



TRC Safety Policy

****As approved by TRC Board of Trustees****

8/8/2008

****Amended 3/2/10****



TRC Safety Policy

Violations of the Safety Policy and other unsafe conduct or conditions are to be immediately reported to a coach, to the Safety Committee, or to the TRC Board. Violating any part of the Safety Policy or engaging in other unsafe conduct may result in disciplinary action, including loss of membership privileges for all parties involved.

Safety Committee

The President will annually appoint a five-person Safety Committee made up of one Board member, one Foundation member, one coach, one parent representative, and the boathouse manager (the coach and the parent representative are to be from different teams).

The Safety Committee is the point of contact for safety issues and reports to the President. The Safety Committee's duties include:

- conducting announced or random safety inspections of the boathouse and equipment, including inspections to determine compliance with the Safety Policy, and making timely reports to the President;
- assisting the President in inquiries or investigations of safety violations and related issues; if an inquiry or investigation involves a member of the Safety Committee, the President will appoint a temporary replacement to the Safety Committee;
- reviewing the Safety Policy annually, and more frequently as needed, and recommending changes to the President and to the Board;
- participating in the seasonal safety meetings; and
- taking other necessary and reasonable action in order to prevent and remedy unsafe conduct or conditions in order to ensure the safety of persons and property.

Seasonal Safety Training

A safety-training meeting will be held at the boathouse at the beginning of each rowing season. All coaches, coxswains, and at least one parent representative from each team must attend the seasonal safety-training meeting. Also, master rowers must have at least one representative present. Failure to attend is considered to be a safety violation and may be the subject of disciplinary action. Depending upon availability, presentations will be made by the U.S. Coast Guard, Toledo Police Department and others as determined by the Safety Committee.

Coaches' Requirements

Each coach must be familiar with the Safety Policy and sign a commitment-to-safety and protection-of-youth pledge (see form attached as Appendix A) confirming that:

- a. Water Safety
 1. the coach is CPR certified and has completed safety and first aid training;
 2. the coach will ensure that each shell and launch is checked in and out in the log book;



3. the coach will assist any rower or coach needing assistance (regardless of team affiliation), including calling 911 or other emergency help as required, and will timely report injuries requiring medical attention to the Safety Committee and to the team's parent representative;
4. the coach will submit a detailed incident report to the Safety Committee within 48 hours of any incident involving a safety violation and must make a detailed incident report upon the Safety Committee's request;
5. the coach will ensure that each member of the team has passed a physical examination, has passed a swim/float test, is familiar with the Safety Policy, and has seen a safety video.

b. Protection of Youth

1. I will act as a role model for the youth I coach and treat them with patience, respect, courtesy, dignity, and consideration;
2. I will report suspected child abuse, neglect, or a suspected violation of this pledge by any coach or other person to a TRC Board member;
3. I will not use inappropriate suggestive jokes or stories, or profanity with youth;
4. I will not use alcohol, legally-controlled substances, or tobacco products at the boathouse, while I am with youth, or before being with youth for whom I am responsible;
5. I will use discretion when corresponding with youth. Email, text messaging, or telephone calls to youth should be limited in frequency and restricted to academics such as homework hotlines, athletic-event schedules, or forms. Correspondence regarding youth should be sent to (or discussed with) parents or legal guardians;
6. I will not drive alone with youth. If I am involved with transportation for a field trip or some other event, I will make sure I am transporting more than one youth;
7. I will use discretion if I must meet with a minor privately by using an office with a window, open door, or by having another adult present.

Reporting a Safety Violation

All persons are encouraged to report safety violations or concerns to the Safety Committee, to the President, or to the Board. A safety violation or concern may be reported by any person.

Boathouse Rules

- Security: Always lock the boathouse doors when it is empty.
- Running: Running in the boathouse is prohibited.
- Neighborhood: Be aware of neighborhood dangers and use appropriate caution.
- Logbook: All crews and rowers must log in and out. This includes launches and shells.
- Certification: All rowers using TRC equipment must be certified for that equipment. See Appendix B, attached.
- The Boathouse Committee is responsible to post appropriate safety reminders in the boathouse, including a map showing the traffic pattern on the river.



