



PENSACOLA ROWING CLUB

SAFETY MANUAL

February 2023



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Welcome to the newest edition of the Pensacola Rowing Club's Safety Manual. This manual lays out the basic safety standards of the Pensacola Rowing Club, along with guidance on common rowing safety issues. Although you may not be the most experienced rower, if you feel something is unsafe, everyone has the responsibility and voice to speak up. Safety is EVERYONE's responsibility!

This is a living document, with annual updates. If you think something should be changed or added, contact the Safety Committee. ROW SAFE AND ROW HARD!

PRC MISSION STATEMENT

We are a member-driven organization existing to help our community to experience and excel through the sport of rowing. Our goal is to develop the qualities of teamwork, integrity, leadership, and self-discipline in people of all backgrounds while instilling a lifelong love for rowing.



Safety Roles and Responsibilities within PRC

Safety Committee

The Pensacola Rowing Club (PRC) Executive Committee will appoint a Safety Committee Chair, whose purpose will be to oversee the Safety Committee. The Safety Committee Chair is responsible for creating a committee to perform an annual review and update of the safety manual and weigh in on safety rules, protocols, and procedures. The committee should include at a minimum the chair and coaches. A position should be made available for a parent representative, a junior rower, and interested members at large.

The Safety Committee is tasked with development and annually review all including but not limited to:

- Safe practices to prevent incidents and accidents
- Quarterly spotcheck for logbook compliance
- Maintain a waterway map with traffic patterns and hazards
- How to respond to on and off water emergencies
- How to report and track injuries, incidents, and equipment damage
- Review safety plan and/or emergency action plan annually
- Ensure all members are educated on the guidelines including but not limited to local area familiarization, on-water response procedures, the club's safety boat operation, and communications standards
- Ensure safety information and any alerts, bulletins, or changes are posted

Checklist

The Safety Committee should periodically complete the [USRowing Safety Audit Checklist](#) to ensure that practices are followed, safety equipment is in the proper place, and in good order

Training & Standards

Ensure all coaches and executive board members are up to date on any required: boating licenses, background checks, SafeSport, First Aid/CPR, and any other requirements necessary for compliance with local, state, federal law, or club policies.

Ensure all coaches can complete PRC's required safety responses, emergency actions, and rower-in-the-water rescue procedures.

SafeSport

SafeSport is an online training course through USRowing intended to promote education/training and prevention policies to keep young athletes safe. Adult Participants who **do** have Regular Contact with Minor Athletes will be required to take the *SafeSport Trained Core* course and brief annual refresher courses. The Safety Committee is responsible for ensuring all members have completed the completed the SafeSport self-attestation questionnaire on their individual profiles, and subsequent training if appropriate within 3 months of joining PRC.

First Aid Equipment and Fire Extinguishers

Ensure all first aid equipment is well maintained, and the fire extinguishes within periodicity.



Coaches & Level 4 Rowers

These items are the responsibility of coaches, Level 4 Rowers, and anyone else connected to the PRC that performs a leadership role associated with these areas specifically pertaining to club safety.

Safety

Responsible for ensuring the safety of rowers under their supervision. This includes decisions on rowing conditions and appropriate boat lineup selections. Coaches and Level 4 rowers owe it to all rowers to have open communications and respectfully hear any rower's safety concerns.

Training & Education

Review club standard operating procedures with all rowers on a regular basis. Reinforce safe practices and PRC standards.

In accordance with USRowing, should have current background checks, First Aid, CPR, and AED certification, and must comply with USRowing [SafeSport](#) requirements.

Coaches (and anyone driving a launch) should meet the [Florida Fish and Wildlife Conservation Commission](#) minimal standards. All launch operators need to be trained and demonstrate the ability to operate safely on Bayou Texar. This includes practicing response procedures on the water including approaching the boat and man-overboard recovery procedures, and communications standards.

Executive Committee

Specifically pertaining to club safety, the Pensacola Rowing Club (PRC) Executive Committee is responsible for appointing a Safety Committee Chair, appropriate tasking of the committee, and final approval of the Safety Manual.

In accordance with USRowing, the executive committee members should have current First Aid, CPR, and AED certification, and must comply with USRowing [SafeSport](#) requirements.

Rowers

All rowers associated with PRC are responsible for understanding the items below, and completing as applicable.

Swim Test

All adult rowers must pass a supervised swim test or complete the PRC's swim verification form.

All junior rowers must pass a supervised swim test.



The swim test will be administered and supervised by a lifeguard, not a coach. A coach can be present to observe the test. At a minimum, rowers should demonstrate the ability to swim 50 yards continuously without aid, float and/or tread water for 10 minutes, and put on a life jacket while floating.

Individual Medical

It is recommended that rowers with health conditions consult with their healthcare provider before starting rowing. All rowers should alert the PRC Safety Chair and Coaches to any existing medical conditions that may cause incapacitation and/ or any restrictions or limitations.

If a rower might need an emergency medication during practice, such as inhaler, epipen, or glucose, the medication must be onboard with coxswain or safely stowed for easy accessibility in a coxless boat.

Water Safety Initiation Program

All PRC members will participate in a water safety initiation program before using any PRC equipment.

