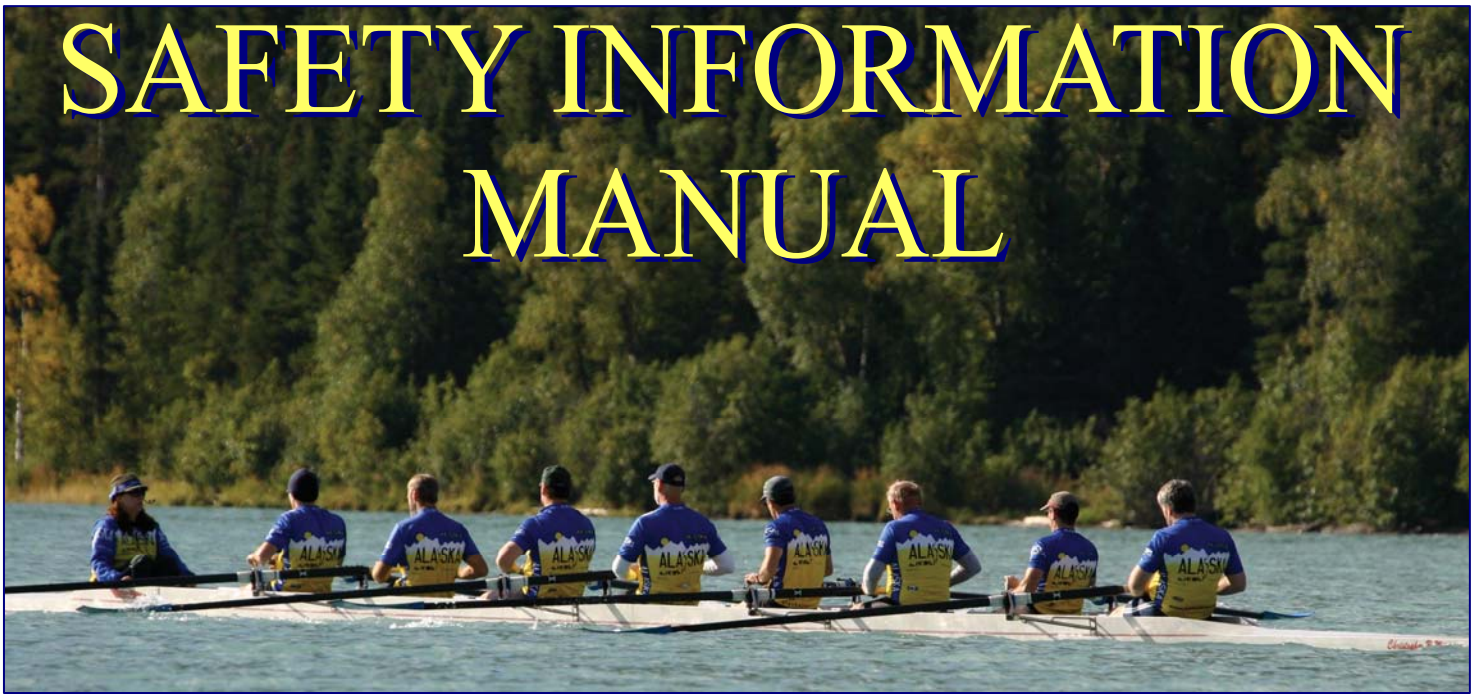
Anchorage Rowing
ASSOCIATION

SAFETY INFORMATION MANUAL



January 2008

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1.0 CHARTER & IMPLEMENTATION

This document has been created as a way to educate and provide the tools for the safe use of Sand Lake by the members of Anchorage Rowing Association (ARA). These guidelines and rules are written for everyone's benefit. Furthermore, it is emphasized that all coaches should regularly review proper safety procedures and ways to handle emergency situations of all kinds with their crews.

As an organization, ARA has the responsibility to create and follow safety guidelines and rules that will facilitate our safe use of Sand Lake alongside other users of the lake (e.g., float planes, boaters, residents, and swimmers). Other users of Sand Lake will not necessarily be aware of ARA's safety procedures and so ARA members must take the conservative approach and act to avoid other lake users whenever possible.

All ARA coaches, rowers, and coxswains are expected to make themselves familiar with the guidelines and work to make sure others are also aware of them. Throughout the season, the Coach and/or members of the Safety Committee (of the ARA Board of Directors) will be actively reminding ARA members if they are not following the guidelines. The Safety Committee is comprised of active members of ARA who volunteer their time to the committee.

Tasks of the ARA Safety Committee shall include:

- Development and maintenance of water rules and recommendations,
- Hold annual safety meetings with mandatory attendance by all ARA members and coaches,
- Promote safe rowing and coaching,
- Respond to breaches of rules and other unsafe practices referred to it for action, and
- To serve as a mediator for rowing related activities and concerns.

2.0 SAFETY RULES AND POLICIES

At the time of the writing of this Safety Manual, ARA will post no safety rules. ARA will outline policies, which will serve as guidelines for safe rowing procedures, whether on or off the water.

