COLLINGWOOD ROWING CLUB

SAFETY PROTOCOL

Each member of a Rowing Club affiliated with 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, instructors, coaches, etc.

In addition to the general rules set out by regulations, rowing clubs define their own rules, as dictated by their local operating environment. The following Safety Protocol serves that purpose for the Collingwood Rowing Club.

1.0 SAFETY PROTOCOL – WHAT IS IT?

1.1 The Collingwood Rowing Club's Safety Protocol is a comprehensive system of safety-related policies, rules, requirements, practices and procedures governing the activities of the Collingwood Rowing Club and all its members.

1.2 This document sets out the various components of the Safety Protocol. It is important to remember, however, that the Safety Protocol is much more than just a set of written policies, rules, and requirements. The Safety Protocol includes ACTIONS: on-going safety instructions and education; safety precautions that must be taken every day; and safety procedures that must be carried out in specific situations.

2.0 STATEMENT OF SAFETY POLICY

2.1 Although rowing is a relatively safe sport, there is the potential for serious accidents and injuries. In training, in learn-to-row programs, in competition, in every aspect of Club activities, safety is ALWAYS the most important consideration. Nothing takes precedence over safety!

The success of the Club's safety program depends on the commitment, effort and ACTIONS of all members.

3.0 RELEASE, WAIVER AND ASSUMPTION OF RISK

3.1 Participation in rowing/sculling involves some dangers (including but not limited to dangers associated with water and hypothermia) and risks of accident and injury. Every member of the Club fully assumes all such risks. On behalf of their (and their heirs, executors, administrators, assigns and any other person), every member releases, discharges and holds harmless the Collingwood Rowing Club, its officers, directors and agents (including coaches) from any and all liability for accident, injury, death, loss or damage, whenever or however caused, notwithstanding any negligence of any of the foregoing people.

4.0 GOALS OF THE SAFETY PROTOCOL

4.1 The goals of the Safety Program are as follows:

- To protect the lives, health and safety of all club members and all those who may be affected by the activities of the club;
- To promote safety awareness and safe actions; and,
- To eliminate hazards and unsafe actions, and to prevent accidents and injuries.

5.0 RESPONSIBILITIES

5.1 Responsibilities of the Board of Directors

The Board of Directors of the Collingwood Rowing Club shall:

- Ensure that an effective safety program is in place;
- Appoint or otherwise select a Safety Director or assign a Board member with the responsibility of coordinating and implementing safety programming;
- Ensure that the responsible Director, other Board members, coaches, safety boat drivers, volunteers, and others effectively carry out their safety responsibilities;
- Decide on appropriate corrective action (if any) in cases where any of the safety rules, regulations or procedures has been contravened; and,
- Take every reasonable precaution to provide a safe environment for Club members and those who may be affected by the activities of the Club.

5.2 Responsibilities of the Safety Director or Designate

The Safety Director or Designate shall:

- Ensure that an effective safety program is in place;
- Co-ordinate and oversee the Club's Safety Program;
- Ensure that the Club is properly equipped with sign-out/sign-in log and a copy of the Club's Safety Procedure, and that appropriate safety-related information (including emergency telephone numbers, main safety rules, plan of the local water and navigation pattern) are posted in a prominent location in the boathouse;
- Ensure that coaches, practice captains, safety boat drivers, coxswains, and all others who have safety-related responsibilities effectively carry out those responsibilities;
- Ensure that the Club's safety rules, regulations, and requirements are observed and enforced; and
- Take every reasonable precaution to provide a safe environment and to protect the lives, health and safety of Club members and those who may be affected by the activities of the Club.

5.3 General Responsibilities of Practice Captains and/or Coaches

In addition to the specific responsibilities as set out herein, practice captains, coaches and, where applicable, safety boat drivers shall:

- Take all reasonable measures to provide a safe environment, and take every reasonable precaution to protect the lives, health and safety of Club members and those who may be affected by the activities of the Club;
- Be thoroughly familiar with and obey all safety rules, regulations and requirements;
    - Provide effective safety training, instruction and education to athletes in their charge, and ensure that all crew members are properly trained in emergency procedures;
    - Ensure the safety boats in their charge are properly equipped; (see Section 20 Safety Boats and Equipment.)
    - Provide effective safety supervision of the crews and athletes for which they are responsible; (See Section 21 On-the-Water Safety Precautions and Procedures.)
    - Respond effectively to any emergency, and immediately implement appropriate procedures to deal with such emergency (See Section 22 Emergency Procedures); and
    - Take all necessary measures to facilitate the provision of required medical aid.

