



UA CREW SAFETY MANUAL

SAFETY

In addition to the codes of conduct outlined by Upper Arlington City Schools, UA Crew participants must follow the safety guidelines outlined annually by the UA Crew Safety Chair and approved by the Trustees. This includes:

Volunteer Screening

The Upper Arlington school district requires background checks for volunteers serving in certain roles:

- Level one volunteers will not require background checks. Volunteers in this category do not have unsupervised contact with students.
- Level two volunteers will require background checks. Volunteers in this category take part in activities that may involve unsupervised contact with students. Examples of level two volunteers include a parent who works with small groups of students outside the classroom or someone who may escort students from one location to another within the school or during a field trip.

UA Crew considers coaches and chaperones to be Level Two volunteers who must successfully complete a background check at www.uaschools.org/volunteer.



EDUCATION AND TRAINING REQUIREMENTS

1. SafeSport

Required by coaches and any parent volunteers assisting directly with on water practices

Through a partnership with the USOC, USRowing is offering free SafeSport training online at <http://www.usrowing.org/safesport-resources/>

1. Click link.
2. Click "add to bag"
3. Click "checkout"
4. Click register and then complete the form, making sure to select ROWING on the drop down list.

Upon completion, the trainee will receive a PDF certificate of completion and his or her name will be added to the list of those who completed the program via USRowing. Completed certificates can be kept on file by the member organization.

- Staff members and/or volunteers should successfully complete the training and the quiz after the test.
- SafeSport education also is part of our coaching education program, so all coaches seeking Level 1 or Level 2 certification will go through the USOC's SafeSport training.
- Those staff members and/or volunteers whom assist with practices who are required to take awareness training will take athlete awareness training every two (2) years, or no more than 30 day(s) before they have contact with athletes.

2. Lindsay's Law

Required by everyone associated with UA Crew, including coaches, volunteers, parents and athletes

This is required as part of registration and includes online verification. To access the Lindsay's Law program, visit <https://ohsaa.org/medicine>

3. On Water Awareness

Required for coaches, athletes and any on-water volunteers

All participants are required to read, acknowledge and follow the rules of the water provided by the city for Griggs Reservoir. Coaches will cover the material at the beginning of each season and reinforce as appropriate.



VESSEL AND OPERATIONS IN GRIGGS RESERVOIR

Unless otherwise authorized in this chapter, no person shall operate in Griggs Reservoir any vessel of:

- (1) Less than eight (8) feet or more than twenty-two (22) feet.
- (2) Less than thirty-six (36) inches in beam or;
- (3) Less than fifty (50) pounds in weight.

Exceptions: Canoes, kayaks, rowing shells, pedal boats and inflatable watercraft bearing a Hull Identification Number (HIN) and recognized by the United States Coast Guard as vessels and watercraft are permitted and are specifically exempted from the length, beam and weight requirements provided;

- (1) **Rowing shells are permitted during the months of May through September** on weekdays from one (1) hour before sunrise until sunset and on weekends and holidays from one (1) hour before sunrise until 10:00 a.m. Rowing shells are permitted at all times during the months of October through April on all days of the week. Rowing shells will be operated parallel to the shoreline at a distance no greater than one hundred (100) feet except that north of the Hayden Run Bridge rowing shells will be operated no greater than fifty (50) feet of the shoreline. Rowing shells longer than forty-five (45) feet will not be permitted north of the Hayden Run Road Bridge. There will be four (4) crossing areas and rowing shells will utilize only those areas designated for crossing.

- (2) **The crossing areas will be:**

- (a) The no wake zone south of buoy number one (1).
- (b) Between the north side of the Fishinger Rd. bridge and buoy number three(3).
- (c) At buoy number four (4) ("Fisherman's Wall"). Rowing shells will not stop within the open zone when crossing.
- (d) Between buoy number five (5) and the south side of the Hayden Run Road Bridge.



