



# **JUNIORS PROGRAM GUIDELINES**

**JUNE 2014**

**VERSION 1.0**

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## 1.0 Introduction

This handbook contains rules, guidelines and information for team members and their families. It was written to help ensure everyone is aware of their responsibilities as team members and parents of team members. The handbook provides detailed information concerning KCRC financial and time commitments. Please go through the Parent/ Team Member Handbook carefully. Once you have read the handbook and intend on joining KCRC Juniors, complete the membership application available at [www.kcrowing.com/join.html](http://www.kcrowing.com/join.html) and follow the registration process, which includes 1) Intake form, 2) US Rowing Waiver form, 3) Payment of fees on [www.RegattaCentral.com](http://www.RegattaCentral.com). If you have any questions about what is expected of you as a rowing team member or parent please contact one of the KCRC Board of Directors listed below. We are looking forward to another exciting and enjoyable rowing season. These guidelines are maintained and available for download at the club's official website, [www.kcrowing.com](http://www.kcrowing.com)

## 2.0 Contact List& Board of Directors

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\*Parent of Active Junior Rower

### 3.0 Letter from The President

Welcome to the 23<sup>rd</sup> year of Kansas City Rowing, and the 14<sup>th</sup> year of KCRC Juniors! We look forward to another great season of competitive rowing. It is our goal to ensure our athletes:

- Experience the fun and exciting sport of competitive rowing
- Build friendships and memories that last a lifetime
- Have all the tools to reach their full potential as athletes
- Develop leadership skills
- Experience good sportsmanship and teamwork

The Board of Directors is made up of volunteers that work many hours to achieve these goals and includes parents of junior rowers, active masters rowers, and members of the community wishing to support the sport and development of rowing within the Greater Kansas City Metro Region. As part of our unprecedented growth of the juniors program over the past 18 months, the Board, Coaches, and other club members felt it was time to establish a program handbook that provides a clear set of program goals, operational details, and processes to handle some of the situations that can come up from time to time. I encourage you to review this handbook and should you have any questions or suggestions please send those directly to me. This is a work in progress!

One other item I'd like to mention is that over the year you will likely be hearing about opportunities to support the club through Fundraising, Regatta Hospitality and Coordination, Transportation, and Boatyard Maintenance. We would not be able to operate without the work of the volunteer parents that lead and work in these areas. I hope you take the opportunity to help wherever you are able to. Please take time to review this handbook and don't hesitate to bring questions or concerns to any boardmember. We are here to help create the best experience possible.

Best wishes for a great season!

Sincerely,

Jeff Kloster  
President – Kansas City Rowing Club

### 4.0 Mission Statement

*To promote the sport of rowing within the Greater Kansas City metro region through a competitive rowing program that embodies sportsmanship and ethics through the principles of respect and responsibility and to encourage personal growth through winning and losing with dignity and self-control.*

### 5.0 Goals and Objectives

- To provide students within the greater Kansas City metro region the opportunity to participate in the sport of rowing at scheduled practices and in organized rowing events/regattas.
- To provide the opportunity for all crew members to develop the necessary skills to compete competitively at sanctioned rowing competitions and regattas.
- To provide training regarding the safe use of the rowing equipment
- To provide a positive environment for all rowers/members of the club to develop personal skills regarding teamwork, leadership and follower-ship.
- To foster an environment that promotes integrity, fairness and honesty.
- To provide all rowers the opportunity to row on the water at least once per week, subject to weather and equipment availability and attendance.
- To ensure each rower competes in no less than 50% of all scheduled events, provided the individual rower has not had any disciplinary or attendance problems, has put forth a positive effort to be at all practices, and ability, safety, weather or equipment shortages do not preclude their participation.