Topics will include:

- [USRowing Safety video](#)
- Proper boat handling, navigation rules, and traffic pattern.
- Recognition of unsafe weather and water conditions.
- Rescue procedures in the water and what to do when a boat flips.
- What to do in wake.
- Location of the club first aid kit and encouragement to become First aid, CPR and AED certified

Rowing Safety Terminology

Before getting into a boat, all rowers must understand the basic boat nomenclature and rowing terminology including:

Bow, stern, port, and starboard. Rowers should know the number of their seat, the stroke position, bow person, and seat numbers in between.

“Weigh enough”, “Sit Ready”, “Back”, “Tie-in, Un-tie.”

When a coxswain or coach wants a crew to stop immediately, the term is "Weigh enough! Hold water!". When someone gives the command "Weigh enough! Hold water," rowers must respond immediately, square the blades in the water and bring the boat to a halt.

PRC Rowing Skill Levels

Rowers will be assigned categories based on skill level, and will progress through the levels as they gain experience.

The ultimate goals of the rowing levels is for every PRC member to:

- Demonstrate an understanding of basic boat-handling skills on and off of the water.
- Demonstrates awareness of personal safety, equipment safety, and safety of others on and off of the water.
- Demonstrate an understanding of safe and unsafe weather conditions.
- Understands that a certain amount of physical strength and situational awareness is needed in order to



protect other rowers from injury.

- Understands the merits of using good judgment about when to get off the water.

Level 1: Novice

- Is enrolled in or has completed a PRC Novice Rowing Class.
- Permitted to row only in designated trainers or singles with pontoons.
- Can only row in singles during open row with a level 3 or 4 rower within 100 yards or accompanied by a coach in a launch.
- Can row in the stroke seat of double with a level 3 or 4 rower in the bow seat.
- Can row in a 4+ or 4x (coxed four or quad) in the 2 or 3 seat with a Level 3 and Level 4 rower in the boat. Novices cannot row in the bow seat.
- Novices must pass a flip test to advance to Intermediate.
- Advancement to Intermediate rank must be agreed upon by a coach and a board member and communicated to the Treasurer for record keeping.

Level 2: Intermediate

- Has demonstrated a basic level of knowledge, experience, and skill, including a thorough understanding of the club safety manual, boat handling, checklists and awareness of acceptable rowing conditions.
- Permitted to row alone during an open row when using pontoons or a designated trainer shell.
- May row in any single without pontoons if accompanied by a Level 3 or 4 rower within 100 yards or accompanied by a coach with a launch.
- Can row in the bow of a double with Level 3 or 4 rower stroking. Intermediate rowers cannot take out a 4+ or a 4x unless accompanied by at least one Level 4 rower.
- For an Intermediate rower to pass to the Advanced level, they must have rowed in at least 20 open rows, at least 10 of which are in a non-trainer single, without pontoons, and demonstrated proficiency in safely handling boats to and from the racks to the water without assistance, launching and docking with minimal assistance. They will be supervised using the Genie Lift until moved to Level 3.
- Advancement to the Advanced rank must be agreed upon by a coach and a board member and communicated to the Treasurer for record keeping.

Level 3: Advanced

- Have demonstrated a higher level of knowledge, experience and skill, whether at PRC or at other clubs.
- Have experience sculling alone in advanced singles.
- Must demonstrate an advanced level of knowledge, experience and skill, including a thorough understanding of the club safety manual, boat handling and checklists and awareness of acceptable rowing conditions, and all club procedures.
- Have full access to sculling equipment and are permitted to row alone during open rows.

Level 4: Master

- Have proficiency in all boats and all club procedures.
- Have the responsibility for supervising other rowers. These responsibilities include: determining if conditions are appropriate for rowing, assisting with boat line-ups, providing assistance with equipment issues, and responding to any questions by club members.
- The Master rower leading an Open Row session has the authority to make the decision that lower-level rowers CANNOT go out on the water. This might occur in situations when the Master rower does not feel it is safe for the lower-level rowers. This may include, for example, that the Master level rower does not feel they can adequately supervise a novice or intermediate rower, or there are not enough higher level rowers to fill boats appropriately. A Master level rower may also stipulate when boats must be off



of the water, turn back, and other Open Row session planning.

- A 4+ or 4x should always have at least one Level 4 rower.
- Advancement to Masters level requires a consensus approval at a Board Meeting.

Administrative Paperwork

All rowers should have:		
Paperwork completed annual	Apps to download	Phone numbers in phone
Review of Safety Manual verification	AccuWeather	USCG 850-453-8282, option 1
USRowing waiver	Windy app	911
Swim test or verification form	Lightning app	Emergency number in your Sports Engine Profile
SafeSport self-attestation questionnaire		

Guests, Non-member Volunteers & Event Participants

Guests

A friend, relative, or invitee who is not a member, and is using the PRC facilities and equipment in conjunction with a PRC member.

Guests must:

- Complete the review of safety manual verification, USRowing waiver, Swim test or Swim verification form.
- Be accompanied by at least one Level 3 or Level 4 member (on land and on water) in order to use any club facilities or equipment.

Non-Member Volunteer

A person who is not a member of the PRC, and is volunteering at a PRC event. This includes the parents and family of PRC members.

Event Participant

A person who is not a PRC member, and is participating as an athlete in an event such as a 'learn-to-row', regatta, scrimmage, or other event being organized, sponsored or arranged by PRC. The paperwork required will be commensurate with the event.

Pre-Practice Planning

Weather Conditions

Rowing conditions can change quickly in Pensacola. Changing conditions can cause boats to capsize, hit hazards in the water, or encounter dangerous waves. Even experienced crews can be in danger, depending on circumstances.

