

Cape Cod Community Rowing (CCCR)
Safety Guide & Best Practices

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1. CCCR SAFETY COMMITTEE

The Safety Committee was formed to establish rules, guidelines, and procedures for CCCR that align with USRowing and MA Laws to help reduce incidents, injuries, and accidents.

The Safety Committee will consist of:

- A member of the Board of Directors who will serve as chair.
- A minimum of one representative from Masters and Youth.
- Other interested members and program representatives by invitation.

The Safety Committee will aim to:

- Meet at least twice per year to review safety rules, protocols, and procedures.
- Recommend to the CCCR Board of Directors any changes to rules or guidelines as needed.
- Consult with coaches regarding training and implementation, as needed.
- Hold a spring and fall seasonal safety clinic with mandatory attendance by coaches.

The Safety Committee will **NOT** be held accountable nor take responsibility for any incidents, accidents, or injuries that may occur during CCCR activities (rowing, land workouts, beaches, ergs, equipment, boats, parking lots, classes, et al).

Safety Committee Members:

Chair – Laurie Campbell, lcampbell311@gmail.com, (413) 575-4993

Member: Ellen Byrne, egbyrne@comcast.net, (860) 916-4097

2. SAFETY RULES / PERSONAL RESPONSIBILITY of MASTER ROWERS

Each adult rower must take personal responsibility to:

- Meet physical conditioning required for the sport of rowing; including having the ability to swim, and tread water for at least ten minutes, and be able to put on a PFD (life jacket) while treading water.
- Have awareness of the weather conditions, traffic patterns, equipment, and safety protocols.
- Reserve boats in accordance with CCCR guidelines and use the logbook to sign in/out every row.
- Adhere to the Equipment Classification System which indicates the boats each rower is permitted to use according to skill or certification level.
- Report damaged or defective equipment in writing on the Repair Log, located in the team trailer on the beach. If a boat or oar is temporarily “out of service”, please affix a red tag to the malfunctioning equipment so another rower doesn’t use it inadvertently.

3. SAFETY RULES FOR YOUTH - PERSONAL RESPONSIBILITY of Youth Rowers

Each youth rower must have a parent or legal guardian take responsibility and verify that their child:

- Meets physical conditioning required for the sport of rowing; including having the ability to swim, and tread water for at least ten minutes, and be able to put on a PFD (life jacket) while treading water.
- Agrees to follow her/his coach's instructions at all times.
- Agrees to report any defective or damaged equipment to a coach immediately.
- Understands that no rowing by youth can take place without a coach present.
- Understands that rowers under the age of 12 must wear a PFD at all times.

4. SAFETY RULES FOR LAUNCHES

A. Safety Launches must comply with MA state laws and be equipped with:

- Valid registration decal and current certificate of registration onboard the vessel.
- A Personal Flotation Device (PFD) worn at all times by launch driver and any passengers.
- An anchor with at least 50' of anchor line attached to the launch.
- An oar or paddle.
- A manual bailer.
- The appropriate number of PFDs for each person rowing.
- Lights if operating near times of darkness - before sunrise or after sundown.
- An efficient noise making device (i.e. whistle).
- A Type IV throwable flotation device (such a seat cushion with straps).
- A "kill switch" attached to the launch operator.

B. CCCR recommends that launch operators and/or coaches also be equipped with:

- A cell phone, turned ON at all times.
- An emergency contact list for rowers (medical conditions, allergies, "in case of" phone numbers).
- A megaphone.
- A first aid kit, including emergency thermal blankets for cold weather.
- A toolbox (wrenches, tape, spare wingnuts, pop-outs, etc).
- Map of the lake showing emergency addresses.
- Coaches should start their launch **PRIOR** to sending rowers out to ensure it is functioning.
- Coaches should communicate in advance with crews about emergency procedures (ie: launch breaks down; capsized rower, etc).

5. SAFETY RULES FOR COACHES

- Have current certification from **American Red Cross** for First Aid/CPR.
- Have current certification from **SafeSport Trained Certificate**.
- A CORI check/MA background check is required for all youth coaches and the process is managed by the CCCR Clerk. The form can be found at:
<https://www.mass.gov/media/1431/download>.