## **6.0 Rower Responsibilities and Code of Conduct**

### 6.1 Expectations

- 6.1.1 Recognize that membership in this association is a privilege, not a right.
- 6.1.2 Attend and participate in all practices and commit fully to the training and racing plan as designed by the coaching staff.
- 6.1.3 Show respect, in both actions and words, for fellow rowers, coaches, race officials, chaperones, parent volunteers, and all others who volunteer their time.
- 6.1.4 Recognize that in determining practice plans and boat line-ups, the coaching staff acts in the best interest of the entire team, and that all practice plans and boat line-ups will be determined solely by the coaching staff.
- 6.1.5 Discuss questions/concerns related to the rowing program directly with a member(s) of the coaching staff.
- 6.1.6 Properly handle and maintain all equipment as instructed by the coaching staff and immediately report damage to a coach or team captain.
- 6.1.7 Recognize the importance of team unity, cooperate with each other, demonstrate mutual respect and refrain from criticism of each other in any form.
- 6.1.8 Dress in a modest and appropriate manner as to best represent Kansas City Rowing
- 6.1.9 Behave In a respectable manner that is a credit to him/herself and KCRC  
Address coaches and parents with appropriate titles (Coach, Mr., Mrs., Ms.)

### 6.2 Behavior

- 6.2.1 Unacceptable rower behavior includes, but is not limited to:
  - 6.2.1.1 Possession or sale of controlled substances
  - 6.2.1.2 Using, possessing, or distributing drugs of any kind including, but not limited to, chemicals, alcohol, steroids, tobacco, or any controlled substances during any club sponsored event.
  - 6.2.1.3 Use or abuse of a controlled substance prior to any club sponsored event that could put KCRC equipment, the athlete, his/her teammates, or any others at risk for injury.
  - 6.2.1.4 Acting in a reckless manner that could put the athlete, teammates, or any others at risk for injury.
  - 6.2.1.5 Any behavior that is intimidating, hostile or offensive in any way. Including, but is not limited to use of foul / abusive language, bullying / hazing whether verbal, written, electronic, or physical in nature.

- 6.2.1.6 Theft of and/or damage to other's/club's property. Rowers will be held financially responsible.
- 6.2.1.7 Romantic contact between rowers. Such behavior is not allowed at any organized team event and will not be tolerated. Exhibiting any of these behaviors will result in the coaching staff taking some disciplinary action.

## **7.0 Parent Responsibilities and Code of Conduct**

For your productive involvement with and contribution to the success of KCRC Juniors and your rower(s), the information below is provided as a guide for KCRC youth club member parents. Given the mission of this organization, you are asked to review and agree to the following:

### **7.1 General Matters**

- 7.1.1 I will remember that rowers participate to enjoy the sport and that the experience is for the student athletes, not the adults.
- 7.1.2 I will emphasize skill development, practices and healthy competition, and that doing one's best is more important than winning.
- 7.1.3 I will demand that my rower treat other athletes, coaches, officials, parents, chaperones, volunteers, and spectators with respect, regardless of race, creed, color, sex or ability.
- 7.1.4 I will keep myself informed of team activities and issues by participating regularly in parent meetings, reading newsletters and information e-mails sent to me for this purpose by the team officers, and by familiarizing myself with information provided on the team website.
- 7.1.5 I acknowledge that volunteering on the part of the parents is vital to the team as a whole and I will volunteer my time to the best of my ability.
- 7.1.6 I will demand a sports environment for my rower that is free from drugs, tobacco, and alcohol and I will refrain from their use at all regattas and practice sites.
- 7.1.7 I will become familiar with the rules of the sport of rowing and the policies of KCRC.
- 7.1.8 I understand that the use of team addresses, phone numbers and e-mail addresses is solely for the purpose of disseminating necessary team information. Use of this contact information for any personal matters is prohibited.

### **7.2 Practices and Competitions**

- 7.2.1 I and my guests will be positive role models for my rower and encourage sportsmanship by showing respect, courtesy, and positive support for my rower and teammates, all other competitors, coaches, chaperones, volunteers, officials and spectators at every practice, regatta or other sporting event. My guests and I will not engage in any kind of unsportsmanlike conduct such as booing and taunting, refusing to shake hands, or using profane language or gestures.
- 7.2.2 I will promote the emotional and physical well being of the athletes ahead of any personal desire I may have for my rower to win.
- 7.2.3 I will refrain from coaching my rower or other rowers during practices and competitions unless specifically requested to do so by a coach.
- 7.2.4 I will respect the property and equipment used at all sports facilities, at home or away.
- 7.2.5 I will refrain from criticizing coaches or other association leaders to my rower, as this displays disrespect on my part and encourages disrespect on theirs.

