



# COLUMBIA ROWING CLUB

## MEMBERSHIP RULES AND GUIDELINES

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### INTRODUCTION

The Rules, Guidelines and Procedures of the Columbia Rowing Club are presented to facilitate the safety and enjoyment of recreational and competitive rowing. 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 may be issued periodically and will be distributed to members and Head Coaches of all crews.

We look forward to your cooperation in using this site in a safe and thoughtful manner.

### DEFINITIONS

The following terms shall have the following meanings:

**“Approved Programs”** shall mean those programs that have been approved by the Executive Committee.

**“CRC”** or **“Columbia Rowing Club”** shall mean the Columbia Rowing Club, Inc.

**“Assistant Coach”** shall mean those persons approved by the Columbia Rowing Club to supervise different crews and/or programs.

**“Board”** shall mean the Board of Directors of the Columbia Rowing Club.

**“Site Users”** shall mean all persons coming into the Broad River Rowing Site, including storage facilities, staging area and docks, whether or not they use boats and/or equipment.

**“Coach”** shall mean those persons responsible for their respective programs. The designation includes coaches for regattas held at the Site and coaches for visiting teams.

**“Executive Committee”** shall mean the Executive Committee as designated by the Constitution of the Columbia Rowing Club.

**“Members”** shall mean those persons who have been accepted into membership by CRC in accordance with its Constitution and Membership Guidelines (See Guidelines, Section I).

**“Program Participants”** shall mean participants in an Approved Program of the Columbia Rowing Club.

**“Rowing Site”** shall mean the boathouse, ancillary buildings, access thereto, staging area and the docks, all of which are operated by the Columbia Rowing Club.

“**Rowers**” shall include sweep rowers and scullers.

“**Rules**” shall refer to the Rules of the Broad River Rowing Site contained in this document.

“**Guidelines**” shall refer to the CRC Membership Guidelines contained in this document.

“**PFD**” shall refer to a Coast Guard approved Personal Floatation Device.

## **RULES OF THE BROAD RIVER ROWING SITE**

### **1. GENERAL**

- a) These rules govern the use of the Rowing Site and are binding upon all persons using the CRC facilities.
- b) Failure to comply with these rules may result in complete or partial loss of membership privileges, or the restriction or suspension of use of the facilities, without refund of dues or the like, or any part thereof. Ultimate authority for rules enforcement resides with the Board.
- c) Rowing Site users must be either:
  - (i) Members in good standing of CRC,
  - (ii) Members of crews and individuals authorized by CRC to use the site,
  - (iii) Participants in a program authorized by CRC,
  - (iv) Invited guests of a CRC member. (Note: Guests may use the site a maximum of three times and then must become members in order to continue to use the site, unless they are visiting in the area for a short period of time. In such a case the consent of a member of the Board should be obtained).
- d) Each crew, team or program may develop specialized rules for their own program, but in the event of a conflict, these Rules shall prevail.
- e) These Rules govern the use of the site by all users including, but not limited to, coaches, rowers, coxswains, and launch operators.

### **2. SWIMMING TEST**

- a) All rowers and coxswains must satisfy the requirements of the CRC swimming test as described in the Guidelines. Visiting coaches will be required to bear full responsibility for the ability of all participants in programs under their direction to satisfy this requirement.

### 3. SAFETY

- a) The protection of personal health and well being is of primary importance and should never, under any circumstances, be sacrificed or jeopardized in any way. Equipment should only be used for its intended purpose, not abused or mistreated, and site users should always strive to protect equipment from damage and neglect. Any damaged equipment should be tagged as damaged and logged in the site log as damaged with a note as to whether the equipment is still usable or should not be used until it is repaired.
- b) When the dock is open, it does not necessarily mean that it is safe to row. It is the responsibility of every site user to assess all the conditions, including, but not limited to, weather, river conditions, water temperature and daylight, which may affect safety and to act responsibly in a manner consistent with these rules and guidelines.
- c) If the water is going over the dam (as indicated by the river level stake), a boat cannot go out unsupervised without a launch unless at least 50% of the rowers are non-novice.
- d) All organized junior and collegiate programs shall always be accompanied by a chase launch.
- e) There is an extreme danger of hypothermia when the water temperature is below 50 degrees Fahrenheit. Under these circumstances it is highly recommended that rowers not row alone.
- f) A launch must carry the following equipment:
  - (i) An approved PFD for each person in the launch and each person in a boat not already carrying one. If the launch is escorting more than one boat, the number of PFD's will be based on the number of persons in the largest boat.
  - (ii) Lights if before or after daylight hours
  - (iii) An efficient noise-making device
  - (iv) An anchor with 50 feet of anchor rope
  - (v) A paddle or oars
  - (vi) Adequate fuel to return to the dock
  - (vii) A bailer
  - (viii) In hot weather extra water for rowers
  - (ix) Fire extinguisher
  - (x) Large flashlight
  - (xi) 50 feet of rope with ring
  - (xii) First aid kit
- g) Rowing is a strenuous sport, and it is important for rowers and scullers to stay well hydrated in any weather. Each rower should have their own water bottle in the boat for their own exclusive use. The sharing of water bottles is not recommended.
- h) Rowers and coxswains are responsible for completing the Site Log before and after every rowing outing, indicating the Club equipment used, the time out and returned, and the condition of the equipment upon return. **THE CONDITION OF THE EQUIPMENT IS EVERYONE'S RESPONSIBILITY. PLEASE REPORT ANY EQUIPMENT**