2.1 Where to find ARA safety information

Copies of this Safety Manual are available in paper and electronic format. One (1) paper copy is located in the shell pen shed, 1 paper copy is held by the Safety Committee, and an electronic version is available in pdf format on ARA's website (http://www.anchoragerowing.com/).

Supporting information (i.e., posters and safety reminders) is located at the shell pen, on the Safety Board.

2.2 ARA Insurance

ARA insurance has historically been with US Rowing, but is subject to change during annual renewal. A copy of ARA's insurance policy is kept by the Treasurer of the ARA Board of Directors.

ARA insures against damage to its own equipment and also claims against them by third parties (e.g. for negligence). ARA does not provide insurance in the event that a third party decides to sue an individual member. ARA does not insure private boats and equipment.

ARA reserves the right to impose a penalty on crewmembers if damage occurs during an outing, which the Safety Committee decides, was caused by negligence. This charge goes toward the excess on the insurance policy and is intended to encourage greater care of the boats.

2.3 ARA Safety equipment

Safety equipment owned by ARA consists of the following:

- Launch boat
- Three (3) First Aid kits - two on land (in shed) and one in launch
- Life jackets - in launch
- Two (2) Rescue Blankets, Mylar - in shed
- One (1) Dry Chemical Fire Extinguisher, Size 5 Pounds, A-B-C - in shed
- One (1) Rechargeable signal air horn - in launch
- One (1) Throw Rope, 50ft - in launch
- Six (6) Emergency Whistles - in shed
- Two (2) Fleece Blankets - in launch
- One (1) Weatherproof Safety Tote - in launch (holds blankets, air horn, first aid kit)
- One (1) Collapsible Safety Ladder - in launch

2.4 Lake Traffic Patterns

Refer to Figure 1 for a map of the ARA's boat traffic patterns on Sand Lake (the top of the map points west). A copy of this map is posted at the shell pen. This figure has been created with input from the Sand Lake floatplane pilots and represents the current safest traffic patterns for ARA boats on Sand Lake. Note that blind (un-coxed) boats follow the perimeter of the shoreline all around the lake while coxed boats hug just the west shore. The white swath on the figure indicates the typical landing and take off direction of the floatplanes; this area should be avoided by ARA boats at all times, whether or not floatplane activity is obvious. No boat should stop in front of Halcro's Point. Other areas on the lake may be used for take off and landing; one such popular area is between the westernmost nook (blue shed area) and the middle of the lake.

The following information on float planes, presented in Sections 2.4.1 and 2.4.2, was provided by Tim Schrage, a Sand Lake homeowner and floatplane pilot, during ARA's 2007 Safety Meeting.