Below is PRC guidance on different weather conditions. Coaches and level 4 rowers will ultimately decide on the weather conditions, and may make the decision that boats cannot launch. This may include that only some boats can launch, depending on level of experience and boat lineup options. Please be respectful of their decision if it does not go in your favor. Although an experienced rower will be making weather decisions at open rowing sessions, **EVERY ROWER** is empowered to decide not to row if they do not feel comfortable or



safe in any weather condition. **ANY ROWER** who feels conditions are unsafe should verbalize their concerns and be respectfully heard by the more experienced rowers.

Every rower should be able to assess the weather conditions before deciding to launch. There is a helpful risk assessment checklist in the logbook. Do not launch if unsafe weather is forecasted or likely. On the water, pay attention to changing conditions. Watch for gathering clouds, changes in wind speed and direction, temperature changes and other boats returning home.

In consideration of weather and risk, the Coach or leading Level 4 rower may consider the experience and ability of the crew and type and size of the shell used. In safe but imperfect conditions, more experienced crews and more oars on the water may lead to a safer experience. Although erging is not as much fun as getting on the water, bad weather is an excellent opportunity to build strength and stamina on shore. Concept2’s app, ErgData, provides a Workout of the Day (WOD) that is easily loaded onto the PM5s.

Wind

Precautions/Prevention

PRC members will use the free iOS/ android app called ‘Windy’ to evaluate wind speeds in **mph**.

PRC Wind Limits	
Singles and doubles:	Will not launch if winds are greater than 12 mph
	Rower levels 1-3 will not launch if winds are greater than 9 mph
Quads, 4’s and 8’s:	Will not launch if winds are greater than 15 mph
Beginners class:	Will not launch if wind is greater than 12 mph
	Will not launch at lower speeds at the discretion of the coach

Response

If sudden winds come up, return to the boathouse if the trip is safe, or take the boat to the nearest shore and wait for the winds to calm.

Lightning & Thunder

Precautions/Prevention

PRC members will use the free iOS and android app called ‘Lightning’ to evaluate in **miles**.

- Do not launch if lightning is within a **10-mile range**.
- Do not launch if thunder is heard **within the past 30 minutes**
- Do not launch if you see **quickly darkening skies**

Response

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 immediately.
- Get out of the boat and water immediately. Do not handle the boat.

If a sudden storm is upon you:

- Head for the nearest shore immediately.



- Get out of the boat and water immediately, and wait for the storm to pass.
- Do not handle boats on land in an electrical storm.

Wakes & Waves

Precautions/Prevention

If the water is **white-capping** or too rough, do not launch. 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.

Response

If an 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.

Deep and closely spaced wakes that are lower than the gunwale may be taken at a 90° angle with the bow directly toward them. If unsure, or you have limited experience on wake and waves, err on the side of caution.

If the wakes are lower than the gunwale and widely spaced, you may continue to row without adjusting course.

Turning in waves can be tricky; allow plenty of room, energy, and time.

Tides & Currents

Precautions/Prevention

Check the tide level by looking at the difference between the fixed and floating docks. Low tide may expose underwater hazards and make docking difficult. High tide may bring waves, tidal change may create strong, possibly dangerous currents. Check current direction and speed by looking at floating objects.

Response

Consider tide effects on navigation before launching. Do not launch if tidal circumstances are extreme. If caught in high current or shifting tides, get back to the boathouse if safe, or get to shore.

Heat & Sun

PRC members will use the free iOS/ android app called '**AccuWeather**' to evaluate temperature and humidity.

Risks

Hyperthermia occurs when there is an increase in body temperature, usually when air temperature is above 76 degrees, and the victim is exposed to sun, humidity and heat in combination with a decrease in fluids. It may occur when sweat cannot easily evaporate such as in high humidity; the body is being heated by the environment; or water loss from sweat and respiration is not replaced, and dehydration occurs. rowers, young and older, are at risk of heat related injuries.

Precautions/Prevention

At a minimum, plan activity level consistent with the degree of heat and humidity based on the PRC limits below.

- Adequate hydration, sleep, and nutrition are key to reducing heat illnesses. Drink water throughout the day, before leaving the dock and frequently while on the water. Take an individual water bottle for

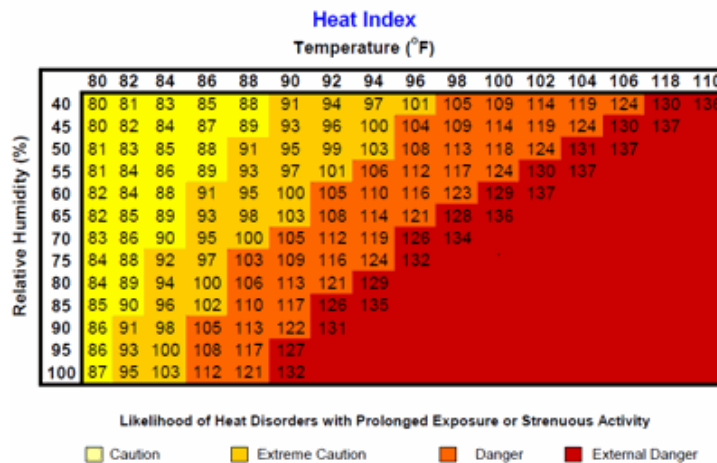


easy access.

