

KAMLOOPS ROWING

BRITISH COLUMBIA



SAFETY AND PROCEDURES MANUAL

Updated February 2025

Table of Contents

| | |
|--|-----------|
| MEMBERSHIP REQUIREMENT | 1 |
| SAFETY PROCEDURES AND STANDARDS | 2 |
| Maintaining the Shumway Lake Watersport Facility and KRC boathouse | 2 |
| General Safety on the Water | 2 |
| Hours of Operation and Scheduling | 3 |
| Opportunities to sign up | 3 |
| Cancellations by Rowers | 3 |
| Cancellation by Safety Boat Driver/Coach | 3 |
| ACCIDENT PREVENTION | 4 |
| Preparing for your Rowing Session | 4 |
| At the boathouse | 4 |
| To the dock | 5 |
| On the Water – Avoidance of accidents | 6 |
| Docking | 7 |
| Post-Rowing Equipment Maintenance | 8 |
| Environmental Safety | 8 |
| General | 8 |
| Darkness | 9 |
| Cold Water Rowing 10°C or below | 9 |
| Hot Weather Rowing | 9 |
| Electrical Storms | 9 |
| Fog | 10 |
| Wind | 10 |
| Smoke from Forest Fires | 10 |
| Algae | 11 |
| Avian droppings | 11 |
| EMERGENCY PROCEDURES – ROWING | 11 |
| Rowing in Extreme Water/Weather Conditions | 11 |
| Signals | 12 |
| Boat Mishap – Unsupervised Rowing | 12 |
| Boat Mishap – Supervised Rowing Session | 12 |
| Accident Specific Procedures | 12 |
| Catching a small crab | 12 |
| Catching a large crab | 12 |
| Rower Overboard (Larger Boats) | 12 |
| Rower Overboard (Small Boats) | 13 |
| Collision | 13 |
| Capsized or submerged shell | 13 |
| Swamped but floating shell | 13 |
| Shell is breaking up or sinking | 14 |

| | |
|--|-----------|
| EMERGENCY PROCEDURES - EMERGENCY ACTION PLAN & ACTIVATION | 14 |
| The Charge Person | 15 |
| The Call Person and Designates | 15 |
| FIRST AID FOR HEAT AND COLD EXPOSURE | 16 |
| Hypothermia | 16 |
| Heat exhaustion | 17 |
| Heatstroke | 18 |
| FACILITY EQUIPMENT | 19 |
| Rescues and Launch capacity | 19 |
| Fiberglass Docks | 19 |
| Blue Docks | 19 |
| Cox boxes | 20 |
| Boat Parts | 20 |
| Appendix 1: Crewboat Handling Procedure (8+, 4x, 4-) | 21 |

MEMBERSHIP REQUIREMENTS

Prior to each member's first row of a new season, Kamloops Rowing Club (KRC) requires completion of the following:

1. Club Registration Form
2. Register on Rowing Canada Avron's (RCA's) Web Reg System which includes accepting the RCA Release Waiver and Assumption of Risk, and (optional) Image Consent.
3. Pay total cost to row which includes:
 - i. selected KRC rowing Fee (Full Membership, 10 or 15 Row Passes, monthly for youth programs) and ensure renewal payments are up to date prior to rowing.
 - ii. sport association fees RCA , Rowing BC (RBC), Kamloops Sports Council (KSC) Fees.
4. Review the documents/activities listed below and sign the declaration at the boathouse that you have done so.
 - KRC Safety and Procedures Manual
 - Participant Agreement (submit completed)
 - Preventative Health Maintenance Program
 - RCA Safe Sport Manual (specifically Code of Conduct)
 - RCA Safety Modules
 - Safe Sport Online Activity
 - Shumway Lake Watersport Facility (SLWF) Lake Use Policy

Youth rowers (under the age of 19 years) must also submit the following

1. All steps listed above with parental signature where required.
2. Minor Rowing Form (*found on the website Program Registration page*)

It is the parents' responsibility to introduce the information provided in the above documents to their youth rower to ensure awareness of membership responsibilities, and the safe practices of the sport.

Participants engaged in Coaching and/or Safety Boat operations, or other volunteer activities that interface with youth members must:

- review **and submit a signed declaration** that they have read the Volunteer, Coach and Safety Boat Operators sections of this Manual
- provide **An Application and Disclosure Form**,
- provide a copy of their current first aid certificate, a Criminal Record/Vulnerable Sector Check and Pleasure Craft Operator's Card (if applicable)

As the Kamloops Rowing Club is operated by volunteers, timeliness in submitting paperwork when requested should be considered. This paperwork provides proof that KRC is following the requirements of Rowing BC and Rowing Canada Avron, and their SafeSport initiatives.

SAFETY PROCEDURES AND STANDARDS

Maintaining the Shumway Lake Watersport Facility and KRC boathouse

The Shumway Lake Watersport Facility (SLWF) is shared by 3 clubs. Please respect the boundaries of the other clubs and do not enter their boat bays or storage areas without invitation. Keep in mind that:

1. Any damage, suspicious or unusual occurrences or any conflicts should be reported immediately to a member of the KRC BOD (list and contact information is posted in the boathouse).
2. No coach or rower shall use equipment without prior authorization and training.
3. Volunteers from the SLWF clubs perform all the site maintenance. All KRC members shall tidy up after themselves.
4. To prevent rodent infestation do not leave food or food containers in the boathouse. Take garbage and recyclables home.
5. Participation in work parties and/or regular maintenance tasks is encouraged such as cleaning bird excrement from docks prior to rowing, sweeping the boathouse floor to reduce dust particles and the damage this causes to equipment, cleaning and ongoing maintenance of the washrooms and lake site (pick-up/dispose of garbage, replace toilet paper in stall as needed, wipe up water on counters created by washing hands, fill soap container in washroom as needed, etc)
6. Keys to the facility are tightly controlled and distributed and should never be copied or loaned.
7. Private boat storage is available for members with full season memberships and remains at the discretion of the KRC Executive. Any private equipment stored on site must be insured privately and should not be moved/used without the express permission of the owner.

General Safety on the Water

To ensure participant safety and cooperation between the three clubs the provisions outlined in the SWLF Lake Use Policy must be followed.

Rowers and safety boat drivers should conduct visual inspections of the lake prior to launching and while on the water. The presence of any hazards such as reeds, sweeps, rocks, deadheads, smoke, wind, temperature and storm activity should be communicated to all. Appropriate measures related to specific hazards are dealt with in greater detail in [Environmental Safety](#) section of this manual.