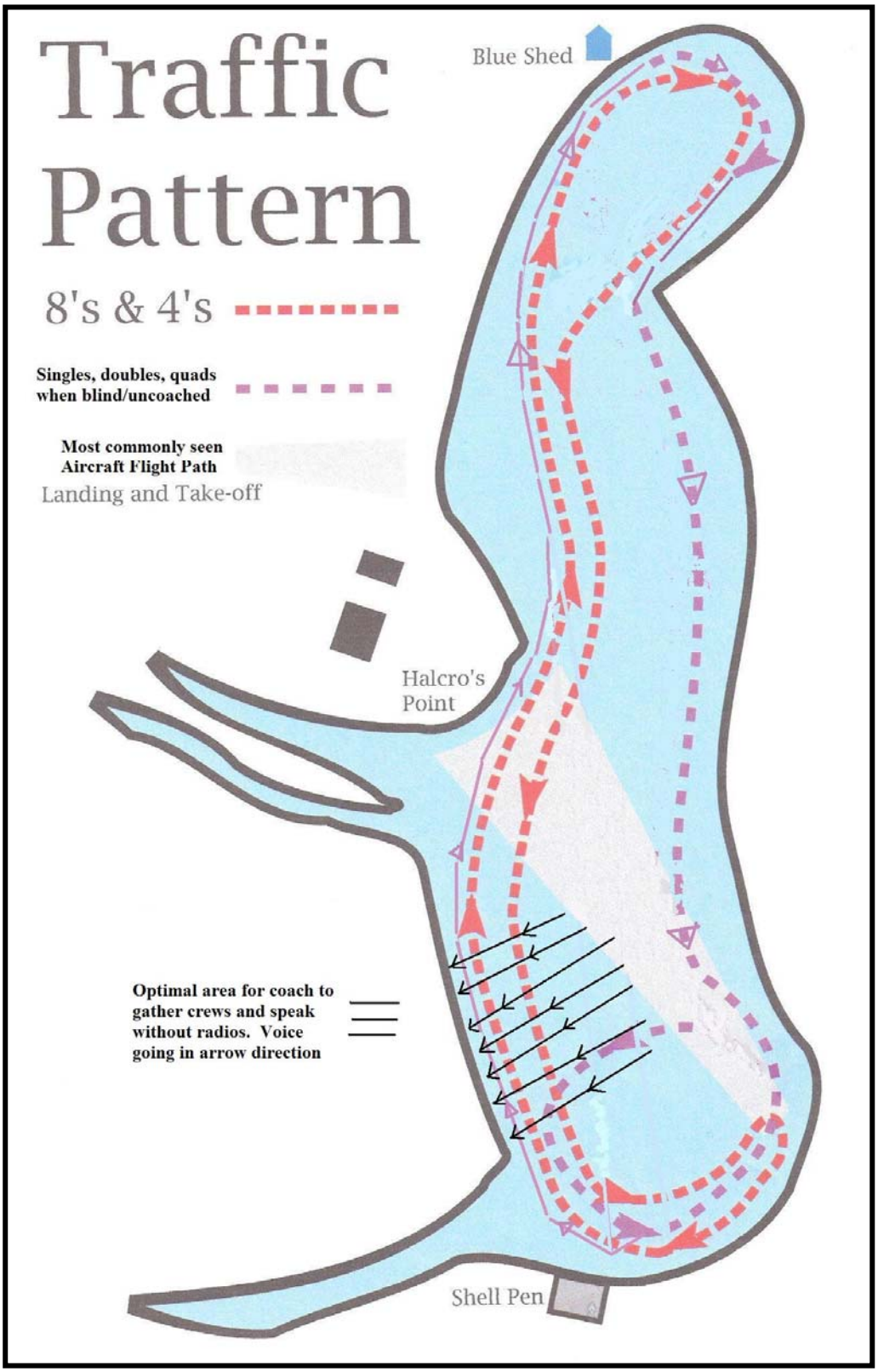

Figure 1. ARA Traffic Pattern on Sand Lake

2.4.1 Float Plane Operations

There are about 30-35 planes on the lake, one-third of them in the canal. Rarely is there a visiting pilot. Floatplanes are under the control of the Ted Stevens Airport tower. This means they are not free to take off and land whenever they want. A pilot may have to wait for twenty minutes for tower clearance from the airport, meaning that the pilot is taxiing on the water during this time. Once on the water, floatplanes have very limited ability to turn or maneuver. Give them the right of way. When a plane is powered up for an engine check, the pilot is paying attention to instruments inside the plane and is not as aware of situations outside the plane.

In no or low wind conditions, planes will take off and land along the middle of the lake, in the path we are accustomed to. If a plane is taking off from the dock end of the lake, it will be off the water by Halcro's, unless something is very wrong.

In high wind conditions (over 10 knots, streamers or whitecaps on the lake), planes will land on a path from the Bermuda Triangle to the wind-protected cove west of Halcro's before the Cove, or perhaps on a perpendicular path, from the north shore houses to the marshy area between Halcro's and the Canal. In windy conditions, the area by the Canal, the area by Halcro's including that canal and the wind-protected cove before the blue shed are all safety zones for pilots landing. Oddly enough, in high wind conditions, we may be better off on the north side of the lake.

Usually planes coming in to land will circle, passing over the neck of the Cove going southeast and then landing from the dock end down the middle. It takes about 2-3 minutes from passing over the Cove to touchdown.

There is a plane that comes in early every morning that is moored on the Canal. It's quiet; morning rowers should watch for it.

2.4.2 Float Plane Avoidance

The Sand Lake float plane pilots are aware of ARA's traffic pattern (Figure 1) on the lake. Ideally, the float plane operators will be wary of boat traffic on the lake, whether ARA or other, prior to takeoff and landing. However, ARA rowers or coxswains should always assume that the pilot does NOT see the ARA boat and ARA should always be anticipating the next move of the plane. The presence of an ARA boat within the designated traffic pattern area does not mean that the boat is safely outside of the plane's path. The pilots typically taxi within ARA's traffic pattern areas and can change direction at any time without warning.

If a boat is located too near a float plane, the rowers risk severe personal injury and/or damage to the equipment through collision with the plane or swamping of the boat from its wake.

If a boat finds itself located within the path of a floatplane, the best course of action is to row quickly to the shore, on any side but near Halcro's Point, as the plane will likely not land or take off near shore. It is best to avoid any "nooks" where the boat will not be easily seen by others. The pilots informed ARA members during ARA's mandatory spring 2007 Safety Meeting* that boats of all types are difficult to see from the pilot's seat and the pilot may not even know there is a boat in proximity to the plane.

2.5 The Four Oar Rule

The Four Oar Rule is as follows: When there is no coaching launch on the water and the combined water-air temperature drops below 100 degrees Fahrenheit, users of ARA-owned equipment are required to have four oars in the water OR wear a life vest. This is a recommendation for users of personally-owned equipment.

2.6 Safety Posters/Visual aids

These posters and other information are posted at the shell pen in the designated Safety Board area.

2.7 Pre-practice Safety Checklist

The Pre-practice Safety Checklist is posted at shell pen and is presented in Appendix C, Forms.