5.4 Responsibilities of Athletes

The term “athlete” includes rowers, scullers and coxswains.

In addition to their specific responsibilities as set out herein, an athlete shall:

- Be familiar with and obey all safety rules, regulations, and requirements;
- Perform proper stretching exercises before any workout;
- Wear proper clothing, sun block, etc., appropriate to the season and weather conditions; and,
- Obey all instructions of practice captains, coaches, club officials and coxswains.

6.0 HAZARDS AND RISKS

Although rowing is a relatively safe sport, there is, due to its nature, the potential for accidents, injury and even death. It is essential for all club members to be aware of the hazards and risks associated with the sport of rowing, in order that the risks can be minimized.

6.1 Weather and Meteorological Hazards

- Heat
- Cold
- Darkness
- Fog
- Wind
- Lighting
- Hail

6.2 Hazards on the Water

- Waves, wakes, swells
- Rafts, buoys, moored boats, channel markers
- Other boats, swimmers
- Logs, deadheads, and other floating debris
- Shore, rocks, sand bars
- Other rowing shells and their oars

6.3 Hazards on Shore

- Objects in and around the compound
- Pedestrians and pets
- Slippery surfaces (e.g. grass)

6.4 Risks

- Drowning (most serious risk of all)
- Collisions with objects on the water (especially other rowing shells)
- Being in a shell that capsizes or is swamped
- Hypothermia
- Collisions off the water causing knocks, scrapes, and cuts
- Dehydration
- Heat-related conditions (e.g. sunburn, heat cramps, heat exhaustion, heat stroke)
- Soft tissue injuries (e.g. muscle pulls, strains, tears)

7.0 COLD-WATER RESTRICTIONS

The risks of hypothermia and drowning are considerably higher when the temperature of the water is below 10°C. Consequently, special cold-water rules are in effect from October 15 to June 14 inclusive. (See Section 11.2 Navigation Pattern and Section 17 Safety Boat Supervision).

The Executive Board of Directors or Coach/Practice Captain may impose the cold-water rules earlier than October 15 or after June 14 if the water temperature is below 10°C, and may suspend the cold-water rules after October 14 or before June 15 if the water temperature is above 10°C.

8.0 SAFETY TRAINING AND EDUCATION

8.1 Safety education is a required component of:

- Information packages to new members
- Learn-to-Row program
- Coxswain clinics
- Basic training for practice captains, staff members and safety boat drivers

8.2 All coaches/practice captains, staff members, safety boat drivers and participants in Collingwood Rowing Club programs will be provided a link to the Club's Safety Protocol and Safe Sport Manual. Coaches and practice captains will provide an overview of the Safety Protocol during any training programs such as Learn to Row and review safety at the beginning of the season especially with any new members to the Club.

8.3 All coaches, practice captains and safety boat drivers are encouraged to obtain first aid and CPR certification.

9.0 SWIMMING, MEDICAL AND INSURANCE REQUIREMENTS

9.1 Every athlete must attest in writing that they are able to pass the Collingwood Rowing Club swim test, which consists of swimming 250 metres without stopping, treading water for 5 minutes, and putting on a life jacket while treading water.

9.2 Every participant in Collingwood Rowing Club programs who is 18 years of age or older must sign and date the Club's Release, Waiver and Assumption of Risk form.

9.3 The parent or legal guardian of a participant in Collingwood Rowing Club programs who is under 18 must sign and date the Club's Parental Consent form.

9.4 No person shall be permitted to participate in Collingwood Rowing Club programs who has not paid the required membership fee necessary to ensure proper liability insurance coverage.

10.0 POSTED INFORMATION

The following information shall be posted in a prominent location in the compound:

- A copy of the Safety Protocol
- Emergency telephone numbers
- Main safety rules
- Plan of the local water showing danger spots, safe havens, safe beaching locations, and proper navigation pattern
- Information on hypothermia