Depending upon each rower's proficiency (See: Competency Evaluation) and experience at the SLWF, the following should be considered before rowing:

- THE FIRST PRIORITY IS SAFETY - IF IN DOUBT DON'T GO OUT
- Be familiar with the Shumway Lake map in terms of safe beaching locations, deadheads, the location of shifting reed beds and areas out of bounds. A map is posted on the clubhouse blackboard, and each launch is equipped with a waterproof copy.
- Note the presence of other sports clubs on the lake and plan accordingly.
- Review the 2025 Circular Opposing Flow Pattern and anticipate how it will impact launching, rowing and docking activities.
- Be aware that infractions of the Lake Use Policy and all other policies referenced in this manual are subject to KRC Board review and will be dealt with in a timely manner.

Hours of Operation and Scheduling

Due to the prevailing weather conditions at Shumway Lake, rowing sessions are scheduled early in the morning and in the evening. These times may be altered due to seasonal changes in day length and temperature. Due to the lake's N-S orientation and surrounding topography, sunrise can be delayed while sunset may be accelerated and sudden. Should KRC's boats not have bow lights installed and ON when they leave the dock, all boats must be off the water in low light conditions. At sunrise the shoreline opposite the dock must be visible prior to launching. In the evening, all boats must be off the water by dusk to allow time for post rowing tasks prior to darkness.

Opportunities to sign up for a week's rowing session occur during the week prior. The rowing schedule is posted Sunday night and will include the date, arrival time, equipment assignments and safety boat driver. Equipment assignments are based on safety, ability, availability, training objectives and personal preferences, in that order of consideration. Boat assignments or the requirement for pontoons may change based upon prevailing weather conditions at the start of any session.

Cancellations by Rowers: Rowers are to inform the [Safety Boat](#) driver a minimum of 4 hours prior to their scheduled arrival time. Timely cancellations will allow for adjustment of equipment assignments.

Cancellation by Safety Boat Driver/Coach: Safety boat drivers will inform rowers 1 to 1.5 hours prior to the scheduled arrival time if rowing is possible. Rowing sessions may be cancelled or modified due to temperature, wind speed, wind gust speed, smoke, all of which are monitored on site.

ACCIDENT PREVENTION

Preparing for your Rowing Session

Rowers should arrive in proper attire and have a full change of clothing, a towel, bottled water (no potable water on site, and limited bottled water), and shoes with narrow heels suitable for the coastal boats used on windier days. Clean socks must be worn in racing shells equipped with shoes. Rowers should avoid jackets with no-zip pouches or pockets as these will get caught by oar handles.

Spring and Fall rowing: In cool weather come equipped with a hat and wear multiple thermal layers preferably of wool or polypropylene. Cotton clothing is not recommended. Consider purchasing pogies for cold weather rowing.

Summer rowing: In hot weather bring extra water. Wear a hat, sunscreen and lightweight, breathable clothing.

Rowers will use the equipment assigned (oars, boat, pontoon). Each rower is responsible for ensuring the equipment is in good working order prior to launch. **Rowers must wear a lifebelt.**

Any problems with equipment should be resolved immediately with the assistance of the safety boat driver.

At the boathouse

1. Turn ON / OFF the boathouse lights, whichever is appropriate to help you see better entering or conserve electricity when exiting the boathouse with equipment.
2. Remove sunglasses when in the boathouse. This is a safety step to be performed by all to protect yourself, others and the KRC equipment.
3. Set up suitably sized stretchers (small stretchers are for singles only) outside leaving room for equipment to exit/re-enter the boathouse easily.
4. Clean docks of all bird excrement prior to transporting any equipment. Never drag anything across the surface of the fiberglass docks.
5. Check oars to ensure the collar and handle are secure. Tighten screws if necessary.
6. Oars (convex side down), water bottles, seat cushions (and a second pontoon) should be placed in the centre of the dock adjacent to the rower's planned launch position.
7. Carry no more than 2 pair of oars at a time. Blade head should always lead the way.
8. If boat racks or other equipment need to be moved to access boats and/or remove equipment, work as a pair and slowly roll the rack using all 4 eyes to reduce/eliminate the possibility of damage/collision.
9. Before removing any shell from the boathouse ensure there is a clear passage for boat and riggers to pass. Ensure oarlock gates are closed.
10. Single and Double racing shells must always be transported by two people. Quads and eights are transported by their full complement of crew. Communicate clearly with one another while moving boats. See separate instructions for [crew boat](#) handling.
11. Stretcher placement must ensure the boat does not rest on its fin (when placed right side up) or the splashboard (when placed upside down).

12. Check all nuts (hull, gunwale and top/bottom of oarlock nuts) by hand tightening.
13. Ensure slides are clean, evenly placed and secured tightly to the boat deck. The seat should roll smoothly back and forth when the weight of your hand is placed on the seat.
14. Shoes should not swivel on the shoe plate. Check shoe heel tie-downs by lifting the shoe heel. It should raise no more than 7cm from the shoe plate.
15. Adjust oar lock heights if required by moving spacers. This should be done with the aid of a senior rower and replaced to their original position after the row. Close vent hatch covers and ensure whistle and anchoring rope are present in the boat.
16. Check that the bow ball is secured to the bow end of the boat. If required, one pontoon should be installed on the side of the boat away from the dock at launch position.
17. Put on your lifebelt. Ensure it is snug and at your waist level to prevent premature inflation of the belt should the yellow plastic tag get caught in the seat wheels. The pull tab should be hanging down and the life jacket pouch worn against your back.

[Coastal boats](#) are launched from the blue docks, and their carts are stored diagonally in the grass strip adjacent to the ramp and next to the highway. Prior to launch, ensure hatches and drain plugs are closed.

The boathouse is locked during rowing, so good organization ensures a timely launch can be enjoyed by all.

To the dock

1. Transport single and double boats by shouldering the boat two feet from bow and stern and secured with both hands at all times.
2. Boats are placed in the water in such a way to ensure the bow and stern simultaneously contact the water. Do not let the fin hit the surface of the dock.
3. Experienced rowers shall always help less experienced rowers on the dock (attaching pontoons, launching or docking). If you need to walk away from your docked boat to help someone, tying your boat to the dock at a hinge is advised.
4. **Dock Side Oar is attached first:** Ensure dock side oarlock is pointing toward the stern. Open the gate and place the shaft of the correct blade inside the oarlock. Ensure the oar collar rests on the boat side of the gate before closing and tightening the gate. Extend the oar with the curved side of the blade resting on the dock.
5. **Water Side Oar is now attached:** Keeping your weight on the dock side, reach across and open the waterside oarlock ensuring it is facing the stern (you may need to step onto the boat deck to reach this distance comfortably). Place the blade head in the oarlock and securely close the gate. The rower can extend the oar onto the water when they are ready to get into the boat.
6. Never step in the foot well of a racing shell. Foot contact should only occur in the space between the slides.
7. Ensuring both collars are snug against the oarlock, hold both oars in the lakeside hand with the blades resting flat on the water/dock, push the seat to the bow of the boat as you put one foot onto the boat deck.