2.8 Local Emergency Contact Information

Local emergency contact information will be posted at the shell pen. The main emergency number (for police, fire, or ambulance) to dial from a cell phone is **911**.

2.9 Incident Reporting

It is a requirement of the ARA that we keep a written record of any accidents/incidents in which, a) someone is injured (this includes cuts and abrasions) or b) any damage is caused to a boat.

If an "incident" occurs it should be reported immediately upon landing to the Coach or other senior ARA member present.

An Incident Report should be completed within 24 hours (copies can be found here and online in the Safety Manual) and handed to the Coach and/or President.

The parties involved in the "incident" should agree who completes the incident form. If a coach witnesses the incident then he/she should take responsibility for completing the form otherwise it is usually the coxswain or steersperson.

Incidents include, but are not limited to:

- Slipping and falling over on dock/ramps,
- Hitting body on riggers in shell pen that results in a cut or contusion,
- Strained back from lifting boats,
- Collision of boat with static objects/other vessels (resulting in damage to boat or injuries occur), and
- Capsizing

2.10 Safety Meetings and Audits

ARA will host one (1) annual safety meeting prior to each year's rowing season. The meeting will be more or less comprised of a presentation given by the Safety Committee and will review the safety guidelines and rules from the previous year and introduce any new guidelines and

rules for the year to come. The safety meeting will be mandatory for all rowers, coxswains, and coaches before anyone can row on the water with ARA equipment.

2.11 Accident Drills

An accident drill will be staged in a pool at the beginning of each rowing season, as directed by the coach.

2.12 Use of Equipment Log Book

It is ARA policy that all boats used outside of coached practice times be logged out of the Equipment Log Book. This book is stored in the shed in the shell pen. This is important to keep track of who is on the water and when, and which boats are getting used.

2.13 Safety Infractions

Safety infractions will be handled by the Coach of other senior rower, whoever is present at the time of the infraction. Currently, the repercussions for safety infractions consist of the offender acknowledging that their action in question was incorrect, not up to ARA safety standards, and that in the future the proper procedure will be followed. ARA will reevaluate this process if necessary. Repeated violations of safety procedures by an ARA member will lead to the person being removed from the line up at practice until the situation has been remedied to the satisfaction of the Coach and/or Safety Committee.

3.0 EMERGENCY PROCEDURES

The following procedures outline the steps that should be followed in the event of an on-the-water emergency such as person overboard, rower injured, capsized boat, and recovery of a shell. Complete text of these procedures is presented in Appendix B.

3.1 Person Overboard

- Person overboard should stay below the water until the shell passes.
- Coxswain or other individual should immediately command “Weigh enough! Hold water!”
- Crew should stop rowing immediately and get the attention of the coach.
- Crew should row to person overboard or pass them an oar for floatation device.
- The health of the person overboard should be evaluated.

3.2 Rower Injured

- Coxswain or other individual should immediately command “Weigh enough! Hold water!”
- Signal launch if first aid is needed.

3.3 Capsize Procedures

- Stay calm and remain with the shell.
- Coxswain or most experienced rower should take a head count.
- Pair up and communicate with each other.
- Attract attention of launches, crews or people on shore.

- If need be, roll shell over and drape the body across the hull (sinking shell or cold conditions).
- Wait for help.
- If help is far off, the crew can swim with boat to shore.
- NEVER attempt to swim to shore without the boat! Stay with the boat.

3.4 Shell Recovery

3.4.1 On the Water

- Account for all rowers involved in the accident.
- Assess the situation. One person, coxswain or most experienced, should be in charge.
- Identify weather conditions and hazards.
- Recover all gear that has floated away from the shell.
- Determine if the shell is in danger of fully sinking.
- If need be, roll the shell so the keel is down.
- Remove the oars unless they are acting as floatation.
- Loop a line through the bow or stroke seat foot stretcher or riggers and fasten securely.
- When the launch is hauling the shell, keep the prop clear of the tow line.

3.4.2 Return to Land

- Remove oars
- Bail and drain the boat so it can be removed from the water.
- A boat full of water is very heavy. Be careful how you lift-use your legs.
- Remove the shell carefully to avoid injury or damage.

4.0 RISK ASSESSMENT

Risk assessments involve the identification and analysis of potential risks/dangers involved with activities. Risks identified by the Safety Committee and mentioned in this section are those that may be encountered by ARA members while involved in rowing-related activities on Sand Lake and at the shell pen. Risk assessments are an ongoing process, subject to modification at any time.

The assessment of potential risks associated with rowing on Sand Lake will be outlined by the Safety Committee and communicated to all ARA members. However, it is the responsibility of each ARA member to pay attention to any other potential risks and to communicate those risks to others (rowers, coach, coxswains) at the time they are noticed. The Safety Committee can develop mitigation measures for avoiding identified risks, if deemed necessary by the Board. Many times, avoidance of risk is as straightforward as paying attention to activities around you, being aware of your surroundings, and reacting accordingly to ensure the safety of yourself and others around you.

