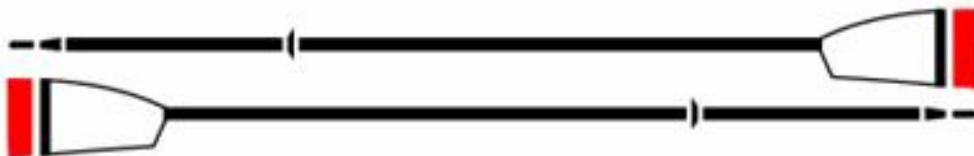




## INDIANAPOLIS ROWING CENTER

Indianapolis Rowing Center is a not-for-profit organization dedicated to the development of youth and adults of all social and economic backgrounds through rowing by providing facilities, education and programs

### *Members Handbook 2008*



[www.indyrowing.org](http://www.indyrowing.org)

317-298-9456

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[www.indyrowing.org](http://www.indyrowing.org)

Welcome, Members and class participants!

The Safety and Procedures Handbook is intended to give you an overview of the Indianapolis Rowing Center as well as detailed information about our safety guidelines, procedures for using club boats and equipment. All members are expected to read the handbook and adhere to our policies and procedures. Members must acknowledge that they have read and understood the handbook when they renew their annual membership or pay their class fees. Class participants should read the safety documents in advance and they will be covered in the Learn to Row course.

Indy Rowing is for everyone who wants to row. Some of our members are interested in competing in regattas while others simply enjoy the opportunity to get out on the water, get some exercise and enjoy the beauty of Eagle Creek Park. There's room for everyone.

The Indianapolis Rowing Center is supported by our members and our annual operating budget is underwritten by our members and those who participate in our programs and events. You will find our 2008 annual appeal form at the end of this handbook. As a 501C3 organization, The Indianapolis Rowing Center depends on membership fees and donations to stay afloat.

Our class participants are the heart of rowing clubs. You bring a level of life-experience, enthusiasm and diversity to our program. As a rower at the Center, please embrace our mission to educate others about the sport.

Sincerely,

The Indianapolis Rowing Center Board of Directors



# About Rowing in Indianapolis

We are very fortunate to row in Eagle Creek Park, the 4<sup>th</sup> largest city park in the nation. The park consists of 3,900 acres of wooded terrain and meadows, and 1,300 acres of water. There is a fee for entering the park, rowers and parents are not exempt. The park fee will be collected even if you are just coming to pick up your child from practice. The park offers season passes at the Gatehouse.

The Indianapolis Rowing Center was founded in the early 1980s when the City of Indianapolis was actively promoting amateur sports as an economic development strategy. The first rowing event was held in conjunction with the 1982 National Sports Festival and was followed in 1983 with Indianapolis' first National Championship Regatta. These initial events were held at the south end of Eagle Creek Reservoir (the finish line was located where Rick's Café Boatyard is now). The success of these events led to the founding of the Rowing Center and the plan to develop a world-class rowing course at Eagle Creek.

In 1984 Indianapolis made the commitment to build a rowing course in the north pool of the reservoir and to bid for the World Rowing Championships. The development of the rowing course was fast tracked when Indianapolis was unexpectedly awarded the 1987 Pan American Games after it was determined that Cuba was unable to host the games. The success of the Pan American Games regatta led to Indianapolis being awarded the 1994 World Rowing Championships, the first (and so far only) time that the event was held in the United States.

The rowing course remains one of the country's premiere venues. The Eagle Creek course has held more than a dozen US Rowing National Championships (including the 2004, 2005 and 2006 events), numerous Olympic, Pam Am and National Team trial regattas as well as NCAA National Championships and regional collegiate, junior and masters events.

The purpose of the Indianapolis Rowing Center is to be a community rowing program with opportunities for all ages. The junior (high school) program is open to any high school student in the Indianapolis area. We offer Learn to Row programs for people of all ages. Masters (adult) rowers include those who simply like to get some exercise in a beautiful environment, as well as those who compete regularly in organized age group competitions. Other groups currently rowing out of the Indianapolis boathouse include Butler University, IUPUI, the Culver Crew Club and the Indianapolis master rowers. All of these groups race at the same fall regattas.