- (3) **The rowing shell course shall be:**
- (a) Northbound shells leaving the west side boathouse shall immediately assume a course on the west side of the river to the Fishinger Road Bridge. Shells launching on the east side, shall cross to the west side in the no wake zone south of buoy number one (1) to begin the course and use the same route when returning.
 - (b) Northbound on the east side of the river from the Fishinger Road Bridge to the Hayden Run Road Bridge.
 - (c) Northbound on the west side of the river between Hayden Run Road Bridge and the Griggs Park northern boundary line approximately two hundred (200) feet south Rt. 161.
 - (d) Southbound or returning shells shall hug the west bank all the way back to the boathouse.
- (4) Canoes, kayaks, pedal boats and inflatable watercraft shall operate **parallel to the shoreline at a distance no greater than fifty (50) feet from the shoreline** in all areas parallel and adjacent to an open zone except for the safe operation around a navigational hazard. There will be two (2) crossing areas and canoes, kayaks, pedal boats and inflatable watercraft will utilize only those areas designated for crossing.
- (a) **The crossing areas will be:**
- (1) Within one hundred (100) feet either side of the Fishinger Road Bridge.
 - (2) Within one hundred (100) feet either side of the Hayden Run Road Bridge.
- (b) Canoes, kayaks, rowing shells, pedal boats and inflatable watercraft **will not operate on the east side of the river between buoy number six (6) and buoy number seven (7).**
- (C) Operations of sailboats and sailboards are prohibited.
- (D) The waterway from the safety cables north of the dam shall be open to boating at all times.
- (E) Motorized vessel operations, zones, and their speed limits shall be:
- (1) From the safety cables north of the dam to buoy number one (1), motorized vessels shall be operated at idle speed;
 - (2) From buoy number one (1) to buoy number two (2), on the eastern half of the river, motorized vessels shall be operated at idle speed, and on the western half, motorized vessels shall be operated at a speed not to exceed forty (40) miles per hour;



- (3) The speed limit from buoy number two (2) north to buoy number three (3) is idle speed;
- (4) The speed limit from buoy number three (3) north to buoy number five (5) is forty (40) miles per hour.
- (5) The speed limit from buoy number five (5) north to buoy number six (6) is idle speed.
- (6) The speed limit from buoy number six (6) north to buoy number seven (7) shall be forty (40) miles per hour, except within the eastern two-thirds ($2/3$) of the waterways when skiing is being conducted, no motorized vessel, which is not actively engaged in towing water-skiers shall be operated at a speed exceeding idle speed;
- (7) The speed limit from buoy number seven (7) north to two hundred (200) feet south of Rt. 161 shall be idle speed.
- (F) Water-skiing will be permitted only between buoy number three (3) to buoy number five (5) and between buoy number six (6) to buoy number seven (7).
- (G) The eastern two-thirds ($2/3$) of the waterway, from buoy number six (6) to buoy number seven (7) is designated as a water sports practice and tournament zone, with a ski jump area on the eastern portion thereof as well as a slalom course.
- (H) No person shall operate any motorized vessel at a speed exceeding idle speed within a distance of one hundred (100) feet of the shorelines.



SAFETY PROCEDURES

Crew is a sport, and like all sports, it involves some risk. Because the sport is conducted on land and water there are special procedures that will need to be followed. The following safety procedures will be followed by all participants including coaches, assistants, athletes, parents and boosters.

After reviewing these procedures all parties are required to sign all forms acknowledging that they have read and understand the enclosed information.

COACHES should...

1. Review all rules and procedures with rowers, coaches, and assistants.
2. Review rescue procedures with athletes, coaches and assistants. Have a “plan of action” prepared.
3. Be aware of weather and unsafe water conditions.
4. Instruct safe handling of boats, launches, and oars on land and water.
5. Be aware of hypothermia procedures (these will be posted in both sheds).
6. Have emergency procedures and telephone numbers posted in the boatyard.
7. Have a first aid kit in the boatyard.
8. Launch should include:
 - PFD’s (personal flotation device) for everyone in launch.
 - PFD’s for athletes on water
 - Throwable PFD
 - Paddle
 - Water-bailer
 - A warning device such as a horn, whistle, or megaphone
 - Emergency Line of 50 Ft.
 - Emergency communication device (Walkie Talkie or cell phone)
 - Fire extinguisher... Mounted



COXSWAINS should...

1. Be able to recognize dangerous water and weather conditions.
2. Know how to safely navigate, recognize water hazards, and be aware of boat traffic, submerged items, and floating items.
3. Be aware of landmarks for emergency location purposes.
4. Know rescue procedures.
5. Have in position a coxswain waist pack with emergency equipment.
 - a) Warning Device (Such as a whistle)
 - b) Scissors or cutting device
 - c) Safety gloves
6. Must pass the mandatory UA Crew swim test.

