

KRC Safety

Policy

Emergency Contact Info:

Medical, Fire, Police: Call 911

Coast Guard Search and Rescue (SAR): 1-800-565-1582 or 1-902-427-8200

KRC Club Captain: _____

RNS Head Coach: _____

KRC Safety Advisor: _____

KRC President: _____

Forms for lodging a claim under the accident policy should be obtained from the RCA office:

E-mail - rca@rowingcanada.org / Phone: 1-877-722-4769 ext. 0.

Last Update: May 2018

Contents

RCA Guideline for Insurance Claims	3
Liability policy.....	3
Accident policy	4
RCA ROWING SAFETY REQUIREMENTS AND GUIDELINES	5
Excerpts from Canada Shipping Act Small Vessel Regulations.....	5
EXPLANATORY NOTES REGARDING THE EXCEPTIONS FOR PFD'S:	6
Regatta Safety	6
Safety Guidelines.....	6
In Case of Accident	11
KRC SAFTY CODE.....	12
A. MEMBER CODE OF CONDUCT.....	12
B. SAFETY POLICIES	12
1. SAFE ROWING PROCEDURES	12
a) Safety on the dock.....	12
b) Water / weather / visibility safety.....	13
c) Safety during practice.....	13
d) Injured athlete / endangered crew	13
e) Rower overboard	14
f) Rower unconscious	14
g) Break-up or sinking	14
h) Safety information from Rowing Canada	14
i) Safety incident reports	15
ii) Emergency procedures.....	15
2. SAFETY IN YOUR EQUIPMENT.....	15
3. SAFETY IN COACHING.....	16
4. SAFETY BOATS.....	17
5. PROCEDURE FOR COACH BOAT / EMERGENCY LAUNCH.....	18
Overloading:	19
6. COLD WATER RULES.....	20
7. Appendix A BASIC MARINE VHF RADIO PROCEDURE (CANADA).....	22
8. Appendix B Rowing Lanes.....	1

RCA Guideline for Insurance Claims

This guideline sets out the procedures to follow under RCA's general liability policy, when there is a claim or when there is an incident that could give rise to a claim, and when making a claim under the accident policy.

Liability policy

It is a condition of our liability insurance policy that we notify our insurers of all claims and all occurrences that could result in a claim. An incident report form that should be used for this purpose is attached as an appendix and can be downloaded here:

Incident Claim Form (pdf) **Incident Claim Form** (Word).

When there is an incident involving personal injury or property damage it is important not to discount the possibility of a claim because the injury appears slight or because the fault may lie with the person injured. To protect the interests of our insurers err on the side of caution and report the incident if there is the remotest chance of a claim.

Actions must be taken in a way that protects the interests of those involved and our insurers. Therefore it is extremely important that the following procedures be followed meticulously.

1. Any claim or accident or occurrence that could give result in a claim for damages for injury or property damage against a rowing club, club members, employees, volunteers, regatta organizers or officials must be notified to the Executive Director of RCA as soon as practicable. There should be no delay in this notification. It is best made by telephone but can be by fax or email provided that the notifier is assured that the notification has been received.
2. It is the duty of the Club President (club activities) or Regatta Chairperson (regatta activities) to notify RCA of any claim or occurrence. They can delegate this responsibility but must ensure that RCA has been notified. They should report the nature of the incident and when and where it occurred. It is NOT the duty of the Club President or Regatta Chairperson or any other person to carry out an investigation into the occurrence. On notification RCA will seek advice from its lawyer and insurer, one or other of whom will issue directions for the taking of statements and assembly of essential written material.
3. The Club President or Regatta Chairperson or their delegate should obtain the names, addresses and telephone numbers of all those involved in the incident and witnesses to the incident and should instruct them not to discuss the matter or commit their recollections to writing until requested to do so by their lawyer, RCA's

lawyer or our insurer's lawyer. All writings so requested should be prefaced by the words: "This strictly confidential and privileged report is intended solely for submission to legal counsel in anticipation and contemplation of litigation and for purposes of obtaining legal advice." Such reports should not be distributed to any other party than the lawyer making the request.

4. In the event of a claim or legal action, notification should include copies of any demands, notices, summonses or legal papers received.
5. Under the terms of our insurance policy all are expected to cooperate in the investigation into the circumstances of the occurrence, settlement or defense of any resulting claim or action and to assist in the enforcement of any right against any person or organization which may be liable to the insured because of injury or damage to which the insurance may also apply.
6. No voluntary payments can be made or any obligations assumed or expenses incurred (other than for first aid) without the consent of our insurer.

Accident policy

Forms for lodging a claim under the accident policy should be obtained from the RCA office:

E-mail - rca@rowingcanada.org / Phone: 1-877-722-4769 ext. 0.

