

Williamsburg Boat Club Members' Handbook



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I. INTRODUCTION	4
A.Purpose	4
B.Code of Conduct	4
II. ORGANIZATION	5
A.Membership	5
B. Dues:	6
C. Officers:	6
D. Club Supervisors	7
E. Youth Booster Club	7
F. Election of Officers	8
G. Meetings	8
III. CLUB POLICIES	9
A. Administrative	9
B. Membership	10
C. Athlete Protection Policy	11
IV. CLUB REGULATIONS	12
A. Rowing Site	12
B. Rules for Club Rowing	12
C. Equipment Handling Guidelines	14
D. Dockside Procedures	15
V. SAFETY MANAGEMENT	17
A. Personal Safety and Responsibility	17
B. Coaches	17
C. Coxswains:	18
D. Equipment Safety	19
E. River Hazards and Considerations	20
F. Inclement Weather	21
G. Low Light Conditions	21
H. Waves and Wakes	21

I. Collision Avoidance	22
J. Cold Water Rowing	22
K. Hot Weather Rowing	23
L. Incident Reporting	23
VI. COMPETITIVE ROWING PROGRAMS	24
A. Adult Rowing	24
B. Youth Rowing	25
VII. QUALIFICATIONS	26
A. Rowers	26
B. Launch drivers	26
C. Trailer tow drivers	26
D. Coaches	27
E. Scullers	27
VIII. EMERGENCY PROCEDURES	30
A. Rower Overboard	30
B. Unconscious Rower	30
C. Swamping, Capsizing, Breakup, or Sinking	31
D. Running Aground	31
D. Heat-Related Emergencies	32
E. Hypothermia	33
F. Launch Emergency Procedures	33
G. Emergency Landing Areas	34
IX. Emergency Contacts	35
X. APPENDICES	35
A. Swamped Shell Recovery	35
B. Regatta Checklist	38
C. Loading:	39
D. Hitching the trailer	40
E. Board & Functional Support Leads	40
F. Financial Policies & Procedures	47

I. INTRODUCTION

A. Purpose

The purpose of the Williamsburg Boat Club (WBC) is to provide a high quality rowing experience for the community (recreational and competitive) in the Upper South Region. The purpose of the Members Handbook is to provide a collection of instructions and guidance, covering a number subjects, expanding upon those addressed in the Bylaws of the WBC to help ensure that we provide that high quality rowing experience.

B. WBC Code of Conduct

Members will conduct themselves in the spirit of good sportsmanship, both on and off the water. Sportsmanship is defined as respect for one's opponents and fellow members, graciousness in training and competing, whether winning or losing.

Members will adhere to the Members' Handbook or accept penalties that the club Board of Directors deem appropriate.

Any member may be suspended or removed from the club or club leadership for cause upon decision by the board. "Cause" shall include, but is not limited to:

- failure to pay dues on a timely basis,
- breaking club rules and protocol,
- engaging in or encouraging conduct which harms the club,
- willful disregard of the club's property,
- repeated unsportsmanlike behavior, particularly when wearing club colors,
- unfounded, malicious or libelous remarks about the club or its members,
- criminal conduct of any kind on the premises,
- abuse of trust in matters relating to the club's monies.

The board's decision is final, and the definition of "cause" shall be at the board's discretion. The board will allow the charged member to present a written appeal of a membership decision in person with a representative, should the member so choose, and the board shall consider such appeals in strict confidence. The board shall not, in the event the member under

consideration is removed, make any adverse comment about that member without exceptional reason.