### **7.3 Interaction with the Coaching Staff**

- 7.3.1 I will immediately inform the coach of any physical disability or ailment that may affect the safety of my rower or the safety of others.
- 7.3.2 I will encourage my rower to speak directly and courteously with the coach if he/she is having difficulties in training or competition, or cannot attend training or a competition. I understand that assuming responsibility for one's own actions – for better or worse - is an important part of maturation, and that ultimately my rower will benefit.
- 7.3.3 I will never question or confront coaches at practices, competitions, or other team events, and will arrange to speak with coaches at an agreed upon time and place.
- 7.3.4 If I need to contact my rower's coach regarding clarification of matters such as training schedules, nutrition and health and college recruiting, I will do so via the contact method designated by my rower's coach and at a time that is mutually convenient, anticipating a timely response.

### **7.4 Conduct and Conflict Resolution**

- 7.4.1 I will expect my rower to abide by the KCRC Rower Code of Conduct and to resolve conflicts without resorting to hostility or violence.
- 7.4.2 If I believe there has been misconduct on the part of one or more rowers, coaches, parents or others, I will abide by the following guidelines for issue resolution:
- 7.4.3 During team trips, I will report any misconduct immediately to a member of the KCRC Board of Directors. They will be responsible to investigate the issue and involve coaches and other KCRC board members as needed.
- 7.4.4 During other team activities, I will report any misconduct to the coach immediately if urgent at that moment or immediately after the activity if not urgent. The preferred method for communication after the fact is via e-mail. The head coach will involve other coaches, board members or parents as needed.
- 7.4.5 I understand that the process of following up on my allegations is a matter of privacy between the accused party and the coaches or Board of Directors. Unless the matter directly impacts my rower or me, I will not be advised further.
- 7.4.6 I understand that any misconduct by any member of the coaching staff should immediately be reported to the KCRC Board of Directors.
- 7.4.7 I will support the coaches and chaperones when they deem that my rower or other rowers require discipline. I will not interfere in disciplinary matters. However, if I believe that the discipline required of my rower is unreasonable, I will express my concerns via e-mail to the coach. The coach and I will arrange a mutually convenient time to further discuss my concerns, if needed.
- 7.4.8 If I have followed the processes outlined above and have not received a timely or appropriate response on an issue directly impacting me or my rower, I and/or the coach may contact the President of the KCRC Board of Directors.

### **7.5 Known Injury/Existing Physical Condition**

- 7.5.1 Should I become aware of a physical condition impacting my son/daughter that could be aggravated through the standard practice of rowing, I will inform the Director of Coaching by phone of this existing condition and will defer to the Director of Coaching on the necessary modifications to the junior rower's practice regimen if warranted.
- 7.5.2 Should the minor be allowed to continue in practice, the Director of Coaching will monitor the condition of the junior. Should any concern arise around the potential worsening of the condition, the Director of Coaching will contact the parent, via telephone, to determine the best course of action to protect the junior from the risk of long-term injury.

### **7.6 Summary**

- 7.6.1 I recognize that membership in this association is a privilege, not a right. By paying my rower's dues and competition fees, I am supporting the club, its coaches and its athletes. However, paying these costs does not entitle me to be involved in decisions about competition schedules, training methodology or placement in boats. These

decisions are the sole province of the coaches. If my rower has a question or concern, it is my rower's responsibility to discuss it in a respectful manner directly with his/her coach.

- 7.6.2 Failure to abide by the guidelines listed in this document may result not only in my own discipline but also in the discipline of my rower. I recognize that my family and/or my guests may also be subject to disciplinary actions. Based upon the severity and/or frequency of offenses, disciplinary actions could include the following: verbal warnings, written warnings, and temporary or permanent suspension from team activities.