Club Checklist for RCA SAFETY REQUIREMENTS AND SAFETY GUIDELINES

- Safety Advisor
- Local Safety Code including:
 - Map of local rowing circulation plan
 - Safety Boats
 - Safety Boat Equipment
 - Rowing Shell Equipment
 - Responsibilities of rowers, scullers, coaches and coxswains
 - Rescue procedures
 - Adverse weather conditions protocol
 - Cold water rules
 - Competency requirement of safety boat operators
 - Rules relating to rowing before sunrise and prior to sunset
 - Boathouse rules
 - Local regulations
 - Any additional location specific requirements
 - Local Emergency Communication Numbers
 - Local Hazards
 - Safety Equipment and First Aid

- Risk Management Plan
- Local Operations for Safety
- Cold Weather / Water and Hypothermia

RCA ROWING SAFETY REQUIREMENTS AND GUIDELINES

Introduction

Rowing is a safe sport when conducted with due consideration for the risks inherently associated with any outdoor water sport. There is the risk of personal injury from collision and the risk of drowning when rowing participants find themselves in the water. All risks are heightened in cold water. While contending with difficult weather conditions is part of the sport, safe enjoyment of the sport is the aim. Concern for personal safety must be paramount. Each rowing club is responsible for assessing the risks in its particular environment and in establishing the appropriate safety procedures to minimize those risks. Additionally, it is an individual's responsibility for assessing his or her personal skills and for the outcome of his or her decisions and actions.

Safety Requirements

Each [registered] participant in Rowing Canada Aviron (RCA) is responsible for knowing and adhering to the Transport Canada regulations that affect boating, for example, the Collision Regulations, the Competency of Operators of Pleasure Craft Regulations, and the Small Vessel Regulations (SVR). This responsibility is mandated in the regulations themselves. Many of the regulations are summarized in the Safe Boating Guide available on Transport Canada's Website. This guide is helpful in determining what safety equipment is required to be carried onboard, for example, a boat the size of a coach boat.

The SVR apply to all boats associated with rowing (powered boats and rowing shells) and to the persons operating the craft, be they competitive rowers, recreational rowers, touring rowers, coastal rowers, instructors, coaches, umpires or regatta officials.

Rowing enjoys certain exceptions to the SVR regarding rowing shells. The exceptions are, nonetheless, regulations, and must be adhered to. The following are the SVR exceptions applicable to rowing shells:

Excerpts from Canada Shipping Act Small Vessel Regulations

Personal Life-Saving Appliances

10. (1) A personal flotation device or lifejacket that is required by these Regulations, if it is of an inflatable type, shall be worn by a person in an open vessel or, if the vessel is not open, shall be worn when the person is on deck or in the cockpit.
- (2) Subsection (1) does not apply to a sealed-hull rowing shell engaged in training that is governed by safety guidelines and procedures established by the governing body.

Part 2 Safety Equipment for Pleasure Craft

Sub-Part 5 Exceptions for Human Powered Pleasure Craft Rowing Shells

222. (1) A rowing shell that is competing in a provincially, nationally or internationally sanctioned regatta or competition, or engaged in training at the venue at which the regatta or competition is taking place, is not required to carry on board the safety equipment required by this Part.
- (2) A rowing shell that is engaged in activities governed by safety guidelines and procedures established by the governing body is not required to carry on board the safety equipment required by this Part if it is attended by a safety craft that is carrying on board a personal flotation device or lifejacket of an appropriate size:
- (a) for each person on board the rowing shell, if the safety craft is attending only one rowing shell; or
 - (b) for each person on board the rowing shell with the most persons on board, if the safety craft is attending more than one rowing shell.
- (3) However, if the rowing shell is not attended by a safety craft, it is required to carry on board only the following safety equipment:
- (a) a personal flotation device or lifejacket of an appropriate size for each person on board;
 - (b) a sound-signalling device; and
 - (c) a watertight flashlight, if the canoe or kayak [rowing shell] is operated after sunset or before sunrise or in periods of restricted visibility.

EXPLANATORY NOTES REGARDING THE EXCEPTIONS FOR PFD'S:

- a crew training without a safety craft has to carry on board a PFD for each rower and the coxswain;
- if the PFD's being carried on board are an inflatable type, they do not have to be worn as rowing is exempt from the requirement that inflatable PFD's be worn;
- if, however, members of the crew are less than 16 years of age, the PFD's being carried must be inherently buoyant i.e., not an inflatable type (as per Regulation 202, not printed here for brevity reasons).

Regatta Safety

Safety for regattas is set out in the RCA Rules of Racing and RCA Sanction Form.

Arrangements must be made to meet those safety requirements in order to obtain sanction to hold the regatta.

Safety Guidelines

Following the Transport Canada regulations is the minimum a rowing club must do to operate within the law. The safety of rowing will be enhanced (and as a by- product, the

enjoyment of rowing can be increased) when clubs set their own safety code or member expectations peculiar to their operating environment. The Safety Guidelines checklist includes the parameters that rowing clubs should work in to develop their own safety codes. They are as follows:

1. Safety Advisor

It is expected that every club appoint a member of the club as the Safety Advisor whose duty is to ensure that an appropriate safety program is drawn up and implemented at the club, in accordance with these guidelines.