PROBLEMS IMMEDIATELY. Anyone signing in or out for another must initial the entry in case any question should arise.

- i) No shells should be used before or after daylight hours without lighting.
- j) No racing shells shall be allowed on the water unless they have an approved bow ball and the shoes are tied down at the heels (3 inches or less). **There will be no exceptions to this.** Quick release straps are highly recommended.
- k) All occurrences of personal injury or property/equipment damage due to an accident must be reported immediately to the Safety Committee of CRC. (See attached CRC incident report form). The Safety Committee will then investigate the occurrence and report to the board of CRC with recommendations. Should reports of such incidents be required by any governmental authority, such reports must be filed in a timely fashion, and CRC must be copied.
- l) The use of alcoholic beverages and legally controlled non-prescription drugs is strictly prohibited on the premises of the CRC or while on the water. The only exception to this will be if the CRC Board of Directors as part of an organized event grants approval for alcoholic beverages. Anyone appearing to be under the influence of alcohol or drugs will not be allowed on the Rowing Site, and repeated offenses will result in revocation of membership and forfeiture of current dues.
- m) Consideration of the other members of CRC should always be a priority of all members. Equipment should be wiped down after use and secured in its assigned place. All trash should be removed or placed in a trash container. Inappropriate language and behavior, loud music and horseplay will not be tolerated in and around the Rowing Site.

## **COLUMBIA ROWING CLUB MEMBERSHIP GUIDELINES**

### **SECTION I - MEMBERSHIP**

1. To maintain membership in good standing, members must:
  - a) Pay CRC dues for the current year.
  - b) Have satisfied the swimming requirement, if an active rower, coxswain, or water volunteer.
  - c) Have completed the required annual waiver and participation forms
  - d) View video safety tape.
  - e) Comply with these Rules, Guidelines and the CRC Constitution.
  - f) Members are expected to donate a minimum of 10 volunteer hours in service to CRC each year.
2. A voting member is a member in good standing, as defined by Section I.1., who is not a participant, nor is eligible to be a participant, in any junior or collegiate program.

3. Fee Structure
  - a) Full membership dues are \$150 per year and include full use of facility and club equipment. Beginning in July, dues are \$20 per month through the end of the year. New members who join in November and December can elect to pay next year's dues early and forgo the current year's dues.
  - b) Family memberships are defined as two full memberships.
  - c) Associate membership dues are \$100 per year and include only the use of the land facility.
  - d) Junior and USC Crew program fees are \$75 per semester per person.
  - e) Summer Collegiate program fees are \$50 per person.
  - f) Learn to Row fees are \$40, half of which may be applied toward full membership.
  - g) Annual Boat Storage Rates are \$100 for singles, \$200 for doubles, \$300 for fours and \$400 for eights, and will be prorated for the initial start date.
  - h) Membership is required to be eligible for boat storage.
  - i) All dues and fees are non-refundable.
4. An invited guest of a CRC member will be the responsibility of the member.
5. The CRC facilities are located on the property of Richland County and access to them is by permission of the Riverside Golf Center. Site users should be considerate of the property rights of these benefactors.
6. Membership dues are waived for coaches as approved by the Board as long as they are coaching a program.

## **SECTION II - SWIMMING TEST AND OTHER SAFETY REQUIREMENTS**

1. The CRC Swimming Test will consist of a jump from a height of about one meter, followed immediately by swimming 150 meters without stopping (part of which could be on their back) followed immediately by treading water for 10 minutes and followed immediately by the putting on of a PFD in deep water.
2. The Safety Chairman or a designee of the Safety Chairman will notify the Treasurer of the results.
3. The Safety Video provided by the US Rowing Association must be viewed following the Swimming Test or at another designated time for the Test to be considered complete.
4. Coaches of visiting crews must state in writing that their participants have passed a swim test as required by their organization. If this is not possible, the coaches must take responsibility in writing for the physical well being of their participants.
5. All rowing participants at CRC, whether members, visitors, or learners, are required to sign the standard US Rowing Association waiver form. It is recommended that they state an emergency contact person and that person's telephone number on the form.

