



## Welcome to Hampton Roads Rowing Club!

Now that we have received your member application and have your waiver on file, we would like to welcome you to our club. Please take the time to review the information in this packet. You will find the following:

- 1) HRRC rules
- 2) Rowing checklist
- 3) Using the online boat reservation website
- 4) General Safety Policy
- 5) Heat Safety
- 6) Winter Dress code
- 7) Incident Report Sheet

The combination for the boathouse is changed regularly, ask the secretary for the latest if you don't already have it. The bathroom key is located below the large dry erase board at the front of the boathouse – it is attached to a wooden dowel to prevent loss.

Please be aware that there will be times when the tide is too low for boats to launch or be retrieved. Please check the tide before you go out so that you will have an idea of whether the tide is going out or coming in ([link on the website](#)).

Please notice that there are specific oars that go with specific boats. Sculling oars have printed labels near the handle for the boat with which they are to be used. For the sweep oars, there is a chart posted on the green board in the boathouse indicating what oars go with which boat. Please use the proper oars for each boat. We keep track of how much use each boat gets, so we have a better idea of maintenance and replacement needs. Therefore, please fill out the rowing log (on the shelf under the dry erase board) after each row. (Please fill out all required information, including each rower's first name and last initial. Please print legibly!)

Each month HRRC requests that members help with the upkeep of the club. A rota list is sent by email, and those named are asked to clean the dock, tidy the boathouse, wash towels, or provide water etc. The list of housekeeping tasks and the sign off sheet are posted on the board in the boathouse.

We encourage you to enjoy the use of our singles for sculling or get involved in an organized sweep boat. If you have never sculled before, one or two lessons will allow you to row in our recreational singles on your own. To use one of the racing singles, please contact the head coach to be certified.

The club will continue to offer regular coaching this year. Coaching times are usually sent out by email. If you have any special coaching requests, i.e. videotaping, sculling, or organized boat training for a race, give a club officer a call and we will try to accommodate you. Private sessions are not included in your dues. Please refer to the contact information page to get the names and contact information for club officers.

**Whenever you are the last one out of the boathouse (to row or to leave completely), make sure the bay door is fully closed and the “people door” is closed behind you. Lafayette Park is frequented by many people and we want to ensure our equipment remains secure.**

For more information on coaching times, boat sign up, tidal info, incident reports etc go to [www.hrrc.net](http://www.hrrc.net).

See you on the water!

# Membership Rules

The Rules of Hampton Roads Rowing Club are presented to facilitate the safety and enjoyment of recreational and competitive rowing and sculling. Combining good judgment and common sense on the water and on land can prevent accidents and minimize equipment damage. Together we can maintain a safe environment in which to row and socialize.

Revisions to this document will be issued periodically and will be available on the HRRC website, [www.hrrc.net](http://www.hrrc.net), for members, and will be distributed to all club members and coaches.

## Section 1: General

1. Hampton Roads Rowing Club rents space from Sigrid and Trafton Robertson Rowing Center. Members are expected to adhere to all rules and regulations set forth by the rowing center.
2. Both Hampton Roads Rowing Club and Sigrid and Trafton Robertson Rowing Center rely heavily on the use of public lands and as such members are expected to conduct themselves appropriately when at the boathouse or in the immediate vicinity.
3. The parking lot is monitored by the Norfolk Police Department. Members are responsible for their own vehicles should they choose to park in undesignated spaces. Parking on the grass is strictly prohibited except for the sole purpose of loading/unloading shells and equipment.
4. Hampton Roads Rowing Club promotes both recreational and competitive rowing and the board strives to cater to both groups. As a commitment to supporting racing crews, HRRC does permit equipment to be taken to out of town races however it must be signed out on Zoho at least two weeks prior to the event date.