8. Use your other hand to grab onto the boat gunwale as you place your other foot onto the boat deck. Continuing to hold the gunwale for balance, kick out one foot and reach toward the shoes with that foot as you sit yourself down onto the rowing seat. Do not let go of your oar handles until you disembark. Oars are your connection between the boat and the water, letting go will tip the shell.
9. To secure your feet into the shoes your hands must be free while blades contact the surface of the dock and water. To accomplish this, bend your knees to move the seat forward and anchor the oar shafts under your arm pits to as you secure your feet into the shoes.
10. Do not leave the dock until
 - you have rechecked oarlock gate tightness, and your water bottle is stowed
 - the safety boat is operational and visible.
 - a rowing plan/direction is determined, and permission to launch given. If the weather looks unsettled or changeable the rowing plan should be altered to remain closer to the docks. Avoid the north end of the lake if wind is an issue.
11. Additional instructions for [Crew boat](#) launching found in Appendix 1.

On the Water – Avoidance of accidents

1. Solo, unsupervised rowing is not permitted.
2. Always follow the directions of the safety boat driver and adhere to the Lake Use Policy.
3. Rowers must maintain continual awareness of the position of other rowers, other lake users and the position of the safety boat. Shoulder checks every 5-10 strokes is advised.
4. Never assume a rower encroaching upon your trajectory knows you are there. **Take immediate evasive action and alert rower loudly by name. If you can move quickly out of their trajectory on the water, do so** while using your loud voice to alert them that you are behind them. **Yell” HOLD WATER” if imminent boat to boat contact could occur.**
5. Immediately communicate any new hazards to fellow rowers and the safety boat driver.
6. Rowers should **stay within 500m of the safety boat and/or each other.**
7. Rowers should stop if they observe another rower is in distress, when the safety boat is rendering aid, if the emergency sign of two arms waving overhead is observed, or a whistle is blown.
8. “HOLD WATER” can be use by anyone witnessing an impending event (e.g. coxswain/bow/launch operator, crew member, other rower) and should be complied with **immediately** by the crew **with no questions asked.** This command should also be used if a crew member is experiencing distress while rowing (cramp, need for water, or rest)
9. The boat should come to a stop quickly and the rowers should assume the safety position while quickly analyzing the next step needed to rectify the situation.

10. Should a situation occur in which other rowers or boats are in distress, remain out of their way as they attempt to rectify the situation. Remain close enough to monitor the situation and signal for the safety boat's assistance.
11. In the case of accident or a rower going overboard, other rowers on the lake should muster down wind of the safety boat, remain clear of the accident site and await further instructions.
12. See [Emergency Procedures – Rowing](#), for specific actions to be taken should an accident occur.
13. In hot weather take more frequent rest and water breaks.

Docking

1. In the event multiple groups are using the water docking shall have the right of way over launching. Dock courtesy shall prevail in all circumstances.
2. Wait until the safety boat driver docks and is available for assistance.
3. In high winds, docking on the windward side of the dock is preferred.
4. Rowers should dock one at a time, and at low speed.
5. Docking can be accomplished in 2 directions
 - a. To approach the dock while facing it, use the backing stroke to bring your boat into the dock.
 - b. To approach the dock while facing the lake constant shoulder checks are required to ensure the correct trajectory. Start the approach far enough out to ensure a straight path to the corner of the dock.
6. Rowers who do not use pontoons and are both confident and proficient in docking should dock first, secure their boat with the anchor rope and offer help to other rowers.
7. Do not leave boats unsecured and unattended.
8. Once oars are removed and placed convex side down in the middle of the dock, ensure the oarlocks are securely closed before transport.
9. Remove seat pad, water bottle and other belongings from boat.
10. Remove boats from water using equal support under the bow and stern. To prevent damage or stress cracks to the boat any water in the footwell must be removed prior to lifting.
11. When removing equipment from the dock, boats take priority over all other equipment.
12. Ensure bow ball is facing the lake before the returning boat to stretchers (bow ball always faces the lake when boats are racked).
13. Two people are required to transport single and double shells. Larger boats are transported by all crew members.
14. Return to dock and offer assistance to other rowers by carrying boats or equipment.
15. All gear and equipment shall be removed from the docks following a session.

Post-Rowing Equipment Maintenance

1. All crew members will wash with soapy water/rinse with clean water their boat, blades, pontoons.
2. Half fill two buckets with fresh water and add 5 drops of detergent into one of the buckets. Use enough water so you can rinse the towels after use.
3. Wash and rinse the boat with appropriate coloured towels.
4. Soap/Rinse the entire upper and lower hull deck , slides & cockpit area and oarlocks and rigging.
5. Ensure all oarlocks are closed and tightened. (coastal boat riggers are folded inward to facilitate storage).
6. Full strength vinegar can be used to remove alkaline deposits from boat deck, oarlocks/pins/spacers. A very thorough water rinse is required afterwards to avoid corrosion from residual vinegar.
7. Rinse all towels well in fresh water and hang to dry.
8. Clean slides with designated cloths only.
9. Open vent caps and return boat and oars to their designated racks in the boathouse. Loose vent caps are returned to their appointed storage as are gel seats and pontoons.
10. Return stretchers to the boathouse.
11. If coastal boats are used ensure they have been properly drained when removed from the lake.
12. Assist with returning safety boat to boathouse.
13. Safety boats shall be reorganized upon return to the boathouse and the gas tank level should be checked to ensure it is at least half full.
14. Sweep grit from boathouse.
15. Take your belongings, including garbage and recyclables home.

Record needed repairs or equipment damage on the blackboard in the boathouse.

Each rower is responsible for recording their rowing session, or their work as a volunteer in the logbook.

Environmental Safety

General

- The Safety Boat driver for the rowing session shall be responsible for determining if conditions are too dangerous to row due to any of the circumstances described below.
- No rower shall question the decisions made pertaining to the safety of rowing conditions.
- No rower should row contrary to their own judgment if they feel conditions are questionable or beyond their comfort level.