4.1 Safety and Risks on Land

Some examples of potential safety risks on land (and the source of the risk) include, but are not limited to:

- Slips, trips, and falls (tree roots, uneven ground, rocks, wet dock, fishing line and hooks),
- Cuts and contusions (broken glass, sign posts, shell pen fencing, boat rigging, shell racks), and
- Fauna-bites and cuts (mosquitoes, dogs, moose, birds)

4.2 Safety and Risks on the Water

Some examples of potential safety risks on the water include, but are not limited to:

- Other Sand Lake users (boaters, swimmers, float planes),
- Flora/fauna (water birds, moose, protruding roots and branches),
- Floating or protruding debris,
- Hypothermia, and
- Injury or drowning.

5.0 ROLES AND RESPONSIBILITIES

There are three main categories of "roles" in the ARA: rower, coxswain, and coach. Often times, a rower will need to perform the duties of a coxswain; therefore, it is important for all rowers to understand the roles of the coxswains. In addition to these three main roles, rowers, coxswains, and coaches may also need to perform the duties of trailer driver, trailer loader, and launch driver. The launch driver can be anyone who is competent at operating a motorboat. Alternately, the duties of the trailer driver and/or loader require on-the-job-training, and will be reserved for a few people.

5.1 All members

Shall complete the following tasks annually **prior** to using ARA boats each season:

- Consult a physician about engaging in any exercise, including rowing,
- Pay membership dues to date,
- Sign and return ARA waiver (including emergency contact information),
- Have proof of swim test on file,
- Notify the Coach and/or coxswains if they have any medical condition that may require special attention,
- Have prior rowing experience (except class participants),
- Attend the mandatory Safety Meeting,
- View USRA Safety Video "Ready All, Row" and sign off on video form (every other year),
- Comply with all ARA rules, including Sand Lake traffic pattern,
- Follow the instruction of the ARA Coach and/or coxswains,
- Document use of a boat (in log book) outside of coached practices, and

- Notify the Coach and/or coxswains of any unsafe condition or broken equipment they may observe.

Shall be responsible for the following on land:

- Alerting the Coach and/or coxswains to any unsafe conditions,
- Following instructions from the Coach and/or coxswains,
- Asking questions if commands are not understood,
- Be considerate of other park and lake users (e.g., fishermen, bicyclists),
- Properly carrying and launching a boat to avoid injury to all, and
- Wearing proper foot protection (such as sturdy sandals or shoes; bare feet are not allowed).

Shall be responsible for the following on the water:

- Alerting the Coach to any unsafe conditions,
- Alerting the coxswain to any unsafe conditions they have not indicated they notice,
- Listening to the commands of the Coach and/or coxswain (no talking in the boat),
- Keeping at least one hand on the sweep and/or sculling oars at all times, and
- Not removing oars from oarlocks at dock until all rowers and coxswain have disembarked.

5.2 Coaches

Shall be responsible for the following:

- Be certified according to USRA Level 1 certificate or equivalent,
- Have current First Aid and/or CPR certification,
- Accompany the ARA rowers during coached practices in a launch,
- Ensure safe conduct of operations during a rowing session and that coxswains are observing approved traffic patterns on Sand Lake,
- Ensure that lifejackets, a first aid kit, toolkit, and radio is on board the launch during every coached row,
- Canceling a rowing practice during any unsafe conditions, and
- Providing assistance to any capsized ARA boat.

5.3 Coxswains

Shall be responsible for the following:

- The safety of the ARA crew in his/her boat during boat handling and rowing,
- Understanding how to steer the boat and command the crew,
- Following ARA traffic patterns at all times,

- Being alert to other users on Sand Lake (i.e., other boats, swimmers, float planes),
- Alerting the Coach to any unsafe conditions or accidents (i.e., rower overboard, injured rower, broken equipment).

5.4 Trailer Drivers/Loaders

5.4.1 Prior to driving the boat trailer:

1. Know the total boat load ahead of time so you can map out a balanced weight load.

2. Check as rowers load the boats that they are aligned straight with the wind/airflow. Improperly aligned boats will make the trailer sway slightly as your driving speed increases.

3. Sterns cannot overhang the steel crash bar with the tail lights and license plate by more than 4 feet.

4. Sterns with the greatest overhang must have red flags attached to them before you depart.

5. Ideally three straps on every boat on the trailer - that way if one fails you still have two on each boat.

6. Replace old straps - look for dryness and brittle fibers - replace when necessary.

7. After all boats are loaded and tied, the driver of the trailer needs to be the last person to walk around the boats, check for too much play in EVERY bow. Check for security of the load below. If anything doesn't comply with overhang standards (mainly red flags attached and overhang less than 4 feet) or if anything flies off the trailer in transit and causes litter or damage, the driver, not the club will be held responsible by the police and will receive a ticket.

5.4.2 Trailer Driving

1. Be very conscious of the front and back overhang of the longest boats and how that affects all turns made by the truck especially entrances and exits from parking lots.

