplicated by any user for any reason. Unauthorized duplication of keys and unauthorized access shall result in termination of access to the facilities and termination from participation.

RULES INCLUDE

- Rowing is prohibited unless coach is present
- Running prohibited; walk carefully (dock will be slippery when wet)
- No horseplay on or around docks
- Do not leave loose shoes on dock; store where they do not obstruct traffic on the dock
- Carry oars with the blades in front of you. Stack oars out of the way on the dock
- When carrying a boat, watch out for oars on the dock and shore
- Practice safe launching and docking
- Do not step through a rigger when getting into or out of a boat
- Follow coach's and coxswain's instructions at all times
- Only use equipment that a coach has authorized you to use

PREREQUISITES

COACHES

All coaches must have obtained the following minimum certifications:

- First aid/CPR/AED certification
- Level One Coaching Certificate or equivalent (US Rowing Association)
- Washington State Boater Education Card (required for driving launch)

LAUNCH DRIVER

All operators of motorized boats shall comply with local, state and federal licensing and boating regulations and requirements, and must provide a copy of their Washington State Boater Education Card to the Athletic Director.

STUDENT ATHLETES

All athletes must meet minimum criteria prior to participating in the crew program. The minimum requirements are:

- NSD athletic registration must be complete with emergency contact information on file
- Pass the swim test, which includes:
 - Float, tread water or swim in place for 10 minutes
 - Swim 150 meters without touching bottom of pool
 - At conclusion of float put on a PFD while still in the water
- Participate in team safety training and view the US Rowing Safety Video

ANNUAL SAFETY TRAINING

All student participants must attend annual safety training. As part of this annual training, all athletes must view the US Rowing Safety Video. Coaches will ensure that each athlete is familiar with the safety protocols, policies and recommendations as part of the safety briefing, and will provide athletes with opportunities to watch the US Rowing Safety Video. Training shall include discussion of:

- Safety on the water and at the marina
- General marina rules and traffic patterns
- Proper equipment care and handling
- Weather situations including rain, wind, lightening, fog and low light
- Swamping situation
- Hypothermia prevention and treatment
- Washing/sanitizing post-practice to prevent infection

RESPONSIBILITIES

ALL PARTICIPANTS

All coaches, student athletes, parents/guardians and other crew participants must be familiar with guidelines set forth in this manual. Coaches are expected to uphold these guidelines to ensure the safety of the team. All athletes and staff are expected to follow state and local laws. All participants are responsible for ensuring safety and for reporting safety violations, which must be reported immediately to the Athletic Director. Any person may report a safety concern. Failure to report a safety violation may result in termination from use, access and participation.

COACHES

Prior to the start of each season, coaches shall review safety procedures with all team members. Coaches must recognize safety infractions and unsafe practices and make corrections as appropriate. Coaches must:

- Know and follow the safety rules/procedures

- Conduct themselves safely at all times and ensure crew teams conduct themselves safely at all times
- Be aware of boats on the water during a session and that all boats under their supervision have returned to the boathouse at the end of a session
- Do not exceed an appropriate number of people in a launch
- Give instructions that are safe and follow the current traffic patterns
- Cancel rowing activities if it is deemed that policies are not being followed
- Cancel rowing activities if unsafe conditions exist, including inclement weather
- Provide assistance (with the exercise of sound judgement) to any distressed boat
- Secure the facility after practice
- Ensure no shell goes out that isn't in compliance with general safety guidelines, including a secure bow ball, tied foot stretchers, secure hatches, lights when necessary, etc.
- Provide appropriate supervision and safety launches when sending crews out
- Ensure all athletes are prepared and appropriately dressed for their time on the water, especially during hot and cold weather
- Plan appropriate workouts for given weather conditions (example: providing rest, hydration breaks and not overly-exertive workouts during very hot weather)
- Contact parent/guardian in the event an injury requires medical attention
- Immediately report any injury requiring medical attention to the Athletic Director
- A coach must always use a launch and be in visual contact with novice crews. The ratio of shells (sweep or sculling) to coaching launches should be as follows:
 - Ratio of 2:1 for novice sweep boats (exception 3:1 with 2 coaches present)
 - No restriction for experienced sweep boats.