For more information about the Indianapolis Rowing Center, its programs and activities, or to enroll in a Learn to Row class please go to [www.indyrowing.org](http://www.indyrowing.org).



## What is a Master's Rower?

"Masters Rower" is an age (not skill) classification of the sport's governing body US Rowing. Basically a masters rower is anyone "who has attained or will attain the age of 21 during the current calendar year." ( 2006 Rules of Rowing). For competitions involving masters, there are age divisions. So for our purposes, masters include anyone who is not a junior or collegiate rower meeting the age requirement.

### ***The Organization***

The Indianapolis Rowing Center is actively working to enhance and improve opportunities for our masters. Just a few years ago, the only master's rowers active in the club were those who had their own boats. There were few opportunities for those who participated in our classes to continue their rowing. Our goal is to have rowing opportunities for any masters interested in competing at regattas as well as for those who simply want to be able to row on their own or with friends.

In addition to intermediate rowing, there are regularly scheduled master's practices. Any master's rower is welcome to participate. Those who have completed the intermediate rowing and sculling classes or are experienced rower are able to row whenever the boathouse is open and use club shells. Use of the club boats are generally on a first come first served basis. Club shells must be reserved for use in a regatta.



# Membership Information

## **Forms, Waivers, Dues and Fees**

The Indianapolis Rowing Center is a non-profit club supported by its membership dues and sponsorship. Membership forms and waivers are required for each year.

**Membership Forms** - Must include current information. We also ask you to sign up for volunteer hours--we ask for 10 volunteer hours from our members. These hours may be completed by a family member on behalf of the rower.

**Waiver** - For liability purposes all rowers and guest MUST have a liability waiver on file prior to going out on the IRC course in any IRC boat. By completing the membership form and waiver, members acknowledge that they have read and understood the Member Handbook, including safety and boat handling procedures. Submitting the membership form and waiver is also acknowledgement of adequate health. This waiver is available on our website, or on the US Rowing Website.

**“Get back in the boat test”**—before being permitted to take out club singles without coaching supervision, rowers will be asked to complete the get back in the boat test. This test may be supervised by any member of the coaching staff.

**Swim Test**--In accordance with US Rowing safety guidelines, all IRC rowers and scullers (excluding private boat owners) must pass a swim test. No rower will be allowed on the water in an IRC boat unless she or he has completed the simple swim test and submitted the signed form. Without a successfully completed swim test, participants must wear a life vest. Once completed, a form can remain on file for 4 years.

## **Fees**

The current fee schedule is available on line. All fees must be paid before a rower is permitted on the water. Please note that scholarship applications are available in the membership section, or from Bernadette Teeley.

## **Annual Appeal and private donations**

As a 501 (c)(3) tax exempt organization, members and others wishing to make a donation earmarked for new equipment may do so and have their donation tax deductible.

## **Guest Policy**

Rowers from out of town are welcome to use Indy Rowing equipment while visiting Indianapolis. Guests must sign a waiver and the cost is \$10.

\*If a guest is bringing their own boat, there is no fee to launch from IRC docks. If a guest wishes to store his or her boat at the IRC facility for a short period of time, please contact Bernadette Teeley.



# Boat Information

## ***Learn to Row Boats***

Indy Rowing has nine recreational shells which are used for Learn to Row classes. Members may use these boats when they are not being used for class (check the calendar on line or at the boathouse) The boats are stored on the outdoor racks near the docks. Make sure that club members know that during schedule class time these boats may not be available.

## ***Sculling Shells***

There are eight racing singles available for club members' use. Use of the boats is for experienced scullers, or those who have completed intermediate sculling. The singles are labeled as club boats on the racks.

Experienced scullers are also welcome to use the club's three double sculls. The White Vespoli double is restricted to those who have several years of experience.

The club also has 2 quadruple sculls. These are available to experience scullers and can be used by experienced scullers to teach new people. Please speak to Bernadette Teeley if you wish to use a quad.

## ***Sweep Boats***

The club has eight eight-oared shells. These boats are used by the Learn to Row and Intermediate Rowing classes. The eights are also used by the junior program. These boats may be used by masters if they are not being used by the junior team. The boats are reserved for the juniors during the fall and spring seasons from 4:00-6:00 pm, and are the priority equipment for any scheduled class.