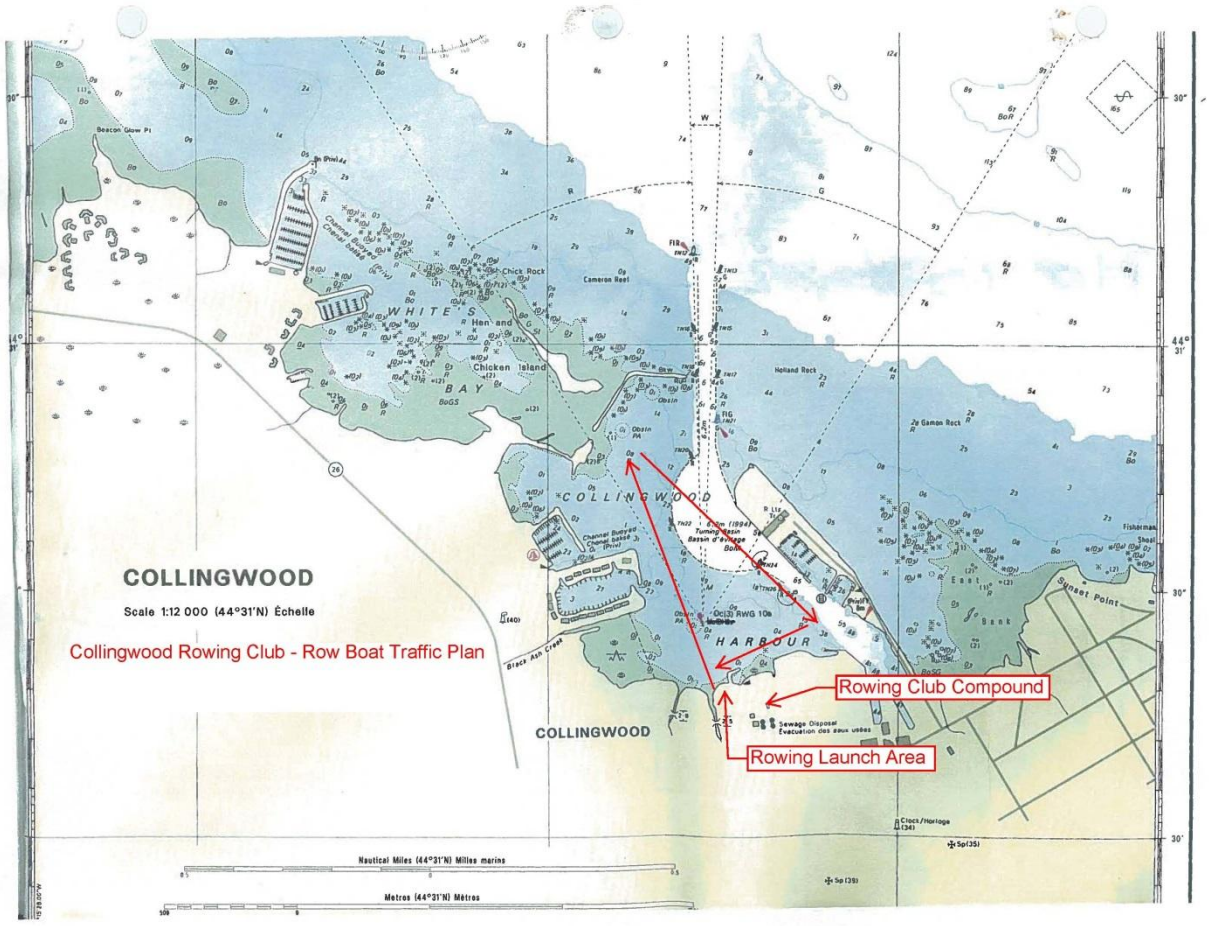
11.0 PLAN OF THE LOCAL WATER AND NAVIGATION PATTERN

11.1 The plan of the local water shall show the following Danger Spots:

- Break wall locations along shore and at end of Harbour
- Shallow or sand bar locations which may be altered season to season
- Location of navigation tower
- Boat traffic at Mariners Haven Private Marina
- Boat traffic at Cranberry Marina
- Boat traffic at public launch ramp and transient boater slips
- Yacht Club and Canoe and Kayak Club located by the Terminal
- Buoys and markers at various locations (occasional)

11.2 **Navigation Pattern** (Refer to map)

Shells shall travel in a clockwise pattern in the Collingwood Harbour departing from launch location off of Harbourview Park beach. Shells shall travel west of the navigation tower north to the end of the Harbour, turn and travel south towards the spit and will remain west of the channel buoys. Shells will turn and travel west to the launch area and continue the pattern. The navigation pattern may be altered dependent on weather conditions as on days with higher wind, shells should stay close to shore.



11.3 Rowing shells shall stay within safe proximity to the shore at all times. While the cold-water rules are in effect (October 15 – June 14 unless otherwise directed), rowing shells shall stay within 100 metres of shore.

