

SAFETY MANUAL AND PROCEDURES

Friends of BLS Crew Inc.

Fall 2022



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Last Updated: February, 2021

FOR ALL: ROWERS, COACHES & COXSWAINS

PURPOSE

The Friends of BLS Crew Inc. (“BLS Crew”) Safety Manual sets out the Organization’s safety guidelines to ensure safe operation at all times, both on the water and off, using large boats, small boats, or other equipment, and in any other organization activity. The policies and procedures in this manual are binding on all participants; nevertheless blind adherence shall not replace the exercise of sound judgment.

This manual has been developed and approved by the Safety Committee of the Board of Directors of Friends of BLS Crew Inc. and approved by the Board of Directors of Friends of BLS Crew Inc.

Safety is everyone’s responsibility. All participants in BLS Crew are expected to know the contents of this manual and to understand the guidelines for safe rowing. The sport of rowing faces specific risks. This manual and the guidelines are intended to make the sport as safe as it can be for our members (student rowers), coaches, coxswains and visitors.

Friends of BLS Crew acknowledges that it largely adopted the Safety Procedures of The Gentle Giant Rowing Club. The Gentle Giant Rowing Club acknowledged the following publications in the creation of its program’s Safety Manual: U.S. Rowing Safety Guidelines, FISA Minimum Guidelines for the Safe Practice of Rowing; Saint Louis Rowing Club Safety Manual & Procedures, Lincoln Park Boat Club Safety Manual, Carnegie Lake Rowing Association Safety Manual.

BLS Crew EMERGENCY CONTACTS

Call Google Voice # 1-857-293-1215 to reach a coach immediately.

Conor Fearon

BLS Crew Program Coordinator
conor@blscrew.org

Terry Dougherty

Friends of BLS Crew President
tgdoc.verizon.net

Kristina Martin

Friends of BLS Crew Vice President
kristina@blscrew.org

Conor Fearon

Girls Varsity Coach
conor@blscrew.org

Chris DePaola

Boys Varsity Coach
chris@blscrew.org

SAFETY RESPONSIBILITIES

All coaches, members, and non-member participants are responsible for knowing and following the guidelines in this safety manual. All members are expected to uphold these guidelines; failure to follow these guidelines can result in disciplinary action. All members and staff are expected to follow state and local laws.

All members are responsible for ensuring safety and for reporting safety violations. These violations can be reported in person, by telephone, or by email to any member of the Safety Committee, the Program Coordinator, a Coach or to a Board of Directors member. Any person may report a safety concern.

Fall and Spring Safety Training

All coxswains and rowers must attend safety training at the start of the Fall and/or Spring seasons. As part of this training, all rowers will be required to view the [US Rowing Safety Video](#). Rowers who join the team mid-season are also required to read this manual and view the video. Items to be discussed at this meeting include:

- Safety on the water and at boathouse
- * Reporting of any type of head injury to a coach
- General boathouse rules and traffic patterns
- Proper equipment care and handling
- Weather situations including wind, lightning, fog and low light
- Swamping situations
- Man overboard situations
- Hypothermia prevention and treatment
- Hyperthermia prevention and treatment, and

- Washing/sanitizing post-practice to prevent infection

Program Coordinator

The Program Coordinator is responsible for day-to-day activities at the boathouse. The Program Coordinator will ensure that the required Fall and Spring safety training sessions are held and to inform members of the dates and times of these sessions. The Program Coordinator and Safety Committee are responsible for addressing any safety infractions committed by coaches, rowers or coxswains.

Safety Committee

The BLS Safety Committee is comprised of the following people: BLS Crew Head Coaches, BLS Crew President, BLS Crew Vice President, and BLS Crew Safety Officer, in addition to other members at the discretion of the board.

The Safety Committee is responsible for updating the safety manual and procedures. Each year the Safety Committee will review this document and recommend improvements to the manual. They will also:

- Conduct a safety review of procedures, equipment and materials
- Ensure the Launch Kits and first aid kits are checked, restocked and maintained in good working order
- Develop and maintain on-the-water rules and recommendations
- Meet a minimum of 2 times per year
- Hold an annual safety meeting with attendance by coaches, the Program Coordinator, and representatives of Board of Directors

BLS Crew members are encouraged to make recommendations for safety improvements to the Safety Committee, Program Coordinator, or Board of Directors.

Board of Directors

The Board of Directors is responsible for safety of the club and its participants. The Board is ultimately responsible for club safety by overseeing the activities and

recommendations of the Safety Committee and Program Coordinator. It is also responsible for ensuring any necessary disciplinary action is taken.

COACHES

GENERAL INFORMATION

Prior to the start of each season, each coach shall review safety procedures with all team members.

Specifically, coaches are expected to:

- Know the safety rules and procedures
- Ensure each athlete under their supervision has attended a Safety training session and is familiar with the Safety Manual, policies and recommendations as part of the safety briefing, and has provided athletes with opportunities to watch the US Rowing Safety Video
- Conduct themselves safely at all times
- Be aware of boats on the water during a session and that all boats under their supervision have returned to the boathouse at the end of a session
- Do not exceed an appropriate number of people in a launch
- Give instructions that are safe and follow the current traffic patterns
- Cancel rowing activities if it is deemed that policies are not being followed or if unsafe conditions exist
- Provide assistance to ANY distressed boat, even if a pleasure boat or shell belonging to another club
- Secure the facility (including by not limited to locking the boathouse, locking the fuel locker, and locking the launches)
- Supervision of athletes as outlined in the transportation policy and waiver in the appendix
- Ensure no shell goes out that is not in compliance with general safety guidelines, including a secure bow ball, tied foot stretchers, secure bow and stern hatches, lights when necessary, etc.
- Provide appropriate supervision and safety launches when sending crews out
- Ensures that no shells are launched without a coach present.
- Ensure all athletes are prepared and appropriately dressed for their time on the water, especially during hot and cold weather.
- Plan appropriate workouts for given weather conditions (example: providing rest, hydration breaks and not overly-exertive workouts during very hot weather).
- Report any safety violations. Submit a detailed Incident Report (appendix 4) to the

- Safety Committee within 48 hours of a major safety violation.
- Report in a timely manner any injury requiring medical attention to the Program Coordinator, BLS Crew President, BLS Crew Vice President, and BLS Crew Safety Officer. In addition to any other form of communication, such communication should be made via email.
- Sign the Coaches' Safety Pledge (Appendix 11)

BOATHOUSE AND EQUIPMENT

The Program Coordinator and Coaches are responsible for the following guidelines.

Use Of Boathouse:

- Use of BLS Crew's facilities (building, docks, boat storage, etc.) and equipment shall be restricted to members, co-tenants, and guests. No one else is authorized to use the facilities without express permission of the Program Coordinator or Board of Directors. The boathouse should be treated respectfully and for the good of all.
- Lock entrance doors, garage doors etc. when empty even if crews are on the water.
- If athletes are utilizing ergs or other equipment while others are on the water, they must secure and lock the boathouse if they leave prior to the return of the coach.
- No equipment shall be removed from the facilities without permission from the Program Coordinator/Equipment Coordinator. This includes all rowing equipment, tools and cox boxes.

