

**POLICIES AND PROCEDURES OF
NARRAGANSETT BOAT CLUB**
Last revised September 15, 2008

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1.0 Introduction

1.1 Although the Constitution and Bylaws have ably guided the Club through the years, they do not provide the detailed information needed to handle many situations that occur within the club and on the river. This manual has been written to help the officers and members of the club with these problems.

1.2 The policies and procedures that follow shall be consistent with the Constitution and Bylaws, and subject to review by the Board of Governors and its committees.

2.0 Use of Facilities

2.1 Opening the boathouse

Unlock the padlock on the gate and then re-lock it to the chain so that it isn't lost or stolen. Open the front door by unlocking the top lock. The bay door is opened by unbolting the latches on each side of the door.

2.2 Closing the Boathouse

Check whether other rowers are still out by clicking the "Check Boat In" button on the computer screen to see what boats are still listed as out. Also check to see if any shells are missing from the racks to make sure you don't lock anyone out. If anyone is still out, leave a pair of slings on the dock for them. In locking the boathouse, first make sure the dock is clear of equipment. Then bolt the overhead door by engaging the latch on the right. If someone is out don't bolt the left side. If you are the last person, secure the overhead door with the padlock on the left side. Next check the doors and windows upstairs to see that they are shut and secure. Make sure that the showers and taps are completely turned off and turn off all lights. Lock the front door and secure the front gate with the chain and padlock.

2.3 Locker space Lockers are available on a first-come basis to all active members. Large lockers in the men's locker room will be for day use only.

When the number of members requesting lockers exceeds the number available, continued use of a locker will be guaranteed to those rowing more than 100 miles per year. Any member requesting a locker space shall see the Captain who will keep an accurate waiting list. Lockers must be completely emptied for the month of January every year for renovations. Any locks will be cut and the contents removed.

2.4 Private shell space

"Grandfathered" racks are available to Peter Wilhelm and Howard Kilguss for their private boats. These spaces are not transferable and will continue to be available provided that each boat's mileage exceeds 500 miles per year. No further grandfathering will be allowed.

2.5 Private shell storage policy

These are the club goals related to racks, in priority order:

1. Meet demand for boats at times of highest demand (currently 5:45 am – 7 am plus certain high demand lesson and/or program periods, as identified by the Director of Rowing)

2. Increase club revenues to the extent practicable
3. Minimize normal wear and tear on club boats
4. Avoid having to remove private boats - for collegial reasons

a. The charge for a private boat rack for a single shell is one-half of one full regular membership fees. Team boat storage may be available, please consult the Captain and/or the BOG for pricing and availability.

b. All members are encouraged to use club boats and equipment.

c. Club boats will always have priority of rack space over private boats.

d. A member who has rowed at least one year in NBC boats and has demonstrated a commitment to rowing may petition the Board of Governors in writing for permission to use rack space for a private boat. The Board, at its discretion, may ask the owner of the boat with the fewest trips to remove his / her boat from the club to make space for this boat.

e. If storage space is available, members may store a private boat at the Boat Club with the understanding that his/her boat will be removed from the club with a one-month notice at the discretion of the Captain or the Board of Governors. The rack fee is one-half the amount of regular individual membership dues. If a member is asked to remove his/her boat the collected rack fee will be refunded at a pro-rated basis from the first of the year.

f. If a private shell owner allows Club members to use the boat without restrictions, the BOG may offer to waive the rack fee, cover the boat under the Club insurance policy, and help pay for repairs required from wear and tear and damage from use by the Club. Limited restrictions on the use may be requested by the Owner of the boat, and may be accepted or rejected by the BOG.

g. In the event that the Captain or the Board of Governors deems it necessary to ask a club member to remove his/her boat from the club, the boat with the least number of trips in the previous calendar year will be the first removed from the club followed by the boat with the next fewest trips. The process will be continued until all necessary rack space is made available to the Club. Trips are determined as the number of times a boat is rowed. Only one trip per day per person will be counted. Extra credit may be allowed for rush hour rowing (see goal 1 above) and physical size (very large or small rowers who don't fit in most club boats) in tiebreaker situations only, at the discretion of the Captain.

h. For ranking purposes in the allocation of Private racks at the NBC, "Trips" are defined as rows in a single scull. A row must be at least four miles to count as a trip.

Rows in non-single scull boats do not count as "trips" except as follows. If the private boat is a double / pair, rows in that private boat count as "trips" for the purposes of ranking. Rows in Club double / pairs that year do not count as "trips" unless noted otherwise in this policy.

i. If a private boat goes to a regatta, each day rowed counts as one "trip" per person who rowed regardless of how long the shell is away from the Club, how many races are held, or how many times the person practices at the event.

j. Any rows done away from the Seekonk, except as noted above, do not count as a "Trips". Rowing camps, vacations, time trials or practices on rivers other than the Seekonk, do not count as "trips".

k. If a private boat is broken and under repair for a limited period of time, (1 to 8 weeks), rows by that person in a like club boat are counted as "trips" on the broken private boat during that repair time. When a person requests a rack for the first time, only "trips" as defined here-in in the type of boat the person is requesting storage for, count in calculating the ranking of the person's application.

l. If a person shares a boat, all "trips" on the boat count in the ranking.

m. If a rack is shared for multiple boats, trips on all boats (subject to the one trip per rower per day limit) accrue to maintaining that use of the rack.

n. This policy supersedes all other by-laws or written advice with regard to boat storage policy.

2.6 Private oar storage policy

a. All Club members are encouraged to use Club oars

b. A club member may store no more than one set of oars at the boat club without permission from the Board of Governors or the Captain.

c. Oars not used regularly (at least once a month) shall be removed from the boat house or they will be assumed to be available for general use and moved to the other side of the boathouse.

- d. Oars shall be painted as follows: Stripe Color shall be navy blue. Background shall be Gloss white. Stripes shall be 1" wide. Space between stripes shall be 1". Stripes shall start 1" in from upper outer tip of the oar and go inward (toward the boat) at a 30-degree angle.
- e. Members must use oars bearing Club Colors at all races.
- f. Oars must be identified with the owner's name written on the sleeve of the oar in indelible magic marker or on tape around the shaft.

2.7 Boathouse rental

Individuals with the permission of the Board of Governors may rent the clubhouse for non-commercial purposes. The renter must sign a rental agreement detailing rules and regulations. Renters must be present while the club is rented, are responsible for the conduct of their guests, and must insure that the boathouse is left in good condition and properly secured upon leaving. A charge of \$200 and a deposit of \$200 are levied.

2.8 Pets are not allowed in the boathouse or on the dock

2.9 Smoking is not allowed on Boat Club property

3.0 Use of Equipment

3.1 Using the shells and sculls

Use only those shells you are certified to use by the Captain. Use only Club oars, located on the river side of the boathouse. The club has many new Concept II hatchet oars that can be used with most shells. However, it is best to use standard Macon Spoons for beginner shells.