## 8.0 Attendance Requirement

Crew is a sport that involves a big commitment of time and energy. It is imperative that all rowers and parents take this commitment seriously. Crew is a unique sport that requires tremendous teamwork. Continuity and consistency are key to creating effective boats. It is expected that team members will come to practice fully prepared to participate, which means wearing appropriate clothing for BOTH rowing and land training. If you are not prepared, you may be dismissed from practice and the next regatta. Missing practices is also a reason for dismissal from regatta participation. No credit is given for missed days, but the team expects the courtesy of advance notice of days to be missed.

The coach will announce changes to the published schedule. If you know you cannot attend a practice, it is your responsibility to tell, if at all possible, the coaches well in advance. This includes being sick (either not going to school or leaving school early). Missing practice will affect who rows in what boat and who will row at regattas. Your seat cannot be held for you if you miss practice.

Practice is almost never canceled. The only things that will keep us off the water are lightning, high winds, or extreme temperatures/humidity. **In the event we cannot practice on the water, land training will be conducted when weather conditions permit. Official practice notifications are sent through text message to all rowers and guardians.**

- 8.1 All participants are required to attend all practices to maximize productivity and efficiency of the program.
- 8.2 Rowers may not leave practice until dismissed by the lead coach for the practice session
- 8.3 Allowable Absences
  - 8.3.1 Planned academic or other school functions
  - 8.3.2 Family event
  - 8.3.3 Religious requirements
  - 8.3.4 Sickness or illness
- 8.4 Notification
  - 8.4.1 All participants unable to attend a practice session must notify the director of coaching no later than two hours before the start time of the practice session.
  - 8.4.2 Justification: This is a requirement as it ensures the DOC (Director of Coaching) is fully aware of the location of the status of all participants and minimizes the alert/notification time should a safety issue arise during travel to the practice by one of the participants. Furthermore, with proper notice of a rower's inability to make practice, proper adjustments can be made to ensure practice time is maximized for all other attendees.
- 8.5 Disciplinary Action
  - 8.5.1 The coaching staff is responsible for administering disciplinary action. Most problems will result in a minor disciplinary action. Such actions include, but are not limited to:
    - 8.5.1.1 Verbal/ warning from DOC and notification to the parent or guardian

- 8.5.1.2 Extra workout/alternate workout
- 8.5.2 Repeat violations may be considered a more significant problem and result in a more significant disciplinary. Coaches must inform parents and the Board in writing of any major disciplinary action which would result in one of the following:
  - 8.5.2.1 Loss of water privileges for a specified time
  - 8.5.2.2 Loss of race privileges
  - 8.5.2.3 Suspension from the team
  - 8.5.2.4 Expulsion from the team
- 8.5.3 The person affected must know the allegation against him/her and must be given a chance to respond to such allegations. Any disagreement with the implementation of any such disciplinary action should be appealed to the KCRC Board of Directors
- 8.6 If a team member misses 5 consecutive days without contacting the coach or a Board member, it will be deemed the team member has quit, and therefore be terminated from KCRC.

## 9.0 Attire

- 9.1 Rowers' clothing should be clean and not offensive at practice and races.
- 9.2 Athletic attire must be worn for all practices. No jeans should be worn for practice.
- 9.3 Appropriate running shoes for running and other land workouts will be worn. No flip-flops.
- 9.4 Uniforms should be clean for all races.
- 9.5 Appropriate attire for weather (it gets cold and wet in winter and hot and humid in the spring).
- 9.6 Be sure to wear layers of clothing in the winter.
- 9.7 No bathing suit tops at practice or at regattas.
- 9.8 At all regattas racing uniforms will be worn as intended (i.e. over shoulders) prior to handling the boat for launch, during the launch, racing, and the medal ceremony and pictures.

## 10.0 Captain Designation

- 10.1 One to several juniors may be awarded the designation of Captain. The designation comes with the added responsibilities of assisting the coaching staff on a day-to-day basis at their discretion. This can include but is not limited to: Taking of daily attendance, leading components of each workout session, leading equipment movement processes, and serving as a spokesperson for the junior team members.
- 10.2 Captains are chosen according to the procedures established by the Coaches and the Board of Directors.
- 10.3 Captains will demonstrate leadership by being encouraging, positive, and enthusiastic. Each captain will be presented with a sheet of responsibilities and expectations. Coaches reserve the right to, at discretion of the Board of Directors, remove the "title" of captain from any person who does not adequately live up to the prescribed responsibilities.
- 10.4 Being a captain is an honor that carries with it a great many responsibilities. The selection of an individual to this position and the amount of work required of a captain should not be taken lightly.