Rowing

- Rules of the Road: On the river, know the “Rules of the Road” and obey them. See Appendix C, attached.
- Lights: Lights for shells and launches are mandatory during darkness (from 1/4-hour before sunset until 1/2-hour after sunrise).
- Aldens, Martins and similar shells require Personal Flotation Devices.
- Rowing from TRC is forbidden when whitecaps are visible on the river, or when thunder, lightning, or other unsafe conditions are apparent.
- Water/Air Temperature Guidelines must be considered before any water operations. See Appendix D, attached.

Coaches & Launches

- Coaches must ensure compliance with the TRC Safety Launch Policy. See Appendix E, attached.
- Coaches are not permitted on the water unless they have a valid Red Cross CPR and First Aid training certification.

Protection of Youth

- Members and coaches must report any suspected violation of the coach's Protection-of-Youth Pledge (Appendix A), whether the suspected violation is by a coach or any person, to a TRC Board member.
- Except as stated in this paragraph, all members must adhere to the Protection-of-Youth provisions as set forth above and in the Coach's Pledge, Appendix A. Any violation by a coach or other member is grounds for disciplinary action. A member, who is not a coach, may drive alone with a youth if the member first obtains the written permission of the youth's parent.
- The President must report any suspected violation of the Protection-of-Youth Pledge to the Athletic Directors of the schools attended by the youths and the schools that employ the coach or coaches involved in the suspected violation.
- After reporting a violation of the protection-of-youth pledge to the appropriate Athletic Directors, the President may, either before or after the Athletic Directors take action, take disciplinary action against the coach or against any other member who has violated the protection-of-youth pledge.

Disciplinary Action

- Disciplinary action may be taken by the President under the Disciplinary Action Policy. See Appendix F, attached. Also, the President may take immediate disciplinary action for a violation of the Safety Launch Policy.



Appendix A

Coach's Pledge

Commitment-to-Safety and Protection-of-Youth

I, _____, state that I have satisfactorily completed CPR, safety, and first aid training; and further, that I hold certificates for completing these courses. I also pledge that I will teach safe boating practices and, to the best of my ability, will ensure the safety of all rowers; and I further pledge to act as a role model for the youth I coach and to treat them with patience, respect, courtesy, dignity, and consideration. Moreover, I further pledge as follows:

a. **Water Safety**

1. ensure that each shell and launch is checked in and out in the log book;
2. assist any rower or coach needing assistance (regardless of team affiliation), including calling 911 or other emergency help as required, and will timely report injuries requiring medical attention to the Safety Committee and to the team's parent representative;
3. submit a detailed incident report to the Safety Committee within 48 hours of any incident involving a safety violation and must make a detailed incident report upon the Safety Committee's request; and
4. ensure that each member of the team has passed a physical examination, has passed a swim/float test, is familiar with the Safety Policy, and has seen a safety video.

b. **Protection of Youth**

1. I will act as a role model for the youth I coach and treat them with patience, respect, courtesy, dignity, and consideration;



2. I will report suspected child abuse or neglect or a suspected violation of this pledge by any coach or other person to a TRC Board member;
3. I will not use inappropriate, suggestive jokes or stories, or profanity with youth;
4. I will not use alcohol, legally-controlled substances, or tobacco products at the boathouse, while I am with youth, or before being with youth for whom I am responsible;
5. I will use discretion when corresponding with youth. Email, text messaging, or telephone calls to youth should be limited in frequency and restricted to academics, such as homework hotlines, athletic/event schedules, or registration/event-related forms; personal correspondence regarding youth should be sent to (or discussed with) parents or legal guardians;
6. I will not drive alone with youth. If I am involved with transportation for a field trip or some other event, I will make sure I am transporting more than one youth;
7. I will use discretion if I must meet with a minor privately by using an office with a window, open door, or by having another adult present.

Date: _____

Coach's Printed Name

School

Coach's Signature



Appendix B

Certification of Scullers

TRC and TRF's single and double shells may only be used by properly certified members. Certification may be provided only by approved individuals. Until they are certified for the classification of boat they are rowing, all minors (under the age of 18) must be accompanied by a safety launch if using a TRC or TRF single or double.