3.2 Taking out a shell

- a. Check the Boat Use Schedule downstairs to make sure the boat you plan to use is free for the time you plan to use it. Shell sign up occurs three times during the rowing season. You may sign up for a boat for regular use at that time. Please check the NBC calendar for the next sign up date. In the logbook enter the date, time, your name and the name of the shell you are going to use.
- b. If needed, clean any dirt or grime from the oar sleeves and spray WD- 40 onto the flat part of the sleeves close to the collar. Put your oars on the dock with blades facing up and, if they're not already there, bring down a pair of slings, bucket and sponges.
- c. If you are unsure of yourself, arrange for help carrying your shell to the water. Make sure you have a clear pathway to the dock. Before taking your shell off the rack use a Styrofoam block to raise the shell on the rack above yours. Do not bump your oarlocks, riggers or hull into the other shells. As you walk your shell out of the house hold the boat securely and be wary of other shells and gusts of wind.
- d. Once your shell is on the water or in the slings, check it for damage and for tightness of oarlock, rigger and boot-stretcher hardware. Make sure your boat has a bow ball and functioning heel restraints. Be aware of motorboat traffic: if there are any wakes, hold your shell away from the dock. Put oars into the oarlocks, dockside first. The red tape on the oars is for the port side, green for starboard. Do not jam the shafts into the oarlocks. Make sure the oarlocks are closed before getting into the shell.
- e. Don't forget to take your boathouse key with you! Tie it to the boat or to yourself. Shut and lock the overhead door by engaging the latch.

3.3 Getting into the boat

a. Sculling

1. Make sure both sculls are flat and extended all the way through the oarlocks as far as the buttons will allow. Position the grips aft of the tracks over the boot stretchers, holding both grips with your riverside.
2. Place your riverside foot on the footpad between the tracks at stern end. Hold the dockside rigger with your dockside hand. While holding both sculls with your riverside hand and the rigger with your dockside hand, stand in the shell and then gently lower yourself onto the seat. Place no weight on the splashboards.

b. Sweeps

1. Always wait for instructions from the Coxswain. Shells are always launched downstream. You will be guided to extend portside oars out before entering the boat.
2. Place your riverside foot on the footpad between the tracks at stern end. Hold the dockside rigger with your dockside hand. While holding the oar handle with your riverside hand and the rigger with your dockside hand, stand in the shell and then gently lower yourself onto the seat. Place no weight on the splashboards.

3.4 Rowing on the river

Navigation of Sweep-Oared Shells is done by a coxswain. It is important to pay attention to the Coxswains' commands at all times. Be aware of everything around you at all times; don't assume anything; leave nothing to doubt. Do not try to row any harder than your ability to maintain safe control allows. It is more important to develop a smooth style than a strong but sloppy one. The Seekonk is a tidal river with strong currents and eddies, especially near its bridges. Be careful. The following rules are written for Scullers and Coxswains, however, it is important for all rowers to understand navigation of the Seekonk.

Follow these common sense rules:

- a. When rowing up river, keep to the East Providence half of the channel or river. When going down river towards the bay, stay on the Providence side. All traffic should pass port to port.
- b. When rowing with other boats, always make steering allowances for your companions. Don't cut them off when you steer around buoys and give them plenty of room when you pass through bridges. If you're in a narrow spot with traffic coming against you, move to the starboard side in single file. If a faster boat is overtaking you, move to starboard.
- c. If faster boats are approaching, always move to the starboard side of the river to be overtaken.
- d. Always keep an eye out for buoys, floating debris and motorboats. At least every ten strokes look to see what's in front of you. If a large wake is approaching, turn your shell parallel to the wake and keep your oars flat on the water. Ride out the wake.
- e. If you hit something, hold onto your oars. They are your best means of floatation. If anything is broken, get the pieces so they can be glued back together.
- f. Beginners should not row beyond buoy #9 to the North and the railroad bridge to the South.
- g. The tide level determines when you have to row in the channel. The indicator line is the flat rocks north of the Boat Club. If the water level is below the lowest flat rocks, stay in the channel between the red buoys and green cans, except that you may cut buoy #6 when rowing northward in the channel. When the tide is high enough, you may row on the racecourse keeping to starboard and being alert. Other boats may be practicing on the course. Never row on the East Providence side of the red buoys. When heading north past Buoy #17, always stay in the channel no matter what the tide level may be.
- h. Returning from Pawtucket, stay in the channel until you reach Buoy # 19.
- i. You may enter the racecourse, if the tide is high enough, or continue south in the channel.

BASIC ROWING NAVIGATION RULES FOR THE SEEKONK

September 15, 1996

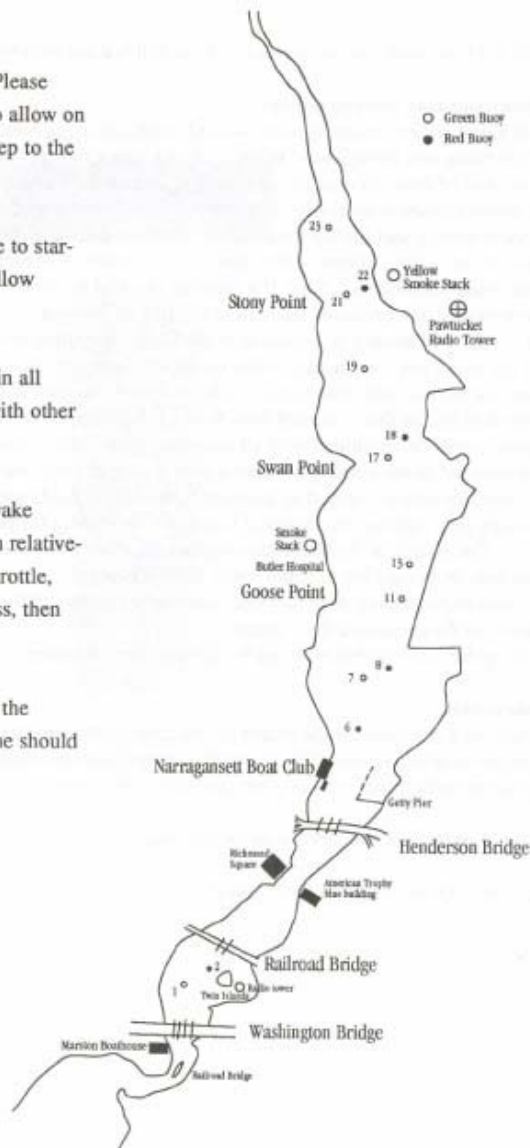
1. All boats should pass port to port. Please move as far to starboard as possible to allow oncoming traffic adequate clearance. Keep to the right, stay out of the middle.