2. If possible, be aware of the driving route and the shell trailer entrances and exits before you have the full trailer attached.

3. Be very careful of trees and road signage that can damage boats as you turn.

4. Drive at the speed limit. Add extra time to your trips so that you can use safe pull offs at every opportunity to relieve traffic backup. Use pull offs even if you are going the speed limit and are not legally holding up any traffic because smaller cars will put you and the boats in jeopardy to pass you in unsafe traffic conditions - remember your braking distance is a great deal more than theirs. You will find that other drivers are distracted by the boats you are carrying and are gawking at the boats rather than paying attention to the road or are just plain unsafe in their quest to beat you to the next stop light. Relax and drive defensively with plenty of time to get to your destination.

5. Drive with a passenger who can help you if anything comes loose on the road and be your eyes at the back or sides on the trailer if you are turning in unfamiliar locations and are worried about backing up or boat swing.

6. If in doubt, fill your gas tank when you see a station built for commercial vehicles. The shell trailer can burn a large amount of gas.

7. If the trailer starts to sway as you are driving speed up slightly and then let the vehicle slow down without applying the brakes. Similarly, if the trailer starts to jack knife as you brake try to apply some gas to straighten out again and then brake more gradually.

8. Leave a lot of room between you and the next vehicle for safe braking. Accept the fact that by leaving a responsible amount of room - the less intelligent part of the population will take that as an invitation to pass you, most likely in unsafe conditions, and drop into the space between you and the car ahead. Smile, hope that you see them pulled over by the police ahead of you, drop back to your safe distance, and enjoy your drive.

5.5 Launch drivers

The driver of the launch boat (typically the coach) is responsible for following all USCG rules regarding operation of a motor boat. The launch driver must abide by the noise ordinance on Sand Lake (which states no motorized watercraft may be on the lake before 12:00 noon).

5.6 Chain of Command

The ARA chain of command in terms of safety is as follows: 1) the Coach, 2) the Safety Committee, and 3) ARA President; all of which are followed by 4) the largest, meanest rower around (may also be the Coach!).

6.0 EQUIPMENT SAFETY

6.1 What to check for prior to launch and during rowing

Some examples of what each rower should check for in their seat area prior to launch and during rowing include:

- Seat is placed properly on the track and slides smoothly,
- Seat tracks are cleared of debris,
- Heel ties on both shoes (if shoes are present) are in place,
- Foot stretcher bolts are securely fastened,
- Oar blade and handle is in good shape-no loose parts or damage, and
- All nuts, bolts, and spacers present and fitted on the rigging.

6.2 Equipment problems

Any equipment problems noticed during rowing should be communicated to the Coach and Equipment Committee immediately after the row has concluded and written in the equipment log with boat name, problem, your name and date. Another option for conveying information about

equipment problems is to send an email to the Chair for the Equipment and Maintenance Committee. This email address can be found in the ARA website (http://www.anchoragerowing.com/)-Members Only tab-Current Club Committees and Policies tab-Equipment and Maintenance-then click on the name of the chairperson, which will open up a new email for that person.

6.3 Care and maintenance of rowing equipment

-Dry water off boats after practice

-Keep slides clean

-Keep boat bottoms clean (inside)

-Replace old parts (seats, slides, foot stretchers)

6.4 How to maintain the launch boat

The launch should be winterized after the season has ended, which means the fuel is drained from the motor and the boat is placed in the Van Daff's yard, out of the water.

6.5 Inclement Weather

The winds at Sand Lake can pick up quickly and can force a rowing shell into the shrubbery along the shore. During any high wind condition in which a rowing shell cannot properly maintain course, the coxswain or the bow person (in a sculling boat) should direct the boat immediately to the dock while following the ARA traffic pattern as much as possible.

Heavy rain can impair visibility and is miserable to row in. During a heavy rain event, the shell should be rowed back to shore as soon as possible while following the ARA traffic pattern. A heavy rain event would be called by the Coach if it is during a coached practice and by the rowers if outside a coached practice.

Fog is typically not a problem on Sand Lake, but when visibility is impaired, the rowing shell should be rowed back to the dock as soon as possible while maintaining the ARA traffic pattern.

7.0 OTHER SAFETY ISSUES

7.1 Illegal Drugs and Alcohol

It is ARA policy that no rower shall be under the influence of alcohol or illegal drugs while rowing with ARA equipment on Sand Lake or at an ARA-sponsored event. The use of either of these substances impairs judgment and athletic ability and puts in danger not only the person using the alcohol or drugs, but other team members. Certain prescription medications may have the same side effects, so each person should be aware of the medications they are taking at the time they are rowing.

Any ARA member guilty of using such substances will be requested to leave the practice. The Chain of Command will be invoked in dealing with such a situation.