## ***Care of Boats***

**All club boats need to be wiped down after each use and any damage or breakage must be immediately reported to the executive director.** *Members who damage a club boat are expected to pay for repair, if necessary.*

## ***Goose Fencing***

As a courtesy to your fellow rowers, please help keep the dock clear of shoes, belongings and goose droppings. Your shoes can be carried in the boat, or stacked neatly on shore next to the dock while you are rowing. Goose fencing is in place and is extremely effective in keeping the dock clear when used. Please be sure to replace the goose fence after putting your boat away. This may call for a trip back to the dock, but is part of the sport.



# Safety Rules – Approved Safety Procedure

## I. General Safety

### A. Swimming Procedure

It is important that rowers know how to swim. If a rower goes into the water they must stay with their boat and not attempt to swim to shore, unless they do so using the boat as flotation. Any rower who is unable to swim and tread water for 15 minutes must wear a personal flotation device. Masters rowers who sign the USRowing waiver must acknowledge that they can swim or they will be required to wear a PFD.

Junior rowers will be required to pass a swim test.

1. Members must pass 100m-swim test
2. Must be able to tread water for 5 minutes
3. Acceptable equivalents
  - a. Athlete competes on a swim team & has signed note from coach
4. All coaches, coxes, athletes must pass swim test to participate on water

### B. Medical Requirements

Masters rowers are adults and are responsible for making sure that they are in good health. By signing the waiver, masters rowers are acknowledging that they are healthy enough to participate.

1. Initial Release from the doctor for athlete to compete/train
2. If an athlete is injured (HS) then will only be able to return to on water/erg practice with a written note from the doctor
3. Participants must have a form of medical insurance

### C. Launch drivers

Anyone driving an Indy Rowing launch must be approved by the director before using a motor boat.

1. All new launch drivers must be able to pass a test supervised by a head coach
2. Test, driving, parking, stalling situations, emergency signals, & emergency plans are tested

### D. On Water Rows

1. All members will receive the safety procedures prior to rowing
2. All coaches & athletes will attend a safety review of rules, emergency plans, and procedures at the start of season
  - a. US Rowing safety movie
3. Each member will sign a safety receipt stating they have read and understand the rule and procedures. This will be turned in before they can row
4. All crews/boats will follow the posted traffic patterns in the boathouse
5. Each rower will do a physical review of the boat before taking it out of the boathouse

### E. Hours of Operation

1. Rowers can row from Sunrise to Sunset
  - a. If still dawn/dusk, rower must have a light on the boat
  - b. Rowers must take caution while rowing prior to the opening each day
2. All boats must be off the water by sunset
  - a. If the rowers are not off the water the person on duty needs to find that person and get them in
3. The boathouse must be locked at all times a person is not present. Members may use their access code to open the boathouse, but must shut the bays and the doors while they are on the water. Upon returning to the dock, they may sling their boat, open the boathouse and put the boat away.

### F. Supervision

1. All crews must log on/off the water before/after workouts \*this includes HS crews



- a. The logbook is provided in the boathouse
  - b. The logbook is a record of who is on the water. It will be monitored in order to assign racks to private boat owners, and to track attendance for practice and coaches.
  - c. Be specific when logging out your boat
2. Minors (under 18) must not be on the water without supervision of an adult
  3. The max amount of launch/athlete ratio is 1/20; this includes passengers in coach boat.
  4. Smaller boats are encouraged to row in groups when possible
  5. All boats must stay close to the launch responsible for them

#### G. Coaching Requirements

1. All coaches must be certified in CPR, First Aid w/ Hypothermia & heat injury, Boating Safety, and the clubs emergency plans must be known
  - a. Coaches should have a meeting 1x per year to review EP's
2. All coaches on the water must have a cell phone and/or walkie talkie

#### H. Equipment Requirements

1. All boats must be declared as rowable by the safety committee's guidelines prior to on water rows
  - a. Visual check made by rowers must include; fin, riggers, holes, foot stretchers, seat, bow caps
2. At least one coach boat on the water for each session must have the following: one paddle, a buoyant heaving line 15m or longer, a bailer, a first aid kit, 3 approved flares or a watertight hand held search light, a sound signaling device (whistles), 9 space blankets, PFD/lifejacket for each person on board and extras for rowers the boat is supervising
  - a. Access & use of emergency supplies are only for on-water emergencies
3. Coxswains and/or bow seat must have a whistle-sound device with them on the water
4. A Boat Handling Test must be passed before a member takes out a club boat.
  - a. This test can be administered by the supervisor on duty
  - b. Their name will be checked off on their waivers
  - c. Test will have to be administered again if the member continues not to handle the boats properly, along with a \$10 fee for each review session.