Launches

Launches shall be maintained in good working order. It is a wise precaution to check that the engine is securely affixed to the hull and that the secondary safety fixing exists and is properly affixed every time the boat is used. Whenever a launch is used with crews it should be stocked with:

- Cell phone
- Launch card
- Kill switch
- Bailer
- Paddle
- Life jackets for those in launch and shells
- At least one Safety Kit
- Rope
- Fire extinguisher

- Bow and stern lights during the sunrise or sunset hours.

It is mandatory for coaches to wear lifejackets and use kill switches at all times.

Fuel

- All fuel must be stored and managed outside the boathouse, in the approved yellow gas locker, due to the explosive risk. Fuel must never be in the boathouse.
- All fuel tanks containing fuel must be stored in the gas cabinets with the lids facing up and cabinet doors fully closed, latched, and locked.
- Any spilled gas in the cabinet must be cleaned immediately; rag towels work well and then can be hung outside to evaporate the liquid.
- Empty tanks may be left on the shelf with the lids open.
- If a fire is detected near the gas locker, move at least 100 meters away and call 911 immediately. Do not attempt to put out the fire.
- Launch drivers are responsible for ensuring they have ample fuel in the launch and for returning fuel containers to the gas locker at the conclusion of each practice.

Shells

All racing and recreational shells shall be kept in good repair. Rowers and coxswains should report any damage immediately on the Boat Repair Log inside the boathouse. Boats should return to dock immediately if a shell loses a skeg or is otherwise damaged in a way that makes rowing unsafe.

- Coaches or uncoxed crews are responsible for identifying and reporting any breakage that occurs during their instruction or use. Any breakage must be reported and tagged that it is broken. Any shell not in usable condition should have a brightly colored sign clearly designating “DO NOT ROW” to prevent anyone from taking the shell out before it is repaired.
- A shell must have the following elements secure at a minimum to be considered safe to row:
 - Bow ball
 - Secured heel restraints at a 3 inch measure
 - Lights (if there is low light), and
 - Bow and stern hatches secure and sealed to ensure buoyancy of shell.
- Coaches, followed by the coxswains and bowperson(s), are responsible for the boats on the water under their direction.
- All shells must be in compliance with safety guidelines including a secure bow ball, tied foot stretchers, and lights, when necessary.
- Have all necessary tools with them when they leave the dock.

Truck & Trailer

Drivers of BLS Crew equipment shall comply with all motor vehicle laws and observe the following practices for boat trailering:

- Abide by the tow limit of the trailer and towing vehicle
- Not exceed the posted speed limit
- Attach safety flags to boats on the trailers as necessary
- Check tire pressure and tread and use correct tires
- Ensure lights are working
- Check the trailer wheel bearings for overheating during every rest/refueling stop
- Double-check the load, that fasteners are secure and tucked in or taped down before departing and at appropriate intervals on the road
- When traveling more than 200 miles, stop every 2 hours for a break
- Know the height of the trailer and have it clearly posted in the cab
- Know which side of the truck the gas pump is on and have it clearly posted in the cab
- Know the parking, as well as state / local traffic rules in the areas to be visited

ON THE WATER

Launch Drivers

- All launch drivers must comply with MA law and, if they are unfamiliar with driving the BLS Crew launches, will attend a hands-on launch driver orientation provided by a coach or the Program Coordinator that has previously used the equipment.
- All persons in a launch shall wear a Personal Flotation Device (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
- BLS Crew limits the number of passengers in launches unless involved in a rescue.
- Guests should sign a BLS Crew waiver to ride in a launch. These will be stored in the boathouse. For the wakeless launches, all riders should have an appropriate seat or chair. Riders shall have a PFD available.

On-the-Water Coaching

- All boats must be accompanied by a launch. Coaching from a racing shell is not a replacement for a launch.

- All novice rowing shells or sculls shall be within an unobstructed viewing range from a launch
- The ratio of shells (sweep or sculling) to coaching launches should be as follows:
 - For novice sweep boats, a ratio of 2:1
 - For experienced sweep boats, no restriction
 - For novice scullers and small boats, a ratio of 4:1
 - For experienced scullers, no restriction
- Operators of launches shall know how to assist rowers entering the launch from the water. Rowers in the water should be approached from the downwind side, making sure to keep the propeller away from them
- A coach must always use a launch and be in visual contact with novice and Learn to Row crews.
- Eights and fours are not to be rowed without a coxswain.

Small Boats (Doubles and Pairs)

- The bow person is responsible for equipment as well as the navigation.

Coxswains

- All coxswains should have an emergency communication device, such as a cell phone in a waterproof holder that allows operation while sealed.
- Coxswains are particularly vulnerable in cold weather and should have proper clothing. When cold weather rowing restrictions are in place, the coxswain must be dressed appropriately and/or wear a floatation suit.

HAZARDS

- The most common hazards in the Charles River are low water, debris, bridges, and other boaters.
- Coaches should inform coxswains and uncoxed boats about any known hazards before launching.
- Crews and coxswains should familiarize themselves with any potential hazards before launching.
- If a crew or coxswain identifies a new hazard, it should be reported to the Coach as soon as possible.

WEATHER CONDITIONS

In the following conditions, decisions to launch are made by the coach. The Program

Coordinator has ultimate authority to determine whether and which boats may or may not go on the water:

- Cold weather
- Hot weather
- Wind
- Reduced light
- Lightning
- Fog
- High water

Coaches have final discretion in determining whether athletes are adequately prepared for weather conditions.

Cold Weather

Rowing in cold weather poses potential danger for hypothermia when the water temperature is below 80° F (degrees) and is very dangerous when below 50° F. Cold air temperatures and any moisture on the body (from being splashed, rain, sleet, snow) can lead to hypothermia. Young athletes, lightweight rowers and Senior Masters athletes are particularly at risk of exposure to cold.

- The BLS Crew Cold Weather Rule is that if the combined air and water temperature is less than 90° F, or the water temperature alone is less than 50° F:
 - All persons should wear protective clothing (not cotton) appropriate for the conditions and their activity, and as far as possible commensurate with the needs of the rowing motion and activity, with the objective being to keep the body dry and to insulate against heat loss.
 - Coxswains should dress warmly and layer.
 - A safety launch must be on the water within visible sight of the crew (no more than 2 boats per launch recommended).
 - 4 oars minimum rule is in effect – NO club singles or pairs will be allowed to go out.
 - Advisories providing information on the current water temperature will be posted at the boathouse during cold weather.

Hot Weather

As with cold weather, preparation and prevention are important in protecting against the effects of heat. Rowers should:

- Wear cool, light, protective clothing
- Use sunscreen with a high SPF factor
- Consider a hat and sunglasses
- Drink plenty of water before, during and after practice. Athletes should have frequent drink breaks when the temperature or heat index is high.
- Address any symptoms of heat stress immediately
- Use water to wet the face, clothes and hair when dry air temperatures exceed 89°F.
- Rowers are advised to cool themselves with water after challenging workouts.