## 11.0 Program Enrollment Requirements & General Program Schedule

- 11.1 Mandatory requirements for all participants prior to participation
  - 11.1.1 Enroll in preferred program through [www.kcrowing.com](http://www.kcrowing.com) and [www.RegattaCentral.com](http://www.RegattaCentral.com)
  - 11.1.2 All required fees paid
  - 11.1.3 US Rowing waiver signed and verified
  - 11.1.4 In-take form is completed
  - 11.1.5 Confirmation of all three components (in paper) must accompany each rower on his/her first day of practice.
- 11.2 Non-compliance of enrollment process



- 11.2.1 No enrollee will be allowed to participate in any club sponsored program until 1.1.1, 1.1.2, and 1.1.3 are satisfied and verified by designated club manager.

### 11.3 General Practice Schedule

- 11.3.1 The juniors program schedule consists of 4 distinct sessions per year

#### 11.3.1.1 Winter Training

- 11.3.1.1.1 Usually starts in early-mid January and goes through mid-March depending on weather. This program is held indoors and focuses on conditioning and the development of speed through the use of ergometers. The program is held M-R from 4-6 pm weekly at the Mill Creek Activity Center

#### 11.3.1.2 Spring Session

- 11.3.1.2.1 First on-the-water session of the year starting in March and concluding at the end of May. Practices are held in the afternoon after school at Wyandotte County lake M-R from 4-6 of each week and on Saturday mornings at 8 a.m. depending on enrollment. Depending on availability, this session usually includes 1-3 weekend competitions (Sprints) for the rowers to attend.

#### 11.3.1.3 Summer Session

- 11.3.1.3.1 Second on-the water session of the year starting in June and concluding at the end of July. Practices are held in the early morning (5:45 a.m.) M-R of each week. Depending on availability, this session usually includes 1-3 weekend competitions (Sprints) for the rowers to participate in.

#### 11.3.1.4 Fall Session

- 11.3.1.4.1 Third and final on-the-water session of the year started in mid-August and concluding the first week of November. Practices are held from 4-6 p.m. M-R and Saturday mornings at 8 a.m. depending on enrollment levels. Depending on availability, this session usually includes 1-3 weekend competitions (Head Races) for the rowers to attend.

## 12.0 Grievance Resolution

- 12.1 As with any team, conflicts between coaches and their team may arise. KCRC supports the following steps to resolve conflicts:

- 12.1.1 Juniors are to communicate directly with the head coach to discuss any issues that impact individuals or the team. KCRC encourages its junior members to learn conflict resolution skills that will benefit them as they mature into adults. KCRC also encourages parents to talk with their children about the issue, and work with them to map out a constructive approach for discussions with their coach.
- 12.1.2 If the rower does not feel the situation has been rectified, or if the concern involves a member of the coaching staff, he/she, with his/her parent/guardian, should contact the KCRC Board of Directors.
- 12.1.3 Issues regarding safety, liability or financial matters are to be brought to the attention of the KCRC president or a KCRC board member.
- 12.1.4 If the conflict cannot be resolved with discussions between the junior and the head coach, the junior's parents should contact the head coach.
- 12.1.5 If the conflict still cannot be resolved, parents are to contact the KCRC president.