2. Slower traffic must yield and move to starboard (right as you face the bow) to allow faster traffic through.

3. Shells turning around must check in all directions to be sure not to interfere with other boats traveling the river.

4. Power boats should control their wake around all shells. It is best to approach relatively close to oncoming traffic, cut the throttle, eliminating your wake to let shells pass, then increase throttle to a normal pace.

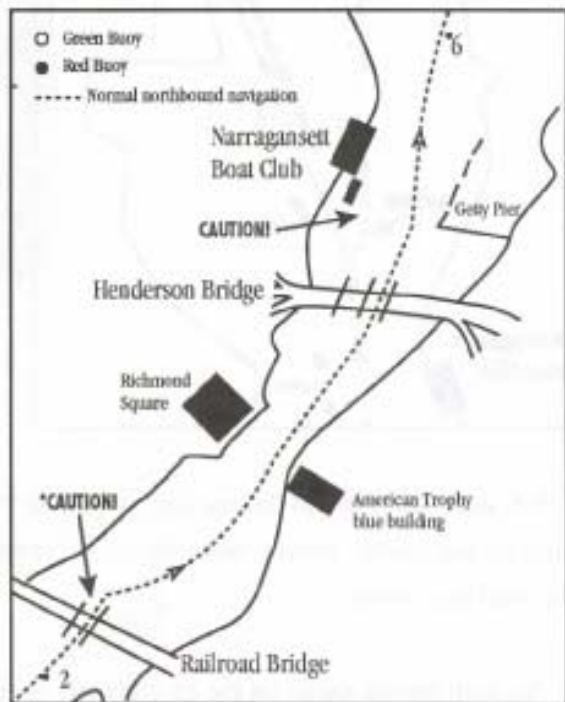
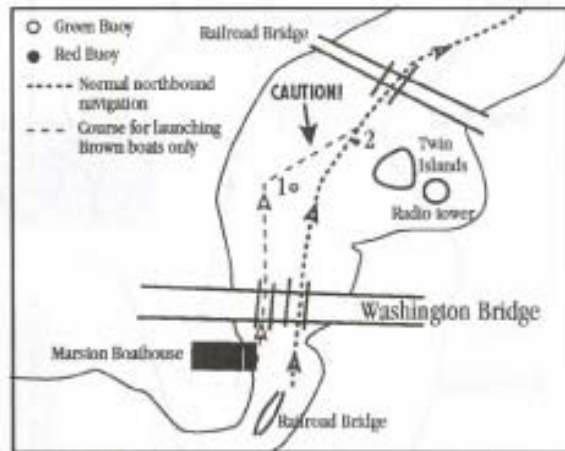
5. If you see a shell approaching and the rower(s) / coxswain is not where he/she should be, let them know. Communicate.



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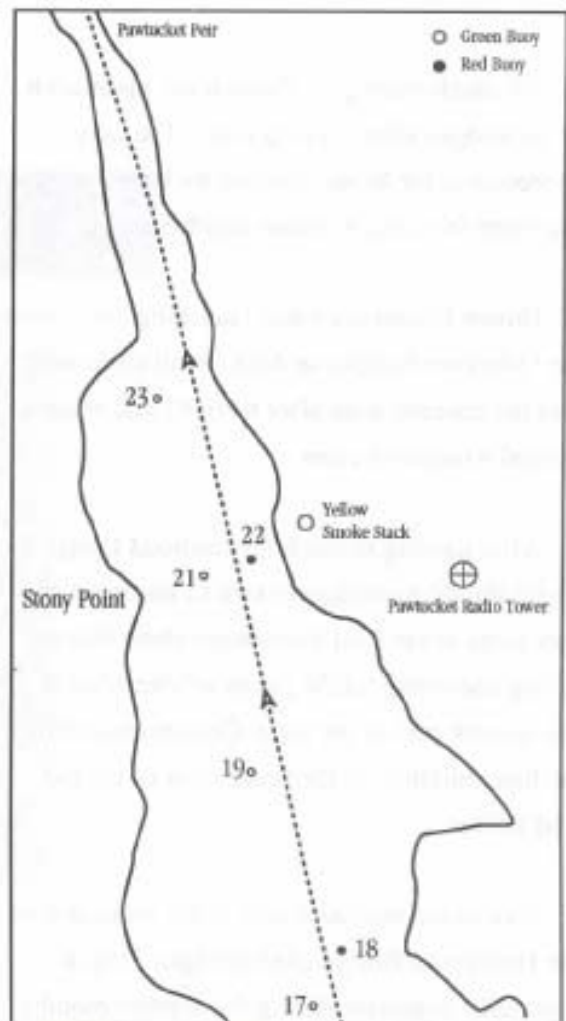
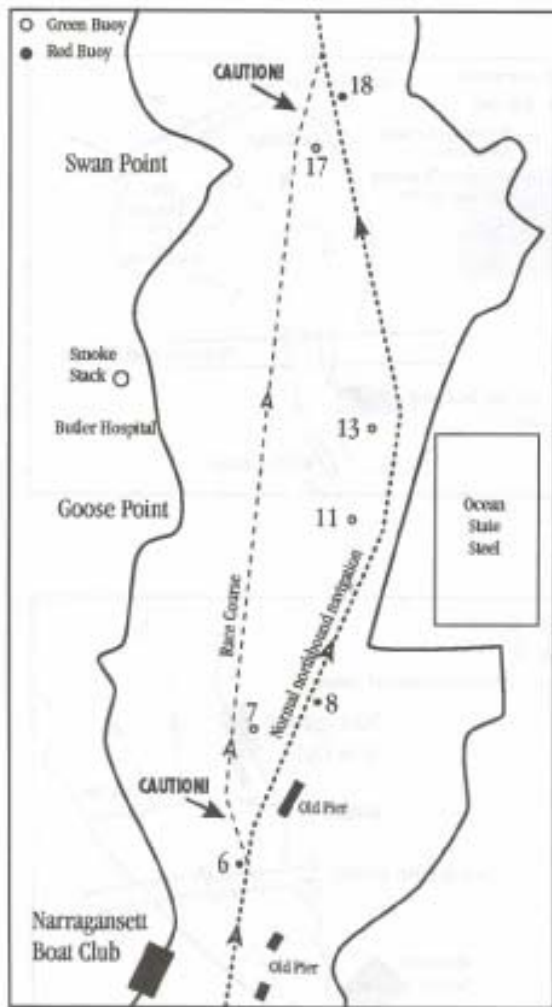
NAVIGATION RULES FOR THE SEEKONK NORTHBOUND SHELLS

1. All shells must pass through the **main arch** of all bridges when rowing north. The only exception is for Brown University boats launching north from the Marston Boathouse.
2. Brown University boats launching north from the "Marston Boathouse Arch" shall cross over into the channel soon after buoy #1 and assume normal navigation rules.
3. After passing through the Railroad Bridge all shells should immediately turn to starboard and stay close to the East Providence shore thereby giving oncoming traffic plenty of clearance in this narrow part of the river. Coxswains aim for the blue building on the foundation of the old Red Bridge.
4. Stay to the starboard side of the main arch of the Henderson Bridge (Red Bridge). This is especially important during the warmer months when power boats will be passing through the main arch.
5. Pass well to the starboard side of the river by the Narragansett Boat Club.