To be certified, you must be competent and confident in your swimming abilities. As a part of the waiver you must sign, you will attest to your ability to swim and that you recognize the potential danger in the sport of rowing. There is also opportunity to complete a flip test in a safe environment in order to learn how to get back into a capsized boat.

If you would like to be certified, please contact a Board member or call the boathouse at (419) 698-9336 and leave a message with your name and phone number. TRC will have a person approved to provide certification contact you to confirm a time. Remember that each time you want to "fleet up" to a different shell class, you must recertify for that shell class. All TRC and TRF shells are classified and the classification, as well as the weight rating, is stated on the card where the shell is racked.

In order to be certified for a particular boat class, you must be able to demonstrate the following:

1. *Equipment identification.*

- a. Identify all parts of the boat and rigging by their proper names.

2. *Taking the boat out of the boathouse.*

- a. Know and identify club-owned boats.
- b. Get help putting the shell on the boat cart or demonstrate you can remove the boat from the rack and carry it by yourself.
- c. Take boat out of boathouse.

3. *Select an oarmaster if needed (Alden Ocean Shells or Martin Trainers only).*

- a. Remove oarmaster from rack of club-owned oarmasters. "TRC" or "TRF" is on all riggers.
- b. Take out of boathouse, not hitting any other equipment.
- c. Remove the holding pins from the boat.
- d. Place the oarmaster in the boat between the brackets and replace the holding pins.

4. *Select "TRC" or "TRF" oars from oar rack.*

- a. Ensure that you have a matched set of oars. Most pairs have one oar with a green collar or green stripe and one with a red collar or red stripe. Get one of each.
- b. Put your oars in the boat or on the cart.
- c. *Never* change oar length or inboard.



5. Check the equipment.

- a. You must always have a Personal Flotation Device (PFD) in Aldens and Martins.
- b. PFDs are recommended in all boats.
- c. Check all of the nuts and bolts to be sure they are tight and in good shape.
- d. Check oars, riggers, and shell to be sure there are no cracks or other defects which could affect you on the water.

6. Sign-out boat.

- a. Sign out boat in log book by entrance door
 - i. Your name
 - ii. Boat name
 - iii. Time out

7. Go to the dock.

- a. Close all doors and lock up the boathouse, if no one else is in the boathouse.
- b. Cross the road staying in appropriate lanes of the road.
- c. Lead the boat cart down the ramp; do not follow it.
- d. Place "goose buckets" in center of dock if you are the first person down.
- e. Remove oars from cart.
- f. If a flat bottom boat and you do not have someone to help you, position the cart at a 45 degree angle to the edge of the dock and slide the boat off and into the water by pushing from the bow (not the oarmaster).
 - i. If not an Alden Ocean Shell, watch for fin and make sure it does not touch the dock.
- g. If round bottom boat, demonstrate proper carrying of boat from cart to water.
- h. Place dockside oar in oarlock.
- i. Secure boat to the dock with the painter. If no painter, get someone to hold boat.
- j. Take cart to the grassy area at the top of ramp.

8. Entering the boat.

- a. Place outboard oar in oarlock. Be sure collars are flush with oarlock.
- b. Oarlocks should be facing towards the stern; i.e. toward the foot stretcher.
- c. Port oar is marked red, starboard oar is marked green. (To determine which is port and which is starboard, remember which way the boat is going to go when you are rowing it.) If using hatchets or big blades ensure larger portion of blade is closer to the water when the concave surface of the blade is facing the stern.
- d. Untie the painter and put it in the boat. (Don't let it fall into the water.)
- e. Hold both oar handles in outboard hand, place inboard hand on dock.
- f. Place outboard foot in boat in designated place (not the bottom of the boat).
- g. Place inboard foot directly onto foot stretcher.
- h. Tighten shoes and/or adjust foot stretchers. This can be completed at dock or after you push off. (If there are others waiting, adjust stretcher on the water.)

9. Pull away from dock.

- a. Either push off from the edge or slide your boat along the edge until both oars are clear of dock.



10. Demonstrate proper blade technique.

- a. Position of hands on oar handles and position of hands during the stroke.
- b. Sequence of stroke

11. Demonstrate proper navigation of boat.

- a. How to steer boat while rowing.
- b. Looking over shoulder without much disruption.