ROWERS should....

1. Be familiar with all safety and emergency procedures.
2. Must pass the mandatory UA Crew swim test.
3. Know distress signals such as: waving shirts overhead, blowing whistle or horn, or raising one oar vertical to the boat (for eights).
4. Stay with the capsized boat, it will stay afloat for a period of time. Attempting to swim ashore may be difficult, the shore may be further than you think and the current may be stronger than you realize.

LAND SAFETY

1. No horseplay, accidents do happen. If injuries occur, let the coach or assistants know immediately.
2. Pay attention to your surroundings. Know where the shells and oars are, whether they are lying on the ground, in slings, or being carried.
3. When moving your shell, listen to your coxswain – do not argue or talk. The coxswain is your “director and guide” on the water and on land. Trust them. If you have concerns, let your coaches know.
4. Do not step over or attempt to jump over shells on slings or equipment on the ground. Always walk around the equipment. Remember, if the equipment is damaged, it is very costly to fix or replace.
5. Always lift with your legs, never your back. Work as a group.



6. Do not move or use boats without a coach or assistant present or have permission.
7. When land training – Stay in groups in designated areas. Stretching exercising or ERG work is recommended.
8. A coach or assistant will be at the boatyard or on site during practices to supervise rowers who are not on the water.

DOCK AND WATER SAFETY

1. No horseplay or running on dock. The dock can become slippery when wet so use extreme caution. The dock also becomes very crowded when launching a shell, so if you are not carry equipment, wait on shore, unless otherwise instructed.
2. Crew is an activity that is conducted on water. No swimming or throwing of others in the water is allowed. If something falls into the water and you are unable to reach it in a safe manner – leave it.
3. Rowing is not allowed when weather conditions are considered unsafe. These conditions include flooding, freezing temperatures, high winds, strong current, thunder, lightning, or fog. The coach will determine whether or not shells are launched.
4. When on the water or land follow coxswain or coach's instructions at all times. In order to hear the coxswain, there should be no talking in the shell or while placing boat in boathouse.
5. Crews shall be accompanied by a coach in a launch. Launches shall be driven by coaches or other qualified launch operators.
6. Everyone in the launch shall have access to a personal flotation device at all times.
7. Shells must return to dock at the first sound of thunder or sign of lightning. Boats may return to the water 30 minutes after thunder/lightning are last heard/seen.
8. If shell capsizes, stay with the boat. The shell will stay afloat for a period of time. Do not leave the boat. Again, the shore may be further and the current stronger than you think.
9. If a rower should "catch a crab" or fall overboard, let the coxswain know immediately - never assume they know. The person overboard should allow boat to pass then wait for the launch or attempt to get back on board.



WINTER TRAINING

Existing school safety guidelines and expectations of student conduct should be followed at all times during equipment set-up, practice and tear-down. This includes:

- **UAHS Student's Rights and Responsibilities Handbook**
<https://www.uaschools.org/Downloads/Students'%20Rights%20and%20Responsibilities%20Handbook%202018-19%20Ecollect%20version%20HS.pdf>
- **Upper Arlington Schools Athletic and Extracurricular Handbook for Families**
[https://www.uaschools.org/Downloads/2018%202019%20UA%20Schools%20Athletic%20and%20Extracurricular%20Handbook%20\(1\)%20\(1\).pdf](https://www.uaschools.org/Downloads/2018%202019%20UA%20Schools%20Athletic%20and%20Extracurricular%20Handbook%20(1)%20(1).pdf)



SWIM TEST

Purpose: The purpose of the swim test is to identify the strengths and weaknesses of athletes in and around water. At a minimum, it serves to verify that each student is safe to participate in rowing on the water. The test should show whether or not an athlete is comfortable in and around water, has the ability to swim and tread water, and has basic knowledge of life jacket use.

Protocol: Every novice or new to UA Crew athlete will complete a swim test for the organization.

