

Minneapolis Rowing Club Safety Manual

2021

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About this Manual

- I. This manual is developed by the Minneapolis Rowing Club's (MRC) Safety Committee to communicate basic safety guidelines for all participants and procedures for safe use of equipment. Throughout its long history, rowing has established itself as a safe sport. Consistent with that history, operations of MRC, its members, and all associated programs shall be conducted with safety as the number one priority. The Safety Committee will review this manual annually and update it as necessary.
- II. All those rowing/coaching out of MRC Boat House are responsible for knowing and following the guidelines outlined in this safety manual.
- III. Your safety is important. Do not assist in a situation if you feel your own safety is compromised.

Boathouse Safety Equipment and Procedures

I. Launch

- Usage of the Launch
 - The launch provides safety and supervision when rowing and assistance in an emergency situation.
 - Safety launches should stay “within hail” distance of shells. Crews should be within line of sight of the supervising launch.
 - Current Minnesota State registration for launches are a requirement and should be displayed properly.
 - The launch driver is responsible for the safe operation of the launch in compliance with local and federal laws.
 - It is the responsibility of any launch driver to provide assistance to any capsized boat- even if from another sport or pleasure craft.
 - Launch occupants must wear a life jacket or personal floatation devices (PFD) at all times while on the water.
 - Operators of launches should have an unobstructed view at all times, which may require the use of ballast in the bow of the launch.
 - Launch drivers need to be aware of their wake.
 - Launch drivers should NEVER run the boat up the wrong side of the river and should keep rowing shells on correct side of river.
 - Maximum occupancy of the launch should be heeded at all times. Minimum occupancy recommended to ensure launch can respond in emergency situations.
 - Launch driver will not video or digitally record rowers while driving.
 - Launch driver will not text or retrieve texts while working launch.
- Launch Training
 - Drivers must be trained by Lead Coach, Commodore or person designated by Lead Coach or Commodore in proper use and operation of the powerboat.
 - Drivers should know how to assist rowers entering the launch from the water and should approach from the downwind and downstream side, making sure to keep the propeller away from those in water.
- Required Launch Equipment
 - Lights affixed to launches for use before sunrise or after dark (see Low Light Policy)
 - Personal Floatation Devices (PFDs) - at least 9 PFDs per launch.
 - Tool kit: wrenches, tape, appropriate nuts and washers, and other materials needed to make small repairs to rowing shells.

- First Aid Kit, including emergency blankets in a water tight container
- Lifeline
- Flashlight
- Bailer
- Radio and/or cellular phone
- Noise maker (whistle/air horn)
- Paddles (with proper oar locks)
- Anchor with rope attached to launch
- Towing line
- A second container of gas, at least 1/2 full
- Megaphone

II. Flotation Devices

- Rowing shells have been designed not to sink and to provide floatation, however they are **not** PFDs.
- Rowing oars are **not** PFDs.
- MRC will provide US Coast Guard approved PFDs in all coaching launches.

III. Boat Log out/in

- Log out/in for rowing shells is done through iCrew
- The information is used to document the on-water shell activity of the club.
- Members are required to log boats out through iCrew
- It is a member's responsibility to notify Commodore if they are not listed in the system or if their bow listing is incorrect in system.
- All rowers in boat should be entered into iCrew

IV. Incident/Damage Report

- Incident Report Forms with instructions can be found on line on our website with instructions and are submitted electronically. *Incidents are not limited to* the list below but an Incident Report Form *must* be completed if any of the following occurs:
 - Person(s) overboard or swamped
 - Any boat flipping
 - Any collision (including oars)
 - Any personal injury occurring on or off the water (at MRC)
 - Any damage to boat on or off the water
 - Link to Incident Report Form [here](#).
- Incidents are reviews by a committee per the **Incident Evaluation Process (Appendix A)** and if needed individuals that qualify will receive bow advisement per the **Bow Incident Protocol (Appendix B)**.

V. Safety Video

- All members and program participants are required to watch the US Rowing Safety Video once a year, within two weeks of the start of their program.
- Link to Video [here](#).

VI. Safety Time out

- All rowers should be encouraged to call for and request a **Safety Time Out** when they perceive an unsafe or potentially unsafe situation. This is not intended to be punitive, but to ensure that all participants agree upon, or “are on the same page” about a potential hazardous condition. Examples might include inclement weather (ensuring all crews are following the same policy about how long to stay off the water), wrong side rowing, or other near miss event.

Use of Club Equipment

I. Terminology

- All rowers should be knowledgeable of US Rowing terminology found on their [terminology webpage](#).
- Before handling club equipment, a rower must at minimum understand the following terminology: bow, stern, starboard, port, “Weigh enough,” “Ready to row?,” “Row!,” “Port (or starboard) to row/starboard (or port) to back!,” “Tie in,” “Untie,”
- When a coxswain or coach wants a crew to stop immediately, the proper term is “Weigh enough! Hold water!”

II. Handling Club Equipment

- Appropriately sized MRC slings should be used, not private or collegiate slings.
- Exercise caution when removing shells from the racks, being aware of clearance issues both above and below. Heed coxswain or bow person’s commands.
- If unsure of how to maneuver, consult with an experienced rower or coach or ask another rower to cox.
- Never attempt to carry a fully rigged shell with less than the number of rowers the shell holds.
- Rowers will be expected to lift and carry a minimum of 40 lbs. when handling equipment.
- All oars will be carried and handled properly and with care, blades forward and tips up. Oars on the dock are placed tips down. Carry 2 oars at a time –

sweep or sculls.