- Add electrolyte drinks if working out for more than an hour and/ or on elevated heat index days.
- Schedule cooling rest breaks if new to the area or sport, understand it can take 3-6 weeks to acclimatize.
- Avoid sunburns by using sunscreen, wear a hat or visor to protect your face and eyes. Wear lightweight, light-colored, moisture-wicking clothing. Consider SPF rated clothes or SPF laundry additives.
- Remain in the shade when off the water.
- Do not row if you feel unwell. Your body's ability to regulate temperature is affected by illness and medications.
- Avoid pre-workout mixes, such as C4, creatines, thermogenic, 'fat burners', caffeine, etc. These significantly increase the risk of heat injury.
- PRC shifts open rowing sessions throughout the year based on heat and sunrise/ sunset.

PRC Heat Limitations		
When the heat index indicates:	Limitations are:	Minimum water breaks needed:
Caution	Rowers should be aware of the temperature, how they feel, and voice the need for workout adjustments as needed.	One or more 4-minute break every hour
Extreme caution	Lighter and/or shorter pieces, skills and drills work. No more than 2 hours on water or erging.	One or more 4-minute break every 20 minutes
Danger	Light rowing and shorter pieces, skills and drills work. No more than 1 hour on water or erging.	One or more 4-minute break every 15 minutes
Extreme Danger	No rower or exercising outside of air conditioning	n/a

NOAA's National Weather Service



Response

In addition to following the heat index guidelines, all coaches and rowers should look out for their teammates. Two serious conditions may result from overexposure to heat:

- Heat Exhaustion: Signs are heavy sweating, muscle cramps, headache, weakness, nausea, vomiting, fatigue, dizziness, clammy skin, and pale/flush, pupils may become dilated. They are usually conscious, but may lose consciousness, and have a core temperature of over 102. If not



recognized and treated early, they can progress to heat stroke.

- Heat Stroke: **Life threatening!** Their body is unable to regulate temperature and cool as the sweating mechanism has failed. Signs are behavior changes, headache, nausea, dizziness, skin is flushed, dry and hot. Breathing may become rapid and shallow, pulse is strong and rapid, small pupils, high fever of 104 or greater.
- Either condition can result in dangerous electrolyte abnormalities, rapid muscle breakdown and damage to kidneys and liver if not treated appropriately.

If anyone exhibits signs of heat injury, take these actions:

- CALL 911 and/or the USCG
- Work together to minimize their physical effort needed to get back to shore.
- Get the rower out of the boat as quickly and safely as possible.
- Get them out of the sun, to a cooler location.
- Start cooling them by loosening their clothes as able, and apply damp cold towels or sheets, mist them with cool water, and/ or apply ice to the neck, armpits and groin, and fan them
- Elevate their legs above their heart.
- If conscious, they can sip cool **water**. DO NOT TRY TO PUT ANYTHING IN AN UNCONSCIOUS PERSON'S MOUTH
- DO NOT give medication to lower fever, DO NOT use an alcohol rub.
- If they stop breathing or lose pulse, start CPR and use the AED

Cold Weather

PRC members will use the free iOS/ android app called '**AccuWeather**' to evaluate temperature..

Risks

Lower temperatures can make it difficult to use hands and fingers for fine motor control, making grasping oars and steering difficult. Flipping in cold conditions risks hypothermia, incapacitation, and drowning.

Precautions/Prevention

Do not row if the temperature minus the sustained wind speed is less than 40 degrees.

Example: 48 degrees outside minus 5mph sustained wind speed= 43

Response

CALL 911 and/or the USCG. Gently move the rower out of the cold, avoiding vigorous or jarring movements. Remove wet clothing and cover with blankets, insulating the rower from the cold and wet ground. Consider getting them into someone's car with heat on high. Monitor pulse and breathing. DO NOT apply direct heat to skin, such as a heating pad..

Fog, Haze, and Restricted Visibility

Precautions/Prevention

Do not launch in fog if you cannot see the opposite shore. Check weather forecasts for predicted fog during



your rowing session. If you are launching in fog, rain, haze, or restricted visibility conditions, navigation lights are required. Be sure to know land reference points, which can help orient you to location and proximity to the boathouse.

Response

If fog sets in while you are on the water, move slowly, and be prepared to stop quickly. Use a loud sound making device (cox box or orange whistle) to advise other boats of your location as you take your boat to shore, following the shore back to the boathouse.

Darkness

Precautions/Prevention

Great care should be taken when rowing in darkness or near-darkness including:

- 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 between dusk and dawn.
- rowers should wear bright colored clothes or personal lights
- Navigation lights are **required**. The bow of every boat should have a red and green light (red to port, green to starboard), and a white stern light.

Response

Do not launch in darkness without appropriate lighting. If lost, communicate with the coach or anyone who can assist. Do not launch in conditions that are both dark and hazy/foggy.

Medical Issues

- All members with prescribed rescue medications such as a rescue inhaler for asthma, epinephrine injector for allergic reactions, or glucose for hypoglycemia should have the needed medications available during practice for their use in case of emergency. This should be in the boat and available as retrieving from the boathouse or launch in an emergency situation cannot be guaranteed. This can be on the rower or with the coxswain bag. Medications should not be left at the boathouse between practices as security and temperature control of the medications cannot be guaranteed.
- Any member who is injured, either during or outside of rowing, should follow all medical recommendations and limitations as determined by their medical provider. Rowing while injured and not following medical recommendations puts the rower and boat at risk in the event of capsizing.
- Do not chew gum or have anything in your mouth while rowing as this presents a choking hazard. Another rower in the boat performing the Heimlich maneuver in the boat is very difficult and unlikely to be effective.
- In respect and courtesy to other club members, people who are experiencing signs, symptoms, or have been diagnosed with a communicable infection such as conjunctivitis ('pink eye'), nausea, vomiting, diarrhea, non-allergic sinus congestion, cough, fever, cold, flu or COVID-19 will NOT come to the boathouse, practice, or use rowing equipment or ergometers until symptoms have resolved. If hospitalization was needed, members must be cleared by a medical provider before returning to erging or



rowing.