NAVIGATION RULES FOR THE SEEKONK NORTHBOUND SHELLS

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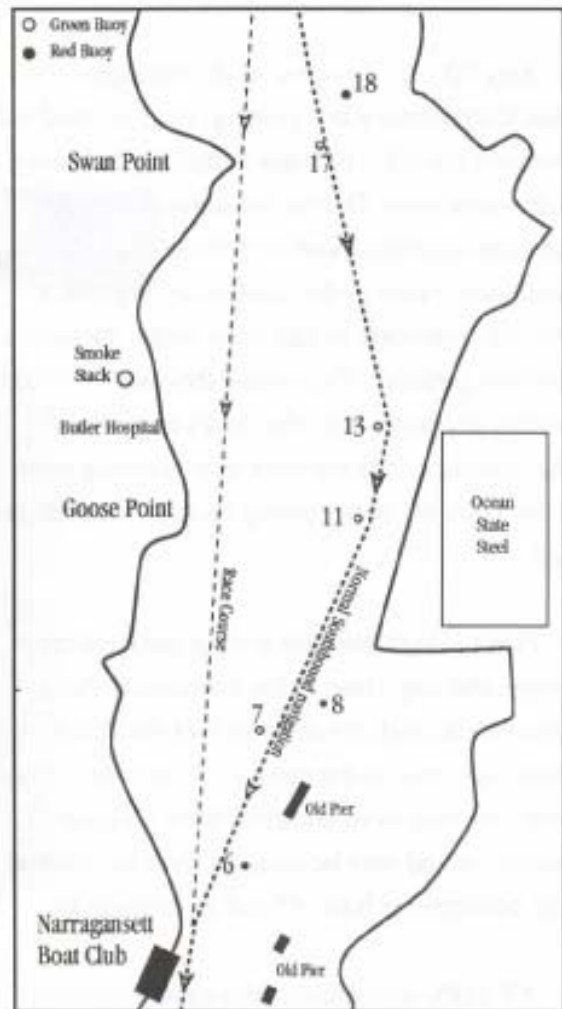
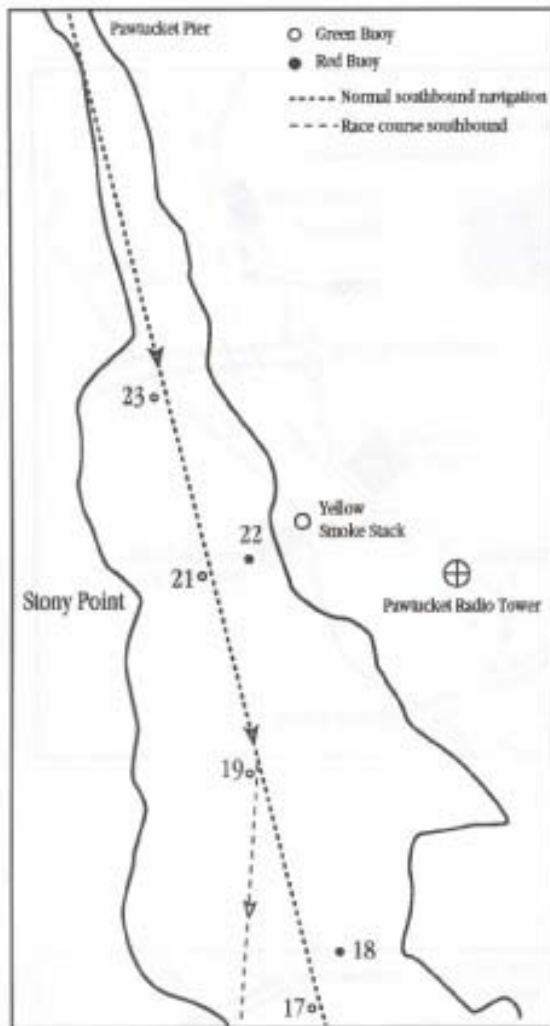


6. It is acceptable to cut the red buoy #6 when proceeding up the channel or the race course. If you are going up the course, please check for south bound channel traffic before cutting across the channel onto the race course.

7. All northbound shells on the race course should row in the middle of the river. Coxswains aim for the Pawtucket radio tower. Scullers aim your stern on the left abutment of the main arch on the Henderson Bridge Do not row north up the Providence shore under **any circumstances**.

8. After passing the starting line and when passing buoy #17 shells should cut back into the channel and continue normal navigation rules to Pawtucket.

NAVIGATION RULES FOR THE SEEKONK SOUTHBOUND SHELLS



1. From Pawtucket stay to the starboard side of the channel. If you are going up the race course, cut to starboard (to the Providence shore) after buoy #19 heading for Swan Point which is the starting line. Watch for starting stakes in the river, especially during the spring.
2. After passing Swan Point, aim for the Narragansett Boat Club, this will put you in lane 1.