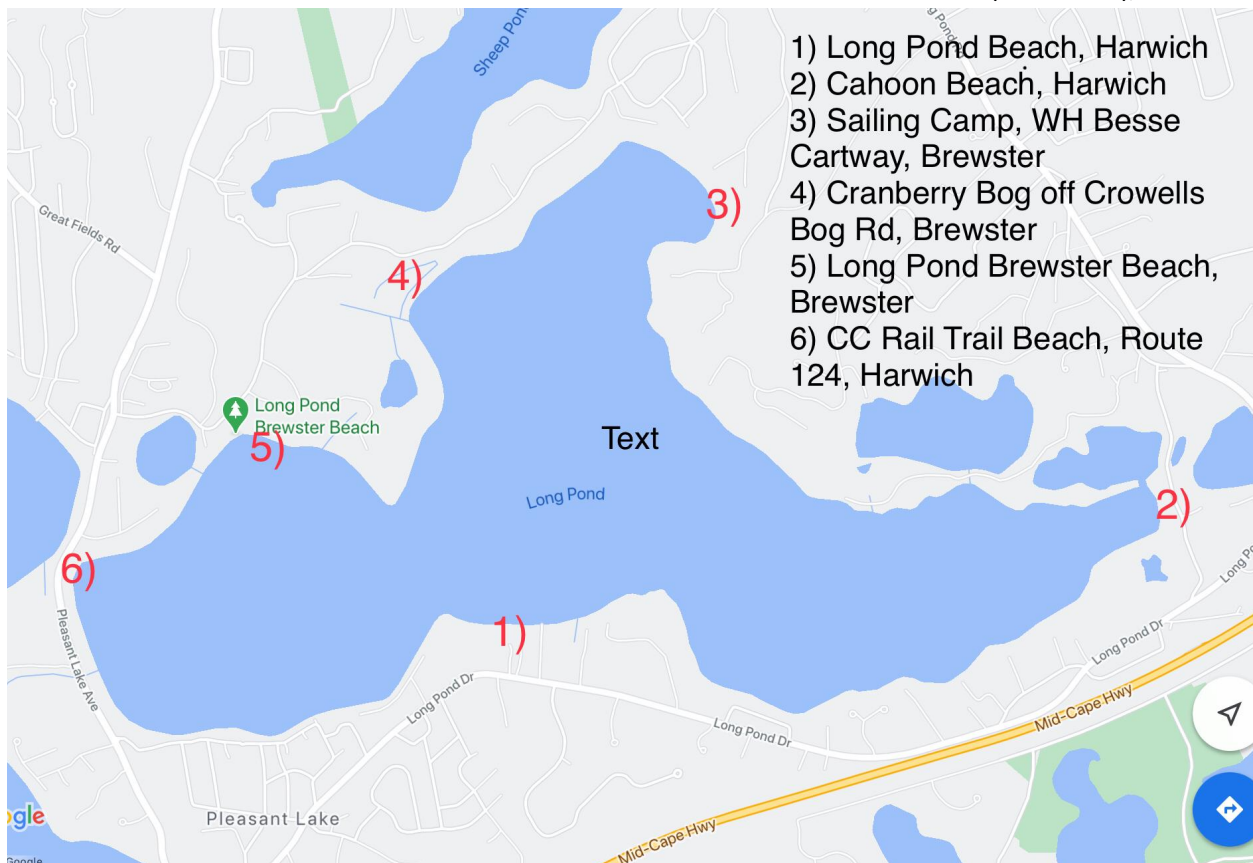
- Aim to become a certified **Level 2 Coach** through US Rowing (this is recommended, not required)
- Always ensure that youth under 12 years old wear a PFD while on the water.
- Follow the Coach/Rowing shell ratio (this ratio is recommended but may vary slightly at coach's discretion - 1 coach for up to 5 novice singles; 1 coach for up to 8 experienced singles; 1 coach for up to 4 team boats.)
- Adhere to the safety guidelines and launch protocols at all times.
- Adhere to the weight limit of the coaching launch.
- Attend all coaching meetings and safety clinics for capsize & rescue drills.
- Report incidents and injuries using the appropriate form and the CCCR Safety Committee.

6. EMERGENCIES REQUIRING RESCUE PERSONNEL and/or PARAMEDICS

- Who to call: DIAL 911
- What to Say: "There has been a boating accident and there are rowers in the water" or "on the beach." Note: these require different types of first responders.
 - IDENTIFY YOURSELF AND YOUR LOCATION
 - IDENTIFY THE MEANS BY WHICH EMS WILL CONTACT YOU: cell phone, or marine radio channel
 - REQUEST AMBULANCE AND/OR WATER RESCUE AS REQUIRED

Long Pond

- Long Pond Beach and Boat Ramp off Long Pond Dr., Harwich
- Cahoon Beach off Cahoon Rd., Harwich
- Sailing Camp off W H Besse Cartway, Brewster
- Cranberry Bog off Crowells Bog Rd., Brewster
- Long Pond Brewster Beach off Crowells Bog Rd., Brewster
- Route 124 CC Rail Trail Beach near 547 Pleasant Lake Ave. (Route 124), Harwich