LAUNCH DRIVERS

- All persons in a launch shall have a Personal Float Device (PFD) available at all times while on the water
- Operators of launches should have an unobstructed view at all times
- Launch drivers need to be aware of their wake
- No novice rowing shells or sculls shall be more than 500 meters from a launch
- The ratio of shells (sweep or sculling) to launches should be as follows:
 - Ratio of 2:1 for novice sweep boats (exception 3:1 with 2 coaches present)
 - No restriction for experienced sweep boats.
- Operators of launches shall know how to assist rowers entering the launch from the water. Rowers in the water should be approached from the downwind side, making sure to keep propeller away from them

STUDENT ATHLETES

Athletes are responsible for their own safe behavior and must:

- Know and follow the safety rules/procedures
- Conduct yourself safely at all times
- Follow instructions of coaches, coxswains, referees and safety manual
- Ensure you're mentally and physically able to participate in rowing at the exertion level required of your team
- Demonstrate your ability to meet the swim test requirements
- Follow the instructed traffic patterns
- When traveling to away sites, understand local traffic patterns and safety procedures
- Keep seat area in working order (i.e. heel ties are intact so that they cannot be raised more than 3 inches, oarlock, rigger, seat and tracks) and report any concerns to the coach
- Remain silent while the boat is moving: it makes it harder to hear commands and distracts the coxswain from their primary job (safe guidance of the boat)
- Notify the coxswain immediately if you see a hazard or possible collision that you believe the coxswain doesn't see, or if the coxswain is in violation of adhering to the standard traffic pattern without explaining to the crew their intentions
- Inform coxswain or coach if you believe you hear thunder or see lightening
- Be alert to unsafe conditions or conduct
- Secure equipment and the marina at the end of practice

COXSWAINS

Coxswains are in a unique position to be directly responsible for the safety of their crew and secondly for their equipment. They're responsible for the equipment from the moment a crew places "hands on" until the shell is returned safely to the rack. They are expected to:

- Act in a way that preserves the safety of everyone in the shell from the moment the crew places hands on until the shell is returned to the racks
- Ensure that no shell goes out that isn't in compliance with safety guidelines including a secure bow ball, tied foot stretchers and lights when necessary
- Have any necessary tools with them when they leave the dock
- Follow traffic patterns and pass/yield to other crews correctly
- Learn or review coxing and boat maneuvering procedures
- Understand local traffic patterns and safety procedures when traveling to away sites

EQUIPMENT

LAUNCHES

Launches shall be maintained in good working order. They shall have working kill switches. It is a wise precaution to check that the engine is securely affixed to the hull and that the secondary safety

fixing exists and is properly affixed every time the boat is used. Whenever a launch is used with crews it should be stocked with:

- Cell phone
- Emergency contact information for athletes
- Water Bailer
- Paddle
- PFDs for those in launch and shells
- Safety Kit
- Safety Line
- First Aid Kit
- Space blanket(s)
- Noise making device
- Fire extinguisher
- Lights (if rowing before sunrise or after dark)
- Necessary tools

FUEL STORAGE AND SPILL CLEAN-UP

All fuel must be stored in DOT approved storage. Launch drivers are responsible for ensuring they have ample fuel in the launch. Spilled fuel must immediately be cleaned up, per marina's procedures.

SHELLS

Coaches and/or crews are responsible for identifying and reporting any breakage that occurs during their use. Any breakage should be documented and dealt with as quickly as possible. A shell must have the following elements secure at a minimum to be considered safe to row:

- Bow ball
- Secured heel restraints at a 3 inch measure
- Hatches secure and sealed to ensure buoyancy of shell
- Lights (if low light)

Coxed Boats

- Eights are not to be rowed without a coxswain
- Coxed fours may only be rowed without a coxswain if there's an operational bow-steering mechanism

Sculling and Straight Boats

Sculling and straight boats (sweep boats without a coxswain) require different rules than coxed boats. In uncoxed boats, the bow person is like a coxswain in many ways and has additional responsibility for equipment as well as the navigation. Coxswains driving these shells should always carry some noise-making device, such as a whistle, on board.

COXSWAINS

All coxswains should have an emergency communication device, such as a cell phone. Coxswains are particularly vulnerable in cold weather and should have proper clothing. When cold weather rowing restrictions are in place, the coxswain must be dressed appropriately and/or wear a floatation suit.