Rowing in Wind

- Rowing in high wind and whitecaps is allowed only at the discretion of a coach and only when accompanied by the coach and safety launch within visible sight of the crew.

Rowing in Reduced Light (Dawn and Dusk)

- Coaches in a launch must always be in visual contact with the lights of shell.
- Coaches and coxswains should pay special attention to other boat traffic on the river.
- Boat lights are required when rowing 30 minutes or more before sunrise or 30 minutes or more after sunset:
 - Stern: white light
 - Bow: red/green light
 - Launch: as required by the U.S. Coast Guard
- Coaches should carry a flashlight and sound signaling device.

Lightning

- Crews should never be on the water in a lightning storm.
- At the first sight of lightning, sound of thunder, or noticing hair standing on end with static electricity, crews should return to the boathouse. If the boathouse is too far, go to nearest dock or safe port, exit the boat and wait for the storm to pass.
- Once 45 minutes have passed after the last thunder or strike of lightning is seen (visually or on a weather satellite map of the vicinity), crews may return to the water.

Fog

- Fog obviously limits sight but also mutes sound.
- If caught in fog, crews should proceed with extreme caution and appropriately slower speeds in the direction of the boathouse. Be prepared to stop quickly.

- If the fog is too extreme, it may be better to sit still. Be sure to make some noise so that others on the river can be alerted to your presence.
- Do not row if fog limits visibility to less than 250 meters.

Flood or High Water

- When the rivers are experiencing high water, crews should take extra care to watch for debris.

PERSONAL SAFETY AND EMERGENCY PROCEDURES

Local Emergency Contacts and Phone Numbers

Important telephone numbers will be posted in the boathouse and in the coaching launches. The important numbers are also listed in the front of this document and in Appendix 2.

In Case of Emergency

Coaches should carry with them the list of emergency contact numbers attached in Appendix 2: Emergency Contact.

If there is a health or safety emergency on the water the coach will use his or her judgment and:

- Call 911.
- Call another coach or Program Coordinator for assistance, if needed.
- When on shore, a coach will contact the parent or designated emergency contact of athlete(s) in distress.
- Notify Program Coordinator, BLS Crew President, BLS Crew Vice President, BLS Crew Safety Officer within 2 hours. In addition to any other form of communication, such communication should be made via email.

Incident Report and Communications Plan

- An Incident Report (Appendix 4) must be completed if any of the following occurs:
 - Person(s) overboard or swamped
 - Any personal injury
 - Any collision

- Damage to equipment.
- All medical or first aid emergencies during club activities will be reported to the Program Coordinator, BLS Crew President, BLS Crew Vice President, BLS Crew Safety Officer within 2 hours.
- Any head injuries (minor or otherwise) witnessed by a rower must be reported to a coach for proper evaluation.
- Additionally, all serious incidents (youth disciplinary, boat collision, near miss or medical first aid) will be documented on the BLS Crew Incident Report form (available in the boathouse) and provided to the Program Coordinator within 48 hours of the incident.
- BLS Crew will provide the Incident Report form with instructions for completion. This form will be retained by the Program Coordinator.
- In the case of an emergency, no club members should speak with the media. The order of representation with the media is: 1) BLS Crew President, 2) Another Club Officer and 3) Program Coordinator.

On-the-water Emergencies

- General Guidelines
 - Stay calm.
 - Under no circumstances should a rower in the water leave the floating shell.
 - Count to make sure all rowers and the coxswain are accounted for.
 - Approach a shell carefully and from downwind /current of the shell/person if you are driving a launch. Be aware of the prop. Turn off motor when you have reached the crew.
 - If athletes are in cold water, attempt to get as much of the body out of the water as possible. Be still to prevent further heat loss. The shell may be flipped over and rowers should pair off, reaching over the shell and holding onto their partner. This will help to further lift both rowers out of the water.
- Swamped Boat
 - 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.
 - Stay calm.
 - The launch should approach the shell carefully between seats 3 and 5 or 4 and 6. Unload rowers by pairs - starting in the middle of the shell - as soon as possible in order to avoid damage to the shell. If all rowers cannot be rescued in one launch, take the middle pairs and then return for the bow and stern pairs and coxswain.
 - If in a small shell, the rescue launch can stabilize the shell for re-entry. Entering the shell directly from the water may cause damage.
 - In unsafe conditions, coaches should not abandon their own crews to assist another coach with a rescue. Have crews row to the scene and stand off nearby or return to the dock, then assist. Do not overload a launch.

- 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.
 - 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 shell full of water is very heavy, so try bailing first, then roll it slowly and remove it from the water.
- Shell Broken and Sinking
 - Make sure all rowers and coxswain are accounted for.

REQUIRED CERTIFICATIONS

- First Aid/CPR/AED certification, and
- MA Boating Safety course certification is strongly recommended (required by Massachusetts law for anyone under the age of 16)
- US Rowing Level 1 certification (or equivalent) is strongly recommended

ROWERS

GENERAL INFORMATION

Basic Requirements

All BLS athletes must meet minimum criteria to participate in the program. The minimum requirements are:

- Provide medical clearance to participate or sign a waiver testifying to their ability to meet this requirement.
- Rowers younger than 18 must provide medical clearance or have a parent or guardian sign a waiver stating the athlete is medically able to row
- Be able to pass the swim test which includes:
 - Tread water for 5 minutes
 - Swim 100 yards
- Receive instruction on putting on a life jacket while in the water
- Participate in team safety training and watch the US Rowing Safety Video
- Read the BLS Safety Manual and sign the BLS Athlete's Safety Pledge before the Fall and/or Spring seasons

Safety Training

All rowers must attend a Fall and/or Spring safety training meeting. Those who join mid-season are also required to read this manual and view the video. Items to be discussed at the safety meeting include:

- Safety on the water and at boathouse
- General boathouse rules and traffic patterns
- Proper equipment care and handling
- Weather situations including wind, lightning, fog and low light
- Swamping situations
- Man overboard situations
- Reporting of any type of head injury to a coach
- Hypothermia prevention and treatment
- Hyperthermia prevention and treatment, and

- Washing/sanitizing post-practice to prevent infection

Athletes—General Information

Rowers are responsible for their own safe behavior. They are expected to:

- Learn and understand the safety rules and procedures.
- Conduct oneself safely at all times.
- Keep seat area in working order (i.e., heel ties are intact so that they cannot be raised more than 3 inches, oarlock, rigger, seat and tracks) and report any concerns to the coach .
- Be medically and physically able to participate in rowing at the exertion level required of their team and report any conditions that may hinder this to the coach.
- Learn the rules of coxing. Most rowers will be required to cox a boat at some time during the season, and therefore all rowers should be familiar with the “Coxswain” section of this manual.