11.4 While the majority of row practices will occur in the harbour, from time to time based on weather conditions and experience, rowing shells may leave the harbour to the Collingwood Lighthouse or Sunset Point during a rowing practice based on the following conditions and procedures:

- Weather conditions must be reviewed in advance and must include low winds, clear visibility, no precipitation or thunderstorms in forecast. Rows at dawn or dusk are not permitted. Rowing during cold water rules outside the harbour is not permitted.
- Crews must be comprised of experienced rowers, and bow seats must be comfortable steering outside of a set traffic pattern.
- Coastal doubles or quad must be used. Smaller shells are not permitted.
- Shells must row in a buddy system outside the harbour.
- If other boats/rowers remain in harbour during the practice, the rowers leaving the harbour must ensure that the practice captain and/or other rowers are aware of the plan to leave the harbour, planned location, and time of return.
- The assigned practice captain for the row must contact (message/text) the other practice captains with the Float Plan before a shell leaves the harbour and after when the shells return to shore. One practice captain will be assigned to the shells outside the harbour and one practice captain will be assigned to all remaining boats in the harbour, if applicable.
- A coach boat is preferred. If a coach boat is unavailable, each shell must contain the following safety equipment:
    - Lifejackets for all crew members
    - Cell phone fully charged in each boat in waterproof cases
    - Safety kit with tow line, flashlight and bailer
    - Tool kit
    - First aid kit including warming blankets
    - Copy of Float Plan
- A Float Plan must be prepared, posted in the compound, kept inside each shell leaving the harbour and sent to the other practice captains. The Float Plan must include:
    - Date, Time
    - Who (Crew Names and Coach)
    - Why (Reason for the practice)
    - Timeline
    - Equipment (crew and safety)
    - Course/Float Chart (GPS Coordinates)
    - Weather Conditions for the day/time (sunrise/sunset times, wind speeds, temperature, visibility, waves, navigational hazards)
    - Emergency Action Steps (emergency shelters)
    - Contact Information (Club contacts/phone, emergency (911), Marina Office, Town Office, Club Address)

12.0 GENERAL RULES

12.1 Every member shall be familiar with and shall obey all safety rules, regulations and requirements.

12.2 No smoking is permitted on Club premises nor in or around the Club boats.

12.3 Alcohol is prohibited on Club premises and when using any Club equipment such as safety boats, vehicles, rowing shells, etc.

12.4 All members must respect the rights of others who use the bay and the waterfront and must be courteous to them at all times.

12.5 Listen, without talking, when the practice captain or coxswain is speaking. Obey your practice captain/coach, coxswain and Club officials. If you have a concern or question about your practice captain's or coxswain's instructions, obey first, question later.

13.0 COMPOUND RULES

13.1 The Club shall keep in a readily accessible location in the compound a properly stocked first-aid box plus thermal blankets and/or warm clothing.

13.2 All members shall contribute towards keeping all areas of the compound, clean, tidy, organized, and secure.

13.3 All members shall co-operate to guard the security of the compound, equipment and other property; to ensure that equipment is properly put away and that, when leaving the compound unattended, all doors are closed and locked. Notify a Club official immediately if you discover a security problem, loss of or damage to property, etc.

13.4 Do not run or engage in horseplay in the compound or around shells or oars.

14.0 EQUIPMENT RULES

14.1 When carrying a shell, remember that your visibility is restricted. Be alert for pedestrians and other obstacles. Make sure that the bow, stern and riggers of your shell stay clear of other objects.

14.2 Take care of your back. Bend at the knees when lifting objects (boats, motors, dock, etc.)

14.3 When carrying oars, carry them at the arms' length (never on your shoulders), with blades ahead of you.

14.4 When laying an oar on the ground, lay it down with the concave surface of the blade up. Do not lean the oar against a wall, bench, fence, or other object. Keep the oars in a safe place, away from pedestrian or other traffic.

14.5 Return all equipment to its proper place, and wipe shells clean and dry after every row.

14.6 Promptly report broken, damaged or lost equipment to a coach, staff member or Club official.

14.7 Except by authority of the Boat Yard Captain/Facilities Director, parts and equipment must not be moved from one boat to another.

15.0 VISIBILITY AND UNSAFE ROWING CONDITIONS

15.1 No shell shall be taken out on the water in extreme weather conditions or when conditions are unsafe, including but not limited to the following situations:

- Very high winds (racing shells should not be taken out on the water when there are whitecaps)
- Hail
- Fog where visibility is less than 500 metres or such that land reference points cannot be seen at all times
- Very rough water
- Severe weather warning has been issued for the Collingwood area
- Within ½ hour after any observed lightning strike over Georgian Bay or the immediate vicinity

15.2 Before any boat goes out on the water, the coach boat driver and practice captain/coach will consult among themselves and decide jointly:

a) If the rowing session will proceed or will be cancelled due to inclement weather; and,
b) If the rowing session is to proceed, the direction in which the boats will travel if the weather conditions require a change from the normal pattern.

15.3 The decision of the coach boat driver and practice captain/coach shall be final, and all athletes shall comply with such decision.

15.4 Any boat on the water before dawn or after sunset shall be equipped with a functioning light. In the case of a rowing shell, the light may be either a bow-mounted light and/or a head lamp worn by one of the rowers.

16.0 PERSONAL FLOATING DEVICES (PFDs)

16.1 The Collingwood Rowing Club has belt-type inflatable PFDs. Since the type of PFD does not limit the rowers' movements, rowers are required to wear them at all times.

16.2 Regulations prohibit the sole use of inflatable PFDs for rowers under 16 years of age. For each rower under 16 years of age, an inherently buoyant PFD must be carried in the safety boat, or in the shell in case of singles and doubles.

17.0 SAFETY BOAT SUPERVISION AND BUDDY SYSTEM REQUIREMENTS

17.1 Except as set out in Sections 17.2 (buddy system for small shells), no shell shall go out on the water unless accompanied by a safety boat properly equipped and operated by a certified operator as set out in Section 20 (Safety Boats and Equipment).

17.2 Singles and Doubles

Singles and doubles may be taken out on the water without a safety boat provided:

a) Conditions are safe;
b) They go out in pairs and use the buddy system to look out for one another; and,
c) Each boat is equipped with one life jacket or PFD for each oarsperson, a buoyant heaving line at least 15 metres in length and a sound-signaling device (e.g., whistle, air horn, etc.).
d) Singles and doubles unaccompanied by a safety boat shall stay in close proximity to one another and to the shore.

17.3 Singles and doubles shall not go out on the water without a safety boat while the cold-water rules are in effect (October 15 - June 14) or when the oarspersons are less than 18 years of age or are inexperienced.

17.4 Except by permission of an adult member of the Club's Board of Directors, no person under the age of 18 shall row unless accompanied by a responsible adult member of the Club.

18.0 SAFETY BOATS AND REQUIRED EQUIPMENT

18.1 All coaches and safety boat drivers shall receive appropriate instruction in the operation of the safety boat.

18.2 No person shall operate a safety boat who does not have a valid pleasure craft operator card proving operator competency.

18.3 When operating a safety boat, a coach or safety boat driver shall carry their pleasure craft operator card.

18.4 Before operating a safety boat, the coach or safety boat driver shall ensure that the boat is in good repair, the outboard engine is in good running condition, and the fuel tank has sufficient fuel.

18.5 The Safety Boat Driver or coach must at all times wear a PFD.

18.6 Before going out on the water, the coach or safety boat driver shall ensure that the safety boat is properly equipped with the following:

- 9 personal flotation devices (PFDs) – largest boat & coxswain
- At least one paddle (two would be preferable)
- Bailer
- Boarding-assistance device (gunwale ladder or boarding rope)
- Buoyant heaving line at least 15 metres long
- First aid kit
- Whistle (plus an air horn, if available)
- Watertight flashlight
- Two-way radio
- Cell phone (fully charged)
- Thermal blanket
- 7/16 in. or 11 mm wrench or spanner; and,
- If the boat will be out on the water before dawn or after sunset, a functioning light.

18.7 After a rowing session, if the safety boat is no longer needed, the coach or safety boat driver shall ensure that all equipment is returned to and properly stored in the compound. All the required equipment shall not be left in the safety boat while the boat is docked.

19.0 BEFORE GOING OUT ON THE WATER – RESPONSIBILITIES OF ATHLETES

19.1 All athletes should perform proper stretching exercises before any workout.

19.2 Athletes must wear proper clothing appropriate to the season and the weather conditions and should bring a water bottle on board to prevent dehydration.

19.3 Athletes should carefully check their shell, oars, riggers, oarlocks, seats, foot stops, bow balls, vent covers, etc., to ensure that all equipment is in good condition and that the shell is seaworthy.

19.4 Responsibilities of Coxswain or Practice Captain in Charge of the Crew

Before going out on the water, each crew shall select a Designated Person in Charge of the crew.

Unless otherwise agreed, where the crew has a coxswain, the coxswain shall act as the Designated Person in charge.

It is the responsibility of the Designated Person in charge to:

- Make the proper entries in the sign-out/sign-in log;
- Know which practice captain has responsibility for the crew;
- Know which direction the crew will be traveling and ensure that the crew follows the proper navigation pattern;
- Ensure that the boat is properly equipped (PFDs, light, etc.);
- Ensure that the crew checks to make sure that the shell and other equipment (e.g., oars, seats, foot stops, quick-shoe-release mechanisms, bow ball, riggers, etc.), are in good condition and that vent covers are tightly closed. Coxswains shall ensure that crew members have performed proper stretching exercises and have proper clothing, water bottles, sunscreen &/or hats, as appropriate;
- Ensure that the crew stays within safe proximity to the shore and within sight, hailing and rescue distance of a safety boat (or, as permitted, a buddy boat);
- Co-ordinate emergency procedures in case of emergency;
- Promptly report any accident, injury or equipment damage or malfunction to a coach, staff member or Club official.

19.5 All athletes shall comply with all decisions of the practice captains, coaches, coxswains, coach boat drivers and other Club officials including but not limited to decisions respecting allocation of boats and oars, weather conditions, cancelled rows, launching instructions, direction of travel, etc.

19.6 No shell should be brought to the water unless the shell, and the entire crew are ready to launch.

19.7 The start-time for early-morning practice is 5:45 a.m., for a late-morning is 7:45 a.m. and evening row at 5:45 p.m. Unless otherwise stipulated by the practice captain/coach, the deadline for launching shells during the early-morning practice is 6:00 a.m. A crew that is not ready to launch by 6:00 a.m. may be barred from launching.

20.0 BEFORE GOING OUT ON THE WATER – RESPONSIBILITIES OF PRACTICE CAPTAIN/COACHES AND SAFETY BOAT DRIVERS

20.1 The coach boat driver and practice captain/coach will consult with one another to determine if weather conditions allow rowing and, if so, to decide what the direction of travel will be (see section 11).

20.2 Before going out on the water, the practice captain/coach and safety boat driver will consult with one another to determine which crews the safety boat driver will be responsible for on the water, and which crews (if any) will be using the buddy system.

20.3 The practice captain or safety boat driver should talk to the crews under their charge to ensure that they have proper clothing and fluids for the outing and weather conditions, to ensure that the shell and equipment are in good operating condition, and to communicate such things as direction of travel, nature and duration of the workout, special hazards and safety requirements, etc.

20.4 While cold-water rules are in effect (October. 15 - June 14), the practice captain and safety boat driver shall ensure that the safety boat is on the water and running before any shell on the water leaves the launch area, and until the last shell has docked.

21.0 ON-THE-WATER SAFETY PRECAUTIONS AND PROCEDURES

21.1 In all circumstances (including race situations), athletes shall take all necessary precautions to prevent and avoid accidents, injury, mishap, collision or equipment contact with any solid object.

21.2 A rowing shell, shall at all times, be under the control of the crew's Designated Person in charge, who shall ensure that the crew follows the proper navigation pattern and complies with all safety requirements and precautions.

21.3 Every occupant of a safety boat shall wear a PFD. While operating a safety boat, a coach or safety boat driver shall keep the engine's kill-switch cord attached to them at all times.

21.4 Do not overload the safety boat. Except when rescuing people, the safety boat should contain no more than three people including the coach and safety boat driver.

21.5 A coach or safety boat driver shall endeavour to stay at all times within safe distance of the rowing shells under his/her supervision. “Safe distance” means within visual and hailing distance and, when cold-water rules are in effect (October 15 – June 14), within 100 metres of the shells.

21.6 Rowing shells shall stay within close proximity to the shore at all times. While cold-water rules are in effect (October 15 – June 14), shells shall stay within 100 metres of shore. Rowing shells shall stay within sight, hailing and safe distance of a safety boat (or, as permitted, a buddy boat). If two or more shells are under the supervision of a single safety boat, the shells shall stay close to one another.

21.7 A coach or safety boat driver should do a circuit check for hazards prior to the rowers getting on the water. The safety boat driver should be on the lookout for hazards such as deadheads (floating logs), docks, rafts, buoys, other boats, etc., and shall warn crews and other coaches/safety boat drivers of these hazards. Do not assume that the coxswain or rowers can see them.

21.8 When coaching a crew or crews from a safety boat, a coach should, as much as possible, position their safety boat between the crew(s) and the shore so that, when talking to the crew(s), they are facing away from shore and their voice will not unduly disturb the residents on shore.

21.9 Coaches and safety boat drivers should slow down when driving in the vicinity of or passing rowing shells, to minimize the wake.

21.10 Coaches and safety boat drivers shall ensure that crews follow the proper navigation pattern and stay within safe proximity to shore and (where appropriate) within sight, hailing and rescue distance of a safety boat; take all reasonable measures to minimize hazards; keep track of all boats on the water; and ensure that all rowing shells return safely to the shore.

21.11 A coach or safety boat driver should always be on the lookout for shells or athletes that may be in distress or need assistance, including situations involving equipment failure, injury or collision, or where a shell capsizes, swamps or submerges. In any such situation, proceed to the scene as quickly as possible and implement emergency and rescue procedures in accordance with Sections 23 and 24.

22.0 EMERGENCY PROCEDURES

22.1 The following signals issued on a sound-signaling device (whistle or air horn) signify as follows:

- **ONE BLAST**: All crews must return to the launch area.
- **TWO BLASTS**: All crews must go to a safe haven and await further instructions.
- **THREE BLASTS**: Distress signal. A boat is in distress. All other crews must return to the launch area.

22.2 If weather and/or water conditions become dangerous, or if two blasts are heard from a sound-signaling device, crews should proceed to the nearest safe haven on the shoreline that offers best protection from the elements. In the Collingwood harbour, there are three safe havens: the launch area, the bay beside Cranberry Marina and the Dragonboat and Canoe Club dock.

22.3 If extreme weather conditions develop (e.g. lightning, hail, gale-force winds), crews should proceed to the nearest safe haven. The crews should remove the shell from the water, place it upside down (on the riggers) out of the wind if possible, and await rescue.

22.4 If a shell becomes swamped but remains afloat with rowers substantially out of water, crew members should remain seated upright, or in fetal position at the top of their slides and await rescue. Rowers should not attempt to row a swamped shell.

22.5 If a shell capsizes, swamps or submerges, all crew members must stay with the shell. The shell should be rolled upside down to increase buoyancy by trapping as much air as possible. If wind is a factor, roll with the wind. Oars should remain in the oarlocks to increase buoyancy.

22.6 Athletes must stay with the shell and not attempt to swim ashore. The group shall “buddy up” across the boat with even distribution on either side of the shell (1&2, 3&4, etc.) and huddle towards the middle or high point of the shell. The coxswain shall buddy with the seat adjacent pair. The buddy is responsible for holding onto the other person’s hands or arms while they are draped across the shell.

22.7 The coxswain or Designated Person in charge of the crew shall instruct rowers to count up from bow to ensure that all crew members are present and accounted for.

22.8 Minimize movement to preserve body heat. Except as necessary to remain afloat, refrain from swimming or treading water. When buddying up across the overturned shell, use the HELP (Heat Escape Lessen Position, similar to the fetal position) or a modified HELP position to conserve heat in vulnerable areas such as groin and armpits.

22.9 Keep clothes on. Put on hats, mitts, etc., if available.

22.10 If the water is cold, try to get as much of the body out of the water as possible. If possible, in very cold water, try get on top of the boat.

22.11 If a shell that is using the buddy system swamps or capsizes, the buddy athletes must ensure that the athletes in the water are out of danger (back in the shell or on shore) before going to get help.

22.12 The smaller the boat, the better the relative buoyancy. If conditions are not severe, it is possible to re-enter a single or double and row to shore. To re-enter, make sure that all oars are perpendicular to the shell. Pull yourself up so you are lying across the bow end of the cockpit. Slowly pivot, roll and maneuver to seat yourself on the runners. In crew shells, enter one at a time.

22.13 Every emergency must be reported in an Incident report sent to RCA.

23.0 RESCUE PROCEDURES

23.1 As soon as you become aware that a shell or an athlete may be in distress or may need assistance, proceed to the scene as quickly as possible. If you see that a shell has capsized, swamped or submerged, attempt to alert the practice captain, coach and safety boat driver either by using an electronic communications device (e.g., radio, walkie-talkie, cell phone) or by issuing a distress signal (three blasts) on a sound-signaling device (whistle or air horn). All shells not involved with the rescue must go back to the launch area.