Darkness

- See [Hours of Operation and Scheduling](#)

Cold Water Rowing 10°C or below

- The safety boat driver is responsible for monitoring the water temperature during the spring and fall.
- Cold water conditions will be announced to the membership.
- Rowing will be in coastal boats, or in racing shells equipped with pontoons.
- Boats larger than a double may be used in cold water conditions if all the rowers have sufficient experience.
- Do not attempt to launch racing shells if the dock is icy.
- If experienced rowers are rowing with the safety boat at the dock, they must remain within 1000 m of the dock.
- Hypothermia is potentially fatal. Evaluate your own condition and that of your fellow rowers – uncontrolled shivering, numbness, and loss of co-ordination are undeniable indications that immediate intervention is required.
- Should a rower sitting in a shell find themselves becoming chilled due to winds or cold temperature OR find themselves in the cold water after catching a crab or post-collision, it is very important to consider the following to slow the process of hypothermia:
 - Minimize movement to preserve body heat (no swimming or treading water).
 - Keep your clothes on and put on hat, mitts, etc. to preserve body heat.
 - Keep your body out of water as much as possible as body heat is lost faster in the water than in the air.
 - Assume fetal position, if possible (e.g. sit at the top of your slide in a fetal position if still in the boat; if in the water, protect your groin/armpits/neck/head as much as possible from heat loss.)
 - If the rower is adjacent to a safe harbor, secure the boat as much as possible without risking the loss of body heat. Assume fetal position, protecting the groin, armpits, neck, head as much as possible and await rescue.

Hot Weather Rowing

- Evening rowing times may be moved to later in the day to avoid excessive heat
- High humidity will increase the effect of high temperatures on the body as the body cannot cool itself through evaporation. A humidex greater than 35 may result in a change in rowing time or cancellation.
- Rowers are advised to take lots of breaks, bring and drink plenty of water, stay on the shady side of the lake whenever possible, and to alert the safety boat driver if they are suffering from the effects of heat and wish to end their session.
- Heat stroke is potentially fatal. Evaluate your own condition and those of your fellow rowers - confusion, dizziness or loss of co-ordinations, feelings of nausea, are undeniable indications that immediate intervention is required.

Electrical Storms

- No rowing will occur during an electrical storm or if there is a high probability of storm activity in the forecast.

- Thunder or other evidence of storm activity requires all rowers to immediately return to the dock following the shoreline as closely as possible.
- If you are on the water when lightning or thunder occurs, head for the nearest shore.

Fog

- If the far side of the lake is not visible from the dock due to fog, rowing is either cancelled or delayed until the fog lifts.
- 500m of visibility is always required.

Wind

- High winds and/or wind gusts are common on Shumway Lake.
- Weather conditions at the lake are often very different than those in Kamloops.
- Cross winds can also occur due to the topography as well as thermal winds off the mountains.
- KRC is equipped with a weather monitor and the decision to row is based on several factors - wind speed, gusts, the duration of wind event, the frequency of directional changes, the wind/weather forecast, wave height, rowers' competency and the individual safety boat driver's judgement. The decision to cancel rests solely with the safety boat driver and should not be questioned.
- The values given below are general guidelines and not hard limits
 - As racing shells can flip in high winds, coastal boat use will be considered should wind speeds exceed 15km/h or gusts peak at 35km/h.
 - Generally, rowing will be cancelled if wind speed is greater than 25km/h or gusts are greater than 35km/h.
- No rowing will occur if white caps are visible
- When the wind picks up while out on the water:
 - If waves are lower than the gunwale, they can be taken at a 90-degree angle if closely spaced and rowed without course adjustment if widely spaced. Consider shortening your stroke to keep the blade more consistently in the water which adds to your stability.
 - If waves are higher than the gunwale, turn the shell parallel to the waves to avoid having parts of the shell unsupported by the water. Stop rowing, and lean away from the approaching wave, with blades on the wave side lifted slightly. Assume the safety position.

Smoke from Forest Fires

- An air quality monitor is located at Shumway Lake and is available to all on Purple Air's website.
- Individual members including safety boat drivers must make their own decision whether to participate based on the air quality and their own health situation.
- Should PM 2.5 AQI fall within 100-150 continuation of club activities will be determined using a combination of AQI, and other mitigating circumstance such as temperature, the durations of smoky conditions, the wind/fire forecast and whether there is a safety boat driver available in these conditions.

- When the US EPA PM 2.5 AQI index exceeds 150, air pollution levels are considered unhealthy for the general population.
- If the PM 2.5 AQI falls within 151-200, this is considered unhealthy and rowing will be cancelled. (see <https://www.epa.gov/system/files/documents/2024-02/pm-naaqs-air-quality-index-fact-sheet.pdf>)

Algae

- If ingestion of the water occurs, medical treatment should be sought.
- An algal bloom generally occurs in August and varies in length and severity.
- If a rower has a contact sensitivity it is recommended that they suspend rowing during this time.
- As there is insufficient fresh water on site for rinsing after a water entry event rowers may wish to consider using pontoons or coastal boats during the algal bloom.

Avian droppings

- Geese congregate on the docks and leave behind droppings
- Docks must be thoroughly swept/scrubbed and rinsed prior to launching to reduce risks of contamination of people and equipment. Avoid touching your mucous membranes (eyes, mouth, nose) with your hands once you launch off the dock until you are back at the boathouse and can sanitize your hands.
- All rowers are responsible for dock cleaning.

EMERGENCY PROCEDURES - ROWING

Rowing in Extreme Water/Weather Conditions

1. Awareness of current conditions and forecasts should prevent extreme weather rowing.
2. If the weather is borderline at the time of launch, plan on a shorter circuit centered around the dock, or delay launching until the weather settles. Shumway Lake is subject to sudden changes in conditions. Should this occur communications and co-ordination between rowers and the launch are critical to ensure the safety of all rowers.
3. Bubbles forming linear patterns running from North to South on the lake surface indicate winds are approaching 11kmh. Consider returning to dock area, or rowing at the south end of the lake. Rowers shall return to dock immediately if thunder or distant lightning flashes are observed.
4. Should water and/or weather conditions occur that make impossible to safely dock (non-negotiable waves, active electrical storm) or the safety of the rower is at stake for any other reason, the rower should head for the nearest accessible shoreline that permits a land exit (eg hillside of the lake).
5. Rowing during the beginning and end of the season, or a flip into cold water can result in [hypothermia](#). Rowing in the heat of the summer can result in heat

exhaustion or [heat stroke](#). Rowers should end their session if they begin to experience symptoms of either of these extremes.

Signals

Serious Emergency: Wave both arms over your head or issue a lengthy blast on the whistle.

Assistance required: Wave one arm over your head.

Instruction to pass by: Wave one arm in a throwing fashion.

Boat Mishap – Unsupervised Rowing

-senior rower will retrieve the safety boat from the dock, while other rowers will monitor the rower in the water.

-rower in water should inflate belt, stay with boat, and await rescue

Boat Mishap – Supervised Rowing Session

-all rowers must stop rowing immediately, stand by and await instructions from the Safety Boat driver.

Accident Specific Procedures

Catching a small [crab](#)

- These can generally be recovered from by quickly forcing the blade out of the water.