- The test shall be offered twice a year (fall and spring) as well as make-ups when needed.
- A re-test will be administered at the athlete's request, but no sooner than one week after the failure.
- The re-test will include all portions of the swim test.
- If the athlete does not pass every portion of the test the test before the season starts:
 - Rowers may not participate on the water during that season
 - Coxswains may participate, but must wear a life jacket at all times
 - Any student, regardless of swim test status, may ride in the launch with a lifejacket.

Procedure: A Safety Chairperson will administer this test while a certified lifeguard is supervising. Athletes shall complete Part I followed by Part II. Part I and Part II will be completed during the same session.

Part I

- The athlete will swim, 25 meters or the length of the pool while wearing light clothes, which may consist of a T-shirt and board shorts. The athlete shall refrain from touching the walls or bottom of the pool.

Why: Even with a safety launch present, athletes cannot expect to be plucked directly out of the water. Everyone must be able to swim to safety, be it to the launch, to shore, or to another rowing shell. Clothing serves to simulate swamping conditions.



Part II

- The athlete will jump feet first into the water and submerge their entire body and head while wearing light clothes, which may consist of a T-shirt and board shorts.
- They will then tread water for a time of 8 minutes until the athlete will be tossed a life jacket, which they should correctly put on, and float for an additional minute.
- The athlete shall refrain from submerging his/her head, touching the sides, or using someone else as support for the duration of treading water and floating.

Why: Being thrown from a shell can be very disorienting. Athletes must not panic if they suddenly find themselves underwater. The ability to hold one's breath and return to the surface safely is vital. Also, rescue is not guaranteed to be immediate. The athletes must be able to stay afloat while the launch maneuvers to help them. When the launch arrives, not everyone can get in at once. Several athletes may be expected to wear life jackets and wait for retrieval.



COLD WATER

If the water is below 40°F, then no rowing is permitted.

If the water is between 40° and 50°F , then Cold Water Rules are in effect, specifically:

1. Everyone in a launch must have access to a U.S. Coast Guard approved Type I, II or III PFD.
2. Every launch must carry: space blankets for largest crew on the water, - PFDs for largest crew on the water, cell phone, horn, whistle or megaphone.
3. Only rowers with more than 3 months on-the-water experience are permitted to row in singles and pairs.
4. Rowers who fall in the water are not permitted to continue rowing, except to return to the boathouse accompanied by a launch.
5. Sufficient launches must be on the water to ensure continued safe operations in case one launch becomes engaged in an assistance operation.
6. It is not necessary that all launch operators be coaches. Experienced launch operators of age 18 or greater can be trained to cover possible assistance operations.

Common Sense:

Just because one is “permitted” to do something, does not mean that one should. Always consider all other factors, such as wind, river height and crews experience. If in doubt, don’t go out.

Temperature Measurement:

Water temperature can assessed at https://waterdata.usgs.gov/oh/nwis/uv?site_no=03221500



EMERGENCIES

While at Griggs during practice, it would be appropriate for any of the coaches to contact 911 for an emergency. In the case of a serious emergency, any athlete should call 911.

- Should a medical emergency require an ambulance or use of an AED, the shell carrying the athlete should move quickly to the most accessible area of the shore (typically this will be on the east side, parallel with Riverside Dr.)
- An accompanying launch should provide location to the 911 operator using nearest cross road, ie Bethel, Henderson, Lane Rd., Fishingier.
- While waiting for the emergency squad, at least one athlete should stand on shore to help flag down the medics.
- The person requiring medical assistance should not be moved unless necessary. Wait for trained medical personnel for directions.

Anytime there is a medical emergency, a coach should contact the parents first and either the UA Crew President or a trustee. The trustee should then follow up with the Safety Chair as well as the athlete's parents to see how UA Crew may be of assistance.

After any medical emergency, the individuals involved (coaches and all athletes in the boat) must meet with the Safety Chair within the week to assess procedures and recommend policy changes as necessary.

After *any* incident on the water, (collision, medical emergency, injury, boat tipping etc.), the involved boat athletes, coaches and Head Coach may not leave the river or practice area until a full assessment of the incident is shared and recorded by the Head Coach. If required, marine police should be contacted that day. Next day if no answer.

The Head Coach should then contact the UA Crew President to handle any required notification--police, athletic department, parents, school administrators--as appropriate and determined by trustees and in spring season, the athletic department.