III. Safety Checklist

- Individual rowers are accountable for their own oar(s), rigging, foot-stretchers, seat and slides. Check to make sure that all equipment is functioning properly before leaving the dock.
 - Nuts and bolts are properly fastened
 - The position of the foot stretchers and smoothness of slide are acceptable, and shoes are properly tied down.
 - Make sure that clothing and jewelry cannot become tangled in the oar handle or moving seat.
- All shells must be equipped with the following
 - Bow balls
 - Quick-release shoes with Velcro or lace closure.
 - Heel tie-downs

IV. Broken Equipment

- If damage renders a shell unfit to row, or its condition is unclear, tag shell with an orange-colored “Do Not Row” tag to prevent anyone from taking the shell out before it is repaired. The Program Coach and/or Commodore needs to be notified immediately so he/she can determine the level of damage and need for repair. Rowers must not take out any equipment that is considered broken and/or has a “Do Not Row” tag on it.
- File incident report if indicated.
- Report damage in iCrew

V. Bowing Club Equipment

Rowers need to be “Bow Listed” to bow a non-coxswain boat. Bow list and the procedure can be found on the MRC website under Members tab: [Bow List Documents](#).

- The Bow List identifies a hierarchy of club equipment and the people who may sign out equipment at each level.
- Membership in MRC does not confer a place on the Bow List. Only the Commodore with an MRC coach’s recommendation may add a person to the Bow List or change an individual's place on the Bow List.
- Bow clinics are required.
- MRC Coaches may allow a rower to bow ONE level up from their placement on the Bow List *only* during that coach’s practice.

VI. Coxing Club Equipment

- Rowers need permission from their MRC coach or the Commodore to cox a

shell. Permission is contingent on appropriate water conditions and all MRC safety guidelines. Members interested in coxing can request practice under a coach's tutelage.

- The Cox thereby accepts responsibility for the condition of the shell and the safety of the crew while the shell is signed out.

Environmental Conditions: Weather and River Flow

I. See **Appendix D** for [River Levels & Rowing Restrictions](#). This policy addresses water safety utilizing daily flow and temperature of the Mississippi. This policy can also be found on the MRC website on the Safety page. MRC rowers are expected to comply with all safety policies. Others using our docks are notified of our policies and are encouraged to comply. When docks are closed due to safety concerns, they are closed to all rowers including non MRC members.

II. Weather

- All members should be aware of the weather conditions. Check for gathering clouds, changes in wind speed and direction, temperature changes or other boats returning home before heading out.

Note: If any of conditions below exist and it is felt by *anyone* attending practice that a determination to cancel practice is needed, the coach should meet with two members present at practice. Preferably, a captain and Safety Committee liaison can share the responsibility with the coach of making the call regarding practice.

- Wind
 - Do not row in high wind or whitecaps under any circumstances
- Fog
 - Do not row in fog if visibility is less than 100 yards. Lights are recommended on all shells and launches for rowing in fog with visibility greater than 100 yards.
- Lightning/Thunder
 - Never launch a shell if you see lightning or hear thunder.
 - US Rowing Association guidelines state rowers must wait 30 minutes after lightning/thunder has been sighted/heard, and no new activity has been seen/heard.
 - If on the water and lightning is seen, thunder is heard, or hair is noticed to be standing on end with static electricity, then head to the nearest shore or dock. If the storm is not yet upon the shell, follow close to the shoreline and quickly return to the boathouse. If the storm is upon the

- shell, take the shell ashore and wait for the storm to pass.
- Cold and Hot weather
- Rowing in hot weather with warm temperatures, sun exposure or high humidity poses a challenge to the body's regulation system. If sweat is excessive and fluids are not continually replaced, dehydration may occur.
 - Symptoms of HEAT EXHAUSTION: cool, clammy pale skin, sweating, dry mouth, fatigue, weakness, dizziness, cramps in abdomen or legs
 - Symptoms of HEAT STROKE: very high temperature (104 degrees or higher), hot, dry, red skin, NO SWEATING, deep breathing, confusion and general weakness
 - Rowing in cold weather poses potential danger for hypothermia and drowning. Symptoms of HYPOTHERMIA: uncontrollable shivering, cold, pale skin, slurred speech, fumbling, stumbling, abnormal slow breathing
- Cold water
- Rowers should be aware of the temperature of the water and dangers of being immersed in cold water. Cold water video [here](#). Cold water swimming info [here](#).

III. Water Level

- Be aware of the river level. Low river levels reveal submerged hazards such as sandbars, old locks and sunken logs.
- High river levels generally increase the speed of the current, especially near constrictions such as between bridge abutments
- Post-storm water may have increased debris and/or deadheads - be attentive.

IV. Low Light Policies

- See **Appendix C** for the MRC **Low Light Policy** which addresses rowing post sunset and pre sunrise. This policy can also be found in the Member section of the MRC website.
- Launches must comply to lighting rules stated in the [2021 Minnesota Boating Guide](#) Pg. 21 – 22
- Safety Suggestions
 - Reflective tape be placed on the top of the gunwales and splash boards
 - Carry a sound making device (MRC provides coaches with megaphones with sound making capabilities)
 - Wear Hi Vis clothing (always required in low-light situations per above policy)

River Traffic Rules and Guidelines

I. U.S. Coast Guard Traffic Rules

- The U.S. Coast Guard has developed right-of-way rules. Vessels with the least maneuverability have the right-of-way, but take necessary action to avoid all other types of boats.