12. Demonstrate proper turning.

- a. Demonstrate how to make a river turn
- b. Backing

13. Demonstrate an emergency stop – holding water.

14. Safety Rules.

- a. Know and understand TRC Safety Policy, including:
 - i. Rules of the Road;
 - ii. Guidelines for Cold Water and Temperature.
- b. Identify rules of navigation.
- c. Know how to position boat in a wake.
- d. *Do not row* if white caps are visible, if lightning, thunder, or other unsafe conditions are apparent.

15. Docking.

- a. You can choose to back in to the dock or row in to the dock.
 - i. Watch for the corner of dock; ensure shell does not hit dock.
- b. Check flags for wind direction; use the wind to help you navigate into the dock.
- c. Once parallel and alongside the dock remove feet from foot stretchers.
- d. Place both oars in outboard hand, place inboard hand on dock. Slide out of boat
- e. Once out of the boat, pull outboard oar across.
- f. Remove oars from oarlocks and place on dock.
- g. Secure boat to dock with painter, or ask someone to hold the boat before you leave dock to get cart.
- h. If needed, get cart from top of ramp, take down to dock, and load boat on cart. If the boat has a fin, please be careful!
- i. Place oars in boat or on cart.

16. Returning to boathouse.

- a. Sign the boat back in.
 - i. Time;
 - ii. Distance;
 - iii. Trip #;
 - iv. Any damage incurred during row.
- b. Inspect oars, riggers, and boat for any defects. If there are any, write in log book.
 - i. If there is any major damage, place in repair bay with a note.
- c. Wipe down boat to clean off dirt and excess water.



- d. Demonstrate that you can properly return boat, oar/master (if used), and oars to proper location.

If you should swamp or fall out of the boat, stay with the boat – it floats. *Do not swim for shore.* You may push the boat toward shore. *Always stay with your boat.*



Appendix C

TRC Rules of the Road

- At all times, stay alert.
- At all times, stay with your boat.
- Be aware of the incoming weather. When weather looks questionable, ask other coaches what their plans are.
- Get on and off the dock promptly.
- When possible, use the river dock when launching and the lagoon dock when returning.
- Be cautious exiting the lagoon.
- Stay to the right side of the river during warm-ups and hard pieces. Caveat: boats should steer clear of the docks at the restaurants during peak boating season.
- When multiple boats are supervised by one launch, keep all boats within line-of-sight of the launch.
- Strokes, coxswains, and coaches should always be aware of the other traffic on the river. Strokes and coaches may see things that a coxswain cannot. Communicate with one another.
- Be aware of powerboat traffic. Be sure that the shell is parallel to the oncoming wake.
- Be cautious crossing the river, especially on either side of a bridge. Be aware that other boats may be coming through the bridge.
- Do not challenge freighters. Steer clear and get to the shore.
- Be aware of the fishermen and their fishing lines.
- *Be considerate.*



Appendix D

Guidelines for Cold Water and Air-Temperature Operations

General

1. The air and water temperature can be obtained by calling the *US Coast Guard at (419)729-2034*. There is an accuracy variance of +2°F to be taken into consideration.
2. All coaches are required to confer and communicate the conditions before making the decision to conduct water operations, and proceed in groups.
3. All launches *must* have all of the required TRC safety equipment in the launch (see TRC Safety Launch Policy).

Level #1 Conditions:

If EITHER the Air Temperature Is Below 32°F (0°C) OR the Water Temperature is Below 40°F (4°C).

1. *No rowers* are permitted on the water.

Level #2 Conditions:

If EITHER the Air Temperature is Below 40°F (5°C) OR the Water Temperature is Below 45°F (7°C) BUT both are Above Level #1 Temperatures.

1. In this level, all crews with any athlete under the age of 18 OR with an athlete still attending high school must have one (1) launch PER shell on the water, regardless of shell size.
2. First season novice rowers are not permitted on the water.
3. There MUST be at least one other school launch on the water to assist in the event a water rescue is needed.
4. All crews (both adult and high school) are required to STAY TOGETHER on the stretch of water between the Conrail Bridge and the end of the no wake zone just downriver from the MLK Bridge.

Level #3 Conditions:

When BOTH the Air Temperature is Above 40°F (5°C) AND the Water Temperature is Above 45°F (7°C).