2. Local Safety Code

Since conditions vary from club to club, it is necessary that each club draw up and display the local Safety Code. When you are drawing up your local Safety Code consider the following:

- A plan of the local water showing the traffic circulation pattern, local rules of use, hazards and safe landing sites in the event of an emergency;
- Circumstances in which there must be a safety boat attending any rowers;
- Equipment that a safety boat is required to carry;
- Equipment that a rowing shell must carry either when accompanied by a safety boat or not (if the latter is permitted) as per SVR;
- Responsibilities of rowers, scullers, coaches and coxswains. These can include checking the safe condition of equipment before taking it on the water, familiarity with the local water use rules and procedures on the water such as remaining within a certain distance of the safety boat;
- Procedures in the event of a rower ending up in the water;
- Weather conditions, under which rowers should not venture on the water such as high wind, poor visibility and ice conditions;
- Cold water rules;
- Competency requirements of safety boat operators;
- Rules relating to rowing before sunrise and prior to sunset;
- Boathouse rules;
- Local Regulations;
- Any additional location specific requirements.

3. Emergency Communication

It is recommended that a list of vital telephone numbers be displayed prominently in every clubhouse. The list would include:

- Doctor/Ambulance/Police
- Fire Department
- Local hospital casualty department

- Local, river or harbour police
- The emergency service that can provide the quickest on-water response.

If there is no telephone readily available at the clubhouse, clear directions to the nearest available telephone would also be displayed.

The possible need for emergency communication from the water is also to be considered, whether by radio or by cellular phone.

4. *Local Hazards*

Any hazard in your local area would be recognized in your local Safety Code. Some examples are:

- Hazards can include swift currents, spring run-offs, bridges, weirs, shoals, deadheads, rocky shores or steep walls or banks that make getting out of the water difficult or impossible in an emergency, and recreational and commercial traffic including float planes;
- Attention would also be drawn to any variation in normal procedures that may be necessary due to the state of the tide or stream, high wind, or other climatic conditions. It is intended that local codes of practice will emphasize that safety is paramount.

5. *Safety Equipment and First Aid*

It is recommended that safety and first aid equipment be readily available in every clubhouse. This would include:

- First aid chest (fully stocked and regularly checked);
- Thermal blankets/exposure bags;
- Life rings/buoy and line;
- A defibrillator.

6. *Safe Equipment*

A local Safety Code would ensure that all equipment used for rowing and coaching is safe and maintained in good order. Every rowing shell must have (as per RCA Rules of Racing):

- A white ball of not less than 4cm diameter made of rubber or material of similar consistency on its bow, unless the construction or nature of the boat is such that the bow is properly protected or its shape does not represent a hazard;
- Heel restraints to allow 'hands-free' release of feet;
- Quick release mechanisms that are in working order in all boats equipped with fitted shoes; and
- Lights, as required by the SVR when rowing in reduced light.

Coach and safety boats would be equipped with safety equipment in accordance with SVR and they would provide for easy entry from the water (e.g. with a stepladder, or handhold). Where motors are equipped with a kill switch, the kill switch would be attached to the operator.

Coach and safety boats and their engines would be properly maintained since engine failure, particularly at a critical time, could have serious consequences.

7. Risk Management Plan

An important risk management process that applies to all aspects of rowing operations is to ask “what if...” a certain situation arises, what might the consequences be and how can such consequences be prevented or their effect mitigated? This is often described as having hindsight in advance. Where the consequences could be serious, even if the likelihood of the situation arising is considered remote, the situation should be avoided or precautions taken to be able to mitigate the consequences. See Members Services on the RCA web site for more information on risk management.

8. Local Operations for Safety

The local Safety Plan should include specific rules around rowing club operations. Some considerations are as follows:

- Motorboat drivers must have a Pleasure Craft Operator Card and be competent to control the boat so that it does not become a danger to anyone;
- Rowing before posted sunrise and after posted sunset is discouraged, particularly if there are other vessels using the waters at those times, and should not be practiced without an accompanying safety boat. An additional risk is posed by rowing after sunset as an incident such as capsizing has to be dealt with in darkening conditions;
- Coaches are responsible for those in their charge and must be informed of safety procedures and abide by them. Coaches need to be aware of the forecast weather and should evaluate the environmental conditions before deciding, in light of the rowers' capabilities and limitations, whether it is safe for rowers to go out on the water (See Members Services - Policies on the RCA web site for more information on the RCA Weather Protocol);
- Clubs need to provide adequate instruction in boatmanship and rowing technique;
- Clubs need to provide adequate supervision by coaches and experienced rowers to ensure that no person is at risk when on the water;
- It is strongly recommended that all active members learn and practice capsize and accident drills;
- It is also strongly recommended that rowers be able to swim 50m in light clothing and be sufficiently at ease in the water not to panic and be able to keep afloat. If a

person cannot meet this requirement for physical or other reasons, an approved, inflatable Personal Flotation Device (PFD) should be worn when on the water;

- In case of accident, rowers should be instructed to stay with the boat rather than attempt to swim to safety. The boat, unless seriously damaged, can be used as a buoyancy aid
- If the water is cold, rowers should be instructed to get as much of their body out of the water as possible by draping themselves over the upturned hull, if necessary turning the boat over for this purpose. Rowers should also be instructed to “buddy-up” holding on to each other until rescued to provide mutual support and to help ensure that all are accounted for;
- It is strongly recommended that clubs take active steps to encourage members to become fully conversant with lifesaving and resuscitation procedures, by attending training courses and other appropriate means. In particular it is highly desirable that the Safety Advisor and all regular club coaches be so trained;
- It is suggested that club rowing activities be coordinated with those of other local water users to minimize clashes of interest and the possibility of additional water hazards;
- A logbook can be used to log rowers out and in, particularly when they are allowed to row unsupervised.