COVID-19 Exposure and Infection

USRowing requires all organizations associated with them follow CDC, state and local COVID guidelines.

I HAVE COVID The CDC recommends Isolation

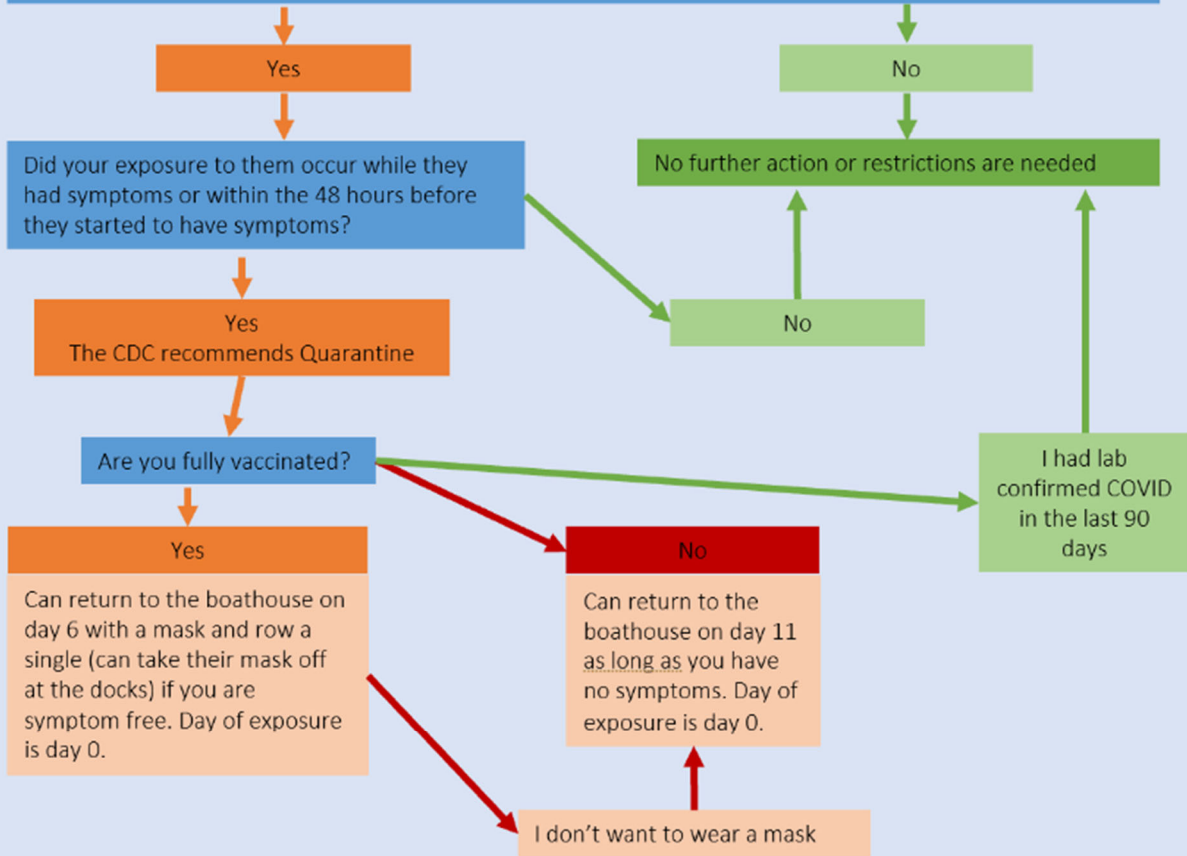
- 1.If you are diagnosed with COVID, the day of diagnosis is considered Day 0, you can return to the boat house NO SOONER than day 11. To return you must be fever free without fever reducing medications (such as acetaminophen or Tylenol) for at least 24 hours, and all other symptoms must be mostly resolved. Some symptoms
2. If you required supplemental oxygen or hospitalization, you must be cleared by your doctor before you can return to the PRC boathouse.
- 3.All members coming off COVID isolation must work with a coach to do an erg test or put you into a boat where you can ease back into rowing. You will not be allowed into anything less than a quad or 4 your first row back.
- 4.An erg test will consist of 1000m at a rate of 18-24 spm at your mild to moderate strength. There is no specific 'pass/fail' for the erg test, more so the test is to see how your physical ability has changed since being sick. The test can be used to gauge your return-to-row plan.
- 5.While many people with COVID get better after several days to weeks, some have longer symptoms that are exacerbated when exercising for several months. The goal of our club is to have fun in a safe manner.



SOMEONE YOU WERE RECENTLY AROUND NOW HAS COVID

Are you a close contact?