1. Normal TRC policies apply for all shells on the water.



Additional Guidelines:

1. Scullers and adult rowers should notify someone (family member, friend, etc.) of their activities, especially the estimated time they plan to launch and return. The person notified should be someone not at the boathouse, to ensure follow up.
2. Scullers and adult rowers should utilize the “buddy system” when possible.



Appendix E

Safety Launch Policy

The following equipment *must* be on board every coach/safety launch when that launch is on the water. If you are missing any of these items, you are not permitted on the water.

WARNING: Teams (coaches *and* rowers) that violate this policy are subject to an immediate 3-day suspension from all boathouse/river operations. Suspension starts the day of the violation and the following two days. Additional disciplinary action may be taken under the Disciplinary Action Policy. Random launch inspections will be conducted by the Safety Committee.

Equipment

1. Working Cell Phone with pre-programmed phone numbers of all coaches on the water.
2. Coaches are not permitted in the launch without a valid Red Cross CPR and First Aid certification.
3. One USCG Type I, II, or III Personal Flotation Device (PFD) for every rower under the surveillance of that particular launch plus one PFD for each person in the launch.
4. As many Emergency Rescue Blankets as there are pfd's.
5. First Aid Kit with extra rolls of athletic tape.
6. Waterproof High-intensity flashlight – that works!
7. Compressed-air-powered horn.
8. Rescue Throw Bag with 30' of line.
9. Day signal – International Orange flag or Orange smoke flare.
10. Fire Extinguisher for Class B fires – Class A and Class C extinguishers are optional.
11. Complete set of navigation lights: port/starboard running lights and 32-point white light.
12. Two Oars.
13. Anchor with at least 30' of line.

Safety

1. Free space in each launch sufficient to permit three rescued rowers to be extracted in one lift.
2. The coach supervising a crew must keep the crew within the coach's line-of-sight.



Appendix F

Disciplinary Action Policy

Preamble

The President and the Board have broad discretion to implement and enforce TRC's Safety Policy, to take disciplinary action for a Safety Policy violation, for a violation by a coach or by any member of the Protection-of-Youth Pledge, for unsafe conduct in the boathouse, on the grounds, the docks, or on the water, or for conduct detrimental to the Toledo Rowing Club. In exercising their discretion, the President and the Board will be guided by the need to prevent and remedy unsafe conduct or conditions in order to ensure the safety of persons and property. They will consider all facts and circumstances, including, without limitation, the nature of the safety violation, the risk of harm created, whether persons were injured or property was damaged, and any prior safety violations.

Investigation of Safety Violation or Complaint

The President, or the President's designee, may inquire or investigate respecting any information that the Safety Policy has or may have been violated. The inquiry or investigation may include, without limitation, requesting written statements from all parties, witnesses, and others having pertinent information, and conferring with the Safety Committee.

Action by President

1. The President may take disciplinary action as provided in paragraph 2 (Summary Action) or paragraph 3 (Recommendation for Disciplinary Action), or under both paragraphs 2 and 3, if the President concludes that any person, coach, or team, has either:
 - a. violated the safety policy;
 - b. engaged in conduct, or failed to take action that reasonably should have been taken, that caused or contributed to a safety violation or unsafe condition;
 - c. violated the Protection-of-Youth Pledge; or
 - d. engaged in conduct that is detrimental to the Toledo Rowing Club.

2. **Summary Action.**

If at any time during the course of the inquiry or investigation the President determines that Summary Action is necessary in order to protect any person or property from serious harm or the risk of serious harm, the President may impose Summary Action against any person, coach, or team.

The Summary Action may include, without limitation, the following:

- a. an immediate cease and desist order;
- b. an immediate suspension of membership privileges, including the use of the boathouse and other TRC property and equipment; and
- c. other action which, in the President's discretion, is reasonable and necessary to protect against the risk of serious harm to persons or property.



Summary Action is intended to be limited to instances where remedial action is necessary to protect persons or property from the risk of serious harm before a hearing can be held by the Board. The President, therefore, should exercise discretion in order to limit the nature and duration of the remedial action to that which is necessary to avert the risk. But Summary Action may not extend beyond ten days unless the Board conducts a hearing upon notice to the person, coach, or team against whom the action is taken within the ten-day period. The hearing is to be under the procedures stated in section 4b.