9. Cold Weather/Water and Hypothermia

Preparation and prevention are essential in protecting against the effects of the cold-water environment. Some considerations are:

- Wearing protective clothing appropriate for the conditions and the activity. Select materials in clothing that allow the body to stay dry and insulated against heat loss but with flexibility for the rowing motion and activity;
- Creating a protocol for water temperature of 15 degrees Celsius or below, or other adverse weather conditions.

As a part of the Risk Management Plan, cold water protocols are very important.

Submersion in cold water is extremely dangerous, causing a swimmer to lose heat far more rapidly than exposure to cold air. Depending on the coldness of the water loss of muscle function and mental confusion can occur within minutes.

Hypothermia: a discussion of the causes, effects, prevention and treatment of hypothermia is included in the RCA’s instructing and coaching manuals.

10. Hot Weather and Hyperthermia

As with cold weather, preparation and prevention are important in protecting against the effects of heat. Some considerations are:

- All persons need to wear protective clothing appropriate for the conditions and their activity;

- Use of sun block with a high SPF factor;
- Drink plenty of water before, during and after exposure to hot weather;
- Address any symptoms of heat stress immediately.

Hyperthermia: a discussion of the causes, effects, prevention and treatment of heat injury is included in RCA's instructing and coaching manuals.

In Case of Accident

In all cases of accident involving injury or property damage, the RCA National Office must be notified in writing immediately by an officer of the club. This is a contractual obligation under the RCA liability insurance policy covering all registered clubs and members. See Members Services on the RCA web site for more information on insurance claims and the Incident Report form.

Forms for lodging a claim under the accident policy should be obtained from the RCA office:
E-mail - rca@rowingcanada.org / Phone: 1-877-722-4769 ext. 0.

See **Rowing Canada Safety Guidelines** for more info and safety videos.

KRC SAFTY CODE

A. MEMBER CODE OF CONDUCT

Members* will conduct themselves in the spirit of good sportsmanship**, both on and off the water.

Members will adhere to the Club Policies outlined in the KRC by-laws, including the KRC Safety Policy, or accept penalties that the Coach and/or KRC Board deems appropriate. Any member may be suspended or removed from the Club, for cause, upon decision by a majority vote of the KRC Board. "Cause" shall include, but not be limited to:

- failure to pay dues on a timely basis;
- repeated un-sportsman-like behaviour;
- failing to adhere to KRC policies (see Safety Policies, Section B);
- engaging or encouraging conduct which harms the Club;
- engaging in conduct that jeopardizes the safety of themselves or others;
- willful disregard of the Club's property;
- unfounded, malicious or libelous remarks about the Club or its officers;
- criminal conduct of any kind on the premises;
- abuse of trust in matters relating to the Club's monies.

The Executive's decision is final, and the definition of "cause" shall be at the Executive's sole discretion. The Executive will allow the charged member to present a written appeal of a membership decision in person with a representative, should the member so choose, and the Executive shall consider such appeals in strict confidence. The Executive shall not, in the event the member under consideration is removed, make any adverse comment about that member without exceptional reason.

* A **member** includes athletes, coaches, volunteers, KRC board members, and parents of athletes.

** **Sportsmanship** is defined as respect for one's opponents and fellow athletes, and graciousness in racing, training, winning or losing.

B. SAFETY POLICIES

1. SAFE ROWING PROCEDURES

a) Safety on the dock

1. All gear and equipment must be removed from the docks as quickly as

possible following a practice. Shoes and other equipment left on the dock constitute a hazard to other crews using the dock, and should be stored off the dock or taken in the boat.

2. Crews docking have priority over crews launching.
3. Safety boats and safety launches must be ready to run before the crews leave the dock.
4. A properly equipped safety boat must be available at the dock or on the water at all times.

b) Water / weather / visibility safety

No rowing will take place if the water/weather/visibility conditions are potentially dangerous.

The Coach will determine if the conditions are unsafe according to the following criteria:

1. No rowing will occur prior to daylight or after sunset, unless equipped with visible bow lights and accompanied by a safety boat.
2. No rowing will occur when visibility is reduced by fog.
3. No rowing will occur under high winds/heavy currents.
4. Any rowing activities undertaken when the water temperature is below 10 °C must adhere to special Cold Water Rules (see Section 6).

There are many potential dangers on the Saint John River. All crews must be familiar with the current water and wind conditions, short-term weather forecast (for thunderstorms), and water level (to determine submerged hazards and channels) prior to launching. When in doubt, don't go out!

c) Safety during practice

No crews or singles are allowed on the water without a coach boat or safety launch unless they are given specific permission from the coach. No boat shall be on the water without a buddy boat (or safety boat), and all boats that are further than 500 m from a coach boat or safety boat must carry their own PFDs (enough PFDs for each member of the crew including coxswains). Shells must remain in designated training zones (as posted in the boat house) unless accompanied by a coach boat, and follow the posted traffic flow patterns.