II. General Guidelines for the Mississippi River

- All members should familiarize themselves with shallow water, stumps, rocks, seasonal problems and landmarks.
- Infrequently, items have been hurled from the bridges that span the Mississippi River towards watercraft on the river, particularly railroad bridges. It is best to ignore these people and avoid passing directly under them. Notify a Coach ASAP if this does occur and/or call 911 to report.
- Individuals do fish on the river and their fishing lines reach into the paths of rowing shells. Be aware of fishermen and their lines. Do not go underneath a fishing line or through a fishing line. The hooks are very dangerous and can hook onto a rower. Instead make sure to go outside the fishing line.
- Sandbars - although these are generally not a problem, when the water level is especially low, row at least a boat length from shore.
- Debris – The Mississippi River is often marred by trash and other flotsam as well as logs of varying size that can cause considerable damage to a rowing shell. Extra vigilance is needed in faster currents and higher water levels as these items sometimes float just under the surface of the water.
- Deadheads are a free floating log mired in the riverbed, usually with one end pointing up toward the surface of the water. These can occur almost anywhere in the river, near shore or in the middle of the channel.
- Rowers share the river with motor boats, jet skis, canoes, kayaks and cruise boats. Legally, motor boats and jet skis are required to decrease speed in order to minimize wake when coming upon rowers. Unfortunately, this doesn't always happen and you may need to stop rowing and wait for these watercraft and their wakes to pass. Large cruise/paddle boats have the right of way and need not stop for rowers.
- Never turn a shell near, under or immediately upriver of a bridge pylon. The current can push a turning shell into a bridge piling, so make sure the shell is far enough away or down river of a bridge before turning.

- Stay clear of bridge abutments and other man-made or natural obstacles.
- Be courteous to others on the water. Be aware of powerboats and treat them with respect.
- Stay to your starboard shore. Veer from the starboard lane to avoid sandbars or other obstacles only after checking carefully for oncoming boat traffic.
- Be alert at all times for oncoming traffic that may be outside of the normal traffic pattern when avoiding sandbars or other obstacles.
- The coxswain or single sculler should make frequent checks on both sides and listen for oncoming traffic. The coxswain should also be aware of traffic from behind.
- Grey Area – defines the middle of the river. There is a very fine line separating up from down traffic and it is best to avoid this area when possible.

III. Traffic Pattern

Lake Street Bridge Traffic Pattern from a Coxswain seat:

- When traveling down river proceed through the west arch of Lake Street Bridge.
- When traveling up river proceed through the east arch of Lake Street Bridge. (even when returning to MRC)
- When traveling down river and returning to MRC, look and turn prior to the bridge. If you find yourself just under the bridge follow the same procedure as above
- If 50 yards past the bridge, cross and proceed through the east arch heading north again and cross the river to land. Be mindful of current speed and adjust distance from the bridge accordingly.
- When traveling down river, the river from the storm drain just above MRC to Lake Street Bridge is a no wake/ no power zone.

Launching/Landing Area Guidelines:

- Before launching and after landing, place all oars clear of the edge of the dock.
- Always launch and land at the dock with the bow pointing upriver.
- To row upriver, immediately cross to the east side after launching. To head downriver, row away from the dock upstream and toward the middle of the river, complete your turn, move towards the west side, and begin to row downstream.
- Incoming (docking) crews have right of way over launching crews

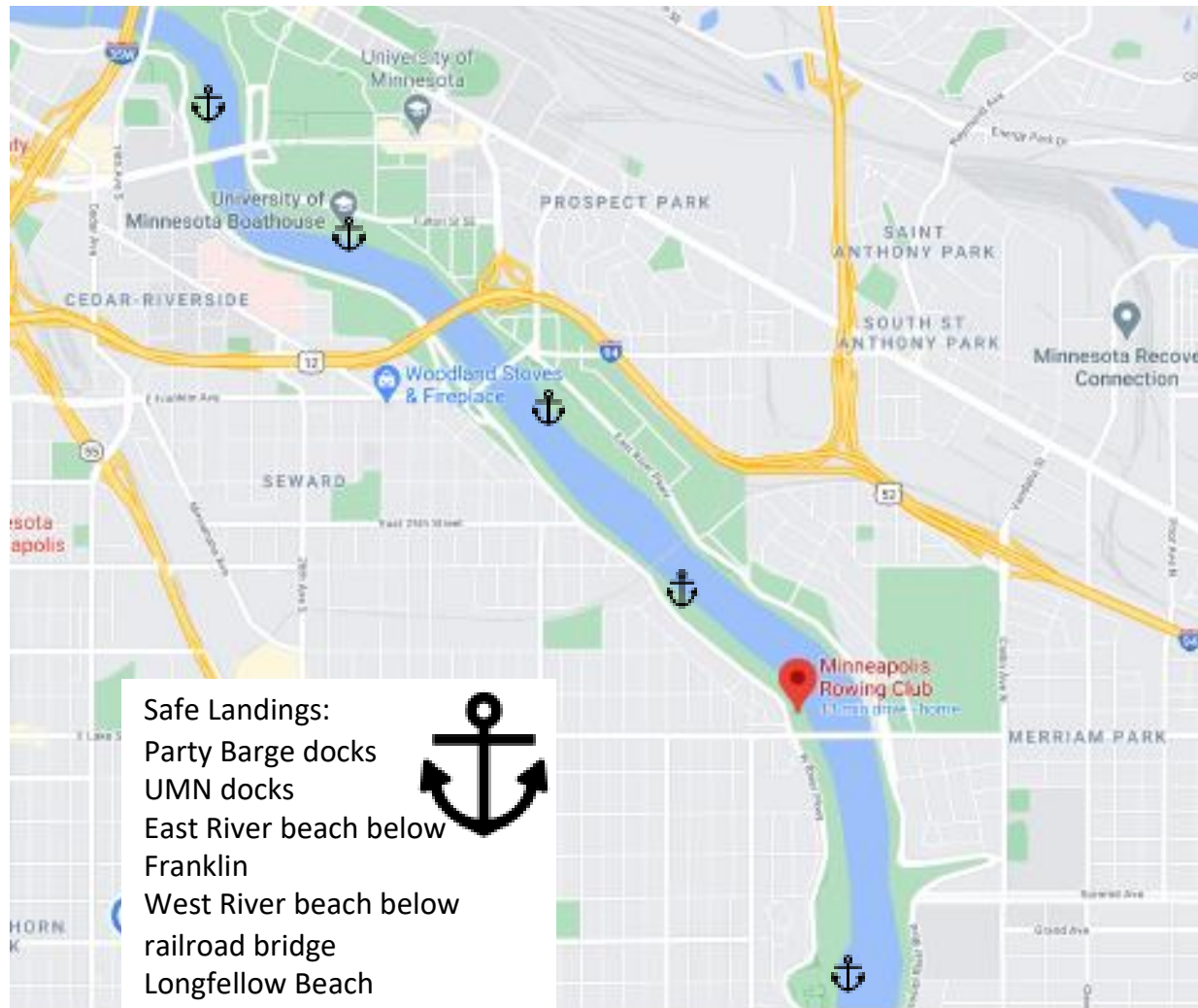
- If crews are on water waiting for dock space, tie in and adjust foot stretchers on the water.