Catching a large crab

- Lay back and allow the handle to pass overhead, so that the handle ends up parallel to the boat
- Reach out for the handle and push it down to bring the blade out of the water
- Turn the blade nearly parallel to the water; and
- Carefully bring the oar handle over the head.

Rower Overboard (Larger Boats)

- If a rower catches a large crab, they can be thrown out of the boat.
- The crew stops rowing and holds water and check the condition of the rower in the water.
- The rower in the water should inflate the lifebelt.
- The stroke removes their oar and floats it toward the person in the water to provide extra flotation.
- The crew backs the boat to the person in the water.
- The coxswain gets hold of the person, or they grasp a rigger or a gunwale.
- The rower in the water does not attempt to reboard the upright boat.
- If necessary, another rower enters the water to help with first aid.
- If the launch is near, do not attempt to bring the person aboard as the safety boat operator will perform a water rescue.

- If the rower is unconscious, support them in the water until the safety boat arrives.
- If no launch is nearby, help them to the shore as fast as possible.

Rower Overboard (Small Boats)

- Catching a large crab while in a smaller boat can easily tip the rower into the water.
- The boat may remain upright or flip upside down.
- ALWAYS stay with the boat as it provides a means of flotation.
- If righting the shell and re-entry is not feasible, and no rescue launch is available, inflate your life belt, lie on the stern deck of your boat and use the shell as a paddle board and move towards the shore
- Leave the blades in the oarlocks, trailing alongside.

Collision

- Rowers MUST REMAIN WITH THE SHELL. Both the boat and oars will float and will support the crew.
- Should a collision occur, assess the injuries to crew members first and then damage to the boat(s). If there is bodily injury or any danger of the shell sinking, the safety boat shall assist disembarking the injured and will facilitate moving the boat back to the dock either under the power of the remaining crew or by towing.

Capsized or submerged shell

- If reaching a safe harbour is not possible, the following procedures are to be followed:
- Rowers should inflate their life belts
- Rowers should then put on any clothing layers (jackets, hats, etc.) to help reduce heat loss in the water
- The coxswain/bow person assumes command and issues the Emergency Signal to the safety boat and/or utilizes the whistle.
- All rowers must remain as calm as possible
- The coxswain/bow person should continually check every athlete's condition until rescued by the launch.

Swamped but floating shell

- Remain upright and in the seat, awaiting rescue
- Assume a fetal-like position at the top of the slide to conserve warmth.
- A delayed rescue may occur if a more urgent rescue or first aid situation occurs
- All crew members shall inflate their life jackets and enter the water.
- The buoyancy of the shell will be increased by rolling it over to and trapping as much air beneath it as possible.
- Move to the two ends of the shell, away from riggers and oars.
- If wind is a factor, roll the boat with the wind.
- Oars should remain in the oarlocks to increase buoyancy; swing them parallel to the shell.
- **Rowers must stay with the shell and not attempt to swim ashore.**

- The crew shall **pair up** across the boat with even distribution on either side of the shell and huddle towards the middle or high point of the shell, keeping as much of the body out of the water as possible.
- Stay paired up until and while rescue occurs, communicate with and support your partner.

Shell is breaking up or sinking:

- **The crew remains as a group.**
- Use oars and inflated life jacket for flotation.
- Do not attempt to swim to shore.
- **Use the buddy system to encourage one another.**

EMERGENCY PROCEDURES - EMERGENCY ACTION PLAN & ACTIVATION

THINK PEOPLE, NOT EQUIPMENT! Equipment is replaceable, lives are not.

The emergency action plan is posted on the boathouse notice board and in the club house above the emergency phone. All members/volunteers will be shown the location of the emergency phone during their orientation.

Cellular phones do not work at Shumway Lake

| EMERGENCY ACTION PLAN | | | |
|--|--|---|---|
| <p>CHARGE PERSON (IN ORDER OF PRECEDENCE)</p> <ol style="list-style-type: none"> 1. JANINE CHAN 2. BRUCE BOULTER 3. MARION BACON 4. RUSSELL BROWN 5. IAN MCDONALD | <p>CALL PERSON (IN ORDER OF PRECEDENCE)</p> <ol style="list-style-type: none"> 1. BRUCE BOULTER 2. MARION BACON 3. RUSSELL BROWN 4. ON WATER - MOST COMPETENT ROWER 5. ON LAND – MOST SENIOR MEMBER | | |
| <p style="text-align: center;">CHARGE PERSON DUTIES</p> <p>Conduct initial assessment of injury Render first aid, remain with injured</p> <p>Dispatch call person Appoint the following:</p> <ol style="list-style-type: none"> 1. Someone to supervise other participants 2. Someone to take medical information from boathouse to call person 3. A flag person to remain by gate and direct EMS <p>Reassure injured and reassess condition</p> <p>Communicate with EMS upon arrival</p> <p>Complete accident report form</p> | <p style="text-align: center;">CALL PERSON DUTIES</p> <p>CALL 911 ON LANDLINE IN CLUBHOUSE</p> <p>SITE ADDRESS: 5156 Princeton Kamloops Highway CLUBHOUSE PHONE: 250-851-0523</p> <p>DIRECTIONS TO SHUMWAY LAKE</p> <ul style="list-style-type: none"> • 20km on Hwy 5A from Knutsford heading South • 1st lake at bottom of steep hill • Left turn after turquoise boathouse with Kamloops rowing signage <p>Communicate the nature of the injuries and accident</p> <p>Communicate any additional medical information</p> <p>REMAIN BY CLUBHOUSE PHONE Call injured person's emergency contact</p> | | |
| <p>FACILITY EMERGENCY CALL LIST</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">JANINE CHAN – KRC PRESIDENT (250) 314-4990</td> <td style="width: 50%; padding: 2px;">IAN MCDONALD – KRC VICE PRESIDENT (250) 318-4632</td> </tr> </table> | | JANINE CHAN – KRC PRESIDENT (250) 314-4990 | IAN MCDONALD – KRC VICE PRESIDENT (250) 318-4632 |
| JANINE CHAN – KRC PRESIDENT (250) 314-4990 | IAN MCDONALD – KRC VICE PRESIDENT (250) 318-4632 | | |

The Emergency Action Plan is updated on a yearly basis, and the order of precedence of the Charge Persons and Call persons are reviewed. The Charge person will be the Coach or Safety Boat driver. Any member or volunteer of the club may be called upon to act as or to assist the Call Person and should know:

The Charge Person shall:

1. Remove the injured person from danger (transfer to safety boat and return to dock)
2. Assess the injury, and render first aid, appoint and communicate condition to designated call person
3. Designate someone to stand by the front entrance to guide the Emergency Services.
4. Designate someone to retrieve the medical records and act as a liason between the charge person and the call person.
5. Complete an accident report and make note of any supplies removed from first aid kit, or use of the defibrillator.