#### I. Weather

1. Person on-duty at the boathouse, which consists of, coaches, director, and/or LTR teachers, will determine if the weather is providing rowable conditions
  - a. If the person on duty is not listened to and rules are broken suspension will follow: III B.
2. The weather report radio must be on before practices on-water occur
3. Weather forecasts will be checked prior to launching
  - a. Winds stronger than 15mph and no small boats
  - b. White caps and no boats on water
  - c. Lightening=NO BOATS ON WATER!!
  - d. Possibility of thunderstorms, head coach will determine the safety of the situation
  - e. If there is a dense fog that impairs visibility up to 750m rowers must stay on shore until it clears up
    1. If the starting tower cannot be seen from the dock DO NOT GO OUT
  - f. Heat Index at a certain level = No Rowing!
  - g. These rules will be posted in the boathouse above the logbook
    1. Time for sunrise/set
    2. Temperature
    3. Wind
    4. Possibility of storms



## **II. Emergency Guidelines**

- A. For any real emergency 911 must be called immediately
  - 1. What is required: Police, Ambulance, or Fire
  - 2. Your name & location: Eagle Creek Reservoir, Indianapolis Rowing Center and address
  - 3. A concise description of event
  - 4. Any need for water rescue
  - 5. Parent/Guardian should also be contacted ASAP
  
- B. Boathouse Operator will follow the rules outlined in the coach's emergency procedure
  
- C. Inexperienced adults will not be allowed on water in an emergency situation
  
- D. **\*\*Personal Safety comes FIRST!** Should it not be possible to reach a desired spot & athlete's safety is at stake, they are directed to row to nearest shore and get off water
  
- E. If unsafe conditions occur while on the water rowers must proceed to the closest accessible shore and get off the water
  - 1. Safe shorelines include: Marina
  - 2. Beach
  - 3. Small boat area on side of bridge to the E
  - 4. Rick's on side of bridge
  
- F. Signals
  - 1. EMERGENCY: INTERNATIONAL DISTRESS SIGNAL - Raise and lower outstretched arms repeatedly. Use only for serious trouble.
    - a. Daylight= whistle/sound device
    - b. Darkness=whistle/sound device and wave light overhead
  - 2. NON-EMERGENCY
    - a. LAUNCH-HELP REQUIRED: Wave one arm over head
    - b. GO ON BY: Wave one arm in a throwing motion
  
- G. Survival Procedures
  - 1. All rowers must put on any available clothing & hats. Cox/bow must be ready to use sound device/light when needed
  - 2. Shell swamped but floating & athletes out of water. Align shell to minimize further swamping, then remain upright and in seat awaiting rescue (assume a fetal-like position at top of slide)
  - 3. Shell is sinking deeper into water, submerged or capsized. Should a shell fill w/ water or submerge and safe harbor is not possible, the following procedures are to be followed
    - a. Shell should be rolled upside-down to increase buoyancy by trapping as much air as possible. If wind is a factor, roll with the wind. Oars should remain in oarlocks to increase buoyancy
    - b. ATHLETES MUST STAY WITH SHELL AND NOT ATTEMPT TO SWIM ASHORE: both the boat and oars usually float and will support the crew. The group shall "buddy up" across the boat w/ even distribution on either side of shell (1&2, 3&4) and huddle towards the middle or high point of the shell. The coxswain must buddy with the seat adjacent pair. Each buddy is responsible for holding onto the other person while they are draped across the shell
    - c. Pairing is essential as it gives added life support to each athlete (each is holding on to the life of another). This facilitates reciprocal communication and positive support. This relationship should be continued until actual rescue, when athletes must be rescued in pairs. This will prevent a premature feeling of relief resulting from rescue contact, and letting go before the rescuers take firm hold of athletes.