NAVIGATION RULES FOR THE SEEKONK SOUTHBOUND SHELLS

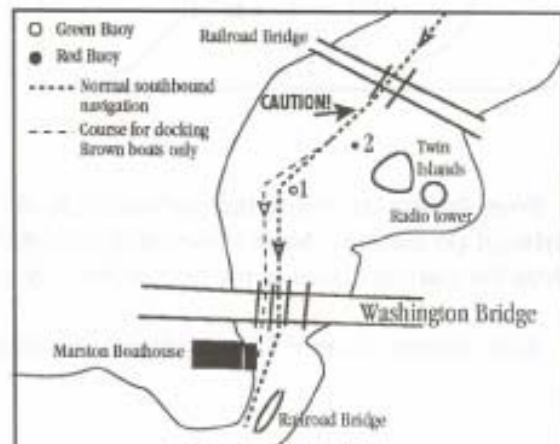
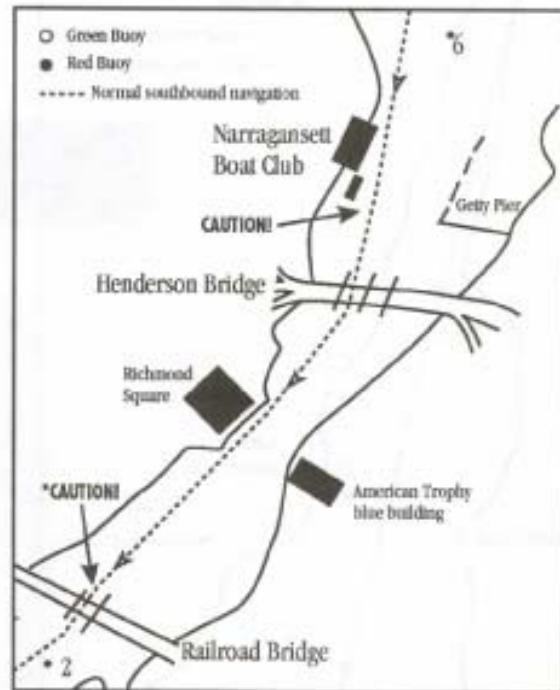
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3. Stay 20 - 30 feet clear of the Narragansett Boat Club docks when passing. Bear in mind that there are often 5 - 10 boats launching or landing at the same time. During the summer months there are countless boats in front of the boathouse, many of the scullers are beginners who are instructed to stay close to the docks in a "holding pattern". This means they will be rowing in an oval pattern from the docks to the finish line, cutting across the river and travelling north to red buoy #6 then crossing back to complete the oval.

4. Pass through the right arch of the Henderson Bridge and stay close to the Providence shore. Continue through the main arch of the Railroad Bridge and stay in the channel. Watch for Brown boats that may have launched from Marston Boathouse and may be crossing over the channel area between red buoy #2 and green buoy #1.

5. All traffic approaching this cross-over area that is not landing at the Marston Boathouse shall proceed with caution and pass close to green buoy #1 with a heading toward the right arch of the Washington bridge giving launching boats from Brown plenty of clearance.

6. Pass through the right arch of the Washington Bridge. All boats not landing at Brown stay clear of the Marston Boat House Arch.



3.5 When you capsize

The heel restraints in your shell should allow you to release your feet. Your shoelaces or Velcro fastener should not be so tight that you cannot slip your feet out easily. If they don't release, push on the backs of the shoes with your hands to free them. If you turn over near shore, move to shallow water and get back into your shell just as you would at the dock. Keep the shell away from rocks. **IMPORTANT EXCEPTION** If you capsize in the late fall or in the spring, get back into or onto your boat as soon as possible! Do not leave the boat to try to swim to shore—the cold water can kill you.

If you flip over far from shore or in deep water, follow these not-so-simple steps:

- a. Get the boat upright and get control of your oars. Roll the seat to the bow end of the tracks.
- b. While holding the handles of both oars in your stern hand, with blades flat on the surface for stability, put your other hand between the tracks where you would normally step. Push up and onto the tracks where you would normally step. Struggle and squirm to get your abdomen across the tracks. Next try to roll onto your posterior and sit upright. Keep control of your oars.
- c. Swing your feet into the cockpit then place your strongest foot between the tracks so that you can raise yourself enough to slide the seat back under you. This is not easy to do. It's awkward, clumsy and can easily damage a racing shell so we don't recommend it except in a real emergency or if you are using one of the training singles which are more ruggedly constructed.
- d. If your boat is unworkable (a broken rigger for example) and the water is cold, you can paddle the shell like a surfboard. As you swim or paddle against the current, keep the shell pointed slightly toward the near shore.
- e. Return to the boathouse immediately to get warm and dry.

3.6 Docking

- a. Sculling Boats: Approach the dock against the tide and/or wind, whichever is stronger. Take care not to hit the dock. Once you've landed, get out of the shell. Put your riverside foot on the footpad at the stern end of the tracks, hold both oars with your riverside hand, hold the dockside rigger with your other hand and pull up with your arms as you push with your riverside leg to stand in the shell. Do not put your feet onto any other part of the boat. Steady yourself by holding onto the rigger, not the washboards. Once you are up, you may safely step out with your dockside foot first. Do not step on the boot stretchers.
- b. Sweep Boats: Coxswains should always approach the dock facing down river. Approach the dock slowly and with only the oars overlapping the dock. Do not allow the rigger to overlap the dock. Wait until someone on the dock can stop the boat and pull you close to the dock. Instruct all rowers to lean away from the dock.
- c. Persons standing on the dock who are catching sweeps boats should "catch" the first incoming oar, usually bow. Push against it to keep the bow from hitting the dock. Once the boat has slowed enough, tell stroke and six, if necessary, to back it so that the stern swings into place alongside the dock. Do not let go of the bow oar until the boat is completely parallel to the dock.

3.7 Putting your shell away

- a. Carefully remove the oars from your oarlocks, riverside oars first. Close the gates to your oarlocks. Pick up your shell and place it onto the slings. Take your time. If the shell is too heavy, or if it is windy, get help.
- b. Open drain plugs to release any water, which may have entered. Open the ventilation ports. Wash the hull; tracks and riggers with soapy water then rinse the hull, cockpit, decking and oars with fresh water. Pay special attention to rinsing metal parts (tracks, oarlocks, seat axles), which quickly deteriorate if any salt-water remains on them. At least once a week clean your shell with a sponge and soapy water. Do not use cleaners that contain any abrasives that will harm the hull. Dish soap or similar liquid soap will remove grease, tar, or oil. Check the shell for damage or equipment problems.
- c. Before putting your shell away, make sure you have a clear pathway into the boathouse, to the rack, and that a Styrofoam block is propping up the shell above the rack intended for your boat. Do not leave your shell unattended at the dock or in the slings. Use care in placing your shell onto its rack so as not

to hit anything or scratch the hull. Make sure the shell is resting with its bow in the sling and its knees, not the washboard, on the rack. Oars should be returned to their designated spot.

3.8 Damage to Equipment

- a. The person rowing when the damage occurs must take full responsibility for the repair, regardless of the cause of the accident. The rower may not row until the repair and transportation is arranged and the captain or lieutenant confirms this is so in writing. The rower must pay the deductible and the transportation costs. This applies to sweep rowers too. Boats should be returned from repairs as quickly as possible. Waiting for the repair shop to drive this way with their trailer is not acceptable. If it costs something to arrange for a pick up or return, the cost is born 100% by the crew.
- b. The rower is responsible for a boat once the rower or the rower's agent removes it from the rack. That includes all on water and off water incidents regardless of the circumstances, the only exception being a volunteer transporting a boat for the benefit of the club. A rower or group of rowers who choose to put a boat on a trailer for transportation to a regatta is responsible as described above for any damage to the boat that occurs during transportation.
- c. Non-members in classes are also responsible for any damage. Class members will sign a form to signify agreement to this policy before taking a class. If the rowing director does not want to do this, the fees should include costs to cover deductibles.
- d. Repeat offenders shall be subject to demotion.