## **13.0 Competitions/Regattas – What Everyone Needs to Know**

### **13.1 General planning**

- 13.1.1 All regattas will be identified and placed on the club calendar before the start of the season.
- 13.1.2 The regatta calendar must be provided to all participants and guardians at the beginning of each season
- 13.1.3 All deviations from the approved regatta schedule must be communicated to all participants, the board of directors, and to all guardians at least 45 days in advance of said change
- 13.1.4 Each event the club chooses to participate in should be managed in a way that maximizes the number of participants regardless of skill and or experience
- 13.1.5 All regattas are to be organized, managed, and attended by the Director of Coaching
- 13.1.6 A regatta plan must be generated for event and cover the following:
  - 13.1.6.1 Date of the event
  - 13.1.6.2 Cost to attend
  - 13.1.6.3 Event schedule
  - 13.1.6.4 Boatings Completed two to three weeks before the regatta
  - 13.1.6.5 Contact information for the chosen place of lodging (if applicable)
  - 13.1.6.6 Pick-up and Drop off locations for group transport (if applicable)
  - 13.1.6.7 List of key items for each participant to bring
  - 13.1.6.8 Parent Booster Club Plan (If necessary)

## **14.0 Coaching Organization Responsibilities and General Annual Schedule**

### **14.1 Supervisory Responsibilities**

#### **14.1.1 Director of Coaching (DOC)**

14.1.1.1 The Kansas City Rowing Club Juniors program is led by a Director of Coaching.

This individual is responsible for the day-to-day coordination of the entire juniors program and all sub-programs. Other responsibilities include:

14.1.1.1.1 Supervises regatta planning and coordinates registration activities

14.1.1.1.2 Serves as the primary line of communication for all parents/guardians of each participant

14.1.1.1.3 The development of a session schedule and day-to-day practice plan

14.1.1.1.4 Maintains an active roster of all participants and interfaces consistently with the designated club manager to ensure all expectations denoted in Section 1.0 are met.

14.1.1.1.5 Maintains and keeps a copy of all emergency contact information for each participant and distributes any necessary updates to all Assistance Coaches

14.1.1.1.6 Establishes the Juniors schedule and planned regattas by March 1 and works to the Board to finalize the overall club schedule.

14.1.1.1.7 Maintains active communication with the board president at a minimum of once every 14 days

14.1.1.1.8 Reports all significant safety incidents to the board president on the same day of occurrence.

- 14.1.2 Assistant Coaches
  - 14.1.2.1 Assistant coaches report directly to the Director of Coaching
  - 14.1.2.2 Develop day-to-day practice plans subject to the DOCs approval
  - 14.1.2.3 Assist in the coordination of regatta planning as required by the DOC
- 14.1.3 Coaching to participant supervision ratios
  - 14.1.3.1 To ensure the safety of all participants, a coaching ratio of no more than 17 to 1 is permitted.
- 14.1.4 Training Plan
  - 14.1.4.1 A training plan must be submitted to the board for approval for all junior's sessions. This must, at a minimum, include the following:
    - 14.1.4.1.1 Primary goals of the session
    - 14.1.4.1.2 Key skills to be focused on
    - 14.1.4.1.3 Detailed weekly practice regimen
    - 14.1.4.1.4 The plan must be approved by the board in January.

## 15.0 Safety Rules and Best Practices

KCRC utilizes the core content of US Rowing Recommended Safety Guidelines as its foundation.

### 15.1 Administrative/Board Responsibilities

- 15.1.1 The board will establish a safety committee that will develop and annually review all the safety rules, protocols and procedures
  - 15.1.1.1 Club standard safety procedures shall be available to all via [www.kcrowing.com](http://www.kcrowing.com)
- 15.1.2 A map of the lake will be maintained and stored at the board yard identifying proper traffic patterns and all known hazards.

### 15.2 Program/Individual Responsibilities

- 15.2.1 Know that your shell has been designed for flotation. Your boat is not a Personal Flotation Device (PFD); it is an emergency flotation device and your oars are neither, a personal or emergency flotation device. The safety committee recommends that all unaccompanied boats carry Coast Guard approved PFDs. A copy of the Coast Guard Regulations concerning PFDs is available upon request from US Rowing.
- 15.2.2 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 s/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!"
- 15.2.3 All boats taken on the water shall be signed out and back into a log book maintained at the boat yard.
  - 15.2.3.1 Only released masters (approved by coaching staff) are allowed to row independently.
  - 15.2.3.2 For boats larger than a 1x, the designated bow person is responsible for signing out and back in upon return.
  - 15.2.3.3 At the end of all formal practices, the head coach or designated captain is responsible for verifying all boats are in before departing