ON THE WATER

Coxed Boats—Eights and Fours

- Eights and fours are not to be rowed without a coxswain.
- Follow coxswain and coaches’ instructions at all times
- Only use equipment that a coach has authorized you to use and that you are qualified to row.
- Rowing before sunrise or after sunset is prohibited unless proper lights are used and a coach is present.
- The dock will be slippery when wet. Running is prohibited; walk carefully. There will be no horseplay on, or around, the docks or in the boatyard / bay area.
- Carry oars with the blades in front of you. Do not drag any part of the oar on the ground and avoid contact with obstacles and other people when carrying oars. Stack oars out of the way on the dock. When carrying a boat, watch out for oars on the dock.
- Get on and off the dock promptly.
- Do not leave loose shoes on the dock; store shoe bins or buckets whenever possible so they do not obstruct traffic on the dock. If no bin or bucket is available, move shoes to a location where they will not obstruct traffic or cause a

tripping hazard.

- Do not step on a rigger, and when possible do not step through a rigger, when getting into or out of a boat
- Look for safety notices and follow recommendations during extreme weather and temperatures.
- Remain silent while the boat is moving: it makes it harder to hear commands and distracts the coxswain from their primary job: the safe guidance of the boat.
- Notify the coxswain immediately if you see a hazard or possible collision that you believe the coxswain does not see or if the coxswain is in violation of adhering to the standard traffic pattern without explaining to the crew their intentions. An emergency supersedes the rule for a crew member not to speak in a moving boat.
- Inform the coxswain or coach if you believe you hear thunder or see lightning or any other hazard.
- Be alert to unsafe conditions or conduct.
- Secure equipment and the boathouse at the end of practice.
- Always keep one hand on the oar(s)
- Oarlocks shall remain locked until all athletes are out of the shell.
- Rowers will not exit the boat until instructed to by the coxswain or coach.

Scullers

In addition to the above, scullers are responsible for their own safety and are expected to:

- Have all necessary tools with you when you leave the dock
- Follow traffic patterns and pass/yield to other crews correctly
- Practice safe launching and docking.
- Wait for the coaching launch and other boats at the pre-arranged meeting point on the water during practice.
- Wait for a coach or other designated individual to be present on the dock before attempting to land
- Land in such a manner as to protect the equipment and athletes
- Understand local traffic patterns and safety procedures when traveling to away sites.
- Individual scullers and small boat users shall sign in and out using the log book in the boathouse and use the buddy system whenever possible.
- The bow person is responsible for equipment as well as navigation.

WEATHER CONDITIONS

In the following conditions, decisions to launch are made by the coach. The Program Coordinator has ultimate authority to determine whether and which boats may or may not go on the water:

- Cold weather
- Hot weather
- Wind
- Reduced light
- Lightning
- Fog
- High water

Coaches have final discretion in determining whether athletes are adequately prepared for weather conditions.

Cold Weather

Rowing in cold weather poses potential danger for hypothermia when the water temperature is below 80° F (degrees) and is very dangerous when below 50° F. Cold air temperatures and any moisture on the body (from being splashed, rain, sleet, snow) can lead to hypothermia. Young athletes, lightweight rowers and Senior Masters athletes are particularly at risk of exposure to cold.

- The BLS Cold Weather Rule is that if the combined air and water temperature is less than 90° F, or the water temperature alone is less than 50° F:
 - All persons should wear protective clothing (not cotton) appropriate for the conditions and their activity, and as far as possible commensurate with the needs of the rowing motion and activity, with the objective being to keep the body dry and to insulate against heat loss.
 - Coxswains should dress warmly and layer.
 - A safety launch must be on the water within visible site of the crew (no more than 2 boats per launch recommended).
 - 4 oars minimum rule is in effect – NO club singles or pairs will be allowed to go out.
 - Advisories providing information on the current water temperature will be

posted at the boathouse during cold weather.

Hot Weather

As with cold weather, preparation and prevention are important in protecting against the effects of heat. Rowers should:

- Wear cool, light, protective clothing
- Use sunscreen with a high SPF factor
- Consider a hat and sunglasses
- Drink plenty of water before, during and after practice. Athletes should have frequent drink breaks when the temperature or heat index is high.
- Address any symptoms of heat stress immediately
- Use water to wet the face, clothes and hair when dry air temperatures exceed 89°F.
- Rowers are advised to cool themselves with water after challenging workouts.

Rowing in Wind

- Rowing in high wind and whitecaps is allowed only at the discretion of a coach and only when accompanied by the coach and safety launch within visible sight of the crew.

Rowing in Reduced Light (Dawn and Dusk)

- Boat lights are required when rowing 30 minutes or more before sunrise or 30 minutes or more after sunset:
 - Stern: white light
 - Bow: red/green light

Lightning

- Crews should never be on the water in a lightning storm.
- At the first sight of lightning, sound of thunder, or noticing hair standing on end with static electricity, crews should return to the boathouse. If the boathouse is too far, go to nearest dock or safe port, exit the boat and wait for the storm to pass.
- Once 45 minutes have passed after the last thunder or strike of lightning is seen

(visually or on a weather satellite map of the vicinity), crews may return to the water.

Fog

- Fog obviously limits sight but also mutes sound.
- If caught in fog, crews should proceed with extreme caution and appropriately slower speeds in the direction of the boathouse. Be prepared to stop quickly.
- If the fog is too extreme, it may be better to sit still. Be sure to make some noise so that others on the river can be alerted to your presence.
- Do not row if fog limits visibility to less than 250 meters.

Flood or High Water

- When the rivers are experiencing high water, crews should take extra care to watch for debris.

PERSONAL SAFETY AND EMERGENCY PROCEDURES

General Guidelines

- Stay calm.
- **Rowers in the water must never leave the floating shell.** DO NOT TRY TO SWIM TO SHORE ALONE, even if you consider yourself a strong swimmer.
- Count to make sure all rowers and the coxswain are accounted for.
- In an emergency, first, stop the shell. Coxswain or bow person should give the command “Weigh enough, hold water!” Square the 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.

Swamped Boat

- 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. If rescue is not imminent, unload the shell by pairs starting in the middle of the boat, as soon as possible to avoid damage to the boat.

- Pairs of rowers should form “buddies” and keep watch on each other. Pairs can link arms across the hull. The coxswain should buddy with the stern pair (or bow pair in bow-loaded shell).
- If in a small shell, the rescue launch can stabilize the shell for re-entry. Entering the shell directly from the water may cause damage.
- If rescue is not imminent, take the following steps:
 - Remove oars or place them parallel to the shell.
 - 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 lie on the stern of the shell and swim the shell to shore using the shell as a paddleboard.

Shell Broken and Sinking

- Stay calm and stay with the boat.
- Coxswain or bow should give the immediate command: “Untie!”
- Get out of the shell and follow the same procedures as for a swamped boat.
- Make sure all rowers and coxswain are accounted for.
- If shell is in danger of sinking due to damage, roll the shell to hull up in order to trap air and increase the buoyancy. Do not roll boat if help is on the way.
- Do not leave a floating shell to swim to shore; swim the shell to shore if rescue is not imminent.