3.9 Signing out

After putting away your shell and oars, sign out in the logbook by recording your trip mileage. There's a mileage chart by the door leaving the boat bay. If you have any accidents, incidents or general observations, record them in the log as well.

3.10 General Safety Requirements

Anyone rowing must be a capable swimmer. Shells without bow balls and functioning heel restraints may not be used.

Members may row in the dark (defined as more than 30 minutes before sunrise or more than 30 minutes after sunset) if all of the following conditions are met:

All sculling boats:

1. A and B rowers only
2. Must be accompanied by another rower – groups of 3 to 5 are strongly recommended.
3. Must use at least one very bright white light – multiple lights are recommended.
4. While rowing north of the boathouse, must be northbound in the channel or lane 7 and southbound in lane 0.
5. Light colored clothing is strongly recommended.

Sweep boats:

1. Must be accompanied by a launch (eights only).
2. Must use at least one very bright white light – multiple lights are recommended.
3. While rowing north of the boathouse must be northbound in the channel or lane 7 and southbound in lane 0.
4. Light colored clothing is strongly recommended.

Evening rowers are urged to exercise extreme caution when Brown eights are on the water after sunset. White strobe bow lights must be secured to the front of your shell if you are rowing before sunrise or after sunrise, without exception. Lack of a highly visible light is very dangerous. Failure to comply will result in a warning on the first occasion and suspension of rowing privileges on the second offense. Launches must also have legal lights when used before sunrise or after sunrise. Legal lights for motorized vessels are red/green bow lights and a white stern light with an all around white steaming light above the level of the colored lights.

Coaches of youth groups must carry a cell phone in the launch for use during an emergency if they take a boat beyond Marston Boathouse. During December through April, launch drivers and barge coaches must wear a PFD or a flotation suit. A PFD is strongly recommended for launch drivers and barge coaches during May and November.

3.11 Safety Guidelines for Sweep Rowing

Rowers must, at all times, be prepared to find themselves out of their boat and in the water. This can happen gradually, as a boat sinks due to a slow leak, quickly, if the boat is in a collision which results in severe damage to the equipment, or even before you realize it if you catch a particularly nasty crab and get tossed from the boat. However it happens, finding yourself in the water can be a scary, startling and, potentially, dangerous event. In order to minimize risk to yourself and others on or in the water with you, you must follow the following rules.

GENERAL SAFETY GUIDELINES FOR ROWERS

- a. The very first, and most important, rule is to **keep calm**. No matter how you ended up in the water, no matter how cold or rough the conditions, panicking will only make it worse. You must think and be aware of others in the water – someone may be injured and need help. The cox should take charge if the coach is not nearby. Count down from bow to ascertain whether everyone is present.
- b. Your oars and your boat, even if capsized or in pieces, float. As soon as you have hold of something that floats, **stay with it**. If necessary, swim with your boat or oar to shore – **NEVER** attempt to swim on your own. Almost every rowing fatality that has occurred was the result of someone trying to swim to shore. You are safest with your equipment. You may have been hurt when you entered the water; you may not realize the strength of the tide or current; or you may not realize the effect the water temperature may have on your strength.
- c. If possible, call for help. Wave your arms. Yell. Swing a piece of clothing over your head.
- d. Your coach will be in a launch and should approach you as quickly as possible. You should be aware, however, that the launch cannot come to you too fast – the motor must be shut down on approach to a rower or rowers in the water, and the coach must paddle in the last few yards. **This is for your safety**. The Seekonk water is dark, and we cannot risk hitting anyone with an active motor or boat.
- e. Once your coach approaches, he or she will have to make some important decisions quickly. If you are hurt, or if you know someone else in the water is hurt, tell the coach as calmly and quickly as possible. The coach will then assess the situation and instruct you on what to do. This may entail assisting the injured rower into the launch, staying with the injured person until more help arrives, etc.
- f. If no one is injured, the coach may get you and any others in the water into the launch. This is a difficult procedure. The sides of the launch are high, and the launch can be capsized if weight is not properly distributed. The coach may have to stay on the far side of the launch as you attempt to get in. If you do get in, sit on the bottom of the launch, not the seats, and help the coach balance the launch – the launch will be more stable that way. Each launch is equipped with a stirrup to assist you in getting in.
- g. Each launch has a weight limit. If the limit is exceeded, the launch gets less stable, may sit too low in the water or may even capsize. Therefore, it may take more than one trip of the launch to shore. The coach will provide a life jacket for you. If the water is cold, you must try to keep your head and chest as far out of the water as possible by climbing onto the shell. Even at its widest point, the Seekonk is not wide, so the trip will be short.

GENERAL SAFETY GUIDELINES FOR COACHES

- h. As with the rowers in the water, you **must not panic!** While your adrenaline will flow and your nerves may become frayed, you must maintain control. **Your actions and decisions may save a life.**
- i. **Count the rowers and coxswain** so that you know where everyone is.

- j. You must get to the rower(s) in the water as quickly as possible, but with safety as your top concern. If the water is choppy, the tide is moving quickly or the wind is blowing, proceed with extra caution. Approach the shell from downwind. You must shut down the motor a few feet away from the rowers even in calm conditions. Your final approach must be made with a paddle. If the conditions are rough, you may have to circle around the rowers to find the easiest and safest way in.
- k. As you approach the rowers, **distribute life jackets** and find out if anyone is injured. If any one is, they must be your top priority. You should not, however, get out of the launch. Once you leave the launch, it may drift away or be too difficult to get back in. Getting in the water yourself only adds another at-risk person.
- l. If possible, let the rowers climb into the launch. Carefully attempt to pull them in. Use the stirrup that is tied to the middle seat of each motorboat. Hold the stirrup out so that the person in the water can place his/her strongest leg into the stirrup. Then, before he/she tries to stand up, you may need to move to the opposite side of the motorboat to counterbalance the incoming weight. You may have to remain on the far side of the launch to keep it from tipping. When the rowers do get in, have them sit on the bottom, not the seats. The launch will be more stable that way. Proceed to the closest shore. Warn rowers of stepping lightly on the bottom to avoid stepping on sharp objects. Keep the lower unit of the motor clear of the mud and rocks. If you cannot take all of the rowers in the water in one trip, leave those most comfortable with the shell, and pick them up on a second trip. Throw out lifejackets and have the rowers put them on. Your most important job is to keep the launch upright and functioning. Taking too many rowers at once may result in the launch capsizing, turning a bad situation into a potential crisis.
- m. Only when all rowers are safely ashore should you worry about the equipment.