River traffic pattern

- The established rowing traffic pattern for the stretch of water from St. Anthony Falls to the Ford Dam used by MRC, The University of Minnesota, Macalester and St. Thomas follows a counterclockwise, or “right-hand-drive” pattern. Shells should row down river on the Minneapolis/West side of the river (i.e. the MRC boathouse side) and upriver on the St. Paul/East side (i.e. the University of Minnesota boathouse side).
- Traffic patterns are subject to change on a given day due to races or exceptional circumstances outside our control. Be cautious. When in doubt, consult a coach or race official.
- Boats must never proceed on the wrong side of the river unless directed to do so by a race official, or under emergency circumstances.
- Consider the river divided into thirds. One lane to travel down, one lane to travel up and the middle lane to avoid– “grey area”
- **Overtaking:** During practice all boats should take a course and communicate with other boats
- **Passing the MRC Boathouse:** Due to a blind corner and crews crossing the river at this point, no power pieces or launch wake is allowed going downstream for a stretch from 100 meters above the MRC docks to the Lake Street bridge.
- **Passing the University of Minnesota Boathouse:** When rowing upriver, boats must watch for university traffic returning or launching. All boats and launches are to treat the dock with care and avoid waking other boats.

Google Earth River Overview

Map of River (South of MRC Boathouse), safe landing sites noted.



Safety Responsibilities for Specific Types of Members

I. All Members

- All members of MRC certified their swimming capabilities upon becoming a member. Additionally, signing the US Rowing Waiver includes acknowledging the following statement regarding the rower's ability to maneuver themselves in water:
 "I understand the nature of Rowing Activities, both on water and land based, and that I am qualified, in good health, and in proper physical condition to participate in such Activity."
- All members must complete a US Rowing Release of Liability Form each year.
- All members are expected to watch the US Rowing Safety Video, "Ready All Row," each year. Found [here](#) on website.
- MRC recommends that new or returning rowers should consult a physician before starting any form of exercise, including rowing.
- Rowers are required to notify their program coach and coxswains if they have any medical condition that could impair their ability to row or may require special attention.
- In the case of an emergency, all members should use either boathouse phone or cell phone to call 911.
- Safety Time Out is a responsibility of all MRC members.

II. Coxswain

- All coxswains must learn the hazards and traffic patterns of the river.
- Stay clear of construction buoys, bridge abutments and other man-made or natural obstacles and never go under fishing lines.
- Do not turn near any such obstacles, especially upstream of obstacles.
- Make frequent checks on both sides of the shell and to the rear, and listen for other river traffic.
- Coxswains accept responsibility for the condition of the shell and the safety of the crew while the shell is signed out.
- It is understood that the coxswain is the final authority in the shell. The coxswain is responsible for making clear and concise commands, and the rowers will in turn respond appropriately.
- All coxswains under the age of 18 must be cleared to cox adults by Lead Coach.
- Coxswains are encouraged to carry a whistle and adjustable wrench while on the water.
- Coxswains are encouraged to wear a PFD while in a rowing shell.

III. Bow person

- All Bow persons must learn the hazards and traffic patterns of the Mississippi River.
- Stay clear of construction buoys, bridge abutments fishing lines and other man-made or natural obstacles. Do not turn near any of these obstacles, especially upstream of them.
- Make frequent checks on both sides of the shell and to the rear, and listen for other river traffic.
- The individual accepts responsibility for the condition of the shell and the safety of the crew while the shell is signed out.
- Bow person is responsible for navigation in all sculling and some sweep shells.
- All bow persons must be aware of the rules of the Bow List.
- Bow persons are required to know their own bow listing and inform coach if asked to bow a boat greater than their bow level. Coaches can allow bow persons to bow one level up only during supervision of coached practice.