## Section 2: Around the Boathouse

1. Hampton Roads Rowing Club strives to maintain good relationships with all local clubs and schools who row out of the Sigrid and Trafton Robertson Rowing Center, failure to act accordingly or acts which jeopardize that relationship will be cause for disciplinary action.
2. The bathrooms located at Sigrid and Trafton Robertson Rowing Center are for the use of all clubs and teams leasing space from the facility. HRRC members do not have entitlement to sole use of the bathrooms.
3. Loaning HRRC bathroom keys to the public is considered against club and rowing center rules. Public bathrooms are located in the brick building at the park entrance.
4. Both private and club equipment is stored in the Hampton Roads Rowing Club Bay. Members are strictly prohibited from touching or disturbing in any way private equipment unless prior permission is granted from the owner.
5. Lakewood Park is a City Park and access is not monitored. As such, the HRRC bay must be closed and secured whenever club members are out of sight of the bay doors.
6. All boat should be reserved online before use. Reservations are forfeited if they are not off the rack within 15 minutes of their reserved time.

7. Prior to going out on the water rowers or coxswains must sign out on the whiteboard indicating time out and estimated return time.
8. After a row, all club shells must be washed inside and out prior to being returned to the rack and mileage must be recorded in the equipment log.

### Section 3: On the Water

1. HRRC does not permit club singles and doubles on the water when the combined water temperature and air temperature are 100 degrees F or less.
2. HRRC hulls are not to be rowed in fog or any other natural phenomena where visibility is reduced to less than 200 yards.
3. Club hulls are not to be rowed when ice is present on the river.
4. Club hulls are not to be taken out in winds exceeding 20MPH.
5. Club shells are for use during daylight hours only. Having a shell on the water more than 15 minutes before sun up or 15 minutes after sun down is considered against club policy.
6. All clubs rowing out of Sigrid and Trafton Robertson Rowing Center follow the starboard side to shore rule. Members must follow this traffic pattern when utilizing club shells.
7. The launch is first and foremost a safety tool and should be treated as such. Use in a manner that deprives the launch of its capability to assist crews in potentially hazardous situations (exceeding max payload, inappropriate maneuvering) is against club policy.
8. Launch use is reserved for HRRC approved coaches only. HRRC encourages volunteer/guest coaches but all must be approved by the board before utilizing the club launch.
9. All damage, however insignificant it may seem, must be reported to the boathouse captain and logged correctly on the incident form.
10. For your safety HRRC requires the use of socks in all club boats.
11. All scullers must be pre-qualified by the Head Coach before using shells unsupervised.

### Section 4: Membership

1. Club equipment is for the sole use of members in good standing. A member in good standing can be any of the following:
  - a. Fully paid with waiver and membership application signed
  - b. Partially paid on a Board approved pay plan with waiver and membership application signed
2. Guest rowers are permitted under the supervision of a sponsoring member. Guest rowers are limited to three outings per year after which they must refrain from further outings or join the club as a member.
3. As a commitment to the support of other clubs and teams, high school rowers are permitted to sub into crews with parent approval. High School rowers are not permitted to row singles without supervision.

# Rowing Checklist

Before you row:

- Reserve your boat with the online reservation website
- Check the tides and weather conditions before you leave

At the boathouse:

- Get slings out for your boat
- Use the correctly labeled oars
- Clean the dock if necessary
- Sign your boat out on the whiteboard with crew name, time in, and expected time back
- Close the boathouse door behind you if you are the only ones there before going out on the water

On the water:

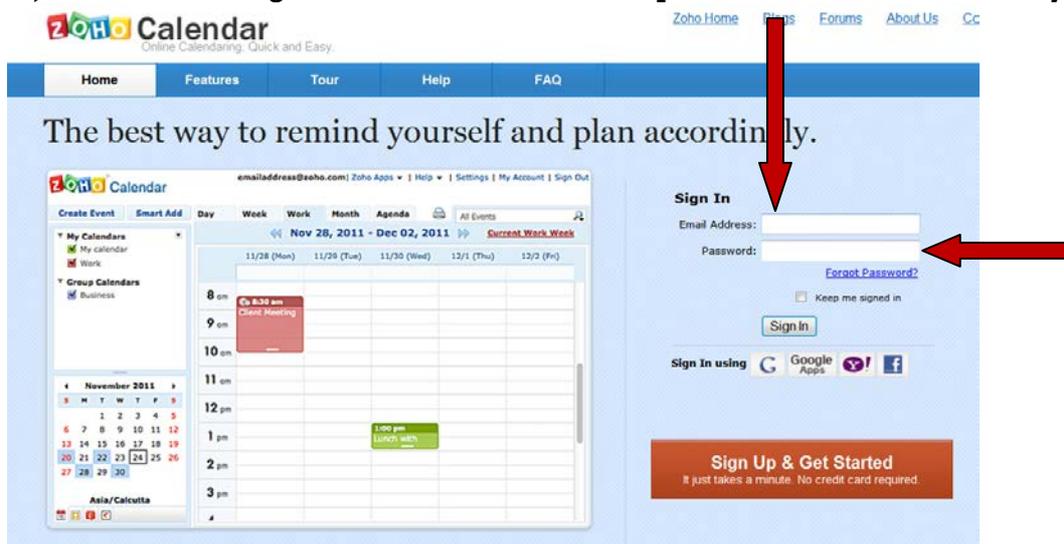
- Have a great row!
- Observe traffic patterns and hazards on the water