The Call Person and Designated helpers must know:

1. The number and condition of those requiring assistance and any need for a water rescue.
2. The emergency phone and action plan is located in the clubhouse, around the corner to the kitchen. The call person must follow the instructions on the action plan.

3. First aid kits are located in both safety boats and on the desk in the boathouse.
4. The defibrillator is located in the clubhouse kitchen.
5. Medical histories of our members and their emergency contacts are in the locked cabinet in the kitchen. The key to the cabinet is on the safety boat driver's keys which are stored outside the boathouse during rowing sessions (Other rowers and spectators should keep well away from the injured person).

FIRST AID FOR HEAT AND COLD EXPOSURE (REFERENCE: ST. JOHN'S AMBULANCE)

Hypothermia

Hypothermia is a condition that occurs when the body temperature drops below 35°C (95°F). Normal body temperature is around 37°C (98.6°F). Hypothermia can become life-threatening quickly, so it's important to treat someone with hypothermia straight away.

Signs and symptoms

- shivering, cold and pale with dry skin
- unusually tired, confused and have irrational behaviour
- reduced level of response
- slow and shallow breathing
- slow and weakening pulse

Treatment

- If in the water transfer victim to the safety boat as soon as possible. Body heat loss occurs 25 times faster in water than in air.
- Instruct victim to inflate life vest, minimize their movement to preserve body heat (no swimming or treading water), to keep their clothes on and use their shell to keep as much of their body out of water as possible.
- Once rescued, seat them low in the boat and out of the wind. Launches are equipped with blankets and warm clothing.
- Remove and replace any wet clothing and make sure their head is covered.
- Transfer victim to a sheltered place as quickly as possible, while shielding them from the wind.
- Do not position the victim directly on the cold ground. Lay them on a blanket. Use your own body to shelter them and keep them warm.
- Initiate Emergency Action Plan
- If the victim is fully alert, offer them warm drinks or high energy food such as chocolate.
- Monitor their breathing and level of responsiveness until help arrives.
- Do not place any direct heat such as hot water bottles or fires near a casualty as they may cause burns.

Heat exhaustion

Heat exhaustion is caused by a loss of salt and water from the body, usually through excessive sweating. It develops slowly and usually happens when unacclimatized to hot, weather or engaged in sport. Prevention is achieved by staying appropriately hydrated (drink to thirst), wearing appropriate clothing or seeking shade.

Heat exhaustion isn't always caused by weather and can be a consequence of the body producing more heat than it can lose during vigorous and/or endurance exercise. Medication can make people more susceptible to heat illnesses. It is important to spot and treat heat exhaustion, so that the more serious condition, heatstroke, doesn't develop.

Signs and symptoms

- Headache
- Dizziness and confusion
- Loss of appetite and feeling sick
- Sweating with pale clammy skin
- Cramps in the arms, legs and stomach
- Fast, weakening pulse and rapid breathing

Treatment

- Lie victim down in a cool place and raise their legs.
- Give them lots of water to drink or isotonic sports drinks.
- Check their breathing, pulse and responsiveness.
- Suggest they get medical advice.
- Initiate Emergency Action Plan if condition deteriorates or does not improve.

Heatstroke

Heatstroke is even more serious than heat exhaustion and can be life-threatening. It is the failure of the body's ability to regulate its temperature. The body is unable to cool down on its own when it becomes too hot. It is caused by spending too much time in the sun, or after heat exhaustion when sweating ceases.

The priority is to cool the victim down as quickly as possible and initiate the Emergency Action Plan.

Signs and symptoms

- Headache, dizziness and discomfort
- Restlessness, confusion or unusual behaviour
- Hot flushed and dry skin
- A fast deterioration in the level of response
- A full bounding pulse
- Body temperature above 40°C (104°F).

Treatment

The priority is to cool the victim down as quickly as possible and initiate Emergency Action Plan.

Move them to a cool, shaded place and remove their outer clothing if possible.

Sit the individual down and wrap them in a cool, wet sheet. If there isn't a sheet available fan them or sponge them down with cold water to keep them cool. If available, use cold packs placed in the armpits and around the neck.

Monitor their temperature, as well as their breathing, pulse and level of response.

Be prepared to put them in the recovery position if they become unresponsive.

If they start getting hot again, repeat the cooling process to lower their temperature.

Occasionally, someone with heatstroke may experience seizures. Be prepared to recognize and treat these as appropriate.

FACILITY EQUIPMENT

Rescues and Launch capacity

Body Weight:

The maximum recommended launch safe limits of body weight is 6 persons or 990 lbs. This is sufficient to rescue at maximum the crew of a 4 person rowing shell. When larger rowing shells are employed, additional launch/rescue capacity should be considered.

Motor Dry Weight

- 9.9 HP: 39 kg/87 lbs
- 15 HP : 50 kg/ 111 lbs

Full 12 L Fuel Tank: 20.4 lbs

| CANADIAN COMPLIANCE NOTICE AVIS DE CONFORMITÉ CANADIEN | |
|--|---------------------------------|
| MAXIMUM RECOMMENDED SAFE LIMITS LIMITES MAXIMALES DE SÉCURITÉ RECOMMANDÉES | |
|  | 6 450 kg 990 lbs |
|  | 727 kg 1599 lbs |
|  | 15 kW 147.7 kg 20 HP 325 lbs |
| <small>ENGINE WEIGHT INCLUDES ENGINE AS WELL AS BATTERY AND FULL FUEL TANK (IF ANY ARE PRESENT). MAXIMUM ENGINE WEIGHT ALONE IS 104.5 KG (230 LBS). POIDS DU MOTEUR INCLUT LE MOTEUR, LA BATTERIE, ET LE RÉSERVOIR PLEIN (SI PRÉSENTS). POIDS MAXIMUM DU MOTEUR SEUL EST DE 104.5 KG (230 LBS). THE MAXIMUM RECOMMENDED SAFE LIMITS MIGHT HAVE TO BE REDUCED IN ADVERSE SEA AND WEATHER CONDITIONS. LES LIMITES MAXIMUM RECOMMANDÉES POURRAIENT ÊTRE RÉDUITES DANS LES SITUATIONS DE MER ET DE MÉTÉO DÉFAVORABLES.</small> | |
| SEABRIGHT MARINE LTD. (YHL) MODEL/MODÈL: SEABRIGHT 380P (PVC) | |
| <small>THE MANUFACTURER DECLARES THAT THIS PRODUCT COMPLIES WITH THE CONSTRUCTION REQUIREMENTS OF THE SMALL VESSEL REGULATIONS AS THEY READ ON THE DAY ON WHICH THE CONSTRUCTION OF THE VESSEL WAS STARTED OR ON THE DAY ON WHICH THE VESSEL WAS IMPORTED. LE FABRICANT ATTESTE QUE CE PRODUIT EST CONFORME AUX EXIGENCES DE CONSTRUCTION DU RÉGLEMENT SUR LES PETITS BÂTIMENTS EN VIGUEUR À LA DATE DU DÉBUT DE SA CONSTRUCTION OU DE SON IMPORTATION.</small> | |

Maximum rower weight, fuel weight and motor weight of KRC Launch: 1599 lbs

Fiberglass Docks

- The North 60' fiberglass dock is used by the KRC to launch /dock racing shells. The South dock is used by KCKC for their programming.
- Any visual damage, missing cotter pins between the docks and attaching ramps to docks shall be brought to the attention of the safety boat driver or coach who will correct the situation if possible and/or report it to the KRC Board so the situation can be rectified as quickly as possible.
- **As water levels drop during the rowing season, dock ramps must be moved further into the lake to avoid damage.**
- It is the responsibility of all rowers to report any dock issues in order to preserve this extremely valuable resource
- These docks are removed at the close of the season and reinstalled by the same club that removed them, in the spring. KRC shares this duty with KCKC.

Blue Docks

- The Blue dock is located below the highway at the boat ramp and is used to:
 - Facilitate docking/launching of up to 2 KRC coastal doubles at one time
 - Accommodate a maximum of 2 coach boats parked on the short end of the North End of the dock length.
- Coach boats should be moved to the fiberglass dock for all Learn to Row classes to facilitate tethering
- After launching safety boats at the Blue Dock, the boat trailers must be parked diagonally , side by side, below the highway to facilitate all 3 clubs having

unfettered access to the boat ramp area. See Kamloops Sports Council “ Lake Use Policy.”

- This dock is secured to the bank by several lines, and will require repositioning with changing lake levels.
- Report any difficulties accessing this dock to the Board of Directors.
- These docks remain in the water year-round.

Cox boxes

- Only coxswains are authorized to handle cox boxes
- This rowing tool is expensive and requires consistent qualified care. Connections are sensitive. Never pull on wires. Handle the hard plug ends only when attaching/removing them from the monitor.
- Lightly clean and Vaseline plugs and connections weekly
- Ensure the cox box is always stored in its protective case and on a table surface: not on the floor where it can be damaged.

Boat Parts

- All removable parts are to be marked for their boat and location, by either engraving or coloured tape.
- Pirating boat parts is forbidden except in emergencies with the permission of the head coach. If a part is removed from another boat, make a note of the removal on the blackboard in the boathouse.
- The head coach will have access to parts in order to control inventory. A well-stocked cabinet represents a large investment. Attention to proper care will reduce pressure on parts replacement cost.

Appendix 1: Crew boat Handling Procedure (8+, 4x, 4-)

Place appropriately sized, paired stretchers, outside the boathouse in order to receive a boat leaving the boathouse. Position stretchers properly to balance the boat and avoid fin damage:

| | |
|----------|-----------------------------|
| 8+ | between riggers 1/2 and 7/8 |
| 4+/4X/4- | under riggers 1 and 4 |
| 2-/2X/1X | slightly outside cockpit |

All boats will have their bow balls facing the boathouse door when stored. To access boats in the boathouse, equipment racks may need to be moved. This must be done in a controlled manner under good light. Rowers should remove sunglasses and watch closely to ensure that the riggers and bow/stern ends of boats do not touch as racks are moved.

The coxswain/bow person is in charge of the crew and boat on water and land unless the coach assumes charge of the crew/boat.

Commands to a crew are given in two parts:

- Preparation: state what is to be done by saying “Take the Weight”. No action is taken by the crew until the execution is said as stated below.
- Execution: the command to action is always preceded by the word “Ready” as it assists crew members to all anticipate that the physical action will occur after the word “Ready” is said. So, the execution is said like this “Ready, UP!” and now the crew lifts the boat after the word “UP” is given.

When boats are to be moved outside OR into the boathouse

- All oarlock gates must be checked by the crew to ensure they are securely closed prior to moving the shell as an open, swinging gate can damage a rower’s eye.
- There will be no talking amongst the crew so that all commands are heard and everyone is paying attention. This aspect of the sport is one of the most common times for damage to equipment to occur and/or for rowers to get injured by walking into an oarlock/rigger that they did not see while talking.
- All crew members moving all sized boats should be “eyes and ears wide open” to potential problems when shells are moved. Any crew member can give the command “Let It Run” should an immediate stop need to occur to avoid injury to person/equipment.
- All crew members will walk slowly when shouldering a boat and prepare to stop walking immediately should the command “Let It Run” be called inside/outside the boathouse or while being transported to/from the dock.
- If a rower is injured or possibly may be unable to carry the weight of a boat, it is the responsibility of that rower to tell the crew this fact so that no one is put at risk of

injury should the rower drop the boat. A substitute must be called in to help carry the boat for this rower. This will prevent injury to the rower and possible injury to the rest of the crew and boat damage should it be dropped by this injured rower.

- A crew member will not stand with their head inside the “rigger triangle” when positioning themselves to carry the boat that has riggers with back-stays.
- Crew members at the leading end of a boat being moved are responsible to ensure the boat heads toward the center of the boathouse door opening and steers clear of any visible objects.
- Crew members at the trailing end of the boat being moved are responsible to ensure that end of the boat does not come into contact with any other boat, human being nor the boathouse as it is walked through the center of the door leading outside.

Carrying Boat out of the Boathouse, Stretching

- Prior to putting “Hands On” the boat, line up by height staggered down both sides of the boat so that weight of the boat will be evenly distributed to all rowers carrying the boat. The KRC coxed boats will require more rowers at the heavier end of the shell. This shall be reinforced by the Designated Authority of the session.
- “Hands On”: all rowers to grab hold of their one gunwale with both hands.
- “Take the Weight” : all rowers lift the boat up slightly off of the racking arms
- “Back It Off”: the shell is moved sideways so that it clears the support arm completely while being held on both sides by rowers.
- If space is tight, the boat commands to be given will re-orientate the riggers to a vertical position (up and down) so there is less chance of the riggers hitting other boats and riggers as it is moved out of the boathouse. These are the commands to achieve that orientation:
- “Lake side up to shoulder”: crew members on the lakeside of the boathouse will place and hold their gunwale on their shoulder utilizing both hands on the gunwales
- “Highway side down to waist” crew members on the highway side of the boathouse will lower their gunwale to their waist by extending their forearms toward the floor while still using both hands to hold the lowered gunwale.
- If there is sufficient room to carry the shell parallel to the floor and riggers pointing to the boathouse walls: the gunwales are “shouldered” by all crew members for carrying purposes. Both hands are used to steady the gunwale on the rower’s shoulder. The command to achieve this would be “Up to shoulder. Ready, UP”
- “Walk it out. Ready, WALK”: the crew carries the boat outside the boathouse.
- Coxswains/bow person must walk at the stern end of the moving boat as it exits the boathouse, looking forward AND AROUND, SIDE TO SIDE for possible problems. This must be done from the bow end as the boat re-enters the boathouse upon conclusion of the rowing session.
- The front end of the boat leaving the boathouse should be pointed to the center of the doorway to avoid hitting any equipment or boathouse structure unless directed to do differently by the Coxswain/Bow Person or Designated Authority.