3.12 Seasonal restrictions

- a. From December 22nd to February 28, rowing is allowed only under the following conditions:
 - Rowers must exercise extreme caution. The group must reach agreement on who is considered strong enough and skilled enough so as not to endanger the group, whether rowing or driving the launch.
 - Rowers must be certified "A" level by the Captain or Lieutenant.
 - Rowers must be accompanied by one or more launches with a maximum of four boats for each launch.
 - Each winter, rowers must attend a special orientation session with the Captain and must sign a waiver form to be provided by the BOG.
 - Rowers must be 18 years old or older.
 - Rowers must pay a monthly motorboat use fee, regardless of number of trips during the month.
- b. In March, a motorboat for safety must accompany all rowers without exception.
- c. During the months of April, November and December rowers must be accompanied by another boat (the "buddy system"). Rowing shells must stay within 500 meters of the launch or another rower during these months. "A" or "B" certified rowers may row in doubles, fours or the quad without the accompaniment of another boat. Rowers of any other certification must follow the buddy system without exception.
- d. The launch driver must be capable of running the launch and of assisting a sculler into the launch should the rower be unable to get back into their shell after flipping.
- e. FOG: If the Henderson Bridge is not visible from the dock, rowing is not permitted. If the Henderson Bridge is visible but the red buoy #6 north of the boathouse is not visible boats may proceed to the South only and may not row beyond Marston Boathouse.
- f. ICE: Rowing is not permitted when there is ice on the river.

3.13 Guests

Guests of regular members may use the rowing equipment six times per calendar year. Members are expected to use discretion in choosing equipment for their guests and are liable for any damages caused by their guests.

Other visiting oarsmen and oarswomen may be granted permission to use Club craft at the Captain's discretion.

3.14 Use of Doubles, Pairs, Quads, Fours, Eights

Team boats (doubles, quads, fours and eights) are very popular and very expensive assets for the club. There have been numerous instances of problems with the team boats related to poor handling, poor cleaning and lack of reporting and follow up on damage. Volunteers are assigned, one for each of the eleven team boats, to be boat monitors.

The boat monitors will NOT be responsible for fixing the boats themselves. The boat monitor will monitor the condition of one assigned boat and note any repairs needed, problems identified and state of cleanliness. Upon being notified or discovering ANY unsatisfactory condition, the monitor will in turn notify the Captain in writing or by email. The Captain will then arrange to have the appropriate members fix the problem.

All rowers must clean the shell tracks after rowing!

- a. **Wise and Berkson doubles:** The Bow sculler must have "A" level sculling certification. Please refer to the user certification list posted on the back side of the log book if you are unsure. The crew must have an average weight of no more than 165 lbs. for the Berkson and 200 lbs. for the Wise.
- b. **Kenney/Leith double:** The Bow sculler must have "B" level sculling certification. The stroke seat sculler must be training single certified. The crew must have an average weight of no more than 165 lbs.
- c. **Phillips double:** The Bow sculler must have "B" level sculling certification. The boat may be rowed as a pair if each partner is an experienced sweeps rower. Following its use as a pair, the boat must be re-rigged as a double unless cleared with the Captain to remain as a pair. This boat may be rowed by any weight class but it is designed for 200 lbs. + scullers.
- d. **Fours:** All rowers must be Sweep rowing certified or have permission of the Captain. If the crew or coxswain is experienced then a launch is not required. A novice crew must be accompanied by a launch.
- e. **Quads:** If the boat is rowed with a coach directly overseeing the session, there are no ability requirements. If the boat is rowed without a supervising coach, The Bow sculler must have "A" level sculling certification and approval from the Captain. The most experienced rower with the best vision should row in bow seat. The other three rowers do not have to be racing single certified but should have some sculling experience. NOTE: One rower in the quad must obtain adequate instruction from the Captain or Lieutenant to use the hoist. Failure to obtain adequate instruction can lead to personal injury and/or severe damage to the boat. Please use extreme caution.
- f. **Eights:** All rowers in Eights must be Sweep rowing certified. Eights can only be used with the permission of the Captain. The coach will usually determine which boat a rower will be authorized to row. A 14' safety launch complete with safety box and 10 life jackets must be on the water at all times with the eight.

3.15 Junior Rowing Policy

- a. A Junior rower is defined as any rower under 18 years of age. Junior status ends on December 31st following one's eighteenth birthday. In order to continue using the facilities and equipment, the individual must then apply for regular Club membership.
- b. Junior rowers must conform to all rules applying to regular members.
- c. Junior rowers may scull only when a regular member is on the water with them, except with the approval of their parents, the Captain, and the Board of Governors. Parents are responsible to talk to the adult that the junior proposes to row with and will personally inform the adult that they have given their permission to the child to row with that adult. The adult is NOT required to pursue such permission, and until the Parent talks to the adult then the child may not row with that adult. The Parent must initiate the contact before the child can row with the specific adult.
- d. Junior Sweep rowers must always be accompanied by a Coaches launch.

- e. NBC will prepare an information sheet for parents. The information sheet will explain: rowing rules for juniors; the parent's responsibility to approve the junior's rowing with an adult; and the risks of rowing, including cold water, hypothermia, collisions, wind, waves, and tides. When adults are required to have a launch, all juniors rowing in sculling boats must be accompanied by a launch. There must be no more than six juniors escorted by one launch. The launch drivers must be qualified per the Policies and Procedures manual to operate a launch. The juniors may be in any combination of singles, doubles, or a quad, but there shall be no more than six individual juniors in the group with one launch.
- f. In April, all juniors rowing in sculling boats must either be accompanied by a launch, or an adult in a rowing shell. If they are escorted by a launch, there must be no more than six juniors out for every launch. The launch drivers must be qualified per the Policies and Procedures manual to operate a launch. The juniors may be in any combination of singles, doubles, or a quad, but there shall be no more than six individual juniors in the group with one launch. If the juniors are escorted by an adult in a rowing shell, no more than three juniors may be escorted by one adult in rowing shell. The juniors may be in any combination of singles or doubles, (or a quad with the adult rowing bow of the quad), but there shall be no more than three individual juniors in the group with one adult rowing in either a single or in a double or quad with the juniors.
- g. In addition to meeting the requirements of 3.10 for rowing in the dark, juniors (under 18) may row up to 45 minutes before sunrise and 45 minutes after sunset while accompanied by an adult whom the Captain has approved and after submitting a form signed by a parent (form to be provided by the BOG).