6. It is **REQUIRED** that rowing participants who have not passed the Swimming Test and are learning under the supervision of a club member, **MUST** have a PFD on-board when on the water.

### **SECTION III - BEFORE THE OUTING**

1. Rowing is strenuous exercise and each rower and sculler should take personal responsibility for their own physical condition, health and safety. Rowers should consult a physician before starting any form of exercise. Before beginning each rowing session each person should go through a basic set of stretching exercises and warm-ups.
2. The clothing worn during a rowing session should be appropriate for the conditions. In cold weather layers of clothing should be worn so that some layers can be removed after you are warmed up. In extremely cold weather a hat should be worn and a windbreaker or hooded sweatshirt will reduce the wind chill. Sweatpants may be worn over shorts or lighter pants so that the sweat pants may be pulled down to your ankles after you have warmed up. Gloves or socks with a hole for the oar handle to fit through may be used. In hot weather light colored loose fitting clothing and shorts should be worn, sunscreen should be used and a light hat. All clothing in any weather should not be loose enough to get caught in the slides of the seats or tangled up with the oar handle at the finish of the stroke. Flops or slip on shoes should be worn to and from the dock and either put in the boat or left in a safe place in the launching area for use upon the return.
3. Drinking water is important in any weather and no rower should launch without his or her **own** water bottle. **Water bottles should not be shared by other crewmembers.**

### **SECTION IV - BOATHOUSE RULES AND ETIQUETTE**

1. The boathouse and its equipment are the responsibility of all the members. Don't assume someone else will take responsibility for it.
2. No horseplay will be permitted in and around the boathouse and equipment.
3. All equipment should be wiped down and properly stored and locked at the end of its use unless another member will be using the equipment and has clearly taken responsibility for it. Report any damaged equipment or needed repairs in the log.
4. Crews removing boats from the boathouse have the right of way over crews bringing boats back into the boathouse.
5. When a crew is moving a boat, one individual needs to take responsibility for coxing the boat from the boathouse to the water. The remainder of the crew should be silent and respond to those commands.
6. If a boat is placed in slings on the ground everyone should walk around it. **NO ONE SHOULD STEP OVER A BOAT TO GET TO THE OTHER SIDE OF IT.**

## SECTION V – ROWING BASICS

1. Be aware that shells and oars are designed to provide floatation. While oars are considered to be legal Personal Floatation Devices (PFD's), they should only be used as such in an emergency.
2. Before getting into the boat rowers should know:
  - a) Which seat and which side you are rowing,
  - b) Whether you are in the bow or stern pair or four,
  - c) That you have checked out the equipment associated with your seat and it is properly adjusted for you, that all the rigging is tight and in good working order and shoe quick release devices are in place and functional
  - d) That your water bottle, extra clothing, shoes, etc. are properly stored out of the way.
3. The following are basic commands and terms used by a coxswain:

Bow and Stern	Port and Starboard	Tie in and Untie
Ready, Row	Way Enough	Hold Water
Bow pair (four)	Stern pair (four)	Back
Hands on	Waist high	Shoulder high
Up overhead	Down	Add in, drop out
Square blades	Feather blades	Lean away from the dock

**IMPORTANT NOTE: The commands “WAY ENOUGH - HOLD WATER” are used by coxes and coaches when they want the crew to stop the boat immediately because of danger.**

4. The coxswain is in command of the crew and boat from the moment the command “Hands On” is given in the boathouse to get the boat before the rowing session until the boat is safely stored and secured on its rack after the rowing session and all the equipment (oars, PFD's, launches and motors, etc.) is stored away. All crewmembers are to be quiet in order to hear the coxswain's commands.

## SECTION VI - TRAFFIC RULES

1. Right-of-way rules:
  - a) A boat going up stream is more maneuverable than a boat going downstream and therefore a boat going upstream must give way to a boat going downstream.
  - b) A boat without a coxswain has the right-of-way over a boat with a coxswain
  - c) Kayaks and canoes are more maneuverable and should give way to rowing and sculling shells
  - d) Boats doing power pieces must yield the right-of-way
  - e) Until you are certain the other boat sees you and has yielded the right-of-way you should **be prepared to yield**
2. Launching/Landing area
  - a) All boats will land and launch with their bows upstream.
  - b) Before launching and after landing all oars will be placed clear of all foot traffic
  - c) Landing boats have right of way over launching boats