TRAFFIC PATTERNS

While on the water the following rules shall be followed in order of importance:

- Blind boats (without coxswain) have right of way
- Larger shells have right of way over smaller shells due to their decreased maneuverability
- Overtaking crews have the right of way, i.e. crews being overtaken should move to the shore side
- Crews landing at the dock have priority over crews waiting to enter the dock to launch
- Always keep one hand on the oar
- Oarlocks shall remain locked until all athletes are out of the shell

INCLEMENT WEATHER CONDITIONS

Decisions to launch during inclement weather are made by the head coach. Coaches and crew should use common sense in the face of inclement weather. High winds, extreme waves, fast currents, large or heavy amounts of debris, lightning storms, extreme temperature and fog are all reasons for not practicing on the water.

Wind & Whitecaps – Often times it is easy to launch from the dock but much harder to land in windy conditions. This is especially true for novices and small boats. Waves or swells generated by strong winds can quickly swamp a crew, especially in wide bodies of water.

Lightning Storms – Crews should return immediately to the marina or proceed immediately to shore if the marina is too distant. There doesn't have to be rain or thunder to have lightning. If you hear thunder you must get off the water as quickly as possible. Do not return to the water unless you do not hear thunder for 30 minutes.

Fog – Fog limits visibility but also mutes sounds. If caught in fog, crews should proceed with extreme caution at appropriately slower speeds in the direction of the marina. If the fog is too extreme, it may be better to sit still. Be sure to make some noise so that others on the water can be alerted to your presence.

Cold Weather Rowing - Rowing is very dangerous when the water temperature falls below 50° and should be done with great consideration. Coaches and crew should ask themselves before launching if being on the water is the best and only way to train. Preparation and prevention are essential in protecting against the effects of the cold water environment. All persons should wear protective clothing (not cotton) appropriate for the conditions and their activity and as far as possible commensurate with the needs of the rowing motion and activity. The objective being to keep the body dry and to insulate against heat loss. Coxswains should dress warmly and layer.

Hot Weather Rowing - Preparation and prevention are important in protecting against the effects of heat:

- Wear cool, light, protective clothing
- Consider a hat, sunglasses and sunscreen
- Drink plenty of water before, during and after practice
- Address any symptoms of heat stress immediately

WEATHER AND MEDICAL EMERGENCIES

COLD WEATHER – HYPOTHERMIA & FROST-NIP

Hypothermia is a condition that occurs when the temperature of the human body is lowered to a dangerous point due to exposure to cold and/or wet conditions. It can take mere minutes before a full-sized adult is incapable of helping himself once hypothermia has set in. You don't have to fall in the water to get hypothermia. Cold air temperatures and any moisture on the body (from being splashed, rain, etc.) can lead to hypothermia.

Early Hypothermia Symptoms: Rapid shivering, numbness, loss of strength and coordination, semi-consciousness.

Action: Maintain open airway, transfer to a warm environment as soon as possible. Remove wet clothing. Use blankets to help warm individual or a warm shower if available. Warm torso area first. Seek medical attention.

Profound Hypothermia Symptoms: Pale, stiff and cold. Unresponsive to stimuli and possibly unconscious. Little or no cardiac or repertory activity will be present.

Action: Move or manipulate as gently as possible. Prevent further heat loss, but DO NOT attempt to re-warm. Maintain open airway and activate EMS procedures. Call for emergency help immediately.

Frost-nip Symptoms (lesser cousin of frostbite): Usually affects skin on face, ears, fingertips or toes. Signs are skin turns bright red and then turns to white, accompanied by numbness and skin may appear blue-white for a while.

Action: Slow warming is the best treatment; however don't rub. Be aware that wind can accelerate frostnip to frostbite.

HOT WEATHER – HEAT EXHAUSTION AND HEAT STROKE

Early Heat Exhaustion Symptoms: Heavy sweating, cramps, tiredness, weakness, malaise, mild decrease in performance.

Action: Rest and fluid replacement

Advanced Heat Exhaustion Symptoms: Profuse sweating, muscle incoordination, impaired judgement, emotional changes.

Action: If there is mild temperature elevation, an ice pack may be used to help cool the body to normal temperatures. Several days rest may be necessary and rehydration is a priority.

Heat Stroke Symptoms: Confusion, nausea, vomiting, seizures. The victim loses consciousness. Body temperature rises as high as 106. Skin is dry and clammy.

Action: Get medical help immediately. Lower body temperature by immersing in water, maintaining horizontal position of victim. Stop treatment when victim is conscious.

IN CASE OF EMERGENCY

- Call 911
- Notify Parents
- Notify Athletic Director

PROCEDURES

Safety measures begin the moment the crew places hands on the boat. From that point forward, the coxswain or bow-man is in control and all rowers must be quiet and pay attention.