IV. Singles Rowers

- Single rowers are recommended to row with a buddy shell or a launch, even during unrestricted rowing (Level Green).
- Single shells, private and MRC, must comply with Low Light Policy. Owners of private boats are required to provide their own lights.

V. Safety Committee Responsibilities

- Annual review of MRC Safety Manual with updates to website as needed.
- Participate and promote safety culture in coordinated MRC activities to include day to day programs and MRC sponsored regattas.
- Oversee yearly incident reports and make available for MRC members to review on web site.
- Safety committee will give year-end review of incident reports at annual general membership meeting.
- Promote Safety Time Out as responsibility of all MRC members.
- Members of Safety Committee are to be liaisons to MRC Lead Coach, Coaching staff and various MRC programs as needed.
- Safety Committee members will assist Commodore and Equipment Committee to maintain safety equipment both on and off the water.
- Assist Lead Coach with ongoing weather updates as needed to

coordinate safe practices both on and off the water.

- Establish [Emergency Action Plan](#) to be followed in the event of an emergency at MRC. **Appendix E**

VI. Coaches

- Coaches are required to be certified in CPR, AED protocol and first aid
- In the event of an emergency the Coaches will employ response using the EAP.
- Coaches are to wear a PFD in launch at all time and refrain from filming or texting while driving.
- All coaches should carry a cell phone/radio in their launch and be aware of where they are on the river in relation to shore and roads.

Safety and Emergency Conditions While On the Water

I. General Guidelines

- Under no circumstances should a rower in the water leave the floating shell. Even if a swamped shell is within swimming distance from the shore and the rower considers him/herself a strong swimmer, the rower should swim the shell to shore, not swim by him or herself.
- In an emergency condition, the first action to perform is stopping the shell. Coxswain or bow person should give the command “Weigh enough, hold water!” Rowers are to respond by squaring blades in the water to bring the shell to a halt.
- Use these distress signals to communicate to other boats: wave the arms or a shirt above the head, or raise one oar in the air.

II. Wakes and/or Waves

- If approaching wakes are higher than the gunwale, the shell should be turned parallel to the wake to avoid having parts of the shell unsupported by the water. It is possible to split a shell under these conditions. Rower(s) should stop rowing and lean away from the approaching wake, with oar handle(s) on the wake side lifted slightly.
- If wakes are lower than the gunwale and widely spaced, continue to row without a course adjustment. Closely spaced wakes that are lower than the gunwale may be taken at a 90 degree angle with the bow directly toward them.
- Turning in waves is tricky; allow plenty of room, energy and time.

III. Running Aground

- If the shell runs aground on a sandbar/shore, stop rowing immediately at the coxswain or bow’s command.

- After assessing for possible shell damage, the coxswain or bow should try backing out if the shell is not too far up on a sandbar. If the shell remains stuck on the sandbar and the rowers are unable to back off of it, the coxswain or bow should have the rowers get out in pairs until the shell becomes light enough to push off of the sandbar.
- Once back on land, the hull of the shell should be carefully checked for damage.
- All damages are to be reported in iCrew and an incident report submitted.

IV. Rower Injured

- Coxswain or bow should give the immediate command: “Weigh enough!”
- Signal launch if first aid is needed
- If no launch is available, have uninjured rowers row the shell back to the boathouse and call for help.

V. Person Overboard

- Coxswain or bow should give the immediate command: “Weigh enough, hold water!”
- If the safety launch can get to the victim first, allow the launch to rescue the victim.
- If the launch is not in the immediate vicinity, back the shell to the victim and have him/her hang onto the shell until the launch arrives.

VI. Shell or Equipment Damage and Not Sinking

- Coxswain or bow should give the immediate command: “Weigh enough!”
- Make adjustments or signal launch for assistance.
- Proceed back to the boathouse

VII. Shell Swamped

- A shell is swamped when the interior water reaches the gunwales. If rowers stay in the shell, the floatation ends may cause the shell to break apart.
- If the shell is swamped or taking on excessive water the immediate command is “weigh enough!”
- If rescue is imminent, the coxswain or bow should direct the rowers to untie, signal a launch and unload rowers by pairs - starting in the middle of the shell - as soon as possible in order to avoid damage to the shell.
- Pairs should form “buddies” and keep watch on each other. The coxswain should buddy with the stern pair.
- If in a small shell the rescue launch can stabilize the shell for re-entry. Entering the shell directly from the water may cause splashboard damage.
- If rescue is not imminent, take the following steps:

- Remove oars or place them parallel to the shell
- All persons should move to the two ends of the shell (it is dangerous to roll a shell when near riggers)
- Then roll the shell to form a more stable floatation platform so rowers can either lie on top of the hull or buddies can hold onto each other across the hull
- Do not attempt to roll the shell if rescue is on the way.
- For singles, a rower may lay on the stern of the shell and swim the shell to shore using the shell as a paddle board.
- Stern Deck Rescue using another rowing shell
 - In very cold weather or when there are no other options rowers may want to abandon the shell and lie on the stern deck of a buddy's shell to be taken to shore.
- Remember that body heat loss occurs 25 times faster in the water (US Rowing)
- A launch or shell can shuttle rowers to the nearest shore. Be careful not to overload the launch
- When the shell has been brought to shore, remove oars.
- If the ends of the shell have filled with water, they must be drained before the shell can be removed from the water.
- Remove the shell carefully to avoid injury or damage. A heavy shell full of water needs to be bailed first, then rolled slowly and removed from the water.

VIII. Shell Capsized

- Coxswain or bow should give the immediate command: "Untie!"
- Be sure that all rowers and coxswains are accounted for.
- Stay with shell until assistance arrives, following the procedures outlined above.