7. COVID-19 PROTOCOLS

CCCR COVID guidelines are subject to change depending on local and state regulations. The current procedures are as follows:

- CCCR will follow town and state masking and social distancing protocols, when in effect.
- If rowers or coaches feel ill or have a fever, have been diagnosed with COVID-19, or have been in close contact with someone diagnosed with COVID-19, they cannot attend rowing practice. It is recommended they see a doctor and/or get a COVID test. Their return to rowing is based upon town/state guidelines.
- MASTERS: Boat reservation is done using the TeamSnap app.
- YOUTH: Coaches will assign boats.
- Town restrooms may be unavailable, but a portable toilet will be available.
- Rowers are responsible to supply their own masks, but the first-aid kits now include disposable masks that are available when necessary.
- There is a specific process for accessing equipment in the trailer in Harwich. Rowers enter through the side door, pick up their oars, and exit through the back door. They are responsible for cleaning equipment before and after use. Supplies will be on hand.

8. GENERAL SAFETY GUIDELINES & BEST PRACTICES

General Guidelines for all rowers:

The sport of rowing carries the risk of injury through accidents, like capsizing or collision. Safety must always be a rower's top priority. Increase the chances of safety by adhering to these BEST PRACTICES:

- Rowers should inspect their boat, oars, and rigging carefully prior to launching, including deck, hull, bowball, seat, oarlock direction, oarlock closure gates, foot stretcher position, plugs & porthole covers, slide, skeg, tracks, wingnuts, handles, oar collars, and blades.
- Only row boats appropriate to their skill level.
- Always follow the appropriate traffic patterns when on the water.
- Rowers should use their voice; yell "heads up!" to swimmers, scullers, and paddlers as necessary.
- Always watch where they are going to help prevent collisions. Even if rowers use a mirror, they must still turn their head occasionally to get a full visual scope.
- Always hold onto their oar handles to help prevent capsizing.
- It is recommended that masters row with at least one other rower for safety. Do not row without telling someone of your whereabouts. Youth rowers may not row without a coach present.
- Stay alert - do not row with music or other distractions with earbuds or headphones.
- Avoid rowing in foggy, dark, or inclement conditions; including winds causing steady whitecaps.
- Do not row close to shallow areas, public swim areas, or known hazards.
- While rowers have right-of-way on the water, they share the water with motor craft. Rowers should row close to markers and be alert to the active path of other crafts. Water courtesy and safety are always advocated.

- Have appropriate clothing, PFD, whistle, gear, and hydration in the boat, as necessary.
- Do not row in the dark.
- Rowers are recommended to have their cell phone in a dry bag, in case of an emergency.
- It is expected that rowers use common sense, comply with the safety guidelines, follow the equipment protocols, and report any issues.

INCIDENTS:

- If an accident happens (ie: fall out of boat, swamped boat, capsize, broken hull or other equipment failures, etc) rowers should always STAY WITH THEIR BOAT, unless faced with a worse life-threatening danger such as a thunderstorm or if floating in the path of a speeding boat.
- If in distress from equipment failure or injury, rowers should signal their rowing buddy, coach, the safety launch, or another boat for help by waving an arm, shirt/cloth, or oar overhead.
- Rowers should make every attempt to get back into the boat safely. If unable to climb back in, kick the boat to the nearest shore to get back in. If necessary, roll the boat and “swim” it to shore, lying on the stern, using the shell as a paddleboard. (see safety video link on last page)
- Always follow instructions of a coxswain, coach, or launch operator, when applicable. If given one of these commands by a coach or a coxswain, act immediately: “WEIGH ENOUGH” (stop rowing) and “ALL HOLD” or “HOLD WATER” (turn oar blades into the perpendicular squared position in the water to stop the boat).
- If collision or capsize occurs, the oars and/or boats may retain excess water and may need to be drained and checked for damage before use by another rower.
- If a rescue is not imminent, a rower may need to roll the boat:
 - Remove oars or position them parallel to the shell.
 - People should move to the ends of the shell (it is dangerous to roll a shell near riggers).
 - Roll the boat 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.
 - Once on shore the shell may be very heavy and must be drained via plugs and/or port-hole covers before carrying it to storage racks.
- An **Incident Report** should be prepared if any of the following occur:
 - Equipment damage. The damage should also be noted on the repair board.
 - An altercation occurs with a non-club member such as a resident or other boater. The Safety Committee Chairperson should be notified.
 - An injury. The Safety Committee Chairperson should be notified as soon as possible with the Incident Report to follow-up afterwards when possible.