d) Injured athlete / endangered crew

At the beginning of the season, crews should establish who in the crew (if anyone) is capable of administering mouth-to-mouth resuscitation, CPR, or other First Aid. This should be done at the same time as the swim test (or whenever the crew is at least asked if they can all swim). In straight (coxless) boats, the bow person and/or another should be established to take the position that a coxswain would normally

have should an accident occur. All Club directors, coaches, coxswains, and individual crew captains must read the entire Safety Manual and must make sure that their crews are informed.

e) Rower overboard

If a rower goes overboard, such as when a crab is caught:

1. The coxswain gives the command to stop rowing and then to hold water.
2. The stroke removes his/her oar and directs, but does not throw it, to the person in the water.
3. The crew backs the boat to the person in the water.
4. The coxswain gets hold of the person or lets him/her grasp a rigger. Another rower may be required to enter the water to assist with first aid. Generally, it should be the person who was seated in front or behind the rower who is now in the water.
5. Do not attempt to bring the person aboard if the safety boat is near.

f) Rower unconscious

If a rower has lost consciousness, support him/her in the water until a rescue craft arrives, or help him/her to the bank as fast as possible if no rescue craft is at hand. All rowers should know life-saving procedures. If necessary, resuscitation should be applied immediately, even while the rower is still in the water. An ambulance should be summoned by the quickest method available.

g) Break-up or sinking

Procedure:

1. The crew must remain in a group, using oars as PFD's, or putting on PFD's if available.
2. No one leaves the group, shell, or flotation device until they are at shore or at the rescue boat. Crews may leave the shell if they can touch bottom and wade to shore, but this must only be done as a group.
3. Use the buddy system, distribute crew evenly on the remains of the hull, encourage one another, and share flotation devices.
4. Account for all crewmembers; keep numbering off.
5. NO ONE ATTEMPTS TO SWIM TO SHORE. Visual perception is dramatically altered in the water and distance seems much shorter than what it really is. Await the arrival of the safety boat, unless the crew can touch bottom and safely wade into shore.

h) Safety information from Rowing Canada

Rowing Canada promotes rowing in a safe environment at all times. Nothing is more important in the sport of rowing than your safety. Here are some

basic rules about safety:

- Always have an approved PFD (Personal Floatation Device) and a sound-signaling device (such as a whistle)
- Stay with the boat
- In an emergency, use the oar or boat as a floatation device
- NEVER row alone or in the dark.

i) Safety incident reports

All safety incidents must be reported immediately to either the Coach or Rowing Coordinator, who will make a determination of the seriousness of the incident and report as necessary to the Club Executive.

ii) Emergency procedures

For any emergency requiring external assistance telephone 911, and state the following:

- Which agency is required (Police, Ambulance, Fire) • Your name • Your location: Kennebecasis Rowing Club, Small Craft Aquatic Center • A concise description of the emergency • Any need for water rescue

2. SAFETY IN YOUR EQUIPMENT

It is the member's responsibility to check the state of the equipment prior to launching. Ensure all safety equipment is present and operational and that all bolts on the rigging are tight and no defects in the shell are present.

- a) Bowballs:** Attached to the bow of every shell should be a white rubber ball. The bowball provides protection against the sharp prow of the boat in the event of a collision. Boat manufacturers include the bowballs as part of the boat at the time of purchase, but sometimes they can be knocked off. The bowball must be replaced immediately. Rowing without a bowball is a violation of rowing safety rules.
- b) Safety straps for shoes:** Shells fitted with shoes rather than clogs must have a very important safety precaution in place. Attached to the heel of each shoe must be a string or a shoelace that is secured to the foot stretcher. This tie should be loose enough to allow the heel to rise at the beginning of the stroke but strong enough to hold the shoe down in case a rower has to pull the feet out if the boat capsizes. **The regulation maximum length for the heel tie is 7 cm.**
- c) Lifejackets:** Wearing a normal, bulky lifejacket does not allow someone to row properly. A lifejacket can get in the way of necessary hand and arm movements, as well as blocking the elimination of heat from the body. This

could be a major health concern during the summer months.

Effective in 1999, Canadian Coast Guard Regulations require rowing shells to have life jackets aboard **unless**:

- it is attended by a safety craft carrying an approved PFD or lifejacket of appropriate size for each member of the crew of the largest vessel being attended;
- it is competing or training during a provincially, nationally, or internationally sanctioned regatta or competition.

This means you must have a life-jacket in the rowing shell with you (one per person) or the motor boat beside you must carry them. If the motor boat is more than 500 m from the rowing shell during practice, the rowing shell must carry enough PFDs for all participants in the rowing shell. RCA's official safety guidelines can be downloaded at www.rowingcanada.org.

d) Whistles: Each boat must be equipped with an emergency whistle to signal for help in the case of an emergency.