- 15.2.4 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:
  - 15.2.4.1 That nuts on the rigging are tight, position of your foot stretchers and the smoothness of your slide are acceptable.
  - 15.2.4.2 That the forward end of the slide is blunt and will not gouge your calves.
  - 15.2.4.3 That the persons in front and behind you have sufficient room for their complete stroke.
  - 15.2.4.4 That the heel ties on your shoes are tied and in good condition.
  - 15.2.4.5 That your seat fits your body. Adjust with seat pads or a different seat.
  - 15.2.4.6 That your oar handle is properly sized.
  - 15.2.4.7 That your oarlock height is proper.
  - 15.2.4.8 That your clothing cannot become tangled in your seat or oar handle.
  - 15.2.4.9 That you have proper safety devices on board your rowing shell.
  - 15.2.4.10 Make sure that you are aware of the local traffic patterns and rules on the water.
  - 15.2.4.11 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.
  - 15.2.4.12 Boats shove off and approach the dock for landing while moving upstream. Familiarize yourself with the local traffic patterns.
  - 15.2.4.13 Familiarize yourself with shallow water, stumps, rocks, seasonal problems and landmarks.
  - 15.2.4.14 Stay clear of bridge abutments and other man-made or natural obstacles. Do not negotiate a turn near such an obstacle.
  - 15.2.4.15 The coxswain or single sculler should make frequent checks on both sides. Listen for oncoming traffic.
  - 15.2.4.16 Be courteous to others on that water. Be aware of powerboats and treat them with respect.
- 15.2.5 The safety or coaching launch provides safety supervision when rowing and support assistance in and emergency.
  - 15.2.5.1 The driver must be trained in the proper use and operation of the powerboat. Classes are offered through local chapters of the U.S. Power Squadron, or state boating safety departments.
  - 15.2.5.2 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.
  - 15.2.5.3 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.
  - 15.2.5.4 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.
  - 15.2.5.5 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.

- 15.2.5.6 The launch driver must wear the cord that activates the safety/kill switch in accordance with the motor manufactures literature.
- 15.2.6 Consult a physician before starting any form of exercise program.
- 15.2.7 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.
- 15.2.8 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.
- 15.2.9 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.

### **15.3 For Everyone When On the Water**

- 15.3.1 Proper supervision protocols must be developed and carried out to ensure the safety of the rowers. Under no circumstances should athletes who are minors be allowed or left unsupervised on the water.
  - 15.3.1.1 All juniors practices are to be supervised with a launch in sight of all boats at all times.
- 15.3.2 Rowers in multi-person shells should always be quiet and attentive to the coxswain or coach.
- 15.3.3 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.
  - 15.3.3.1 Wind – when wind speed predictions are above 15 mph, or white capping is evident on the main body of water, practice shall be limited to on land or within the cove of which the club resides.
  - 15.3.3.2 Poor Visibility - Do not row in fog unless your visibility to shore is as 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 (coxbox, horn, or whistle) to advise other boats of your location as you take your boat to shore, following the shore back to the boathouse.
  - 15.3.3.3 Inclement Weather - Do not row in an electrical storm. Lightning detectors are inexpensive and can clip on your belt. 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.
- 15.3.4 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.
  - 15.3.4.1 If approaching wake is higher than the gunwale, the shell should be turned parallel to the wake to avoid having part 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.
  - 15.3.4.2 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.
  - 15.3.4.3 Turning in waves is tricky; allow plenty of room, energy and time.