- | | |
|--|--|
| <ol style="list-style-type: none"> 1) Within 6 feet of them for 15 or more minutes cumulatively (work, home, rowing, etc) 2) In a boat with them 3) Erging inside the boathouse regardless of distance from them, due to the lack of circulation and increased droplet particles created while exercising | <ol style="list-style-type: none"> 4) You are NOT considered a close contact if you are a contact of a contact of someone with COVID, unless the person you are in contact with develops COVID and you meet the above definitions. 5) You are not considered a close contact if during your interaction you were wearing an NK-95 mask |
|--|--|



This chart was created by the PRC Safety Committee using the most recent CDC and US Rowing recommendations, and are subject to change



Launching and Recovery Planning and Procedures

Logbook

Each boat in use must be logged in and out in the logbook.

The coach, coxswain, or bow seat for coxless boats, is responsible for completing the form before and after rowing. Before getting on the water the appropriate person should fill in the date, names of all rowers, boat used, weather conditions, leave time and estimated return time.

Upon returning to the boathouse, the rest of the logbook should be completed. This includes if there were any incidents on the water or any equipment issues. The incidents and equipment section is used by our equipment managers to maintain our equipment.

We have old boats that are sustained by frequent maintenance. Rowers should be liberal in reporting 'minor' issues. Incidents can include: contact with another boat, flipping, running into something underwater, ramming the dock, dropping a boat on land, etc. Equipment Issues include: loose foot stretchers, squeaky oar locks, missing oar lock spacer, etc. Please also note any use of the first aid kit for tracking and replenishment purposes.

If you have concerns the boat is damaged or unsafe to row, also let a senior rower know as soon as possible!

The Coach or Level 4 rower in charge of the rowing session is responsible for verifying all boats sign out/ in.

Pre-Launch Equipment Checklist

Before launching, each boat will be walked out of the boathouse and placed in slings. Each person assigned to the boat will participate in the pre-launch equipment checklist, ensuring the shell is water-safe. Each person is responsible for the safe condition of the boat and specifically, their own oar, rigging, foot stretchers, seat, and slide. The full checklist can be found in the boathouse, and includes:

- Nuts on the rigging are tight, position of foot stretchers and the smoothness of slide are acceptable.
- The forward end of the slide should be blunt and unable to gouge calves.
- Being able to quickly remove feet is critical especially if boat flips. Heel ties on shoes must be firmly connected, correct length of 3" and in good condition. Make sure quick-release shoes are in working order
- Proper safety devices are on the shell or at the dock, such as lights, water, and consider taking your cell phone in a watertight container.
- Check the bow ball to make sure it is white and securely fastened.
- Rowers will also use this time to set their foot stretchers and oar spacers.

Docks and Ramps

Prior to taking and post returning the boat to the dock, place all oars and desired equipment/gear (cox box, water bottles, clothing items, etc) on the raised pier to keep the launch dock and ramp clear of all tripping hazards. Oars should be carried down 1 sweep oar or 2 sculling oars at a time. Carrying the boat down can be done on shoulders, or with large height differences, at waist.

Boats should launch from the dock in an efficient manner. Incoming boats have priority dock use.

Post Recovery Procedure



After returning from the dock, the process is reversed. The boats are placed in slings, any equipment issues that occurred on the water should be addressed or investigated further at this time, and logged in the logbook. The boats and oars are washed with soap and water before returning to the boathouse storage.

On the Water

Navigating the Waterway





PRC follows a counterclockwise waterway pattern, with boats staying on the starboard side of the bayou.

When launching, watch for water traffic. From the dock boats will cross toward the opposite the shore and turn port/ toward the 12th street bridge once on the opposite side of the center. Stay on the starboard side of the bayou. (green arrows)

When you reach the top of the course, move your boat to the Port side of the Bayou and continue to face the incoming rowers. Guide them verbally about shore hazards and your location.

When all rowers arrive, turn all boats for the Inbound row. When In-bound or returning to the boathouse, stay on the starboard side of the bayou. (red arrows)

Stop rowing at every major turn in the Bayou to check that you have a clear line of rowing (ie no obstacles, other boats, people fishing).

Maintain a reasonable distance from shore, at low tide there can be increased risks of underwater obstacles particularly around turn

Right of way

Vessels with the least maneuverability have the right-of-way, but should also be cautious and take action to avoid all other vessels.

- Non-powered boats have the right of way over powered boats.
- When in doubt, always safely yield the right of way.

If you are in a dangerous situation where collision is imminent; sound the danger signal with horn or whistle (eight or more short blasts).

On Water Supervision, Incidents and Emergencies

Under no circumstances should rowers who are minors be unsupervised on the water, without a safety launch.

Rowers in multi-person shells should always be attentive to the coxswain and/or coach.

Shells should stay within hailing distance of their safety launch. The launch has been outfitted to help rowers and/or their shell if it is needed.

All single scullers without supervision should be wearing at least one article of clothing that is high- visibility or



has reflective material. Coxless rowers are recommended to use a mirror and carry a PFD in the boat.

If scullers are not with a launch, using the buddy system is an excellent way to reduce risk and is required for lower level rowers. A buddy's boat or the launch can help stabilize the rower for the re-entry if capsized. Or they can abandon the shell and lie on the stern deck of a buddy's boat to be taken to shore if conditions warrant.

Incidents

Accidents happen! Any PRC member involved in a PRC related safety incident should complete a safety incident report (located at the end of the manual) at the earliest opportunity and turn it in to a coach or safety committee (safety@pensacolarowing.org). This includes any rowing safety incidents, including boat collisions, swamping, flipping, injuries, trailering issues, and **near misses**. We'll use this information to identify lessons learned, develop a data driven safety policy, and provide our members resources to improve safety.