Wakes and/or Waves

- If approaching wakes are higher than the gunwale, the coxswain should turn the shell parallel to the wake. Rowers 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.

Injury

- Coxswain or bow should give the immediate command: “Weigh enough!”
- Signal to the coach’s launch if first aid is needed.
- If the injury is an emergency, row to the nearest dock or safe port and call 9-1-1 for assistance.
- If no launch is available, have uninjured rowers row the shell back to the boathouse and call for help.

Flipped boat

- Stay calm and stay with the boat.
- Count rowers.
- Determine who will take charge and give directions if no coxswain.
- Maintain buddy pairs and stay together.
- If shell is a small boat and can be flipped back and rower can get in, do so.
 - Place oars parallel to shell in order to ease the flipping. Try not to remove oars from oarlocks.
 - Pick a side; press down on the rigger to bring the boat over and then reach up and grab the rigger in the air and pull down to right the boat.
 - Return oars to perpendicular to the boat.
 - Place handles together in the center of the shell and press them down on the seat area or foot stretchers where they can be stabilized.
 - Holding the oars in one hand, kick one body up onto the shell.
 - Position onto the seat.
 - Second rower repeats process to re-enter shell. Be careful of the gunwales.

COXSWAINS

Coxswains must be confident and clear in their knowledge and ability to instruct crews before they go on the water with a crew. Coxswains must have explicit permission from a coach to cox a shell without a coaching launch supervising.

BASIC REQUIREMENTS

Coxswains are in a unique position to be directly responsible for the safety of their crew and secondly, for their equipment. They are responsible for the equipment from the moment a crew places 'hands on' until the shell is returned safely to the rack. They are expected to:

- Act in way that preserves the safety of everyone in their shell from the moment the crew places hands on until the shell is returned to the racks
- Ensure that no shell goes out that is not in compliance with safety guidelines including a secure bow ball, tied foot stretchers, and lights, when necessary
- Have any necessary tools with them when they leave the dock
- Follow traffic patterns and pass/yield to other crews correctly
- Learn or review coxing and boat maneuvering procedures
- Listen to and follow instructions from the coach's pre-launch meeting at each practice.
- Wait for the coaching launch and other boats at the pre-arranged meeting point on the water during practice.
- Wait for a coach or other designated individual to be present on the dock before attempting to land
- Land in such a manner as to protect the equipment and athletes
- Understand local traffic patterns and safety procedures when traveling to away sites.

ON THE WATER

Coxed Boats

- Eights and fours are not to be rowed without a coxswain.
- Safety measures begin the moment the crew arrives at practice. Once a crew

places hands on the boat, from that point forward the coxswain or bow-man is in control and all rowers must be quiet and pay attention.

- Except when approaching a bridge or turn, overtaking crews have the right of way, i.e., crews being overtaken should move to the shore-side.
- Larger shells have right of way over smaller shells due to their decreased maneuverability
- Proceed with caution around blind curves and under bridges. If the coxswain or bow person cannot see beyond the navigation hazard, they cannot ensure the traffic pattern is clear.
- Coxswains should always choose the safest (not necessarily the fastest) line through a curve.

Launch & Docking

- Launching and docking should be efficient activities. All rowers should be quiet at the dock and pay attention to the coxswain or bow person.
- Removing a boat from the rack: Once the boat is clear of the rack, it should be canted with the hull bottom away from the rack.
- After launching, crews shall row to a designated point and wait for a coach in a launch to accompany them.
- Crews landing at the dock have priority over crews waiting to enter the dock to launch.
- **Docking: no shell shall dock without a coach or very experienced rower on the dock to guide the boat to a safe, damage-free docking. This is a BLS Crew rule.**
- Racking the boat: replace nut helmets on all riggers; when entering the boat yard, the boat should be canted with the hull bottom away from the dock.

Traffic Patterns

- The normal traffic pattern used on the Charles River is posted in each boathouse. Traffic patterns may be modified at any time due to high winds, public boat traffic, water level of the river, obstructions, regattas or other situations. Changes to the normal traffic pattern will be communicated by the coaches.

Hazards

- The most common hazards are low water, debris, bridges, and other boaters.

- Coaches will communicate about any known hazards for coxswains and uncoxed boats to check before launching.
- Coxswains should familiarize themselves with any potential hazards before launching. If a rower or coxswain identifies a new hazard, it should be reported to the coach as soon as possible.

WEATHER CONDITIONS

In the following conditions, decisions to launch are made by the coach. The Program Coordinator has ultimate authority to determine whether and which boats may or may not go on the water:

- Cold weather
- Hot weather
- Wind
- Reduced light
- Lightning
- Fog
- High water

Coaches have final discretion in determining whether athletes are adequately prepared for weather conditions.

Cold Weather

Rowing in cold weather poses potential danger for hypothermia when the water temperature is below 80° F (degrees) and is very dangerous when below 50° F. Cold air temperatures and any moisture on the body (from being splashed, rain, sleet, snow) can lead to hypothermia. Young athletes, lightweight rowers and Senior Masters athletes are particularly at risk of exposure to cold.

- The BLS Cold Weather Rule is that if the combined air and water temperature is less than 90° F, or the water temperature alone is less than 50° F:
 - Coxswains should dress warmly and layer.
 - Advisories providing information on the current water temperature will be posted at the boathouse during cold weather.

Hot Weather

As with cold weather, preparation and prevention are important in protecting against the effects of heat. Rowers should:

- Wear cool, light, protective clothing
- Use sunscreen with a high SPF factor
- Consider a hat and sunglasses
- Ensure that rowers drink plenty of water before, during and after practice.
- Address any symptoms of heat stress immediately
- Use water to wet the face, clothes and hair when dry air temperatures exceed 89°F.

Rowing in Wind

- Rowing in high wind and whitecaps is allowed only at the discretion of a coach and only when accompanied by the coach and safety launch within visible sight of the crew.

Rowing in Reduced Light (Dawn and Dusk)

- Coaches in a launch must always be in visual contact with the lights of shell.
- Coaches and coxswains should pay special attention to other boat traffic on the river.
- Boat lights are required when rowing 30 minutes or more before sunrise or 30 minutes or more after sunset:
 - Stern: white light
 - Bow: red/green light
- Coxswains should carry a flashlight and sound signaling device.

Lightning

- Crews should never be on the water in a lightning storm.
- At the first sight of lightning, sound of thunder, or noticing hair standing on end with static electricity, crews should return to the boathouse. If the boathouse is too far, go to nearest dock or safe port, exit the boat and wait for the storm to pass.

- Once 45 minutes have passed after the last thunder or strike of lightning is seen (visually or on a weather satellite map of the vicinity), crews may return to the water.