7.2 Lake Users

Many people, whether the public or Sand Lake area residents, use Sand Lake for recreation. The users of Sand Lake and the associated municipal park area include: swimmers; bicyclists (are found on the paths and sometimes in the water when they jump bikes from the dock); canoeists, kayakers, and other non motorized boat users; power boat users-typically towing people on wake boards, etc.; float planes, and fishermen (on the dock and floaters).

While ARA has established a traffic pattern for our boats, other lake users, aside from the floatplane pilots, are unaware of our traffic pattern. This means that each ARA member must always be on the lookout for other lake users while dealing with the boats on land at the shell pen and dock, and while rowing on the water (this duty resides with the coxswain or with the bow of non-coxed [or blind] boats).

Appendix A
Weather-Related Health Emergencies

Appendix A: Weather-Related Health Emergencies
Weather Related Health Emergencies

HYPOTHERMIA

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. Cold temperatures and wet conditions work together to pull heat away from the body lowering the body's core temperature. Even in mild conditions, the addition of rain or submersion in cold water and can sufficiently reduce body warmth to trigger hypothermic conditions in the body. A person's condition can degrade rapidly impairing breathing and coordination making it impossible to swim or keep one's head above water. Emergency action needs to be taken no matter what the level of 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 if available a warm shower, if available. Warm torso area first. Seek medical attention

Profound Hypothermia

Symptoms: Person will be pale, stiff, and cold; unresponsive to stimuli, and possibly unconscious. Little or no cardiac or respiratory 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!

HEAT RELATED EMERGENCIES

Higher temperatures and high humidity can lead to heat-related illnesses that coaches and rowers need to keep in mind. As humidity rises, the body's ability to cool off through sweating is diminished since evaporation is limited. The best way to avoid heat-related injuries is to practice at cooler times of the day: early morning or late afternoon. The body needs time to acclimate to increased temperatures. Intake of fluids is also important and should be encouraged. Dehydration further impairs the body's ability to cool off. There are two major heat-related illnesses to be aware of: heat exhaustion and heat stroke.

Heat Exhaustion

Early Symptoms: heavy sweating, cramps, tiredness, weakness, malaise, mild decrease in performance. Action: rest and fluid replacement. **Advanced Symptoms:** profuse sweating, impaired judgment, 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°F. Skin is dry and clammy. **Action**: Get medical help immediately! Lower body temp by immersing in water, maintain horizontal position of victim. Stop treatment when victim is conscious.

Appendix B

Capsize Procedures & Person Overboard

Appendix B: Capsize Procedures & Person Overboard

NOTE: It is the responsibility of any launch (coaching) boat to provide assistance to any capsized boat -- even if from another sport or a pleasure boat. Coaches are reminded to stop at a safe distance and offer assistance. Approach with caution and in a controlled manner. Be aware of your prop!

All crew members should be fully aware of what actions to take when a crew swamps, flips or capsizes.

If rowers egress from a swamped boat--STAY WITH THE BOAT

CAPSIZE PROCEDURES

Shell Damaged and NOT Sinking

Immediate command: “Weigh Enough!”

Make adjustments and signal launch for assistance.

Shell Swamped and Sinking

A shell is swamped when the interior water reaches the gunwales. If rowers stay in the boat, the floatation ends (bow and stern) may cause the boat to break apart.

If the shell is swamped or taking excessive water, with rescue imminent:

1. Immediate command: “Weigh Enough!”

2. Stay calm. The coxswain or bow person should get a head count and make sure all rowers are accounted for.

3. Coxswain directs rowers to untie, signals launch and unloads rowers by pairs -- starting in the middle of the boat -- as soon as possible in order to avoid damage to the boat.

4. Pairs should form “buddies” and keep a watch on each other. The coxswain should buddy with the stern pair.

5. Until otherwise directed by the coach in the launch, STAY WITH THE BOAT!

If rescue is not imminent, take the following steps:

1. Remove oars or place them parallel to the shell. The bow four should move to the bow of the boat and the stern four with the coxswain should move to the stern of the boat (it is dangerous to roll a shell when near the riggers).

2. Attempt to roll the boat in order to form a more stable floatation platform so that rowers can either lie on top of the hull or buddies can hold each other across the hull.

3. DO NOT attempt to roll the boat if rescue is on the way. However, be aware that body heat loss occurs as much as 25 times faster in the water.

4. The launch should shuttle rowers to the nearest shore. Be careful not to overload the launch.

In any of these events the crew should remain with the shell! The shell normally will float (an important reason to close bow and stern ports before going on the water). Furthermore the oars will float as well, but should not be relied upon as flotation devices. If for some reason the shell sinks below the surface, the shell should be rolled so the bottom is facing the sky, as this traps air underneath the shell and increases buoyancy. At no time should any crew member leave the boat to swim to shore! A short swim can be far longer than it appears due to currents, wind, water temperature, or personal fatigue.

The crew, while holding onto the shell, should attempt to get the attention of other crews or coaches on the water. Wave and make as much noise as is necessary to attract attention. If no crews or launches are on the water nearby, the next step is to attract the attention of people on shore.