The coach or Safety Committee member will file a report at the earliest opportunity with USRowing and keep an electronic copy in the Safety google drive.

First Aid Kit and Fire Extinguisher

The AED is located on the city's side of the boathouse. The key and lock code needed to get to the AED are located inside the red 'break glass' box inside of the boathouse. There is a fire extinguisher located at the front of the boathouse, and on each launch.

The main first aid kit is located in the top drawer of the filing cabinet near the front of the boat house. The Kippy launch bags also include a first aid kit. If you use anything from the first aid kit please note it in the logbook.

Emergency Situations

EMERGENCY PLANS

PRC Emergency Medical Care Plan	
For on the water emergencies:	<ol style="list-style-type: none">Call the USCG 850-453-8282, option 1Call appropriate emergency contacts for rowers involved in the incident.File an incident report with Coach or Safety Committee when feasible.
For off the water emergencies:	<ol style="list-style-type: none">Call 911Call appropriate emergency contacts for rowers involved in the incident.File an incident report with Coach or Safety Committee when feasible.

Emergency Locations:

Knowing these addresses when on the water can help direct emergency services

Boathouse Address: Bayview Community Center, in the boat launch parking lot, 2001 Lloyd St

June's House: 1812 Yates Ave

Anchor Point: 1 Hyde Place

Point Lakeview: 2620 Paradise Point Drive



Turn around point: :

West shore: 4000 Menendez Dr

East Shore: 765 Tanglewood Dr

If Boat Capsizes

Stay with the boat. Rowing shells should stay afloat as they have sealed bow and stern compartments, and newer shells have been designed to have flotation compartments under each rower's bench.

Rowers should not leave their shell unless being rescued immediately. If a swamped boat is within a swimmable, near distance from the shore, the rower may swim the boat to the shore, staying with the boat.

Rowers are cautioned to not leave the boat, even if the rower considers themselves a strong swimmer.

- If in distress, rowers can wave their arms or a shirt above their heads or raise one oar in the air, use a whistle, airhorn, or other noise maker to attract assistance. If in a single use whatever means possible without risking capsizing.
- In the event of a person overboard the immediate command should be "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 them hang onto the shell until launch arrives. Another rower may have to enter the water to assist if the victim is injured.
- If a rower is injured the immediate command should be "Weigh enough! Hold water!" Signal launch if first aid is needed.
- If the shell is damaged but afloat and not taking on water; Immediate command "Weigh enough! Hold water!" Make adjustments or signal launch for assistance.

If a Boat Swamps

The immediate command should be "Weigh enough! Hold water!" A shell is swamped when the interior water reaches the gunwales. If the shell has sealed compartments under each rower's bench, it will stay afloat, and the rowers should stay in the shell. If the rowers are in a boat without sealed compartments (older boats) the flotation ends may cause the boat to break apart, in that case the rowers should follow the procedures listed below:

- Coxswain (or bow seat in coxless boats) directs rowers to untie, and by seat number rowers should carefully slip overboard one by one.
- 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 to avoid damage to the boat. Pairs should form buddies and keep watch of each other. The coxswain should buddy with the stern pair.
- If rescue is not imminent, take the following steps: 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. Then roll the boat so the hull is up, 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. Remember that body heat loss occurs 25 times faster in the water. Do not roll the boat if rescue is on the way.
- A launch can shuttle rowers to the nearest shore. Be careful not to overload the launch.
- 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.



- If the shell breaks apart and begins sinking, the immediate command should be "Untie!" Get out of the boat and follow the same procedures as for a swamped shell. **Do not leave the floating boat.** Swim boat to shore if launch is not immediately present.

When Recovering Rowers from the Water

Instruct rowers how to 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. If another boat is in distress near your craft, maneuver your shell to the distressed shell. Assist in any way that does not jeopardize the lives in your shell.

Note: Refer to the capacity limits set by the launch manufacturer. Stay aware of the capacity, to avoid overloading the launch in an emergency.

For more information and demonstrations see the [USRowing Safety Video](#).

Facilities & Equipment

PRC equipment, including boats, will not be removed from Bayview Park without the approval of the Club Director.

Ergometers

All members are encouraged to use ergometers, particularly on bad weather days. Erging is an excellent way to build stamina and work on drive/ slide technique. Rowers can take the ergs outside to erg if they desire, however please stay within sight of the boathouse door. After use, ergometers should be cleaned with a cleaning solution and a rag, including removal of black buildup on the slide and wheels. The ergometers are stowed in the back of the boathouse out of the way of boats, on their front ends, with monitors in the back position, handles should be stored against the cage and not in the cradle.

The Genie Lift

The Genie Lift should only be used by trained members, and only for moving singles and the Vespoli double. Level 2 rowers can use the Genie Lift under supervision once they have moved to non-training singles. Trained level 3 and 4 rowers can use the winch. **UNDER NO CIRCUMSTANCE CAN A LEVEL 1 or JUNIOR USE THE GENIE LIFT!**



When not in use, the Genie Lift should be stored in the designated space at the back of the boathouse. The prongs should be positioned at least 10 feet up.