Fog

- Fog obviously limits sight but also mutes sound.
- If caught in fog, crews should proceed with extreme caution and appropriately slower speeds in the direction of the boathouse. Be prepared to stop quickly.
- If the fog is too extreme, it may be better to sit still. Be sure to make some noise so that others on the river can be alerted to your presence.
- Do not row if fog limits visibility to less than 250 meters.

Flood or High Water

- When the rivers are experiencing high water, crews should take extra care to watch for debris.

PERSONAL SAFETY AND EMERGENCY PROCEDURES

General Guidelines

- Stay calm.
- Under no circumstances should a rower in the water leave the floating shell. NEVER SWIM TO SHORE ALONE, even if you consider yourself a strong swimmer. If a swamped shell is within swimming distance from the shore, the rower should swim the shell to shore, not swim by him or herself. The shell should float.
- Count to make sure all rowers are accounted for.
- The first thing to do is stop the shell. Coxswain should give the command “Weigh enough, hold water!” Rowers should square the 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.
- If athletes are in cold water, attempt to get as much of the body out of the water as possible. Be still to prevent further heat loss. The shell may be flipped over and rowers should pair off, reaching over the shell and holding onto their partner.

This will help to further lift both rowers out of the water.

Swamped Boat

- 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.
- Stay calm.
- If the shell is swamped stop the boat If rescue is imminent:
 - Direct the rowers to untie.
 - Pairs should form “buddies” and keep watch on each other. Pairs can link arms across the hull. The coxswain should buddy with the stern pair (or bow pair in bow-loaded shell).
- If rescue is not imminent, take the following steps:
 - Unload the shell by pairs starting in the middle of the boat, as soon as possible to avoid damage to the boat. Remove oars or place them parallel to the shell.
 - Rowers 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.

Shell Broken and Sinking

- Stay calm and stay with the boat.
- Coxswain or bow should give the immediate command: “Untie!”
- Get out of the shell and follow the same procedures as for a swamped boat.
- Make sure all rowers and coxswain are accounted for.
- If shell is in danger of sinking due to damage, roll the shell to hull up in order to trap air and increase the buoyancy. Do not roll boat if help is on the way.
- Do not leaving a floating shell to swim to shore; swim the shell to shore if rescue is not imminent.

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.

Injury

- Coxswain or bow should give the immediate command: “Weigh enough!”
- Signal launch if first aid is needed.
- If the injury is an emergency, row to the nearest dock or safe port and call 9-1-1 for assistance.
- If no launch is available, have uninjured rowers row the shell back to the boathouse and call the Google Voice # 1-857-293-1215 to reach a coach.

Flipped boat

- Stay calm and stay with the boat.
- Count rowers.
- Take charge and give directions.
- Identify any hazards that may affect your recovery attempt – wind, current, etc.
- Decide how best to move into position to maneuver the shell. Move slowly.
- Recover any items that have floated away from the shell, if possible.
- Determine if the shell is in danger of sinking due to damage. If not, proceed as follows to use a launch to drag the shell to shore.
- If shell is in danger of sinking, stay with the shell until it cannot be used for floatation.
- Maintain buddy pairs and stay together.

APPENDIX 1 - **Emergency Plan**

In Case of Emergency – Call 911

Our location:

1345 Soldiers Field Road

Brighton, MA 02135

Communicate:

- We have an emergency
- Describe the situation
- Be prepared to answer:
 - Is the person awake?
 - Is the person breathing?
 - Is there an injury?
- We are located next to Northeastern's boathouse
1345 Soldiers Field Road, Brighton, MA 02135. We
are the grey cement building to the right of the
Northeastern boathouse as you face the river.
- My name is
- Stay with the person.

*Send another person to the sidewalk in front of the
boathouse on Soldiers Field Road to direct the
responders.*

APPENDIX 2 - **Emergency Contacts**

Call Google Voice # **1-857-293-1215**. This will put you in touch with one of the coaches immediately.

Conor Fearon

BLS Crew Program Coordinator
conor@blscrew.org

Terry Dougherty

Friends of BLS Crew President
tgdoc.verizon.net

Kristina Martin

Friends of BLS Crew Vice President
kristina@blscrew.org

Conor Fearon

Girls Varsity Coach
conor@blscrew.org

Chris DePaola

Boys Varsity Coach
chris@blscrew.org

APPENDIX 3 - BLS Crew Athlete Waiver

Friends of BLS Crew Athlete Waiver

Date: _____

Rowing Activity/Event: _____

Rower Name: _____ **Date of Birth:** _____ **Gender: M / F** (circle)

Rower Address: _____

Rower E-Mail: _____ **Rower Phone Number:** _____

I understand that my child's participation involves rowing in an open craft in a physically demanding activity where there may be risks to their health and safety. In addition, I understand that certain on-shore activities, such as carrying boats, may pose risks to their health and safety. My decision to allow my child to participate in this program is made by me in full recognition of these risks and is entirely voluntary.

I represent that my child is in adequate physical condition to participate in these activities. I have filled in and submitted health forms required by the program and I will notify my child's coach if he/she has or develops any physical problem or health condition that may affect the ability to participate in these activities without posing a danger to their health or safety, or the health or safety of others.

In addition, I fully understand that Friend's of BLS Crew Inc., is not responsible for providing my child's transportation to the BLS Boathouse or any other venue in which my child might practice, compete or engage in other activities related to the program. Specifically, I understand that Friend's of BLS Crew Inc. is not responsible for my child's transportation from the Boston Latin School to the BLS Boathouse or other locations for practices; nor is Friends of BLS Crew responsible for athletes after the time at which a practice or other activity is scheduled to end.

In consideration of your acceptance of this application, I hereby agree for myself, my executors, administrators and assigns to hold harmless Friends of BLS Crew, Inc., and its directors, officers, employees, representatives, successors, agents and assigns from all liability on account of injury, loss, claim or damage to my child's health, well being or property during their participation in this program. I agree with the terms of this waiver of liability.

Rower Signature: _____

Date: _____

If Under 18: Parent/Guardian: _____

Address: _____

Parent/Guardian Phone: _____

E-mail: _____

Parent/Guardian Signature: _____

Date: _____

APPENDIX 4 - Incident Reporting Form

This form is to be completed in the event of any on-water or off-water incident whereby any persons, rower, coach, staff, volunteer or visitor to Boston Latin Crew boathouse is injured during a training session and/or competition; during volunteering, regular or special event duties while on BLS boathouse grounds or in the boathouse, or off premises while traveling with BLS Crew, equipment or participating in a BLS Crew program. Upon completion, submit form, in its entirety, to the BLS Safety Officer at safety@blscrew.org.

Date of Incident: _____

1.0 PERSONAL DETAILS

1.1 Person 1 Involved in Incident

Last Name: _____ First Name: _____
E-mail: _____ Mobile Phone: _____
Address: _____
Town/State/Zip: _____
Club/School (if applicable): _____
Purpose at/with BLS Crew Day of Incident: _____

1.2 Person 2 Involved in Incident

Last Name: _____ First Name: _____
E-mail: _____ Mobile Phone: _____
Address: _____
Town/State/Zip: _____
Club/School (if applicable): _____
Purpose at/with BLS Crew Day of Incident: _____

1.3 Other Persons Involved in Incident

Provide details as requested above using additional paper and attach to this report.