Launch Approaching Rowers in the Water:

- The launch should approach rowers in the water from the leeward side, keeping the propeller away from anyone in the water.
- The engine should be turned off as soon as the launch arrives at site.
- Avoid overloading the launch.

Additional Training

- ROWERS: Besides watching the recommended safety videos in the links provided at the end of this document, CCCR encourages rowers to attend optional coached clinics, and offers optional “capsize” drills to members each season.
- LAUNCH OPERATORS & COACHES: Besides being familiar with boating safety, MA laws, CCCR guidelines, and watching the safety videos, coaches should meet and conduct safety clinics and rescue drills annually.

Important Rowing Commands and Terminology all rowers should know - especially when being given instructions during an emergency:

- The seat assignments as numbered in a shell: bow is always #1 and stroke is the highest number in the boat.
- BOW / STERN; PORT / STARBOARD; FEATHER / SQUARE
- DECK; HULL; GUNWALE; RIGGERS
- WEIGH ENOUGH; ALL HOLD; HOLD WATER; LEAN AWAY
- HANDS ON; SIT READY; READY ALL, ROW; TIE IN; UP AND OUT
- BACK IT DOWN (reversing), or one side ROW and the other BACK (turning)

BEST PRACTICES

Best Practices: Clothing

- Avoid wearing loose-fitting clothing in rowing shells since material can get caught in wheels
- High-visibility neon colors are always recommended for rowers, but at least one person in each boat should be wearing a “hi-vis” neon shirt.
- It is recommended that scullers row in bare feet, socks, or “water socks” that can easily slide out of the foot stretcher in an emergency. Certain water shoes, sneakers, or sandals with grippy soles may get caught in foot stretchers and rowers should use caution.
- It is recommended that rowers carry a phone in a drybag for emergencies.
- In cold weather rowers should wear several layers of flexible, moisture-wicking clothing. Also, in colder weather, rowers are encouraged to have a PFD available (Sept 15 - May 15).
- Rowers under the age of 12 MUST always wear a PFD at all times, in accordance with MA law.
- In hot weather rowers should wear a hat, sun protection clothing, dark glasses, and bring water.

Best Practices: Weather

- Follow the 90°F rule: the temperature of the water *plus* the temperature of the air must be 90°F or higher to row.
- Always check the weather report and wind speed before going out.
- Watch for gathering clouds, changes in wind speed and direction, temperature changes, other boats returning home, and debris floating on the surface.
- If a sudden wind comes up, return to the beach or if conditions are safe, look for the calmest water. If not safe, take the boat to the nearest suitable shore and wait for the wind to die down.
- Do not row in fog, unless your visibility is at least 100 yards. If fog comes up suddenly:

- Be sure to have land reference points on at least one shore.
- Follow the shore back to the boathouse.
- Move slowly and be prepared to stop quickly.
- Use a sound-making device (voice, horn, whistle) to advise other boats of your location.
- **Lightning:** Do not row in an electrical storm.
 - If you hear thunder, see lightning, or your hair is standing on end, head to the nearest shore.
 - If the storm is not yet upon you, stay close to the shore and quickly return to the beach.
 - If the storm is upon you, take the boat ashore and seek a low land refuge.
 - If a storm is passing, wait at least 15 minutes after hearing thunder before launching.
- **Waves** are generated by winds, currents or wakes from passing boats.
 - When turning in waves, take particular care to keep the boat level through the turn by rowing at half slide. In a team boat, turn in waves with half of the rowers keeping their oars flat on the water for balance.
 - If waves are lower than gunwales and widely spaced, continue to row without course adjustment.
 - If the waves are high, closely spaced but lower than gunwales, row straight into them.
 - If the waves are higher than the gunwales, turn the boat parallel to it and lean away from the approaching wake, lifting the gunwales slightly higher than the waves.

CCCR recommends that rowers avoid going on the water (especially in singles / doubles) when wind conditions are above 15 mph or when conditions are so windy that steady whitecaps are present. Experienced rowers in larger boats (fours / eights) may be better equipped to row in whitecap conditions. Use caution and consider a land workout on windy days.

Best Practices: Equipment

- Foot stretchers are the only piece of boat equipment that should be adjusted by the rower. Do not adjust boat rigging, oar locks, or seat tracks.
- Do not exchange or switch parts or pieces of any boat.
- Record any equipment on the Repair Board in the trailer so that the equipment committee can take appropriate action.
- Do not get into a boat if it is not fully floating; keep the skeg and hull clear of the bottom.
- Ensure that your boat is returned to its proper rack position and securely strapped down on both ends.
- Oars should be rinsed and free of sand before returned and hung in the trailer.