Launching and recovery should be quick activities. All athletes should be quiet at the dock and expedient in their actions. Pay attention to the coxswain or bow person. Be considerate of other rowers. No horseplay will be tolerated at the dock/shore at any time. After launching, crews shall row to a designated point and wait for a coach in a launch to accompany them.

WATER LAUNCHING/ENTERING BOAT

Crew will be water launching out of Log Boom Park in Kenmore. Water launching is when the rowers walk the boat out into about knee-deep water, lift the boat above their head, and roll the boat one way into the water. They will then proceed to grab their oars and secure them into their respected oarlock. For this procedure, an 8+ shell will be used. Once all oars are secure the coxswain will enter the boat while the eight rowers hold the boat steady. Following the coxswain, the middle four rowers (seats 3-6) will enter the boat while the bow pair and stern pair (seats 1 and 2, and 7 and 8) holds the boat steady. Once the middle four have entered the boat, seats 2 and 7 will enter the boat while 1 and 8 steady the boat. Of the last two, seat 8 will enter first and once seated the bowman (seat 1) will enter the boat and push off, kicking the bow out off-shore and pointed out into the lake. Once all rowers have their feet strapped the coxswain will commence the workout.

DOCKING/EXITING BOAT

When docking, it will be almost the same process as entering the boat. As the boat is approaching the shore the bow pair will not be rowing so they can instruct the coxswain about the shore level and when they should have the other rowers hold down water, stopping the boat. Once the boat is near the shore, the bowman will exit the boat and hold the boat for the stroke seat to exit. If the stern is difficult to dock, the bow pair will exit the boat once they have exited the boat and while the

bowman holds the bow clear of the shore, two seat will walk to the stern of the boat and pull one of oars from stroke pair causing the boat to get closer to the shore allowing the other rowers to exit the boat.

CATCHING A CRAB / ROWER EJECT FROM BOAT

While rowing, it is possible for a rower to catch a crab. A crab can be described as having an oar turn the wrong direction and catch the water, which causes the oar to propel back into the rower, and sometimes can produce such force that the rower is actually ejected from the boat. If this situation were to occur, rowing stops, so the boat does not glide further away from the rower. The coach will then locate the rower in the water and proceed to their location. When approaching the rower the coach will have a PFD available. The coach will communicate with the student to assess for injury. The rower will be brought onto the launch, dried off, and assessed once again for injury. Rower, if uninjured, can then re-enter the crew boat.

IF A BOAT FLIPS

While on the water, it is possible for a shell to flip. If this situation were to take place, the coach will operate the launch as close to the rowers as possible and talk them through the situation to keep them calm and relaxed. The coach will assess where the rowers are related to the shore.

- Stay calm and stay with the boat
- Count rowers
- Determine who will take charge and give directions if no coxswain
- Identify any hazards that may affect your recovery attempt – wind, current, etc.
- Decide how best to move into position to work the shell. Move slowly
- Recover any items that have floated away from the shell, if possible
- Determine if the shell is in danger of sinking due to damage. If not, proceed as follows to use a launch to drag the shell to shore
- If shell is in danger of sinking, stay with the shell until it cannot be used for floatation
- Maintain buddy pairs and stay together
- If shell is a small boat and can be flipped back and rower can get in, do so
 - Place oars parallel to shell in order to ease the flipping. Try not to remove oars from oarlocks
 - Pick a side; press down on the rigger to bring the boat over and then reach up and grab the rigger in the air and pull down to right the boat
 - Return oars to perpendicular to the boat
 - Place handles together in the center of the shell and press them down on the seat area or foot stretchers where they can be stabilized
 - Holding the oars in one hand, kick one body up onto the shell
 - Position onto the seat
 - Second rower repeats process to re-enter shell. Be careful of the gunwales

UNCONSCIOUS ROWER IN WATER

If a rower were to be in the water, hit their head and/or become unconscious, the coach will instruct the two closest rowers to catch a PFD and secure it on the unconscious rower, keeping their head above the water. The injured rower will be brought on to the launch and taken immediately to shore for medical care.

EMERGENCY SITUATIONS / USE OF LAUNCH

Rowers will be taught “self-rescue” techniques (as mentioned above). In the case of an emergency, the coach will use the launch as a resource for the rowers. The coach will operate the launch as close as possible to the person in the water, turn the engine off (so not in danger of the prop) and will pull the crew member(s) onto the launch. Once rowers are on the launch, the situation will be assessed and a decision made of how to return to land.