If the water and air temperatures are low, then the crew members should move along the shell and huddle together in pairs near the middle of the shell. Effort should be made to keep as much of the body out of the water as possible. This can include draping ones' self over the top of the hull. A minimum of movement is the key to retaining body heat. Constantly check on crew mates and keep up one-on-one communication.

To recap procedures:

1. Stay calm.
2. Stay with the shell.
3. Take a head count.
4. Pair up and keep communicating with each other.
5. Attract attention of launches, crews or people on shore.
6. If need be, roll shell over and drape the body across the hull (sinking shell or cold conditions).
7. Wait for help.

PERSON OVERBOARD

All crew members should be fully aware of what actions to take when there is a person overboard.

A violent crab by an oarsman can throw him/her out of the boat. In this situation, it is up to the ejected rower to stay below the surface of the water till the shell has passed (this avoids being hit in the head by fast moving riggers).

The crew should stop rowing and hold water immediately so they can lend assistance.

The crew should get the attention of the coaches' launch while the rower treads water. In the event that a launch is not nearby the crew can back up to the rower in question so the rower can use the shell as a floatation device. It is also feasible to pass an oar to the ejected rower, using the oar as a floatation device.

Once removed from the water, the rower should be evaluated to determine if the rower is fit to continue or if a medical emergency is present.

To recap procedures:

1. Person overboard should stay below the water until the shell passes.
2. Crew should stop rowing and get the attention of the coach.
3. Crew should row to person overboard or pass them an oar for floatation device.
4. Evaluate the health of the person overboard.

Appendix C: Forms

(Incident Report, Pre-practice Checklist, and Audit Checklist)

ANCHORAGE ROWING ASSOCIATION

INCIDENT REPORT

Name of club reporting the incident: _____

Name of person reporting the incident/filling out form: _____

_____

Date and time of the incident? _____ **(date)** _____**AM/PM (time)**

Location of Incident: _____

What third parties were involved? _____

_____

Types of boat(s) involved (e.g. 8x, 4-, 2+, 1x, etc.): _____

_____

Describe incident-include weather and water conditions. If after dark or in conditions of poor visibility, what lights were displayed by all parties? Please include or attach any additional details e.g. drawings/diagrams/photographs if these will enhance the description.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

List any injuries sustained; who treated them and where:

_____

_____

_____

_____

_____

List any damage sustained by boat*(s)* or to property:

_____

_____

_____

_____

_____

Add or attach any further comments or additional information you think could be useful (e.g. list of witnesses with addresses etc.):

_____

_____

_____

_____

_____

What further actions have been or will be implemented to avoid repetition of incident? *(Use a separate sheet if necessary)*:

_____

_____

_____

_____

_____

Signatures:

Person filling out form: _____

_____ **(Date)** _____ **(Time)**

ANCHORAGE ROWING ASSOCIATION
PRE-PRACTICE SAFETY CHECKLIST

Coaching Launch

__Life jackets
__Megaphone
__Two way radio
__Tool kit
__Safety Tote (contains throw rope, fleece blankets, air horn, first aid kit,
__Oar
__Safety ladder
__Bilge pump
__Cell phone (in case of emergency)
__Safety lights (only during early and late parts of season)

Rowers

__Acknowledge any injuries or pain-inform coach
__Warm up and stretch before rowing
__Safety talks
__Orange safety vest (worn by all bow seats and sterns if in an un-coxed boat)
__Proper clothing for weather
__Water bottle
__Equipment check (seat slides; heel ties in place; nuts, bolts, spacers present and fitted; etc.)
__Scullers= (bow): Know traffic pattern for your type of boat

Coxswains

__Cox box
__Two way radio
__Safety vest (worn by all coxswains)
__Know traffic pattern for your type of boat
__Whistles (optional)

Shells

__Bow ball
__Water tight compartments sealed
__Rigged properly
__ Safety kit with wrenches and whistle
__Equipment checked (rudder, fin, etc.)
__Lights, as applicable (only during early and late parts of season)

ANCHORAGE ROWING ASSOCIATION
SAFETY AUDIT FORM

Questions Yes/ No

1. Has a Safety Committee been appointed by ARA?

2. Has a Risk Assessment been undertaken covering situations on both land and water?

    a. Is the Risk Assessment reviewed after each event taking account of previous incidents, changes to the course or new hazards?

3. Has a Safety Plan been formulated, based on your Risk Assessment?

    a. Has the Safety Plan been shown to the ARA membership?

4. First Aid:

    a. Where is the first aid kit kept?

    b. Are the contents of the kit(s) appropriate for the venue?

    c. Do you ensure that all ARA members know where to obtain first aid?

    d. Do you have a method of communication to summon first aid to an accident?

5. Launch boat

    a. Are the crews of the launch boats competent in boat handling and rescue techniques?

    b. Does the launch boat carry buoyancy aids, line throwing equipment, thermal blankets, first aid equipment, bailer, knife, paddle, engine cut-out lanyard device, anchor and line and simple hand holds fixed to the side?