3. SAFETY IN COACHING

All Coaches Must:

1. Have defined preparation, knowledge, and, ultimately, certification in rowing coaching, and safe boating. CPR and First Aid certification should be encouraged, if not required;
2. Know the physical capabilities and limitations of their athletes and the equipment they are using;
3. Be aware of each athlete's level of swimming ability--in the case of an emergency, a non-swimmer (or a weak swimmer) would have to be rescued first;
4. Check that all equipment is safe, and that crews have proper clothing and fluids appropriate for the outing and weather conditions before they shove off. Coxswains should carry basic tools (wrenches, black tape, screwdriver) in case of equipment failure;
5. If practices are held in the predawn darkness, or as the sunsets, the coach must ensure that all boats have a bow light (suggestion: inexpensive flashing bike light or head lamp so other boats can see you on the water). Bow persons and coxies should also be encouraged to try to wear reflective (or white) clothing;

6. Not leave the dock with the coach boat until his/her crew has departed;
7. Should wear life jackets at all time when in launches;
8. Attempt to be close to your crews at all times;
9. Strictly limit the number of crews and athletes they supervise;
10. Watch for hazards on the water. It is often easier for the coach, who is higher above the water, to see hazards ahead--particularly those lying low in the water. The coach first informs the coxswain or steersperson of the hazard and then directs them to stop or how best to avoid the hazard (try to remove or mark such hazards to help other crews);
11. Not load the coach boat such that if they are operating it from the stern seat they do not have adequate vision over the bow of the boat (i.e. use weights in bow of boat if necessary);
12. Know how to make and recognize standard distress signals and how to take appropriate action if signals are given by crews or by other launches;
13. Realize that they are legally responsible for the wellbeing of their crew whenever their crew is at the Club. Arriving late, and leaving early, as well as not properly monitoring crews all constitute possible risks;
14. Be aware of and show consideration to other water users. They must ensure that neither their launches nor the crews they are supervising place anyone else using the water in jeopardy. They must always be alert to give help to other water users who may be in danger and without assistance;
15. Know the rules of the course;
16. If an accident happens, file an incident or accident report promptly with the Club Captain (who will then notify the safety advisor who will take immediate action to prevent a recurrence). This is important, not because of sanctions, but in order to assist the Safety Advisor in identifying potentially unsafe procedures, and how accidents may be averted.

4. SAFETY BOATS

- a) The Canada Shipping Act requires vessels up to 5.5 meters in length to have:
 1. One approved life jacket, personal flotation device or lifesaving cushion for each person on board;
 2. Two oars with rowlocks or two paddles;
 3. One hand-held bailer or one manual pump.
- b) Coach boats should also carry:
 1. Thirty (30) metres of buoyant rope, with a large knot tied at one end

to aid in throwing, and for a person in the water to secure a hand-hold;

2. Nine extra PFD's (or one for each person in the crew). These should just stay in the coach boat (in large duffle bag), particularly in the "cold season"--early spring and late fall;
3. A space blanket during cold weather;
4. Properly mounted running lights as well as a flashlight on board when operating in poor light conditions.

Note #1: According to Coast Guard regulations, operators of coach boats or emergency launches must wear their life vests at all times.

Note #2: Prepared and responsible coaches should also carry basic tools and first aid supplies with them in the launch.

5. PROCEDURE FOR COACH BOAT / EMERGENCY LAUNCH

Inexperienced operators or improperly equipped individuals should not be allowed on the water during rescue operations.

1. Approach site where equipment is disabled, or where there may be rowers in the water into the wind so that they will not drift down onto, or be blown against the equipment or persons in the water.
2. Assess the situation. Quickly establish the condition of the people in the water, and the severity of the circumstances.
3. Establish verbal contact with those in the water so they can be talked through the rescue quickly. Those in greatest distress or risk should be rescued first.
4. Distribute life vests or PFD'S carried in the launch.
5. Do not attempt to bring persons into the coach boat by the stern or anywhere near the engine. Cold or exhausted rowers will need assistance to enter the launch.
6. Rescue should occur in pairs (buddies). This will prevent an athlete from letting go, until the rescue craft actually rescues the crew.
7. A head count must be conducted on the arrival of the rescue boats at the scene, and must be repeated each time it leaves and returns.
8. Do not overload the launch. Do not exceed its rated capacity; make several trips, if necessary. Proceed to the nearest shore and give those placed onshore directions to the nearest possible assistance.
9. If possible, use a length of rope attached to the coach boat to throw to the oars people in the water to calm them, and to help to pull them in.

Overloading:

Overloading is by far the greatest, and the most avoidable, danger when using small launches.

Operators must know the limitations of their vessels. Coaches should only take one additional person aboard in early spring and late fall rowing (i.e. total of two persons in boat). Non-essential passengers may impede emergency operations or take up space needed for rowers in distress.

Remember, as the load in a boat is increased, it settles lower in the water, and the free board is reduced to the point where any wave may come over the gunwale causing the boat to sink even further and possibly swamp.

Finally, whatever happens in small powerboats will happen quickly. There will not be any time to put on life jackets or to make preparations before the passengers and operator are in the water with possible injuries. Any debris or deadhead struck at speed may puncture the hull or cause the boat to capsize.

6. COLD WATER RULES

All boats **MUST** be accompanied by a safety boat when the water temperature is below 15 °C. The number of boats being supervised by a coach boat must be limited to ensure close contact between all crews and the coach boat at all times. The qualifications of the safety boat personnel determine the number of athletes that can be supervised at a time. The coach boat must be equipped with the appropriate number of emergency blankets / warm clothes for the largest crew on the water.