2 2.0 INCIDENT PARTICULARS

2.1 Nature of Incident (check all that apply)

- ☐ Collision between rowing vessels
- ☐ Collision between rowing vessel & fixed structure (i.e. bank/dock/etc.)
- ☐ Collision between rowing vessel and powered vessel
- ☐ Rowing vessels not obeying rules of the river
- ☐ Powered vessel not obeying rules of the river
- ☐ Obstructions present in rowing course
- ☐ Other (specify details using additional paper and attach to this report)

2.2 Vessel Particulars Involved

- ☐ Number of rowing vessels _____
- ☐ Type of rowing vessels (e.g. 1x, 2x, 4+) _____
- ☐ Number of powered vessels involved _____
- ☐ Type of powered vessels (e.g. ferry, barge, speed boat, etc.) _____
- ☐ Other non-powered vessels (e.g. canoe/kayak) _____
- ☐ Registration number _____
- ☐ Vessel name _____
- ☐ Other (specify details using additional paper and attach to this report)

2.3 Incident Contributors (circle all that apply which in your opinion contributed to the incident)

| | |
|------------------------|-----------------------|
| Clear | Strong Current |
| Rain | Strong Wind |
| Fog/Haze | Equipment Failure |
| Flood | Safety Lights Failure |
| Choppy | Excessive Speed |
| Rough/very rough water | Poor Judgment |

Other (please specify): _____

3 3.0 INJURY Describe in detail any injuries and required treatment (i.e. first aid required or ambulance called) as a result of the incident.

4.0 INCIDENT DETAILS

Date of Incident: ____/____/____

Use box below to describe incident. Please describe in accurate detail and LEGIBLE print what happened. Include sequence of events, failure of equipment, inappropriate equipment, etc. to help describe the incident. Diagrams may be used. Please attach additional sheets as needed.

5.0 WITNESSES

☐ No Witnesses

| Name | Address | Telephone |
|------|---------|-----------|
| | | |
| | | |
| | | |
| | | |

Report Date: ____/____/____

Signature of Person Completing Report: _____

Submit entire report to:

6.0 INCIDENT ACTION

| Action Description | By Who | Target Date | Finish Date |
|--------------------|--------|-------------|-------------|
| | | | |
| | | | |
| | | | |
| | | | |

APPENDIX 5 - Non-student Waiver

Friends of BLS Crew Non-Student Waiver

Date: _____

Rowing Activity/Event: _____

Rower Name: _____ **Date of Birth:** _____ **Gender: M / F** (circle)

Rower Address: _____

Rower E-Mail: _____ **Rower Phone Number:** _____

Affiliation (leave blank if unaffiliated): _____

Health Information:

Do you have any physical disorder or health condition (such as asthma, diabetes, heart problem, seizures, back, joint or muscle problems) or any condition that may affect your ability to row safely, or other conditions that BLS coach should know about? YES / NO

If YES, please explain:

I understand that my participation involves rowing in an open craft in a physically demanding activity where there may be unusual risks to my health and safety. In addition, I understand that certain on-shore activities, such as carrying boats, may pose unusual risks to my health and safety. My decision to participate in this program is made by me in full recognition of these risks and is entirely voluntary. I represent that I am in adequate physical condition to participate in these activities and that I will notify my coach if I have or if I develop any physical problem or health condition that may affect my ability to participate in these activities without posing a danger to my health or safety, or the health or safety of others. In consideration of your acceptance of this application, I hereby agree for myself, me executors, administrators and assigns to hold harmless Friends of BLS Crew., and its directors, officers, employees, representatives, successors, agents and assigns from all liability on account of injury, loss, claim or damage to my health, well being or property during my participation in this program.

I agree with the terms of this waiver of liability.

Rower Signature: _____ **Date:** _____

If Under 18:

Parent/Guardian: _____ **Address:** _____

Parent/Guardian Phone: _____ **E-mail:** _____

Parent/Guardian Signature: _____ **Date:** _____

APPENDIX 6 - Launch Card

BLS Launch Safety Card

1. Are your athletes aware of the Safety Plan?
2. Is the Weather Safe?

Launch Equipment List

- Portable phone (charged!)
- Inflatable Vest (Worn)
- Kill Switch (On)
- Emergency bag (life jackets, rope, first aid)
- Paddle and bailer
- Personal tools
- Registration located on front side of the front seat
- Safety lights if needed

Emergency Plan

1. Instruct rowers to stay with shell.
2. Call 911, indicate position on river and the cross street(s) and address of nearest boathouse.
3. Count down rowers.
4. Get rowers to safety.

| | | | | | | | | |
|---|---|---|--|--|---|--|--|---|
| Newton Yacht Club Nonantum Rd Newton 617.965.6210 | CRI 20 Nonantum Rd Brighton 617.779.8267 | Northeastern 1345 Soldiers Field Allston 617.373.8841 617.373.8875 | Charles River Canoe 1071 Soldiers Field Allston 617.462.2513 617.965.5110 | Winsor/Belmont Hill Gerry's Landing 5 Greenough Blvd Cambridge | BB&N School 1031 Memorial Dr Cambridge | Cambridge BC 2 Gerry's Landing Rd Cambridge, MA 02138 | Harvard - Newell Storrow Dr. next to Lars Anderson Br Boston 617.495.2226 617.497.7775 | Radcliffe – Weld JFK St @ Memorial Cambridge 617.495.2226 |
| Riverside BC 769 Memorial Dr Cambridge 617.495.1869 | BU Boathouse 619 Memorial Dr Cambridge 617.876.6922 | BU Sailing Esplanade next to BU Br Boston 617.353.9307 | MIT Boathouse 409 Memorial Dr Cambridge 617.253.1826 | MIT Sailing 134 Memorial Dr Cambridge 617.235.4884 | Charles Yacht Club 99 Memorial Drive Cambridge 617.354.8681 | Harvard Sailing 45 Memorial Drive Cambridge 617.495.3434 | Union BC Esplanade next to the Hatch Shell Boston 617.742.1520 | Community Boating Esplanade next to Longfellow Br Boston 617.523.1038 |

Emergency Contacts

Conor Fearon, Girls Head Coach & Program Director

Cell Phone # 1-860-659-7919

Terry Dougherty, FoBLS Crew President

Kristina Martin, FoBLS Crew VP

Chris DePaola, Boys Head Coach

APPENDIX 7 - Hygiene Plan

Proper hygiene procedures in the boathouse, on the water and during winter training reduce the risk of bacterial infection and bacterial infection transfer. In addition, standard hygiene best practices reduce the spread of seasonal contagions.

In order to maintain a healthy team, BLS Crew adheres to the following hygiene standards.