23.2 Assessing the Situation

Upon arriving at the scene, the coach or safety boat driver shall quickly assess the situation and the severity of the circumstances, including the condition of the athletes.

23.3 Approach

A coach or safety boat driver shall approach the scene of an accident from the leeward side, into the wind, to prevent the launch from being pushed onto the disabled shell or people in the water, and to ensure maximum control.

23.4 Establish verbal contact with those in the water as soon as possible so that they can be talked through the rescue quickly. Tell them what is going to happen, so they know what is going on.

23.5 Keep talking to them in a calm and reassuring tone throughout the rescue. Ask for frequent feedback on their condition.

23.6 Distribute PFDs to the athletes in the water as required.

23.7 Ask if all athletes are present and accounted for, and if anyone is injured or in distress.

23.8 Conduct a head count upon arriving at the scene and each time you return after leaving the scene.

23.9 Those in greatest distress or at greatest risk must be rescued first. Rescue should occur in pairs. This will prevent an athlete from letting go before being rescued.

23.10 If appropriate in the circumstances (especially if the athletes are cold and/or exhausted), throw a line, securely attached to the safety boat at one end, to the athletes in the water, one by one, and help to pull them in.

23.11 Make sure the engine is in neutral or is switched off. Do not attempt to bring persons into the safety boat at the stern or anywhere near the engine.

23.12 Explain to each athlete in turn how to enter the safety boat using a boarding assistance device (gunwale ladder, or boarding rope attached to bow and stern of the safety boat). Provide assistance, as appropriate, especially if the athlete is cold or exhausted.

Safety Boat Capacity

23.13 The maximum legal capacity of a safety boat shall not be exceeded at any time, including during a rescue. The maximum capacity of the safety boat will be labeled and visible on each safety boat. As many trips are to be taken as are required to move to safety all those involved in the accident as quickly and safely as possible.

23.14 If the safety boat reaches its maximum capacity before all athletes have been removed from the water, explain calmly to the athletes still in the water that it is necessary for you to drive the already rescued athletes to shore but that you will return very soon to rescue the remaining athletes.

23.15 Proceed to the nearest shore and allow the rescued athletes to disembark. Give them directions to the nearest assistance, as appropriate. Then return to the shell to rescue the remaining athletes.

23.16 Upon arriving back at the scene, do another head count and re-assess the situation including the athletes' conditions. Repeat the rescue procedures until all athletes have been rescued. Once all athletes have been rescued and are safe, co-ordinate with other coaches and/or safety boat drivers to recover the shell, oars and any other articles at the scene.

24.0 HYPOTHERMIA

24.1 Information on hypothermia shall be available in a prominent location at the compound. All coaches and athletes must have a thorough familiarity with this information.

Hypothermia is the lowering of deep body temperature which can place the body in a state of shock. Hypothermia may be categorized as mild, moderate or severe.

24.2 Moderate Hypothermia

Subject is shivering, conscious or semi-conscious, may appear disoriented, and has some respiratory and cardiac function. Act as follows:

- Maintain an airway
- Transfer to a warm environment as soon as possible
- Remove wet clothing and begin to warm neck, head and trunk, avoiding extremities
- Ensure that the subject avoids fluid intake
- Transfer to medical care as soon as possible

24.3 Severe Hypothermia

Subject is most likely unconscious. There is little or no cardio-respiratory function. Act as follows:

- IMMEDIATE MEDICAL ATTENTION IS REQUIRED! CALL AN AMBULANCE!
- DO NOT ATTEMPT TO REWARM
- If subject is breathing, do not apply external chest compression, as this may trigger ventricular fibrillation
- Maintain an airway
- If breathing stops, perform artificial respiration (CPR) at a rate of ½ normal breathing
- Avoid physically manipulating the subject. Carotid pulse monitoring must be gentle to avoid triggering reflexes that may cause ventricular fibrillation.

25.0 ROWERS NOT INVOLVED IN THE RESCUE PROCEDURES

While the safety boat is attending to the scene of an accident, three blasts will sound. All unaffected rowers must then return to the launch area. If outside help is required, the practice captain will call the appropriate number or designate a person to do so.

26.0 ENFORCEMENT

Enforcement may range from verbal warning to ban from Collingwood Rowing Club , including loss of fees paid, requirement to perform reasonable duties to help compensate for any damage or injury caused, and/or requirement to compensate for damage or injury.

The Safety Policy will be enforced by the Collingwood Rowing Club Board of Directors or designates.