1. Each year, prior to going on the water, all coaches must go through a safety orientation seminar provided by a senior coach, the club captain or club safety advisor.
2. Boats must follow the predefined traffic pattern posted in the club.
3. KRC rowers must be members of Rowing Canada in good standing.
4. Cold Water Can Kill. From the time the river clears of ice, until the end of May the risk of hypothermia, drowning or cold-water shock from immersion in cold water is highest in our area.

To minimize the risk, the following Cold-Water Rules must be adhered to:

- a. KRC Cold Water Rules are in effect from spring dock launching to Victoria Day weekend and after Labour Day weekend to end of season.
- b. There are two working inflatables: one of these, **MUST** be the first boat on the water and the last off during all practices.
- c. If two schools are on the water: **EACH** school must have one of the inflatables as a coach boat.
- d. Novices cannot row in a boat smaller than a 4+/4x until Cold Water Rules are lifted.
- e. No boat can be more than 100 meters (300 feet) from shore at any time.
- f. If a coach is unable to keep a crew within 100 meters of shore, then the coach must bring the boat in until conditions allow for rowing in the proper area.
- g. For novice and intermediate crews there can only be 1 coach boat per crew boat.
- h. Only for KRC designated coaches, (please see Club Captain here must be one coach boat per three (3) shells or to a maximum of eight (8) rowers.
- i. Until the cold-water restriction is lifted, all single scull rowers must wear a safety life belt.
- j. KRC reserves the right to extend or shorten the restrictions should

circumstances warrant an extension.

5. Coach boats must carry the following equipment:
 - a. Lifejackets (1 for every rower)
 - b. Light
 - c. Horn/Whistle
 - d. Bailer
 - e. Paddle
 - f. VHF radio
 - g. Heaving Line
6. Do not overload coach boats while on the water. A coach boat should not exceed two persons except in a rescue situation.
7. All coaches operating a coach boat must have a recreational water craft license from Transport Canada.

7. Appendix A - BASIC MARINE VHF RADIO PROCEDURE (CANADA)

Anyone operating a marine VHF radio in Canadian waters must have a Restricted Operator's certificate (Maritime) obtainable through the [Canadian Power and Sail Squadrons](#). The purpose of this aide memo is to act as a quick reference and refresher only.

Licensed Operators always monitor and call on Channel 16.

Channel 16 is the distress and calling channel.

Do not carry on conversations on Channel 16: use a working channel such as Channel 06 or 68.

Call local marinas on Channel 06, 68, or 72 NOT Channel 16.

Avoid Channel 70 as it is reserved for Digital Selective Calling (DSC) only.

Being unlicensed VHF operators it is suggested KRC adopt channel 06 as our working channel and carry out all communications between coaches on 06.

However you should be aware that in the event of an emergency involving danger to life, you should switch to channel 16 and use the following format for calling for help.

Listen to Channel 16, turn the squelch control down until you hear radio static noise for at least 10 seconds to make sure you are not transmitting over another caller.

Mayday, Mayday, Mayday, this is KRC Coach Boat (give location, ie off of Renforth on Kennebacisis River.) Follow with the nature of the emergency and a description of the vessel, number of persons involved and any other pertinent information. (Overturned rowing shell, 8 people in the water, need immediate assistance.)

No need to say "Over". Listen for a response, and if none is heard in the first minute. Repeat the distress call.

A response from Coast Guard will repeat your name and follow this format:
KRC Coach Boat, KRC Coach Boat, KRC Coach Boat, this is Coast Guard Radio, repeat your location and the nature of your mayday.

At this time no other communications will take place on the channel except you and the coast guard. Others monitoring the channel will transmit only when Coast Guard requests other vessels in the area to identify if they can respond. You may not hear others and they may not hear you but Coast Guard will act as a relay if necessary. This is because you are using a low powered portable radio, but Coast Guard has a powerful receiver and transmitter network in the area.

MAKING A VHF CALL

Listen to the channel you are using, ie 06. Turn the squelch control down until you hear radio static noise for at least 10 seconds to make sure no one else is using the channel otherwise you will not be heard. It's not a two-way system. Depress the talk button and repeat 3 times the name of who you are calling followed by your name; ie. "KRC Coach 1, KRC Coach 1, KRC Coach 1, this is KRC Coach 2, You don't have to say: "OVER" when calling. Give the other vessel several minutes to respond: **Repeated calling is extremely annoying** to everyone monitoring.

The vessel being called should respond by saying; KRC Coach 2, KRC Coach 2, KRC Coach 2 this is KRC Coach 1 go ahead. You can then carry on your conversation as you are already on 06, but if you initiated this call on another channel you would then suggest the new channel to meet on, like 06.

- Be BRIEF. Be considerate of others.
- Never use profanity.
- It can be valuable to learn the [phonetic alphabet below](#). It can save times and repetition when signal strength is weak or noise from the wind makes it difficult to make out your voice.
- During your conversation on the working channel, say "OVER" when you expect a reply. Say "OUT" when the conversation is finished and you do not expect a reply.

Types of distress or warning calls that channel 16 is intended for:

- MAYDAY: Danger to life. **It is a criminal offence to transmit a false MAYDAY.**
- PAN - PAN - PAN: Danger to property. Use this if, for example, you have broken down offshore, need a tow but are in no immediate danger.
- SECURITÉ: Warning of hazard. Use SECURITE for example, if you are reporting a floating log in a busy waterway.