9. GUIDELINES AND PROCEDURES CHECKLIST

It's our goal to ensure sound rowing procedures for all. The following is a quick "checklist" of guidelines and procedures critical for daily operations. This entire document aims to eliminate incidents. **All rowers and coaches are expected to know what to do in the event of an emergency.** If you have questions, please ask your coach or any of the CCCR board directors. The CCCR Safety Committee will help respond to any needs or situations in question.

MASTER ROWERS:

- Rowers are encouraged not to row alone. CCCR observes the “buddy system” with a minimum of TWO people to be out rowing to look out for one another.
- Rowers must be pre-approved to go rowing without a launch (i.e., proven they are experienced for specific boats, can adjust rigging, oarlocks, and foot stretchers proficiently, have demonstrated competent swimming, and can recover from a capsized situation on their own.)
- CCCR follows the 90°F rule: the temperature of the water *plus* the temperature of the air must be 90°F or higher to row.
- Please wear bright fluorescent high-visibility apparel.
- Please bring a cell phone for emergencies when rowing (drybags are recommended).
- Rowers **MUST** sign in and out of the logbook **EVERYTIME** they go out for a row. CCCR needs to ensure they know who is out on the water at all times, especially if an emergency occurs.
- Always observe the traffic pattern, posted in the trailer.
- While rowers have right-of-way on the water, they share the water with motor craft. Rowers should row close to markers and be alert to the active path of other crafts. Water courtesy and safety are always advocated.
- If the weather becomes stormy with lightning, row to shore, beach the boat, and seek shelter. Weather patterns can change quickly: please be aware of conditions.
- No rowers are permitted to row in the dark (early mornings or evenings).
- Report ALL issues regarding equipment/boat maintenance to coaches and in the log book.
- Please leave the beach tidy! Be sure all equipment, personal belongings, and trash has been stored and disposed of in a manner that is appropriate.

YOUTH ROWERS:

- No youth rowing can take place without a coach present.
- Follow the coach’s instructions at all times on the beach and on the water.
- Rowers under the age of 12 must wear a PFD at all times.
- Please leave the beach tidy! Be sure all equipment, personal belongings, and trash has been stored and disposed of in a manner that is appropriate.

COACHES:

- Launches must be equipped with sufficient number of PFDs, tow rope/line, anchor, throwable PFD, bailer, paddle, kill switch, and sound-making device (megaphone, whistle, or horn).
- Coaches must determine if windy or inclement weather permits safe rowing conditions. Always have a land workout planned for days with high winds with steady whitecaps or pending storms.
- Coaches must start their launch to ensure it is functioning **prior** to sending rowers out. If for any reason the launch is not in working order, substitute a land workout and report the launch issue.
- Coaches must have phones; phones must be ON, set to the highest audio setting, and set to vibrate.
- For capsized boats with rowers who can’t climb back in the rowing shell: Get displaced rower(s) onto launch first; ensure PFDs are on; and secure a tow line to a boat that’s been evacuated.
- Report any incident/injury to the CCCR Safety Committee with who/what/where/when details.

10. HELPFUL LINKS:

Safety video USRowing

https://usrowing.org//2016/6/19/1138_132107067295656159.aspx?id=51

Water Rescue Tips

<https://www.youtube.com/watch?v=WyOkVhEEFQI>

FOR COACHES:

Red Cross Online Training for coaches:

<https://www.redcross.org/take-a-class/classes/adult-first-aid%2Fcpr%2Faed-online/a6R0V0000015FV3.html>

SafeSport online training via USRowing (for Youth coaches)

<https://usrowing.org/sports/2016/6/1/safesport.aspx>

CORI background check (for Youth coaches)

<https://www.mass.gov/media/1431/download>

11. CCCR INCIDENT REPORT

- Please print clearly.
- Please take photos of any injuries and/or equipment damage.
- Please email/text picture, along with a photo of this completed form, to CCCR Safety Committee Chairperson. Should an incident with an injury occur the Safety Committee Chair should be notified via phone and the incident report to follow as soon as possible afterwards.
- Please leave a hard copy of this completed form in the red safety binder in the trailer (Harwich) or in the locked trunk (Centerville).

Today's date:

Your name:

Your phone number:

Location of incident:

Date of incident:

Time of incident:

Did incident involve a minor? yes no unsure

If yes, were the parents/guardians contacted? yes no unsure

Name(s) of people involved:

Contact info:

Name(s) of witnesses, if applicable:

Contact info:

Injuries? yes no unsure

Equipment damage? yes no unsure

Was first aid / medical treatment / 911 necessary? yes no unsure

Details of incident/injuries/damages:

Follow up action needed: