



FALSE CREEK ROWING CLUB

ROWING & SAFETY HANDBOOK

Coaches Version

Take care while you row with us.

Updated: February 3, 2019

CONTENTS

Coach's Safety Responsibilities	3
Before leaving the dock, responsibilities include:	3
Know Your Athletes	3
Coaches Safety Checklist	3
Coach Boat Inspection	4
Daily Inspections	4
Boat	4
Engine	4
Small Vessel Regulation Safety Equipment	4
Rescue Equipment	4
While on the Water, a coach's responsibilities include:	4
What to do in an Emergency	6
Emergency Communications	6
Marine Communications	6
Cell Phones	6
Non-Emergency Contact Numbers	6
Appendix A – Rower and Coaches Water Emergency Action Plan	7
Safety Boat	8
More than one rower overboard!	9
Sudden sickness while rowing:	9
Post rescue	10
Recovering the Rowing Shell	10
Appendix B – Fueling Procedures	11

Coach's Safety Responsibilities

- All coaches should have a minimum of NCCP Level 1 Coaching Training or Certification or be undergoing training to acquire such.
- All safety and coach boat operators require a "Pleasure Craft Operator Card" which is a mandatory requirement by TC (Competency of Operators of Pleasure Craft Regulations of the Canada Shipping Act) to operate a safety launch.

Before leaving the dock, responsibilities include:

Know Your Athletes

- Minors (under 19) must not proceed on the water without the supervision of a coach (or an approved substitute) in a launch. The first launch out for each workout will be a coach boat.
- All Juniors and Novice (1 year of rowing or less) crews shall have a maximum launch/athlete ratio of 1/9, if three or more launches out then 1/12. This includes passengers in the coach boat.
- During the period from December 1 through January 31, small shell rowing (2x, 2-, 1x) will be restricted to crews under strict group supervision, other than experienced rowers.
- The maximum recommended launch/athlete ratio is 1/15 for experienced crews in a structured program. This includes passengers in the coach boat. All crews must stay in proximity to the launch responsible for their supervision.
- During organized rowing, at least one launch will remain on the water or ready at the dock until all crews are off the water.

Coaches Safety Checklist

- Ensure all rowers have signed out shells using the FCRC shell sign out book.
- Check the weather conditions and water conditions for debris. Look at the Canadian Flag in Vanier Park across from the FCRC bay to help determine the best launching and rowing conditions.
- Prepare the coach boat with gas tank, appropriate number of personal floatation devices (enough for occupants of the coach boat plus the largest boat on the water), blankets and first aid kit and recovery items.
- Meet the athletes and coxswains to discuss the workout, traffic pattern and any unusual circumstances on the waterway – eg: yachting club/paddling events, other water user's practices, tour boats
- Check the rowers and coxswain are dressed appropriately for their workout. Dress in layers and make sure your lower back and feet are well protected. Every rower must wear bright colours: ideally fluorescent colours. The coach and/or the FCRC safety officer can ask a rower to wear a safety vest if bright colours are not being worn.
- Make sure rowers have the supplies that will keep you physically comfortable and safe - such as hat, sunglasses, sunscreen, water, whistle and for winter rowing an appropriate amount of warm clothing/pogies.
- Check all equipment before leaving the docks – rowers and their coxswain are responsible for checking the conditions of their own shell and its rigging. Please bring any missing parts to the attention of the coach and equipment manager immediately.

Coach Boat Inspection

Daily Inspections

Daily inspections ensure that all safety/coach boats and engines are in a safe and in proper working condition. These inspections should be taken seriously and can be the difference in preventing an accident from occurring. Also, if crews simply ensure that all bolts are tightened and the oil reservoir is filled, they can help extend the life of the equipment substantially.

Boat

- Ensure that the Transom Plug is in Place and properly secured before launching.
- Ensure that the hull is in proper condition
- Ensure that there are no objects under the hull that will cause damage when the coach boat is moved to the water
- Affix navigation lights as required by the time of day

Engine

- Ensure engine transom clamps are firmly tightened and the chain attached to stop it from jumping off.
- Ensure that the engine is in good working order
- Ensure that all gas lines are properly secured
- Ensure that the gas tank has sufficient fuel: at least half full if in doubt
- Put engine in neutral before starting
- Ensure the kill switch and cord are attached to the engine and the coach boat operator
- If other people are in the coach boat, communicate with them that the engine is being turned over

* Fueling procedures are described in Appendix B.

Small Vessel Regulation Safety Equipment

- Ensure that all regulatory gear is on board. Safety Equipment must be able to meet requirements for the largest rowing vessel being used.

Rescue Equipment

- Ensure that any rescue equipment is on coach boat
- Tow line
- Ladder/Safety lines
- Signaling device
- Pump or bailer
- Also to be carried: sufficient life jackets for every rower in the largest boat under the coach's supervision, plus the occupants of the coach boat itself.

While on the Water, a coach's responsibilities include:

- Wear a personal floatation device while operating the coach boat
- ALWAYS have the engine kill cord attached to you while operating a coach boat
- Before leaving the dock, make note of how many rowers and shells you are responsible for

- Before leaving the dock talk with any other FCRC coach boat operators and test any radios to ensure you are both on the same frequency and the volume is loud enough or ensure if you have a cell phone that you have their number.
- Have a plan for coach boat placement if there are multiple safety boats on the water – ie: one coach boat at each end of the course
- Ensure all rowers are following the designated rowing pattern

Be courteous while moving along the rowing course ensuring your coach boat is not swamping rowers. Ensure, when possible, that the coach boat is properly trimmed to limit the wash/wake and the impact that the vessel has on other vessels in the area. This can be accomplished by changing the angle of the engine relative to the coach boat or by changing the position of objects in the coach boat to redistribute the weight and level it out.

WHAT TO DO IN AN EMERGENCY

Emergency Communications

Marine Communications

Coaches must carry a cell phone for emergency communication.

For any emergency requiring external assistance TELEPHONE 911, and state the following: Which agency required (Police, Ambulance, Fire, Coast Guard). If you just require the Marine Police and it is an emergency, call 604-665-9346.

1. Your name and location: FALSE CREEK ROWING CLUB, FALSE CREEK, BURRARD CIVIC MARINA, Vanier Park
2. A concise description of the event
3. Any need for water rescue

Any incidents involving outside agencies or authorities, non-FCRC vessels or property, injury or harm sustained by athletes or substantial damage to shells must be documented in an Incident Form and the Safety Officer notified. This Incident Form is found in a red binder above the shell sign out shelf.

Cell Phones

*16 on some cell phones will directly call the Canadian Coast Guard Marine Communications and Traffic Service Centers. (*16 service is provided by Telus, but not by Fido or Virgin)

Note: cell phones are not a reliable substitute for a marine radio and not the best means of issuing a distress call. Cell phones can lose reception or get wet and damaged. Calling from your cell phone does not alert other vessels close to you that you are in distress. Unlike VHF transmissions, some wireless phone signals cannot be followed back to your location by rescuers. The Canadian Power and Sail Squadrons provide training regarding the use of VHF radios. <http://www.cps-ecp.ca/>

Non-Emergency Contact Numbers

Contact Vancouver Police Department Marine Division: 604-717-3744

Nearest Hospitals:

St. Paul's Hospital

1081 Burrard Street
604-682-2344 (main switchboard only)

Vancouver Hospital

855 West 12th Avenue
604-875-4111 (main switchboard only)

Other Non-Emergency Numbers:

Harbour Patrol: 604-665-9086
Ambulance: 604-872-5151
Fire Department: 604-665-6000
Police: 604-717-3321
Boating Safety: 604-666-0146
Weather (taped message): 604-664-9032

APPENDIX A – ROWER AND COACHES WATER EMERGENCY ACTION PLAN

The objective of a Water Emergency Action Plan:

1. To save life
2. To prevent injury
3. To minimize damage to equipment

Emergency scenario examples:

Rower Overboard!

1. Emergency action by the rower overboard:

- If an event occurs which begins to lead to a rower(s) out of the boat, relax and try to balance the boat first. Hold onto the oars.
- If you sense that in a few seconds you will fall into water, use the few moments to mentally take control - you know what to do, so do it!
- Avoid jumping into cold water - try to slide into the water
- If possible, take a deep breath before hitting the water
- Be prepared for the shock of cold water
- Try to keep your face out of the water - keep your back to the waves
- Try to keep water away from nose and throat
- Don't be frightened if you feel disoriented or gasping for air, it will pass
- As soon as possible get your bearings - Where is your shell? Is it overturned? Where are other shells? Where is the coach boat?
- Hang onto your shell immediately and do not leave it
- Blow your whistle as hard and as long as you can
- Yell for help if you can
- Your priority now is to get as much of your body as you can out of the water. Pull yourself onto your overturned shell (at least get your torso on top of shell)
- If the shell is not overturned, hold on to anything on the shell with your torso out of the water as much as possible.
- Do not try to get back into the shell unless you are certain of very quick success
- If you cannot get yourself onto the shell have your life jacket on or your PFD activated and assume a fetal position to conserve body heat.
- Do not leave your shell and do not try to swim to shore without using it as a floatation device.
- Paddle your boat to shore with your hands while you are lying on the hull while waiting for rescue.
- Check for each member of your crew, if one or more are not visible, call out to them

2. Emergency action by other shells or coach boats in the vicinity:

- Each coxswain, bow person and rower must always keep an ear open for whistle sounds or cries for help
- Respond immediately!
- In coxed shells, coxswain takes charge of the rescue, the bow person takes charge in coxless shells
- "Hold water"
- Whistle, yell, wave both arms to hail coach boat
- Show direction of "help needed" by waving one arm
- Approach rower in water from the lee side (downwind side), or the direction which oncoming traffic will approach the person in the water if possible (to protect them from being run over)
- Ask rower in water: "Are you OK? Any injuries?"
- Instruct rower to stay with the shell and lift torso onto shell

- Assure rower that help is coming
 - Stay with rower(s)
 - When coach boat arrives, report how long the rower has been in the water and pass on any information about the rower's condition
3. Emergency action by the coach/safety person in the coach boat
- Wear your life jacket or pfd
 - Approach the site into the wind to prevent the launch from being pushed into the accident and to ensure maximum control. If possible, approach so that you are between the person in the water and any oncoming traffic.
 - The crew in the coach boat should never stand up in a small open unstable boat.
 - Turn the motor off as soon as you are in position to bring the athlete on board. Do not leave motor in neutral, idling
 - Take charge of the situation: "We are here!" Reassure rower in the water.
 - Enquire: Are you OK? Any injuries?
 - Get further information from coxswain or rowers of nearby shells
 - Lower rescue ladder from the transom for rescue, or over the bow in a boat with a broad bow. Pulling someone in over the side of the boat may cause the safety boat to flip making things worse.
 - Depending on weather and water conditions, a rower may stay warmer by getting back into their rowing shell and actively rowing compared to being exposed to wind in wet clothing.

Rower who is shivering but who is rational, and not injured otherwise should be helped into the coach boat, wrapped up in blankets and taken immediately to the dock. If still OK, have rower go into a shower (with someone accompanying him/her), ensure clothes removed and person gets in warm shower. The rower should be observed for couple of hours and should avoid activity until fully recovered. There is a shower in the Burrard Civic Marina and at the False Creek Community Centre and Creekside Community and Recreation Centre.

Rower showing disorientation, problems with breathing, falling into unconsciousness, etc. should be lifted into the coach boat with utmost care and kept in the horizontal position as much as possible. Once in the coach boat, the rower should be kept as still as possible. Cover the rower with a blanket and speed to the nearest dock. If possible, call ahead for help and urgent transport to a hospital.

Safety Boat

It may be necessary to use the transom area for the recovery.

- Conscious – not injured

Recover the casualty from the transom or use the portable rescue steps aboard the safety boat. Ask the rower to leverage themselves up on the engine and back of the boat to hoist themselves into the boat or climb up the rescue stairs set over the side of the boat. The coach may be required to counter balance the weight by moving to the bow of the boat.

- Conscious – injured

Recover the casualty facing away from the boat, lift under the arms or by clothing; ensuring that no further injury is caused. First, lift the victim to assess, and then help maneuver the person around and into the boat. Ensure that the person is placed in a comfortable position, low in the boat to avoid any further injuries.

- Unconscious

Place the casualty facing away from the boat, lift under the arms or by clothing; ensuring that no further injury is caused. First, lift the victim to the top of the gunnel and assess, and then help maneuver the person around and into the boat. Ensure that the person is placed in a comfortable position, low in the boat to avoid any further injuries.

If there are two people in the safety boat, it may be necessary for one of the two to move to the far side of the boat to rebalance the list (heel) of the vessel and ensure that the boat does not take on water on the side where the casualty is being recovered. This is specific to the boat and training will ensure that crews understand the dynamics of the vessel

More than one rower overboard!

The principles outlined above can be applied to the situation. Be aware of the space limitations of the coach boat. Immediately call for extra coach boats.

Collision between shells or a floating or stationary object with rower overboard:

- In coxed shells, coxswain in charge (or bow person in coxless shell)
- Immediately whistle, yell, or signal with both arms waving for coach boat
- Immediately throw lifejacket to rower(s) in water
- If need be, detach one oar and push it to rower
- Under no circumstances leave the shell or have any rower swim from the shell
- While waiting for coach boat, keep watching and assisting rowers in water
- Assess the situation: is anyone in the shell(s) injured?
- Does the injured require immediate first aid?
- If so, order all to balance shell, rower behind injured rower to administer aid
- Assess the shell: is there damage to the shell(s)?
- Is the shell taking on water?
- Can the shell be rowed back to the dock or to a safe haven?
- If so, wait till coach boat (or other vessels assisting) arrives to rescue rower in water

Shell is swamped but floating and rowers are still in the shell:

- Coxswain (or bow person in a coxless shell) in charge
- Immediately signal for help
- Start bailing immediately
- Untie shoes
- Put on lifejackets or PFD's
- Put on whatever extra clothing is available, including hats
- Cox and bow person constantly account for all rowers and each other

Note: If the shell fills with water to the gunnels, it will still float; however, if gunnels are below water level, the shell may break up. If shell is breaking up, one at a time the rowers should slip into the water, keep hold of the shell for flotation. (DO NOT JUMP into the water). Remove the oars and place them parallel to the hull. Move to the ends of the shell and attempt to roll the shell over. Rowers must buddy up and hang onto each other with torso's over the hull while waiting for rescue.

Sudden sickness while rowing:

- If rower becomes sick, return shell to dock immediately.
- In warm weather conditions, consider heat exhaustion or heat stroke. Symptoms include headache, nausea, pallor, rapid pulse - skin may be warm, flushed, without sweat - pulse may become rapid,

pounding. There may be behaviour changes and even unconsciousness. Even while moving back to the dock, douse the rower with cool water, shade from the sun, fan the face, and loosen clothing. Call ahead for immediate paramedical/medical attention.

Post rescue

- Coach in charge
- Inspect rescued or injured person
- Stop bleeding
- Ensure clear airway
- Provide warmth - or in case of suspected heat exhaustion or heat stroke, cool person down
- In all situations, use common sense and err on the side of caution: send for paramedical help
- Do not transport injured or sick persons in your personal vehicle
- Record information about the person and the event for the club records: submit it to the Safety Officer or the President for safekeeping
- Determine if any further follow up is needed to help improve safety culture

Recovering the Rowing Shell

- Remove the oars from the oarlocks and place in coach boat
- Using one rigger pull the shell towards the side of the coach boat so the shell is parallel to the coach boat
- Holding onto rigger, put the coach boat in drive and idle slowly towards the dock
- Should a shell fill with water or submerge and safe harbour is not possible, the following procedure is to be followed: The shell should be rolled upside-down to increase buoyancy by trapping as much air as possible. If wind is a factor, roll shell with the wind. Oars should remain in the oarlocks to increase buoyancy.

APPENDIX B – FUELING PROCEDURES

Fueling Procedures at the gas barge

Raw fuel is extremely harmful to the marine environment and its vapours create a fire hazard. Follow these procedures, steps-by-step, when refueling:

- Moor your coach boat securely to prevent spillage
- Shut off all engines
- Send guests ashore
- Do not smoke while refueling
- Turn off electrical switches, power supplies, and avoid using electrical devices such as portable radios or cell phones
- Remove portable tanks from the vessel before refueling
- Know the capacity of the fuel tank and do not overfill it – you have a duty to prevent leakage or spillage of fuel into the hull or water
- Wipe up spillage and properly dispose of the cloth or towel used
- No person shall knowingly allow leakage of fuel within or from a small vessel
- Return filled gas tanks to the FCRC dock, place in the gas storage container and ensure the air lock is released