- 15.3.5 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.
  - 15.3.5.1 There should be a white light on the stern of each rowing shell when rowing between sundown and sunup. It should be visible enough to warn approaching vessels. A red (port) and green (starboard) light on the bow is recommended. Another recommendation is that reflective tape be placed on top of the gunwales and splashboards. Refer to local laws for lighting.
  - 15.3.5.2 Coxwains or bowpersons should wear reflective tops when rowing during shoulder season months or in periods of low light.
- 15.3.6 Carry a sound making device.
- 15.3.7 Water temperature should always be monitored.
  - 15.3.7.1 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:
- 15.3.8 Heat exhaustion - signs are throbbing headache, nausea, cool skin, chills, sweaty, and pale pulse. Action - drink water, shade from sun, and treat for shock.
- 15.3.9 Heat Stroke is life threatening -- signs are 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.
  - 15.3.9.1 To avoid these problems in hot and humid weather:
    - 15.3.9.1.1 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.
    - 15.3.9.1.2 Avoid sunburn by using sunscreen, with a sweatband or hat to keep lotion out of eyes.
    - 15.3.9.1.3 Wear light clothing.
    - 15.3.9.1.4 Remain in the shade when off the water.
    - 15.3.9.1.5 Plan activity level consistent with the degree of heat and humidity.
- 15.3.10 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.
  - 15.3.10.1 Action if cold and shivering:
    - 15.3.10.1.1 Get out of the water quickly, even on top of the capsized boat. Heat loss is 25 times greater when in the water.
  - 15.3.10.2 Huddle with others
  - 15.3.10.3 Drown-proofing (dead man's float) is not an acceptable survival technique. Keep as much of the body out of the water as possible.
  - 15.3.10.4 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.
  - 15.3.10.5 Do not give any liquids to drink, treat for shock.

- 15.3.10.6 Continue to re-warm and always obtain medical assistance as soon as possible.
- 15.3.10.7 Action if cold and shivering has stopped:
  - 15.3.10.7.1 Treat as above but 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 rapid re-circulation of blood to the heart. Hot packs should not be placed directly on the victim, a thin layer should be used to protect the victim from burning. If possible place the victim in a sleeping bag with a warm person.
  - 15.3.10.7.2 Administer artificial respiration and CPR if necessary. Always obtain medical assistance as soon as possible.
- 15.3.10.8 Cold water immersion -- 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 efforts until medical assistance is obtained.
- 15.3.11 Emergency Conditions
  - 15.3.11.1 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. So do not leave your flotation even if you consider yourself a strong swimmer.
  - 15.3.11.2 Should someone give the command "weight 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.
  - 15.3.11.3 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.
  - 15.3.11.4 Man overboard - Immediate command "weigh enough! Hold water!" If the safety launch can get to the victim first, allow the launch to rescue the victim. If the launch is not in the immediate vicinity, back the shell to the victim and have him/her hang onto the shell until the launch arrives. Another rower may have to enter the water to assist if the victim is injured.
  - 15.3.11.5 Rower injured - Immediate command "weigh enough! Hold water!" Signal launch if first aid is needed.
- 15.3.12 Shell damaged but afloat and not taking on water - Immediate command "weigh enough! Hold water!" Make adjustments or signal launch for assistance.
- 15.3.13 Shell swamped - Immediate command "weigh enough! Hold water!". A shell is swamped when the interior water reaches the gunwales. If rowers stay in the boat, the flotation ends may cause the boat to break apart.
  - 15.3.13.1 Coxswain directs rowers to untie, and by seat number rowers should carefully, but quickly, slip overboard.
  - 15.3.13.2 If the boat is taking on excessive water, signal the 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 cox should buddy with the stern pair.
  - 15.3.13.3 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 flotation 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.

- 15.3.13.4 A launch can shuttle rowers to the nearest shore. Be careful not to overload the launch.
- 15.3.13.5 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. Lift 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 lift it from the water.
- 15.3.13.6 Singles should be rowed with a buddy boat or launch. Your buddy's boat or the 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.
- 15.3.14 Shell capsized - Immediate command "untie!" This rarely happens except in small boats. Be sure that all rowers and cox are accounted for. Stay with the boat until assistance arrives.
- 15.3.15 Shell broken and sinking - Immediate command "unite!" 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 launch is not immediate.
- 15.3.16 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.
- 15.3.17 Shells should stay within hailing distance of their safety launch. The 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.
- 15.3.18 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.

## 16.0 Other Information Sources

16.1 [www.usrowing.org](http://www.usrowing.org)

16.2 <http://www.uscgboating.org/>