SWAMPED BOAT

A shell is swamped when the interior water reaches the gunwales

- Stay calm
- If the shell is swamped or taking on excessive water, the immediate command is “weigh enough!” If rescue is imminent, the coxswain or bow should direct the rowers to untie. If rescue is not imminent, unload the shell by pairs starting in the middle of the boat, as soon as possible to avoid damage to the boat.
- Launch should approach the shell carefully between seats 3 and 5 or 4 and 6. Unload rowers by pairs, starting in the middle of the shell, as soon as possible in order to avoid damage to the shell. If all rowers cannot be rescued in one launch, take the middle pairs and then return for the bow and stern pairs and coxswain.
- Pairs should form “buddies” and keep watch on each other. Pairs can link arms across the hull. The coxswain should buddy with the stern pair (or bow pair in bow-loaded shell).
- If in a small shell, the rescue launch can stabilize the shell for re-entry. Entering the shell directly from the water may cause damage.
- If rescue is not imminent, take the following steps:
 - Remove oars or 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)
 - Then roll the shell 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.
 - Do not attempt to roll the shell if rescue is on the way
- Coaches should not abandon their own crews to assist another coach with a rescue. Have crews row to the scene and stand-off nearby or return to the dock, then assist. Do not overload a launch.

WAKE AND/OR WAVES

- 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. It is possible to split a shell under these conditions. Rower(s) should stop rowing and lean away from the approaching wake, with oar handle(s) on the wake side lifted slightly.
- If wakes are lower than the gunwale and widely spaced, continue to row without a course adjustment. Closely spaced wakes that are lower than the gunwale may be taken at a 90-degree angle with the bow directly toward them.
- Turning in waves is tricky; allow plenty of room, energy and time

INJURY

- Coxswain or bow should give the immediate command “Weigh Enough!”
- Signal launch if first aid is needed

- If no launch is available, have uninjured rowers row the shell back to the boathouse and call for help.

WATER QUALITY AND CONTACT

- At the conclusion of each practice, all athletes are expected to use hand sanitizer
- Oar handles will be cleaned periodically to remove tape residue, bacteria and lake water

ADDITIONAL RESOURCES

- US Rowing at www.usrowing.org
- Department of Motor Vehicles, Boater Education Cards
- WA State Parks Boating Laws at <http://parks.state.wa.us/442/Mandatory-Boater-Education>
- Dept. of Ecology, Washington Waters, Fueling Recreational Boats
- Dept. of Ecology, BEACH (water conditions) at www.ecy.wa.gov/programs/eap/beach

FORMS REQUIRED

- Swim Float Test
- Safety & Procedures Manual – Crew Participation Acknowledgement & Indemnification

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NORTHSHORE SCHOOL DISTRICT
CREW PARTICIPATION
ACKNOWLEDGEMENT AND INDEMNIFICATION FORM

STUDENT/PARTICIPANT

I, _____ as participant of the Northshore School District (NSD) crew program acknowledge receipt of the NSD Crew Safety Manual and Procedures and agree to comply with all procedures and protocols outlined in the manual. I acknowledge that failure to comply may result in my removal from the crew program. I acknowledge that I assume the risk of all loss, injury and/or damages which may occur from participating in the NSD crew program and that the school district shall not be responsible for any loss, including bodily injury or harm and/or property damages which I may sustain as a result of participation in this water sports program.

I agree to defend, indemnify and hold harmless the Northshore School District, it's officials, employees and volunteers from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with this activity, except for injuries and damages caused by the sole negligence of the district.

Printed Name _____
Signed _____
Date _____

PARENT/GUARDIAN

I, _____ as Parent/Guardian of the above named student acknowledge receipt of the Northshore School District (NSD) Crew Safety Manual and Procedures, and agree to comply with all procedures and protocols outlined in the manual. I acknowledge that my child's failure to comply may result in their removal from the crew program. I acknowledge that I assume the risk on behalf of my child for all loss, injury and/or damages which may occur from participating in the NSD crew program and that the school district shall not be responsible for any loss, including any bodily injury or harm and/or property damages which my child or family may sustain as a result of participation in this water sports program.

I agree to defend, indemnify and hold harmless the Northshore School District, it's officials, employees and volunteers from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with this activity, except for injuries and damages caused by the sole negligence of the district.

Printed Name _____
Signature _____
Date _____