- d. All athletes must remain as calm as possible and the cox/bow person should assume command and check every athlete continually until rescued
- 4. Cold Water Considerations
  - a. Rule of thumb for minimum rowing conditions is that the water temperature + air temperature should be greater than 80 degrees.
- 5. Small Boat Considerations
  - a. When Possible Most Row in Groups!!
    - (1) If a partner's shell submerges or capsizes the "buddy" athlete(s) must ensure they are out of danger (back in shell or on shore) before going to get help
  - b. The smaller the boat the better the relative buoyancy. It is possible to reenter the shell and get ashore if conditions are not serious
  - c. To reenter, make sure oars are perpendicular to shell and grasp w/ one hand. Pull yourself up so you are lying across the bow side of the cockpit. Pivot to seat yourself on the runners. Slowly maneuver your legs into position. (In crew boats go 1 at a time, but all oars=perpendicular
  - d. A person taking out a single must pass a "get back in the boat test" (administered in advanced sculling class) in order to row
- 6. Rescue Procedures
  - a. Launch Capacity
    - (1) The max legal capacity of a launch shall not be exceeded in a rescue. the max capacity will be labeled and visible on each launch
    - (2) In extreme conditions those rescued must be taken directly to shore or to the nearest safe spot. As many trips are to be taken as are required to remove all those involved in the accident as quickly & safely as possible
    - (3) Each launch should be staffed by two people (if possible) to counterbalance and assist each other where necessary
  - b. PFDs/Life Jackets: Each rescuer shall wear an appropriate PFD or lifejacket and extra PFDs or life jackets should be put in launch in case of need
  - c. Approach: Any accident shall be approached from leeward, into the wind, to prevent the launch from being pushed onto the shell(s) and to ensure max. control
  - d. Assessing the situation
    - (1) The conditions of the people in the water and the severity of the circumstances must be assessed quickly.
    - (2) Verbal contact with those in the water must be established so that they can be taken through the rescue quickly: tell the people in the water what is going to happen so they know what is going on.
    - (3) Those in greatest risk/distress must be rescued first. Rescue must occur in pairs.
    - (4) A head count will be conducted upon the launch's arrival and then repeated upon leaving.
- 7. Treatment--
  - a. Hypothermia
  - b. Heat Stroke
  - c. Clothing Requirements
    - (1) Hats that will shade the face in the summer
    - (2) Winter caps in the late fall early spring
    - (3) Spandex or close fitting shorts
    - (4) Close fitting shirts



### **III. Consequences**

- A. Safety infractions will be handled by the safety committee and or the head coaches involved.
- B. 1st infraction may result in an immediate suspension of up to 10 days plus a subsequent probationary period of 3 months at the discretion of the club head coaches and/or safety committee.
- C. Suspended parties must complete an open book exam on IRC's safety policies and procedures before resuming any rowing activities or use of IRC's facility. Failure to successfully fulfill this requirement will result in an indefinite extension of the suspension period until the test is successfully completed to the satisfaction of the club head coaches and /or safety committee.
- D. Any subsequent infraction during the probationary period following any suspension will result in an immediate suspension of up to 3 months at the discretion of the club head coaches or equivalent and /or IRC's safety committee
- E. Subsequent conditions for reinstatement will be determined solely by the club head coaches and or safety committee
- F. Suspensions may be applied to individuals, groups, or programs. The club head coaches and / or safety committee will decide the scope of any suspension for safety infractions
- G. Persistent or continuing infractions may result in permanent suspension of IRC privileges
- H. Any athlete or coach who has been expelled or suspended has the privilege of appealing to the IRC Safety Committee

### **IV. Traffic Pattern**

- A. This is the pattern that must be followed unless posted otherwise.
- B. Rowers can only travel south in the buoyed lanes.
- C. Rowers can row north up the course on both sides of the course.
- D. Rowers going south to the dam must travel along the far west shoreline.
- E. Rowers going north from the dam to the starting line must travel in the middle of the lake between the western shoreline and the western edge of the course.