The President is to report the Summary Action taken to the Board as soon as practicable and submit a written report respecting the Summary Action and further recommendation for disciplinary action, if any, to the Board.

The written or electronic report to the Board is to include a short, plain statement of the Summary Action, the alleged safety violation, a statement of the facts, and the names of known persons, coaches, teams, and witnesses involved. If written statements or summaries were obtained during the inquiry, they should be included or provided with the report or recommendation. The report of Summary Action and further recommendation, if any, is to be served upon the person, coach, or team against whom the Summary Action has been taken, and the further recommendation, if any, is being made. In the case of a team, the report is to be served upon the coach, parent representative, and school athletic director.

3. Recommendation for Disciplinary Action

The President may recommend to the Board that disciplinary action be taken against a person, coach, or team. The recommendation must be made in writing to the Board and a copy sent to the person, coach, or team against whom the adverse recommendation is being made. In the case of a team, the notice is to be sent to the coach, parent representative, and the school athletic director. The recommendation is to include a short, plain statement of the alleged violation, statement of facts, and names of known persons, coaches, teams, and witnesses involved. If written statements or summaries were obtained during the inquiry, they should be included or provided with the recommendation.

The recommendation for disciplinary action may, without limitation, include the following:

- a. verbal reprimand;
- b. written reprimand;
- c. cease and desist order;
- d. suspension of membership privileges, including the use of the boathouse and other TRC property and equipment;
- e. in the case of a coach, the suspension or other disciplinary action may include: (a) suspending all or part of a coach's privilege to coach or assist any team, team member, or TRC member; and (b) suspending the team's membership privileges, including the use of the boathouse and other TRC property or equipment; and
- f. expulsion and non-renewal of membership.

Board Action

1. Upon receipt of either a report of Summary Action and recommendation for further action, or a recommendation for disciplinary action, the Board will schedule a hearing within 30 days (within ten days if Summary Action is to be extended for more than ten days). Notice of the hearing will be provided to all persons, coaches, and teams against whom Summary Action has been taken



or a recommendation for disciplinary action is made. In the case of a team, the notice will be provided to the coach, parent representative, and the school's athletic director.

The notice will include the date, time, and place of the hearing, and a copy of the President's Summary Action report and recommendation, if any, or recommendation for disciplinary action that is to be reviewed at the hearing. The notice will also include a statement that the parties to whom the notice is directed may appear at the hearing (and have a representative at the hearing, including a lawyer), may present a verbal or written statement to the Board, and may present additional evidence as provided in the hearing procedure.

2. Hearing Procedure

The hearing will be conducted by a hearing officer appointed by the Board; the hearing officer need not be a member of the Board. The hearing officer is to conduct the hearing (which may, within the hearing officer's discretion, be conducted in whole or in part in person, by email, telephone, or video conference), maintain decorum, and determine the admission of evidence consistent with these procedures. The hearing officer may not vote on the matter that is the subject of the hearing. The formal rules of evidence used by courts of law do not apply.

The procedure to be followed is this:

- a. The President's report of Summary Action and further recommendation, if any, or recommendation for disciplinary action, will be presented by or on behalf of the President, together with any additional evidence supporting the recommendation.
- b. The persons, coaches, or teams against whom the Summary Action was taken and further recommendation is made, if any, or against whom the recommendation for disciplinary action is made, may present written or verbal statements, call witnesses, or present other evidence in support of their respective positions, as deemed admissible by the hearing officer.
- c. Witnesses called by one party may be asked questions or cross-examined by any other party and by members of the Board.

Burden of Proof

The person, coach, or team against whom the Summary Action has been taken and further recommendation is made, if any, or against whom the recommendation for disciplinary action is made, has the burden to prove by clear and convincing evidence that the adverse action or recommended disciplinary action is not supported by the facts or that there is just cause to reject or modify the President's Summary Action and further recommendation, or the recommended disciplinary action.

Board's Decision

The Board may affirm, reject, or modify – in whole or in part – the President's Summary Action or recommended disciplinary action. The Board's decision must be in writing and a copy served upon all interested parties. The Board's decision is final.