3.16 Scheduling for boat use

- a. A board will be posted at the boathouse on which members may reserve a boat for daily use. During February, May and August the Captain will hold meetings to enable regular members to schedule their use of boats.
- b. A sculling boat may be reserved for a maximum time of 90 minutes per day. The individual who reserved the boat must be present at the start of the reserved time or he/she will lose priority for that particular day. Those who repeatedly fail to appear will lose their reserved time slot. Persons rowing five or six days per week will have priority over those rowing less often. Generally, faster rowers will have priority. "Faster" can be defined as the most competitive in his/her class.
- c. Sweep boats will have the following priority:
 1. Competitive Member boats in Advanced Program
 2. Non-competitive Member boats in Advanced Program
 3. Member boats in Development Program
 4. Member boats formed outside Rowing Program
 5. Non-Member boats in Development Program
- d. Regatta entries: Entry forms are submitted to the Captain for approval. 'Equipment Request' sheets will be placed on the bulletin board for each regatta so that persons may sign up for boats and oars they wish to use and resolve scheduling conflicts. The sheet should be posted no later than three weeks and signed no later than ten days before entries are due. Members who sign the sheet will have priority over those who don't. If you do not see a request sheet for a particular regatta, please put one up. Class members may sign up for boat use during home regattas under the supervision of the coach.
- e. Conflict resolution and exceptions: Members should try to resolve scheduling conflicts on their own. If it is not successful, they should approach the Captain for a solution.
- f. Individuals who leave the city for no more than two weeks may retain their training slot provided written notice is given on the schedule board. Those who vanish for a week or more without leaving word may lose priority.
- g. Selected crews and limited entries: The Captain shall sign entry forms for events with limited entries or other restrictions. The Captain who will then determine the priority of representing crews will hold entry forms and fees for these regattas until ten days before the due date.

3.17 Equipment transport

- a. No club equipment shall leave the boathouse without the Captain's permission. Shells shall be taken for regattas only as long as they are required for competition, travel and preparation. They must be safely returned to the boathouse as soon as possible.
- b. A shell may not be taken from the club for "recreational" purposes without the approval of the Captain.
- c. All members who take shells on trips must be adequately trained in loading/ securing, driving, and storing/protection of the equipment. Carracks that are used for carrying shells must be clamped or mechanically attached to the car's roof. Suction cups are not adequate. A safety line must be used to attach the front end of all car-topped shells to the vehicle in addition to those means normally used to fasten the boats to the boat rack. An aft line to the vehicle is not a bad idea either, as it will greatly reduce any leverage created by the shell on its rack and the car top. A red flag must be attached to the rearmost part of overhanging shells. On interstate highways, a red light is also required at night.
- d. If the trailer is used the driver must be certified by the Captain or the BOG before transport.
- e. Each rower who uses one or more boats transported on the club trailer shall contribute \$5.00 towards trailer maintenance costs, for each regatta. This fee does not include gas, tolls, driver, truck or other transportation costs

3.18 Rigging

Once set, the rigging of a shell may not be altered without good reason as determined by that boat's regular users. Those requiring a slightly lower rig should use pads to raise their bodies.

3.19 Maintenance

Individuals are responsible for overseeing their boat's welfare. By entering your name on the boat reservation board you are assuming responsibility for the routine maintenance of the boat. Report special needs of particular boats to the Captain.

3.20 Club oars

Club oars shall be adjusted to the same dimensions for consistency. No club member may adjust club oars with out express permission of the captain or lieutenant.

4.0 Certification

4.1 Use certification

- a. Upon request, the Captain will arrange on the water testing for members wishing to move into the training or racing shells. These shall include demonstration of fundamental skills of Sweeps or Sculling or both as well as working knowledge of navigation rules on the Seekonk. Members seeking racing shell certification must be familiar with navigation rules and precautions for the harbor area and Providence River as well. The Captain will post a list of each member's certification three times during the rowing season. The Captain may add restrictions to any rower, as specific safety concerns require.
- b. The following is the rowing progression system in sculling boats**
 1. To advance from a Zephyr to a Dolphin a rower must scull a minimum of 50 miles in a Zephyr (or a sculling class) and pass an evaluation by the Captain or Lieutenant.
 2. To advance from a Dolphin to a "B" Single a rower must scull a minimum of 150 miles in a Dolphin and pass an evaluation by the Captain or Lieutenant.
 3. To advance from a "B" Single to an "A" Single a rower must scull a minimum of 1000 miles and must pass a rowing test administered by the Captain or Lieutenant. The following must be successfully completed:
 - Display good "rowing form"
 - Row with no feather without tipping or stopping for 30 strokes
 - Do 360° river turns in both directions
 - Emergency stop from at least 20 SPM at full pressure without flipping
 - Row, steer, and navigate continuously without stopping to look frequently
 - Land against and with the current

- Land rowing in and backing in
 - Launch from mid-dock without assistance
 - Demonstrate how to take out a boat and return a boat to its rack in the boathouse
 - Take and pass an *ad hoc* oral navigation quiz
 - Explain “low tide” rowing rules
 - Explain procedures for reporting and taking responsibility for equipment breakage
 - Explain pre-launch activities (weather check, sign out, lock doors)
 - Explain cold weather and darkness rowing restrictions
 - Demonstrate the proper way of adjusting foot stretchers and oar lock heights
4. To advance from a “B” to an “A” Single a rower must scull a minimum of 1000 total single sculling miles (including from the Zephyr onward) while maintaining a record of responsible navigation and compliance with the safety rules, a record of compliance with the policies and procedures, and has demonstrated taking responsibility for the equipment they row.
- c. The following is the rowing progression system in Sweep boats**
1. A sweep rower must complete a minimum of two barge classes in order to row any sweep boat.
 2. The Captain or Lieutenant will administer a competency test to determine if the rower is qualified to move on to sweep boats.
 3. In order to row any sculling boats a sweep rower must complete the same sculling progression as mentioned above. Being an “A” level Sweep rower does not automatically qualify an individual at any level of sculling.
- d. Notwithstanding the foregoing, any advancement may be made at the discretion of the Captain or Lieutenant.**

4.2 New Members

The Captain will assess and certify the rowing ability of each new member. New members without adequate rowing skills will complete the first available rowing classes. If no classes are available, initial instruction will be arranged through the Captain.

5.0 Private Coaching Policy and Fees

- a. Private coaching is available for club members only.
- b. The coach must complete the safety-training program administered by the Director of Rowing or the Captain.
- c. The Director of Rowing or the Captain must certify the Coach.
- d. The Director of Rowing and/or the Captain will keep a list of approved private coaches.
- e. The Director of Rowing and/or the Captain will assign a private coach to members that request coaching.
- f. With the exception of the Zephyr, the Captain must certify the rower/s for the boat he/she rows.
- g. All rowing programs will have launch priority over private coaching.
- h. If no coaching fees are charged, the fee for the use of the launch is \$5.00 per row.
- i. If coaching fees are charged, payments must be made to the club and payroll will be paid through the club’s payroll system. The fee to the club will be \$10.00 per row.
- j. The member rower is responsible for the insurance deductible for damage to equipment.
- k. Private Coaching is not available to non-members