- “Let it Run”: Once outside and properly aligned next to the 2 stretchers, the crew will stop walking on this command.
- “Flatten out the boat”: if the boat is being carried with riggers vertically, all crew members will now reposition the boat so it is being held parallel to the ground, forearms extended.
- “Up to shoulder, Ready UP”: all crew members now raise the boat simultaneously so that the gunwale is on their shoulder.
- “Hands across. Push it up, Ready, UP”: crews are holding both gunwales with their 2 hands and they then push the boat straight up, straightening both arms.
- “Roll Away from the Stretchers. Ready ROLL”: all crew members swing the held boat toward the highway gently while maintaining a grip on both gunwales. At this time, an inside grip with one hand can grab onto the top deck of the boat through one of the many holes in the deck surface. The other hand can be placed under (cradling and protecting the hull from a knee drop).
- “Lift UP and Walk it back. Ready WALK” command is given and the shell is held high as it is walked back onto the stretchers by the crew simultaneously.
- “Lower down slowly. Ready DOWN”: the boat is now lowered into the stretchers slowly. The stern end crew members should be aware of the location of the fin so that the boat is not lowered onto the fin in the stretchers as it will weaken and possibly break the fin off rendering the shell unrowable should it occur. If this stretcher needs moving, the coxswain/bow person or Designated Authority can help move this stretcher.
- “Great work everyone”: a little praise goes a long way when moving a heavy boat!

Stretcher to Dock to Water Surface

- To pick the boat up off the stretchers, all crew members shall line up in the same position alongside the length of the boat gunwales and should face the boat house/ stern end of the shell.
- “Hands ON” command is given and each rower will place the hand closest to the boat across to the other gunwale. The rower’s other hand will grasp the closest gunwale to the rower. Your foot, farthest away from the side of the boat shall be forward of your other foot. This allows you to have good balance as the lifting of the boat occurs.
- “Overhead. Ready, UP”: the boat is lifted overhead by the crew and all crew members are now facing the dock/ bow end of the shell. Yes, it is magic!
- “Split”: starting at the leading end of the boat (bow end), each crew member, one by one, staggers placement of one gunwale on their shoulder opposite from the rower in front of them. Both hands of the rower shall be holding on to the one gunwale.
- “Walk it out. Ready, WALK”: the crew walks in-step with each other and slowly toward the dock. The crew should remain “all eyes and ears open” to ensure an uneventful trip to the dock.

- Commands will be given which ramp and which side of the dock to walk toward by the coxswain/bow person or Designated Authority and crew members shall avoid stepping on any blades or other objects on the dock.
- “Let it Run”: the crew stops on the dock when they are in an optimal position to put the boat on the water.
- “Hand across” : all rowers now grasp both gunwales
- “Overhead. Ready, UP” is given to direct the crew to push the boat up, overhead.
- “Toe to the edge”: all crew members move sideways on the dock to a point that allows each crew member to put their water side foot on the edge of the dock.
- “To the water. Ready, ROLL” : all crew members gently roll the shell toward the water while turning it right side up. Inside grip on the deck of the boat can be taken if it is too challenging to hold onto just the gunwale. The other hand can either hold a gunwale or be placed on the side of the boat to help push it away from the dock edge as the boat is lowered to the water.
- “And DOWN” : all crew members gently place the boat on the water.
- Coxswains stand at the fin (stern end) pushing the shell away from the edge to avoid hitting the fin. Keep the boats away from the edge of the dock at all times and lean away when shoving off or landing to keep riggers above the dock.
- One crew member shall be directed to hold the boat at the dock until the dockside blades are placed in their oarlocks. This will help anchor the boat to the dock while all other preparations occur to launch and prevent the boat from drifting away from the dock in windy conditions.

From Water Surface to Dock to Stretchers

- With all blades and equipment removed all crew members have their shoes on, rowers shall take their same position at the dockside as they were when the boat was carried to the dock. All rowers are facing away from the shoreline end of the dock now.
- “Hands On” command is given and each rower will place the hand closest to the boat across to the other gunwale. The rower’s other hand will grasp the closest gunwale.
- “Overhead. Ready, UP” : the boat is lifted overhead by the crew and all crew members are now facing the shoreline end of the dock. Yes, magic has happened again!
- “Split” : starting at the end of the boat facing the shoreline end of the dock, each crew member, one by one, staggers placement of the gunwale on the shoulder opposite from the rower in front of them.
- “Walk it out. Ready, WALK” : the crew walks in-step with each other and slowly toward the boathouse. The crew should remain “all eyes and ears open” to ensure an uneventful trip to the boathouse.
- Once everyone is off the dock “Walk toward the highway” lets the bow end (leading end of the boat) of the boat head toward an area where turning the boat will occur.

Remember boats are racked in the boathouse with the bow ball facing toward the door.

- “Let it Run”: the crew comes to a stop.
- “Turn the boat. Ready, TURN”: the bow crew allows the stern end of the boat to take the lead toward the boathouse. As the turn occurs, the bow end should not be walking forward until the stern end can see straight ahead to the boathouse.
- “Walk it out. Ready, WALK”: when the stern end can see straight ahead toward the boathouse, the crew now walks together toward the stretchers. A command will be given which side of the stretchers to walk toward.
- “Let it Run”: the crew stops alongside the stretchers at their proper placement on the full length of the boat.
- “Hand across”: all rowers now grasp both gunwales
- “Overhead. Ready, UP” is given to direct the crew to push the boat overhead.
- “Roll away. Ready, ROLL”: the crew rolls the boat away from the stretchers and holds the boat at their waist level
- “Walk it back. Ready WALK” command is given and the shell is held high as it is walked back onto the stretchers by the crew simultaneously.
- “Lower into stretchers. Ready DOWN”: the crew lowers the boat into the stretchers slowly. The stern end crew members should be aware of the location of the fin so that the boat is not lowered onto the fin in the stretchers as it will weaken and possibly break the fin off rendering the shell unrowable should it occur.
- “Great job, everyone”: a pat on the back for everyone is a great way to acknowledge a job well done