- Athletes with open blisters or sores employ bandages or wraps such that open injuries do not come in contact with oars or other team equipment
- Oars are wiped down with disposable anti-bacterial wipes after practices
- Ergs, exercise bikes and other equipment are wiped down with disposable anti-bacterial wipes after use
- Athletes wash hands with anti-bacterial product after practice
- Athletes do not share water bottles

APPENDIX 8 - Safe Sports Policy

BLS Crew operates in accordance with the SafeSports policies and procedures of the Boston Latin School Athletic Department.

In addition, all BLS Crew coaches take the annual online USOC Safesport Training (<http://safesport.org/take-the-training/>) and pledge accordingly in our "Coach's Commitment to Safety Pledge."

APPENDIX 9 - Charles River Alliance of Boaters - River Rules

Coaches, Rowers and Coxes, as part of Safety Training, are made familiar with and abide by the “Charles River Rowing Traffic Pattern” document issued by the Charles River Alliance of Boaters and found here:

http://www.charlesriverallianceofboaters.org/docs/Rowing_Traffic_Pattern.pdf

Map of Charles River Traffic Patterns:

<https://riversideboatclub.com/members/charles-river-traffic-patterns/>

APPENDIX 10 - Safety Officer Responsibilities

First and foremost the Safety Officer is responsible for the health and safety of coaches and athletes participating in BLS Crew. The Safety Officer will be responsible for the collection and organization of all waivers, emergency contact information and safety certifications for coaches and athletes, the maintenance of all safety and first aid equipment, the collection and organization of incident reports and the conduct of annual safety briefings for coaches. In addition, the Safety Officer will collect any suggestions for updates to the BLS Safety Manual and Procedures (the Manual) and conduct an annual review of the current Manual and discussion of any changes with coaches and the Safety Committee. Finally the Safety Officer will serve as the point of contact for the Safety Committee.

Responsibilities:

- Collect and organize all sports clearance forms and waivers
 - Collect all Sports Clearance forms
 - Collect Athlete Waivers (see Appendix 3)
 - Collect Coach's Commitment to Safety Pledges (Appendix 11)
 - Collect BLS Crew Athlete's Commitment to Safety Pledge (Appendix 12)
 - Collect all waivers for non-students
 - Maintain binder with all clearance forms and waivers kept in locked locker in boathouse
 - Collect and maintain database confirming that all athletes and parents have received and reviewed the Manual
- Collect and keep a record of all safety certifications for all coaches
 - First Aid
 - CPR
 - USOC Coaching Ethics Certification
 - US Rowing Certifications
 - SafeSport Training
- Conduct seasonal safety meeting with all coaches
 - Maintain record that all athletes have attended training
- Ensure that Coaches conduct Annual safety meetings with athletes
 - Maintain records
- Conduct seasonal checks of all safety and first aid equipment
 - Ensure all first aid kits are stocked and maintained in working order
 - Sign and submit checklists to Safety Committee certifying all equipment is present and working
- Collect and keep a record of all incident reports
- Lead bi-annual meeting of Safety Committee
 - Annual review of BLS Safety Manual and Procedures with all members of the Safety Committee

- Review all safety procedures
 - Revise any safety procedures if needed
 - Serve as the point of contact for the Safety Committee
- Attend Board meetings as necessary

APPENDIX 11 - BLS Crew Coaches Commitment to Safety Pledge

COACH'S COMMITMENT TO SAFETY PLEDGE

I, _____, pledge, that I have read, am familiar with, and am able to instruct athletes in the Safety Manual and Procedures of Friends of BLS Crew Inc.

I state that I have satisfactorily completed First Aid/ CPR/AED, MA Boating Safety and US Rowing Level 1 Certification and have provided up to date certification documentation

I state that I have completed SafeSport Training

I also pledge that I will teach safe boating practices, SafeSport training and, to the best of my ability, will ensure the safety of all rowers.

I further pledge to hold a safety briefing for my team each year and to ensure that each member of the team has had opportunities to view the US Rowing safety video;

To ensure that I am supervising each shell and launch used for my practice and that each shell and launch is operating in full compliance with the BLS Crew Safety Manual.

Assist any rower or coach needing assistance, including call 911 or other emergency help as required, and will report injuries requiring medical attention to the Program Coordinator, BLS Crew President, BLS Crew Vice President, and BLS Crew Safety Officer. In addition to any other form of communication, such communication should be made via email.

Submit a detailed incident report to the Safety Committee within 48 hours of any incident involving a safety violation and make a detailed incident report upon the Safety Committee's request.

Name: _____ Date: _____

APPENDIX 12 - BLS Crew Athlete Commitment to Safety Pledge

BLS Crew Athlete's Commitment to Safety Pledge

I, _____, acknowledge that I will comply with the Friends of BLS Crew Inc. safety rules as described in the Friends of BLS Crew Inc. Safety Manual and Procedures (viewable at blscrew.org). I understand that full compliance with these safety rules and procedures is a necessary part of the sport of rowing and is a condition of my participation with BLS Crew and use of the facilities and equipment. I understand that I am authorized to use the boathouse and equipment only as part of the Friends of BLS Crew Inc., under a coach's supervision.

Rower Name: _____

Rower Signature: _____

Parent's Signature (if under 18): _____

APPENDIX 13 - Add'l Safety Guidelines for Covid-19

Regular Season

1. When carpooling, rowers should wear a mask and keep windows down for ventilation. If taking public transit, please be conscious of maximizing distance from others.
2. Training should focus on a “get in, train, get out” approach, minimizing unnecessary contact.
3. In addition to singles and doubles, training will be allowed in fours and eights at the coach’s discretion, unless a rower has opted out.
4. A disposable surgical mask must be worn by all rowers and coaches at all times during practice. Rowers will need to purchase these masks and come to practice with them on. The only exception is for rowers who are on the water in a single.
5. Coxswains must wear a mask when coxing in fours, and a mask and face shield when coxing in eights. If coxing in the Minzner (stern coxed 4x/4+), a face mask and face shield must be worn.
6. Coaches and rowers must always maintain physical/social distancing of at least six feet.
7. Coaches and rowers must sanitize their hands when arriving at practice and before leaving. Rowers need to keep a small bottle of hand sanitizer on their person.
8. No storage of personal items is allowed at the boathouse. Water bottles should be labeled with the rower’s name and must be kept at-hand and not shared. The same goes for sunscreen.

9. No access to the boathouse is allowed unless authorized by a coach. When access is granted, only one person is permitted inside at a time.
10. Boats getting ready to dock must wait for any boats at the dock to leave before docking and vice versa.
11. Rowers must carry their oars to the dock and return them upon completion. Oars and ergs should be spray sanitized before use as well as disinfected after use and left to air dry.
12. Ergs should be spray sanitized before use as well as disinfected after use and left to air dry.
13. Each coach and rower should self-monitor for Covid-19 symptoms. If someone feels sick or feverish, they should contact their coach and not attend practice. All participants must quarantine in compliance with BLS nurses' office instructions after exposure to a known carrier.
14. If an individual has a documented case of Covid-19, the person must receive clearance from their doctor to resume participation.