- d) When other crews are waiting to launch, crews should launch and tie in on the water
3. Keep the near shore of the river to the port side of the boat. (The closest shoreline should always be on the coxswain's left or the ROWER'S RIGHT.)
- 4. Under no circumstance will any boat be taken beyond the safety warning buoys upstream of the diversion dam. To do so will result in immediate revocation of all membership rights and privileges and forfeiture of fees or dues.**

## **SECTION VII – GENERAL SAFETY**

1. Rowing outings should gradually and safely build up to full intensity. Under no circumstances should a crew race or sprint upon initially entering the shell. No one will intentionally jump from or leave the shell to swim, relieve themselves, or cool down unless directed by a coach or assistant coach.
2. Rowers in multi-person shells should always be quiet and attentive to the coxswain, coach or assistant coach.
3. Keep oarlocks locked until everyone is out of the shell.
4. Keep at least one hand on your oar(s) while on the water.
5. Weather conditions:
  - a) Do not row in whitecaps.
  - b) If strong winds come up, return to the boathouse if you can safely make the trip or take the boat to the nearest suitable shore and wait for the wind to die down.
  - c) Do not row in an electrical storm. If you are on the water and see lightning or hear thunder, head for the nearest shore. If the storm is not yet upon you, stay close to the shore and quickly return to the boathouse. If the storm is upon you, take the boat ashore and wait for the storm to pass.
  - d) **Try to minimize equipment damage, but remember you are more important than the boat.**
6. Always paddle down at the end of your workout. It is important to your health that you do not race up to the dock. Once the boat and oars have been stored, it is important to take another few minutes to do some basic stretching exercises while cooling down. This will help heal any strains and sprain and eliminate soreness.
7. In the event of a boat capsizing or swamping **DO NOT LEAVE THE BOAT**. Swim the boat to the shore. Do not leave your floatation! The only exception would be if you face a worse life-threatening situation by staying with the boat such as being in danger of going over the diversion dam. Remember an oar is an emergency floatation device. If you must leave the boat remove an oar and use it as a floatation device.

8. If anyone should give the command “WAY ENOUGH - HOLD WATER” do not hesitate or ask questions, respond immediately by stopping all body motion, square the blade quickly into the water to bring the boat to a halt as soon as possible.
9. All occurrences of personal injury, property or equipment damage must be reported immediately to the Executive Committee of CRC or an Officer of the Board and an Incident Report Form should be filled out. Should reports of such incidents be required by any government authority, such reports must be filed in timely fashion and a copy filed with CRC.

## **SECTION VIII - USE OF MATERIAL**

1. Exclusive Use for Boats Donated To Programs
  - a) Any program that manages to purchase or acquires a boat be allowed exclusive use and free storage of the boat for 3-5 years. At the end of this period, the boat would become club property and be available for all to use. Should the boat be bartered or sold, storage fees would be due.
  - b) The period of exclusive use would be limited to four years from the date of manufacture.
  - c) If the program is disbanded during the four years period, title to the boat reverts to CRC.
  - d) During the four-year period of exclusive use, the program, not the CRC, is responsible for the boat's insurance and maintenance.
2. The following age restrictions shall be followed:
  - a) 21 and over: Members in good standing may row unlimited in all club boats according to the Skill Progression System currently in place.
  - b) 18 to 20: Rowing is allowed as long as a club authorized coach is on the water, either in the boat or in an adjacent boat or launch.
  - c) Under 18: No person under 18 years of age will be allowed on the water without a safety launch. Exception can be made if the parent or legal guardian provides a written waiver allowing the child to row with a club authorized coach.

# COLUMBIA ROWING CLUB

## INCIDENT REPORT FORM

*Form to be completed and submitted within 48 hours of incident.*

Date and Time of incident \_\_\_\_\_ Location of incident \_\_\_\_\_

Brief description \_\_\_\_\_

Number of people involved \_\_\_\_\_ Number requiring treatment \_\_\_\_\_

Boats involved \_\_\_\_\_

Light conditions \_\_\_\_\_

Visibility \_\_\_\_\_

Water conditions \_\_\_\_\_

Coach \_\_\_\_\_

Witnesses:

Name \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

Description of incident in detail (use back or other sheet if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Draw diagrams on back of this sheet.

Names and affiliation of persons involved:

Name \_\_\_\_\_ Affiliation \_\_\_\_\_

Name \_\_\_\_\_ Affiliation \_\_\_\_\_

Name \_\_\_\_\_ Affiliation \_\_\_\_\_

Name \_\_\_\_\_ Affiliation \_\_\_\_\_

Owner \_\_\_\_\_

Insurance Company \_\_\_\_\_ Policy # \_\_\_\_\_

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_