After your row

- Wash and dry the boat inside and outside
- Wash the oars, especially the handles, which should be dipped in the bleach solution before being hung up
- Put the boat back in the designated rack
- Bring the slings in
- Remove your name from the whiteboard
- Log your row in the log book
- Coil the hose up and turn the tap off
- Close the boathouse and bathroom doors behind you before you leave

# Using Zoho: HRRC's Online Boat Reservation System

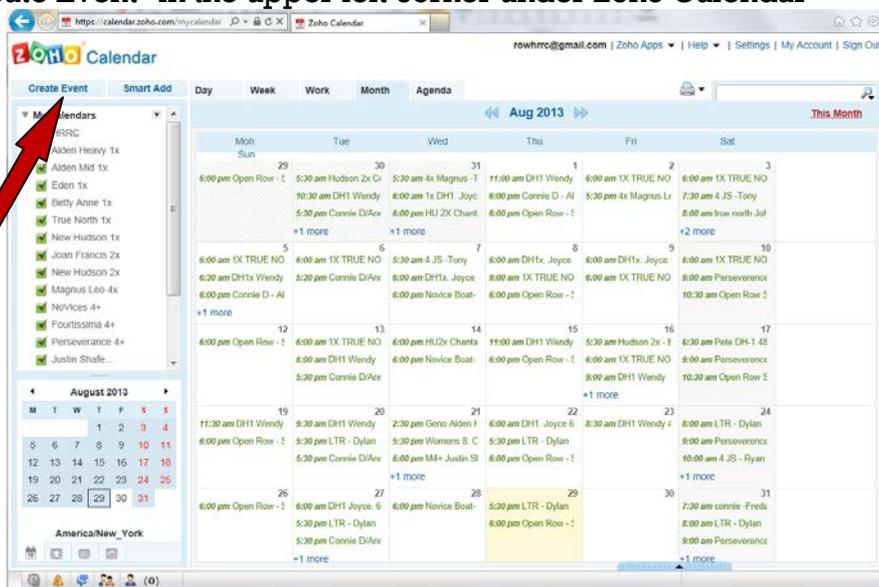
- 1.) Go to <http://www.zoho.com/calendar/>
- 2.) Enter the login name: rowhrrc and the password: that is mailed to you



**There's a lot of information on here, but don't be overwhelmed. It's actually pretty simple to reserve a boat.**

**To reserve a boat:**

1. Note the day and time you want to reserve a boat and check for conflicts with other crews
2. Click "Create Event" in the upper left corner under Zoho Calendar



3. In the title box type two items, the name of the boat you're reserving and your name. See example below
4. In the calendar field, click on the boat name.
5. Enter a start date and time in the green day and time boxes.
6. Zoho defaults to a 30min time block so set the end time to the desired time (remember HRRC policy only allows 2hrs max per outing)
7. In the description block enter the crew going out (men's 8 or women's quad) and a telephone number you can be reached at
8. Click "Save" at the bottom of the screen
9. That's it! You need not do anything else! Please don't mess with preferences or settings.

Example:

The screenshot shows the Zoho Calendar interface for creating an event. The browser address bar shows <https://calendar.zoho.com/mycalendar#>. The user is logged in as [rowhrrc@gmail.com](mailto:rowhrrc@gmail.com). The page title is "Zoho Calendar".