IX. Shell Broken and Sinking

- Coxswain or bow should give the immediate command: "Untie!"
- Get out of the shell and follow the same procedures as for a swamped shell.
- Do not leave a floating shell, swim the shell to shore if rescue is not imminent. The shell is a flotation device and only in extreme cases should you leave a shell (e.g. heading towards a dam).

X. Another Shell in Distress

- If a distress signal is seen and insufficient assistance is near that craft, maneuver your shell to the distressed shell.
- Attempt to summon other launches or stable shells with distress signal.
- Assist in any way that does not jeopardize the lives in your shell.
- If a launch observes a shell in trouble, the coach should immediately call for help from other coaches or from other people nearby.

- The boathouses are equipped with telephones. If emergency response is necessary at the boat house, dial 911. If first responders are expected, a key to gate is located in first aid kit. If possible, send someone to open gate. However, please be aware the responders can open with bolt cutters.
- First Aid kits, including emergency blankets, can be found in the safety kit in each launch
- After the emergency situation has passed, report any incident to the club President and Commodore and fill out incident report.
- Appendix E: Emergency Action Plan



Incident Evaluation Process

- **Incident Report is completed**
 - On minneapolisrowing.org website, [Member->Incident Report](#)
- **Incident Report is triaged by Triage 'team' (usually, Lead Coach and Safety Committee Chair)**
 - Incident report is automated to emailed to triage team
 - Triage happens within 1 week period
 - Triage identify one of two levels:
 - Minor (example: no significant damage, no injury, 1st incident)
 - Incident is closed
 - Moderate/Major (example: damage or injury or multiple incidents)
 - Incident is forwarded to Incident Review Committee
- **Moderate/Major incident further reviewed by Incident Review Committee (usually, Commodore, Lead Coach and President)**
 - Review happens within 1 week of being forwarded
 - If damage, cost evaluated/calculated
 - Incident committee gathers all needed information
 - Incident reports, additional inquires as needed (coach, others)
 - Committee reviews incident determines if there was negligence. If so, committee then determines comparative fault of those involved and assigns percent responsibility.
 - Based on comparative fault evaluation, charges may be applied to the full crew of major fault. Charges are determined from damages cost.
 - Committee reviews Bowing/Coxing decisions made during incident.
 - Based on Bow/Cox evaluation, adjustment in bow level and/or additional bowing education may be applied. Please refer to Bow Rehab guidelines documented by Safety committee.
- **Incident Closed**
 - Stats for incident is recorded/logged
 - Minor, simple email back to incident author and coach, if applicable
 - Moderate/Major, summary report outlining findings. Report provided to all involved in incident, coach (if applicable), safety committee
 - Club wide communication/education provided as needed (Announcement, clinic)

Appendix B



Bow Incident Protocol

First referral from Incident Review Committee:

Bow person will be notified by safety committee that improvement in bowing is recommended. Bow person to meet with coach or lead coach (independent rower) to review incident. Discuss what changes could have been made and how to avoid repeat.

Second:

Bow will be lowered one level on the bow list, until athlete has completed five coached practices in bow seat. After sessions are complete and verified both by electronic log book and coach, coach can recommend return to previous level. Independent rowers will work with lead coach to determine appropriate steps.

Third:

Bow will be placed at Level 0, required to attend Bow Clinic and work with respective Program Coach to move back up the list. Independent rowers will work with lead coach to determine appropriate steps.

Appendix C



Low Light Policy

AM rowing

If launching before sunrise **with a launch**

- Hi Vis shirts, vests OR jackets required for all rowers
- All boats on water – including launches – must have proper bow and stern lighting.
- All CLUB boats must stay with Coaching launch (within 100 yards) and the Coach must be able to identify which boats they are responsible for.
- All CLUB Coaches may have a maximum of 4 boats per launch.
- All CLUB Bows must be Level 4 bow listed when in a non-coxed boat.

Without a launch

- Hi Vis shirts, vests OR jackets required for all rowers
- All boats on water – including launches – must have proper bow and stern lighting.
- All Club Bows must be Level IV bow listed in blind boats with all rowers in boat having 4 years experience.
- Boats may launch 1 hour prior to Sunrise.

PM rowing:

Unless specified, the following refers to both club and private boats

- Launches are required for PM rowing if plan to stay out past sunset
- All boats must launch at the latest 30 min. prior to sunset.
- Hi Vis shirts, vests OR jackets required for all rowers.
- All boats on water – including launches – must have proper bow and stern lighting.
- All CLUB boats must stay with Coaching launch (within 100 yards) and the Coach must be able to identify which boats they are responsible for.
- All CLUB Coaches may have a maximum of 4 boats per launch when rowing post sunset.
- All CLUB Coaches must be on dock when club boats land with a white light to direct boats to dock.
- All CLUB Bows must be Level 4 bow listed when in a non-coxed boat.



Low Light Policy -2021 1x Rowing

AM rowing

If launching before sunrise **with a launch**

- Hi Vis shirts, vests OR jackets required for all rowers
- All boats on water – including launches – must have proper bow and stern lighting.
- All CLUB boats must stay with Coaching launch (within 100 yards) and the Coach must be able to identify which boats they are responsible for.

Without a launch

- Hi Vis shirts, vests OR jackets required for all rowers
- All boats on water – including launches – must have proper bow and stern lighting.
- Boats may launch 1 hour prior to Sunrise.

PM rowing:

Unless specified, the following refers to both club and private boats

- Launches are required for PM rowing if plan to stay out past sunset
- All boats must launch at the latest 30 min. prior to sunset.
- Hi Vis shirts, vests OR jackets required for all rowers.
- All boats on water – including launches – must have proper bow and stern lighting.
- All CLUB boats must stay with Coaching launch (within 100 yards)
- All CLUB Coaches must be on dock when club boats land with a white light to direct boats to dock.

River Levels Rowing Restrictions

Appendix A: River Levels and Rowing Restrictions

River Levels	Level Black Docks closed
	Level Red: No club boats, private boats row at their own risk
	Level ORANGE: 4 oars, Blind boat bow must be at Level IV bow listed, 4 th year & above rowers only with launch, rest on land, private 1x row at their own risk
	Level YELLOW: 4 oars, Blind boat bow must be at Level IV on bow list, 4 th year and above rowers on own, Green & Novice on land (see exceptions below), private 1x row at their own risk
	Level BLUE: Blind boat bow must be Level III & IV on bow list to go on own, Green with coach, Novice barge only (Fall exceptions noted below)
	Level GREEN: Open rowing by bow list

Flow (KCFs) **	40001+	<u>Docks Closed</u> except by permission from the Lead Coach or Commodore				RANGE
	35,001-40,000	<u>ORANGE w/posted restrictions*</u> 35,001-40,000, 60F+	<u>RED</u> 35,001-40,000, 55-60F	<u>DOCKS CLOSED</u> 35,001+, Under 55 F	<u>DOCKS CLOSED</u> 35,001+, Under 45 F	Stay South of Franklin, to bottom of beach below Lake St.
	30,001-35,000	<u>YELLOW</u> 30,001-35,000 , 60+F	<u>ORANGE w/posted restrictions*</u> 30,001-35,000 , 55-60F	<u>RED</u> 30,001-35,000 , 45-55F	<u>DOCKS CLOSED</u> 30,001-35,000, Under 45F	Stay South of Franklin, down to 38th St/St. Clair (~1/2 way between Lake & Ford)
	25,001-30,000	<u>BLUE</u> 25,001-30,000, 60F+	<u>YELLOW</u> 25001-30,000 55-60F.	<u>ORANGE w/posted restrictions*</u> 25,001-30,000, 45-55F	<u>RED</u> 25,001-30,000, Under 45F	Stay South of UM Boathouse, down to 38th St/St. Clair (~1/2 way between Lake & Ford)
	20,001-25,000	<u>BLUE</u> 20,001-25,000, 60F+	<u>BLUE</u> 20,001-25,000, 55-60F	<u>YELLOW</u> 20,001-25,000 45-55F	<u>ORANGE w/posted restrictions*</u> 20,001-25,000, Under 45F	To top, down to 42nd/Randolph (~1000M above Ford Bridge)
	15-20,000	<u>GREEN</u> 15-20,000, 60F+	<u>BLUE</u> 15-20,000, 55-60F	<u>YELLOW</u> 15-20,000, 45-55F	<u>ORANGE w/posted restrictions*</u> 15-20,000 , under 45F	To top, stay 250M above Ford Bridge and do not stop when crossing river
	Under 15,000	<u>GREEN</u> Under 15,000-, 60F+	<u>GREEN</u> Under 15,000-, 55-60F	<u>YELLOW</u> Under 15,000-, 45-55F	<u>ORANGE w/posted restrictions*</u> Under 15,000, Under 45F	To top, stay 150M. above Ford Bridge and do not stop when crossing river
		60F+	55-59.9F	45-54.9F	Under 45F	RANGE
Water Temperature						

Safety levels are set by the Lead Coach.

Lead coach and/or coaches along with their captains and safety committee members may restrict dock usage for any and all members based on weather conditions at that time.

All members are responsible to keep current with restrictions posted on River Conditions page of the MRC website.

PFDs are required by MN law, either on rower, in boat with rower or in coaching launch.

Description of Levels
Docks closed
RED: No club boats, private boats row at their own risk
ORANGE: 4 oars, Blind boat bow must be at Level IV on bow list, 4th year & above rowers only with launch, rest on land, Private 1x row at their own risk Group size limitations based on experience: CW/M/REC A/B no more than 4 boats per launch. 20:1 Athlete/Coach ratio CW/M/REC C no more than 2 boats per launch 18:1 Athlete/Coach ratio Must have PFDs in boat, worn or in coaching launch.
YELLOW: 4 oars, Blind boat bow must Level IV on bow list, 4th year and above rowers on own, Green/Novice on land*, Private 1x row at their own risk A/B/C level rowers in Comp and Rec when NOT with Coach: Must have PFDs (one for each rower/coxswain in boat, provided by rower) Each rower/coxswain in boat 4th year or above Bow must be level IV Recommend groups A/B/C level rowers in Comp and Rec when with Coach: No more than 4 boats per launch. 20:1 Athlete/Coach ratio *Fall season ONLY, Green & Novice in 8's only with coach. Subject to review by Lead Coach
BLUE: Blind boat bow must be Level III & IV on bow list to go on own, Green with coach, Novice barge only* A/B/C level rowers in Comp and Rec when NOT with Coach: Must have PFDs (one for each rower in boat provided by rower) Bow must be level III or IV when rowing on own *Fall season ONLY, Novice in 8's only with coach. Subject to review by Lead Coach
GREEN: Open rowing by bow list Must have PFDs, one for each rower/coxswain in boat, provided by rower when rowing without a launch. During coached sessions, must have PFDs in boat, worn or in coaching launch.

MINNEAPOLIS ROWING CLUB EMERGENCY ACTION PLAN

DIAL 9-1-1 FOR ALL EMERGENCIES

Boathouse Address
2968 West River Parkway
Minneapolis, MN 55406
612-729-1541

AFTER calling 911 and as soon as is practical, please contact at least one of the below MRC representatives, in addition to completing an Incident Report:

Head of Safety Committee	Katy Dieperink	651-402-7735
President	Sona Mehring	651-335-9493
Head Coach	Peter Morgan	763-807-6645
Programs Director	Jen Sowins	612-469-7999

Safety Equipment

1. First Aid
 - a. First aid kit is located in the west bay near the north door of large boathouse.
2. Automatic External Defibrillator (AED)
 - a. AED is located in the west bay near the north door of large boathouse.

Medical emergency on the water

- Raise the alarm immediately; ask someone to call 911; provide the safe emergency landing location description; assist the victim.
- Take the victim to the nearest recommended safe emergency landing location.
- If the emergency landing will be at MRC, if possible, send someone up to open the gate at the top of the hill. A key for the lock is in the first aid kit.

In the event of a capsize

- Stay with the boat and use the boat as a floatation device and swim towards the nearest shore.
- Pair up with other rowers and keep in continuous communication with each other until rescued to ensure that all are accounted for.
- Other boats in the vicinity should provide assistance by calling for help or a coach's launch if available.
- Contact MRC representatives listed above if you are unable to return an MRC boat from your safe location to the boathouse.

Symptoms of HEAT EXHAUSTION

- cool, clammy pale skin, sweating, dry mouth, fatigue, weakness, dizziness, cramps in abdomen or legs

Symptoms of HEAT STROKE

- very high temperature (104 degrees or higher), hot, dry, red skin, NO SWEATING, deep breathing, confusion and general weakness

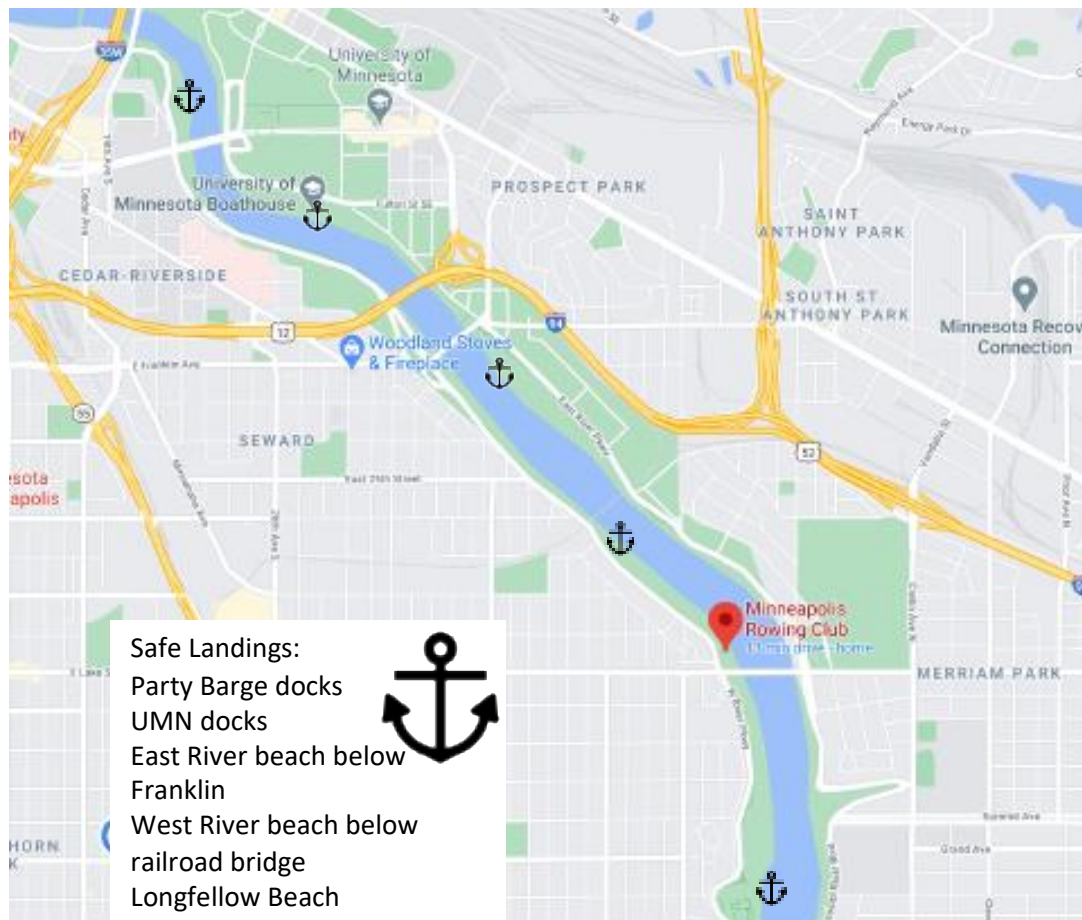
Symptoms of HYPOTHERMIA

- uncontrollable shivering, cold, pale skin, slurred speech, fumbling, stumbling, abnormal slow breathing

MINNEAPOLIS ROWING CLUB EMERGENCY ACTION PLAN

Safe Emergency Landing Locations

MRC has identified the following locations as safe emergency landing locations based on access to major roads for emergency services:



MRC Emergency Equipment Locations: Main boathouse, north door, west bay