MAYDAY EXAMPLE

There is no specific format for a MAYDAY call, but you want the vital information to get out on Channel 16. Give your MAYDAY information and POSITION first. If that's the only information that gets through, at least they know where to direct others. If you are not involved, maintain SILENCE on Channel 16 while a MAYDAY situation is in progress. Listen carefully to the details as you may be the only one in the area able to respond.

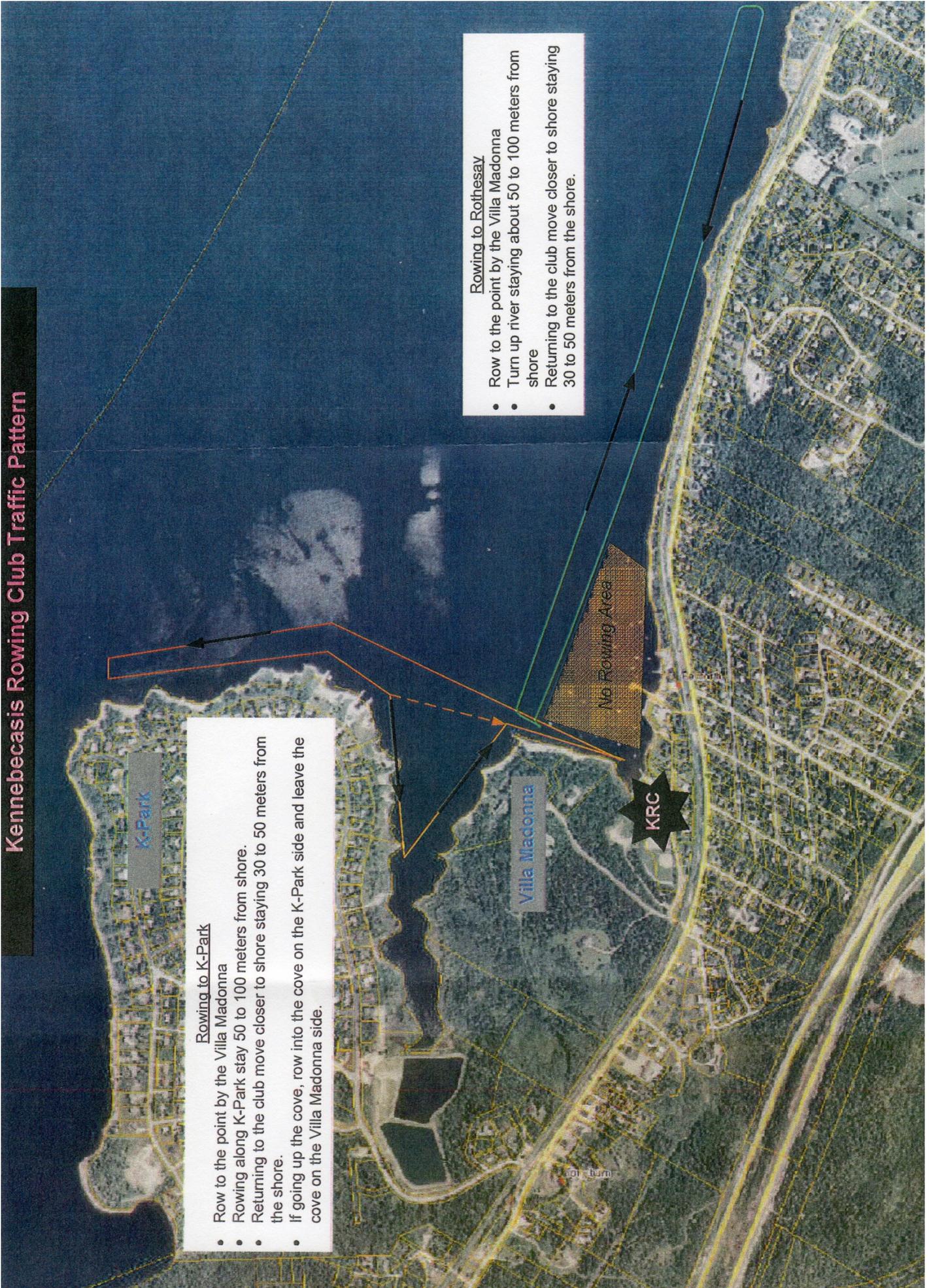
RADIO CHECKS

Don't ask for a radio check on Channel 16! Worse yet - don't ask the Coast Guard for a radio check!!

RKYC monitors 68, RYC monitors 72, as a working channels, in their area, provided someone is there, and has a radio turned on. There is always someone monitoring 16

8. Appendix B Rowing Lanes

Kennebecasis Rowing Club Traffic Pattern



Rowing to K-Park

- Row to the point by the Villa Madonna
- Rowing along K-Park stay 50 to 100 meters from shore.
- Returning to the club move closer to shore staying 30 to 50 meters from the shore.
- If going up the cove, row into the cove on the K-Park side and leave the cove on the Villa Madonna side.

Rowing to Rothessay

- Row to the point by the Villa Madonna
- Turn up river staying about 50 to 100 meters from shore
- Returning to the club move closer to shore staying 30 to 50 meters from the shore.