**Create Event**

**Title:** True North - Fay Hannon  Private

**Calendar:** True North 1x  All day

**Time:** 08/29/2013 09:00 am - 08/29/2013 10:00 am (America/New\_York)

**Repeats:** --none--

**Event Color:** [Color selection icons]

**Location:** [Empty text box]

**Reminder:**  Add Reminder

**Link (web url):** [Empty text box]

**Description:** Just me today - 555 538 8920

**Associate:** [Icons for associating with other events]

**Attendees:**  Groups  Individuals   
Enter email ids separated by comma.

Contact [coach@hrrc.net](mailto:coach@hrrc.net) for help.

# General Safety Policy

Before leaving for your outing, have a plan in mind of how far you will row, and in what direction. Let everyone know what the plan is before leaving the dock. Check the weather conditions which might impact this decision. A crew member with a cell phone is often useful.

Rowers and coxswains are ultimately responsible for their own safety when out on the water. In a crisis, decisions need to be made calmly and quickly as a group, and nobody has more authority than the next person.

It is up to individuals to assess the advice of other crew members. If your crew mate wants to take a particular course of action, you cannot force them to your point of view. Be considerate of others, whilst determining the best course of action for you and your crew.

***What to do if a sudden thunder storm comes in, or winds pick up:***

***Aim to get out of the boat quickly and safely! Stay calm!***

If you are close to the boathouse, consider rowing back fast. Everyone in the boat has to agree with this option. Decisions need to be made quickly as getting out of the boat and seeking shelter is the main goal. It takes about 15 mins to row from Willow Wood Bridge to the boathouse in adverse conditions, 30 mins from the osprey nest or statue.

If you are some distance from the boathouse, you will need to either beach the boat, or dock at a private dock. This is an emergency, and it is acceptable.

Try to minimize equipment damage, but remember you are more valuable than the boat.

***Where to leave the boat:***

The boat needs to be in around 2' of water so as not to damage the hull or rudder.

If at a dock, try to pull alongside as best you can. Most will be higher than the HRRC docks, so a little more awkward.

If on a beach or in the water near shore, exit the boat by pairs starting at the middle of the boat if possible.

If you have to wade to shore, put your shoes on before exiting the boat to protect your feet.

If you have to abandon the boat in the river and swim to shore (least advisable), form buddies and look out for one another. Cox buddies with stern pair. Exit the boat by pairs starting at the middle of the boat.

Try to leave the boat in such a way that it can be retrieved should you need to row it back later.

***Once out of the boat:***

Seek shelter from the storm anywhere you can, and wait for it to pass away from the water's edge. Lightning strikes can travel several miles along the surface of water and jump to land. Wait 45 mins from the last thunder you hear before thinking of getting back into the boat.

Call for help if possible. We have local members that can help you.

***Once the storm has passed:***

If you feel it is safe to do so, return to the boat and row it back to the boathouse. At least 6 people are needed in an 8+/x, and all 4 in a 4+/x. Not all need to be rowing.

Alternatively, a launch driver with helpers can float the boat back to the boathouse. Oars need to be removed. This may be the preferable option if it is getting dark.

# **Hampton Roads Precautions for High Heat and High Humidity Levels**

Dehydration increases the heart rate, core temperature and lactate levels while decreasing athletic performance.

It takes 2 weeks to acclimatize to these high temperatures. Athletes need 4 to 7 exercise sessions in the heat for 1 - 4 hours each. It's important to have been training regularly through both winter and spring to maintain fitness.

## **General Guidelines;**

1. Wear light colored, preferably white, cotton open weave clothing.
2. Always wear a hat and sunglasses for daylight rowing.
3. Use sunscreen heavily on all exposed parts and renew every 2 hours.
4. Hydration: Start 2 hours and again 15 minutes before going on the water with a minimum of 500mls of 4% solution. When on the water hydrate frequently at least every 10 minutes.
5. Take 2 x 1 litre bottles of 4 % solution out with you in the boat and have another bottle available when you return to the boathouse.
6. Avoid rowing in the heat of the day - from 10am to 6pm
7. Break up time in air conditioning by going out of doors for short periods BUT sleep in cool or air-conditioned areas at night.
8. Have short sessions on the water. Hydrate while moving and avoid sitting in the sun for extended periods of time. Coxes and coaches are very much at risk while stationary.

## **Risk Factors for heat induced problems;**

1. Obesity
2. Lack of fitness
3. Dehydration
4. Lack of acclimatization
5. Prior history of heat illness
6. Sleep deprivation
7. Medication - especially antidepressants, diuretics, blood pressure medications

8. Stimulants - caffeine, decongestants etc.
9. Alcohol consumption
10. Sweat gland dysfunction
11. Sunburn
12. Upper respiratory illnesses - asthma, allergies

**Symptoms and solutions:**

1. Heat cramps - take more sodium, stretch, ice massage
2. Heat syncope - dizziness, light headedness, loss of consciousness so lie down, elevate legs.
3. Heat exhaustion - fatigue, inability to continue exercise, chills, vomiting - remove the athlete from heat, cool rapidly with cold water and give them fluids orally
4. HEAT STROKE= MEDICAL EMERGENCY- symptoms are marked core temperature rise, often no sweating or a failing sweat mechanism with moderate to severe mental status impairment. **Call 911.** Immerse or surround the person with ice while awaiting emergency help.

# The Winter Dress Code for Hampton Roads Rowing Club

## Coxes first

You are the person most at risk in the boat because the faster the boat goes, the greater the Wind Chill factor, you can be on the verge of Hypothermia so know the signs – losing focus, tunnel vision, not able to take command, no longer shivering. Do not put yourself at risk, YOU are always more important than the training so when you feel the first nip in your toes or fingers, take action. Tell the Coach and the crew.

You must have a Life Jacket or PFD on and have it properly fastened. You cannot wear long or heavy boots – you don't want to get pulled down if you land in the water.

Read all the various Safety Policies and documents available; FISA, CARA, ARA.

Have your mobile phone with you but it's only to be used for safety purposes, (absolutely no other calls) and keep it in a waterproof container that can be anchored in the boat. Make sure all your clothes are waterproof and warm. Invest in really good ski wear and check that the clothes are viable for below freezing temperatures -its better to be too hot than cold, you are the Master of your Craft and must be alert and proactive at all times and in all situations. You can buy sachets of hand and feet warmers and put them in your socks and mitts. Keep your hands in the boat and dry and protect your face and eyes from the wind chill. Bow loaders are colder than stern loaders so make sure you have carpet, felt, wool or a good insulator under you

So, use your common sense, good judgment and leadership qualities and-

1. Do not take any risks or chances. When in doubt refuse to go out
2. At the boathouse, get your crew warm before they lift the boat out. If they are not properly dressed, take a strong line and get the Coach/Club Officials to back you. Avoid having your crew hanging around inactive – they can go warm up on the ergs.
3. Have a bag to put in water bottles, extra kit and all the other paraphernalia that's needed
4. Make sure your Cox box, speakers and rudder are in perfect working order. If not, get them fixed properly now.
5. Make sure your crew have checked the equipment especially Heel restraints, bow ball, hatch covers, buoyancy chambers, top nuts and such.
6. Fill in the Risk Assessment Form, be aware of weather advisories and check wind Chill.
7. Sign out on the Board – put the direction you'll be traveling in and any special notes that are needed
8. Make sure you know where the Safety Launch is going to be, what the training is and what special precautions or actions may be needed
9. From Hands On until the boat is back in the boathouse, keep your crew warm and involved.
10. Get on the water quickly and get all the crew rowing as soon as you can.
11. Get them all well warmed up before you stop quickly to take off kit and make sure they stow stuff well. You can use the extra kit to stash around you but make sure it would not impede you if you had to get out quickly.

12. Avoid exercises where they'll soak each other, where the boat is badly off balanced or crew members sit out for a long time
13. Be aware that shallow water will cool down quicker and heat up quicker than the main channel, so there is more likelihood of solid/iced matter near the bank, on the inside of bends, under bridges etc
14. Follow the Rules of the Water and keep alert for other users
15. Keep your crew moving but remember they still have to hydrate so either have very quick stops or drop out pairs
16. Know and understand the training for that outing. Ask for clarification, discuss exactly where each piece will start, make sure you can follow the training pattern safely in the circulation pattern you have.
17. Know how far the different aspects of the training will take you and where and how you have to turn the boat along the route.
18. Know your own physical limitations and turn back immediately if you feel concern.
19. Keep in touch with the Safety Boat so know the cell phone number of the person in charge there. Let them know if you have a problem or are deviating from the expected and agreed pattern of the outing.
20. Know the Safe Houses along the rowing route where you could land your crew in an emergency
21. When in doubt don't go out. If conditions change or there is a problem, turn back, shorten an outing, and keep your athletes safe. In Safety matters you can always over rule the Coach but tell the Coach what you're doing.
22. Take extra care coming into the dock when you and your athletes' concentration may be waning.
23. Take care getting out of the boat and warm up toes, feet etc on the dock while the rowers don all kit and get the oars out. If you're getting cold, tell the crew/coach and go immediately into the boathouse to warm, someone else can get the boat in. Make sure the boat is cleaned and dried well, be sparing with the water if there is a danger of ice forming on the ground, etc.

### **Coaches/ Launch Drivers/Passengers**

At all times, the Launch is a Safety Boat first and foremost so make sure you have on board a full Launch Kit, adequate life jackets for all the crews, lights, whistle, ladder, tools, thermal blankets, oar, ropes etc and a working cell phone.

Know the Emergency Contact Numbers and your coxes numbers.

Know your crews, what their limitations are, and support the coxes. They are most at risk so keep talking to them and getting eye contact. Watch for signs of inattention or confusion in case they are borderline hypothermic. Keep an eye on the smaller, thinner less fit or less experienced rowers. These people may not be generating or retaining enough body warmth.

Make sure your coxes and rowers are properly dressed and ready for the demands of the outing. Be particularly wary of new people, substitutes etc filling in for a session. Change the training and goals of the session to suit.

Limit YOUR talking time on the water so the athletes don't get cold Keep them moving.

Be conscious of poor technique or unusual behaviour – could be a sign that your athlete is struggling with conditions.

Avoid loading the launch with extra people. You may need that space for a cox or rower. If you pull the cox out, replace them with a competent and warmly dressed rower and proceed back at a safe speed – remember wind chill.

Always be aware of wake especially around inexperienced crews, scullers and coxes. Bring a thermos flask with a hot drink so you can keep yourself and the coxes warm. Wear warm and waterproof clothing and a Life Jacket or PFD, float coat, survival suit etc properly fastened. Be aware of your own limitations and set a good example.

Watch out for hazards for the boats.

Be careful coming back into the dock, watch for signs of cold etc from the cox. Take care getting out of the launch you.

Get the equipment away quickly and safely. Don't let people waste time.

### **Rowers next**

Now that so many of you have stocked up your wardrobe with the correct rowing specific clothes, this is really a matter of common sense but remember

1. You must be warm- limit the time standing waiting for others, don't keep people waiting for you, warm up on the erg, be better time keepers, be more organized, pull harder.
2. You must stay dry- don't splash so clean catches, tap your oar down, balance the boat off the water
3. You must be able to row safely- don't get caught in at the finish, don't wash out, FOCUS all the time, move down a level of boat so you're in a less tippy boat, don't sub in boats of a standard too high, don't sub in if you've not been doing the training.
4. You must not interfere with others rowing safely- FOCUS all the time, DO NOT TALK in the boat, ever.
5. You must be able to survive in a swamping or capsize situation. When the water is below 10 degrees Celsius or 50 degrees Fahrenheit you have limited survival time so stay in the boat.
6. Make sure you know where the safety launch is and that you are in sight of it.
7. Know the piers and jetties that you could land at if there was a sudden emergency.

If you have ANY reservations about the conditions, equipment, crew, DO NOT GO OUT. Feel free to wear a life jacket or to have one or a buoyancy aid near you in the boat. You have to be able to swim a minimum of 50 meters in rowing clothing but if your swimming isn't strong, go to the Pool and improve it now and stay off the water until you can swim well.

So, no hooded tops hanging loose – the hood could choke you when water filled,

No full length front zips- you graze your thumbs so you shorten your stroke

No bulky jackets- shortens your stroke and increases the chances of you getting caught by the oar and thrown out the boat,

No baggy fleeces – hold on to water and get cold and heavy.