Coaching/Safety Launch

The coaching/safety launch should be equipped with:

- Enough life jackets (PFDs) for each rower and coxswain under the coach's care, plus all launch personnel.
- Every person in the launch should have a USCG approved PFD on or in arm's reach.
- A 'Kippy Liddle' bag with a paddle for the launch itself, First Aid kit, emergency blankets, type IV throwable PFD, a sound producing device (horn/whistle), a flashlight, boat bailer,
- An anchor with at least 50-feet of anchor line attached to the launch.
- Fire extinguisher
- Tool kit for minor rowing equipment repair. Including standard wrenches, one adjustable wrench, pliers, electrical tapes, extra snap-on oar lock washers. Only minor repairs should be done on the water.
- If the engine has a wearable kill switch, it is required to be worn by the driver while the launch is in operation. The launch driver must wear the cord that activates the safety/kill switch in accordance with the motor manufacturer's literature.

Communications Devices

All coaches or supervising level 4 rowers are required to have a cell phone with them at all times on land, in the launch, and/or in a shell, with the USCG emergency number pre-programmed.

Rowers are strongly encouraged to take their cell phones with them in a dry bag when on the water without a coach in case of emergency.

The Boat Trailer

PRC uses the boat trailer infrequently, and it is a critical piece of equipment. A coach or level 4 rower will give directions and supervise the safety and process of loading the boat trailer. Before loading, check: the tires, brakes, hubs, lights, chains, and the towing vehicle itself.

Each boat is derigged, and the riggers with replaced nuts and bolts are wrapped together and labeled. The seats are either removed or bungeed down in place.

When loading, we plan out boat positions, go slow, load the uppermost boat first, and ensure each boat is securely fastened before moving to the next boat.

Oars, riggers, slings, and other needed equipment are loaded last.

The driver must be well trained and be covered on the insurance policy. Route planning is essential to follow a path that allows for the extra tall and long trainers. Care should be taken to check the weather, especially ice, fog, and high wind forecast. The drive time per day must be reasonable as to allow for adequate rest and an alert driver.



Pensacola Rowing Club Safety Incident Report

Safety is our shared responsibility and a commitment to one another for the good of our sport. Pensacola Rowing Club requests that every rower report accidents and incidents that occur at our boathouse, on the water, involving PRC members and/ or when using PRC equipment.

Please use this form to report any rowing safety incidents, including boat collisions, swamping, flipping, injuries, trailering issues, and near misses; we'll use this information to identify lessons learned, develop a data driven safety policy, and provide our members resources to improve safety. Please complete every question marks with *.

This form is not intended for reporting a concern under the jurisdiction of the U.S. Center for SafeSport. To report a concern to the Center, Go [HERE](#) or call 833-5US-SAFE (587-7233). You can learn more about the Center's jurisdiction and process [HERE](#).

*Name: _____ USRowing member #: _____

*Email: _____ *Phone number: _____

*Date and time of incident _____

Location of Incident Please provide as much information as possible.



***What type of incident occurred?** Select all that apply.

- Injury
- Property
- Near miss Please categorize an incident as a "near miss" if good luck or just-in-time decision making were all that prevented an injury or property damage.

***Please select all injuries involved in the incident.**

- None
- Medical event (heart attack, anaphylactic shock)
- Rowing related injury (eg: rib injury, knee problem, oar hit from crab)
- Hypothermia
- Hyperthermia
- First aid event (eg: rolled ankle on dock, cut from rigger)
- Drowning
- Other

Please provide more detail about the injuries involved in the incident.

Names of injured persons, location on body, was first aid given, was the person transported for treatment, if medical assistance was provided, by whom?

***Please select all property-related issues involved in the incident.**

- None
- Boat capsizing boat collision
- Boat allision (hitting a non-moving object like a dock or bridge)
- Boat swamping
- Other property related (please describe) _____
- Boat stroking a submerged object
- Boat grounding
- Equipment failure
- Boat trailer-related
- Automobile-related

If boat(s) were involved, what type? Please select all that apply.

- Single
- Double
- Pair
- Quad
- 4
- 8
- Coaching launch/ safety boat
- Not applicable

***What was the rowing category of the person/crew involved?** Select all that apply.

- Middle school
- High school
- Learn to row program
- Adult/masters
- Novice
- Other
- Not applicable to incident

***Do you believe weather was a factor in this incident?**

- Yes
- No



Weather conditions at time of incident:

Air temp _____ F

Water temp _____ F

Wind speed:

Precipitation

- Light/variable
- 5-10 mph
- 11-15 mph
- 16-20 mph
- 21+ mph
- Strong/ sudden gust

- None
- Light rain
- Steady rain
- Hard rain
- Hail
- Sleet
- Snow

Lightning

Current

- None
- 11+ miles away
- 6-10 miles away
- 2-5 miles away
- In the immediate area

- None/negligible
- Slow (consistent but not a risk)
- Medium (steady and impactful but not a risk)
- Fast (faster than usual, presenting a risk)

Is there anything else about the weather conditions you'd like to share?

Witness Information (names and emails or phone numbers)

***Please provide a narrative of the incident.**



PRC Logbook Sheets with Conditions

Date	Rowers' names	Boat size/ Name	Conditions acceptable? Lights needed?	Time Out	Any incident, issues, or damage?
			Boat seaworthy Wind Lightning/ Thunder Current/ Tide Wake/ Waves Temperature Fog/ Haze Sunrise/ Sunset	Anticipated return Actual return	
			Boat seaworthy Wind Lightning/ Thunder Current/ Tide Wake/ Waves Temperature Fog/ Haze Sunrise/ Sunset	Anticipated return Actual return	
			Boat seaworthy Wind Lightning/ Thunder Current/ Tide Wake/ Waves Temperature Fog/ Haze Sunrise/ Sunset	Anticipated return Actual return	