No gloves – use pogies, mitts so you can feel the oar.

The well dressed rower will be wearing

- layers of materials like wool, polypropylene, anything that “wicks” is best so go for words like Gortex, Thermal, Polartec, Hely Hansen etc. Cotton is not good
- close fitting tops – to trap air and keep sweat from freezing.
- several pairs of socks- not cotton ones, have them big enough to be able to wiggle your toes and long enough to cover ankles and lower shins
- thermal tights under tracksuit bottoms – no bare skin, loses heat really quickly
- a hat – the colder it is, the more heat you lose from the head, cover the ears but make sure you can still hear
- pogies to keep your fingers warm – slid them off when you’re warm
- long sleeved tops – must cover your wrists so the ones with the thumb holes are excellent
- turtle or polo neck styles to cover your neck,
- long- backed tops to cover your lower back – Mind the Gap,
- Rowing Splashtop- sit on the backflap –or tuck it up so it doesn’t get caught in your slide tracks.
- When you get back into the dock, put back on all your dry kit to keep warm, you will cool down really quickly, keep extra kit at the boathouse or in your car so you can always change completely after an outing. Have a warm drink available and somewhere warm to sit.

## **Scullers**

Be more cautious than anyone else. When in doubt don’t go out. When the water temperatures are 50 degrees F/10 degrees C, take stock of your skills and your steering. If you are not experienced, are worried about falling in, have not done the Capsize Drill, or have hit or nearly hit obstacles, be safe and stay off the water.

You can move down a level in the boats and take a more sturdy and easier balanced boat or go out in a crew boat especially the coxed quad but don’t endanger others if your skill or fitness is not as high as theirs.

Don’t go out alone, have a buddy to escort you, stay near the launch or in sight of people, make sure you know who else is out and where they are and when they are coming back. Know your own limitations and err on the side of sensible.

Be properly dressed, (see above,) keep moving and turn back in good time.

Be careful with your hands – especially finger tips- and make sure they stay warm – pogies will help but you must be able to feel the sculls so you don’t catch crabs or increase your chances of dunking.

## **Protocol for Dealing with Incidents of Equipment damaging**

Crew Captain, Equipment Managers, Coxes and Scullers are especially responsible for the safety and care of all our members and equipment but all persons need to be aware of and responsible for what happens in and around our equipment and boathouse.

Any injuries to persons must be reported immediately to the Club President.

1. All breakages, damage to boat, parts of the boat, oars and sculls must be reported to the Boat Captain who will notify the Coaches and Board as needed. Please ensure that it is written up on the White Board in the boathouse. Other users of the boat must be told of the problem where it affects them especially when it will impact on their rowing.

2. All members who are involved or witnessed the incident must fill in the Incident Form fully and return to the Boat Captain no later than 48 hours. The Boat Captain will keep a log of the Incident reports and recommend changes in procedures where necessary.

3. The Equipment Manager/ Sculler/Crew Captain must ensure that the damage is made good in a timely manner to limit inconvenience to other boat users. This may involve a member fixing the damage or the Boat captain detailing a more competent person to do it or monies for the repair having to be supplied by the crew/sculler who caused the damage. If the damage requires an Insurance Claim, the crew/sculler may be requested to contribute the deductible or help get the equipment to the repair shop etc.

4. The Crew/sculler involved in the damage will immediately refrain from using club equipment at that level and voluntarily drop themselves down a Skill level until such time as the Board has reviewed the incident or the crew/sculler is reviewed by the Club Coaches.

## **Incident Report Form**

Name of Contact Person reporting the incident.....

Phone; Cell..... Home.....

List all peoples involve:

What equipment was involved?

Was anyone injured? Whom and give details.

What was the Time and Date of the Incident?

Where did it take place?

If on the water, give temperature, wind speed and direction, state of tide, cloud cover, visibility.

Please give a full and detailed description of the incident. Include drawings, photos etc where they aid understanding.

List and state what was the extent of the damage?

List names and contact details of witnesses.

How could this accident have been avoided?

Signed .....

Date.....

Action taken by Boat Captain

Date matter resolved