II. ORGANIZATION

A. Membership: The club offers the following categories of membership for those desiring to join:

- Middle School Members: Students (including home school) in 6-8 grade are eligible for Middle School Membership. This is primarily a recreational rowing program with professional coaching and regularly scheduled practices during the week. Limited competition opportunities may exist. Students may sign up separately for a Fall and/or Spring season.
- High School Rowing Members: Students (including home school) in 9-12 grade are eligible for Youth Rowing Membership. This is essentially a competitive high school club rowing program with professional coaching, regular scheduled practices, and regattas. The time and commitment expected of members of this program are similar to those of a traveling youth soccer program, but the Club works hard to accommodate those students with other extracurricular activities. Two competitive seasons, spring and fall, are offered. During the summer, a recreational and a performance program may be offered. Recent high school graduates can row with the youth program up to 3 months after graduation. The dues for Youth Rowing membership are seasonal and include the costs of coaching and regattas.
- Adult Rower Membership: The Club defines an adult as a post-high school rower, not competing currently for a college team. Under USRowing guidelines adult rowers fall under three competitive categories: Collegiate, Open or Master. WBC adult rowers who compete will be assigned to one of these categories when participating in a competitive regatta. WBC Adult rowers may row either recreationally or competitively. A Learn to Row class or checkout by a certified WBC coach is required before going out on the water.
- Family Membership: Persons over the age of eighteen living together in the same household are eligible for family membership into the Adult Rowing program. Annual dues for family membership are 150% of the Adult Rower membership, regardless of the number of family

members joining the club. This membership category does not apply to students rowing in the youth or middle school rowing programs.

- College Student Members: Students enrolled in a full-time educational program are eligible for a College Student Membership at a cost half of the Adult Membership. These students would row with the Adult rowers using their sign-up criteria. Summer rates are also available for college students home for the summer.
- Visiting / Seasonal / Out-of-Town Membership: Rowers who are not full-time residents of the Williamsburg area are invited to join the club for scheduled Adult Rower practices. Cost is \$10 per session, \$25/week, or \$50/month. The initial session is free.
- Non-rowing members: Members who desire to support the sport of rowing but do not wish to row themselves may join as non-rowing members at an annual cost of \$25. Non-rowing members who provide other services in support of the club, such as volunteering to serve in committees, may have this cost reduced or waived, as approved by the board.
- Honorary members: Honorary memberships may be awarded at the Board's discretion.

B. Dues:

- Annual dues will be established by the Board of Directors and set in accordance with the WBC Bylaws.
- Dues are annual for Adult Rowers and seasonal for Youth and returning College Rowers. Annual dues are payable on January 1st. Seasonal dues for Youth Rowing and returning college students are due at the beginning of each competitive season. Dues may be paid in installments, if desired, when worked out between the treasurer and the member.
- Coxswains will pay the dues associated with their school year, not the level of competitive rowing in which they participate, i.e. an 8th grader who coxswains a HS boat pays as a MS club member.

C. Officers:

- The voting officers of the club are President, Vice-President, Secretary, Treasurer, Communications Director, High School Program Manager, Middle School Program Manager, and Masters Program. They constitute the executive board of the club and shall be elected at the annual membership meeting. The Director of Rowing

Operations (DRO), and Head Coach are non-voting members of the board and are employees of the WBC. The DRO runs day-to-day club operations including facilities and boat management, and may serve in a dual capacity as the club's Head Coach. The Booster Club Chair is a non-voting member of the Board. Voting officer terms of office shall be two years, staggered such that the President, Treasurer, and Youth Representative will be elected at one annual meeting, and the Vice President, Secretary, Communication Director, and Program Managers are elected at the next annual meeting.

- If a position becomes open, the board will appoint a replacement to serve until the next annual meeting.

D. Operational Supervisors

- The Director of Rowing Operations (DRO) is the WBC administrative and operational lead, a paid employee of the club, and reports directly to the Club President. The DRO is a non-voting member of the Board. The WBC coaching staff is directly supervised by the DRO, when also functioning as the WBC Head Coach.
- The WBC Head Coach oversees the coaching staff of the individual rowing Programs, i.e. Adults, Youth, Middle School, etc. The Head Coach is a non-voting member of the Board.
- The Boatsman functions under the supervision of the DRO and serves as the equipment and facilities maintenance lead.
- A Safety Officer shall be appointed by the WBC Board, overseen by the DRO, which will develop and annually review all rules, protocols, policies, and procedures.

E. Youth Booster Club

- The Youth Booster's Club is composed of parents that support youth rowing (e.g., transportation, fundraising, regatta food/boat/ops needs, Banquets), and provide input on the current goals, and help develop new goals for the Youth program as it matures. The Boosters also actively volunteer in support of all Club activities. The Booster's Chair sits on the WBC Board as a non-voting member.

See **Annex E, WBC Board & Functional Support Leads** for greater detail of positions, roles and responsibilities.

F. Election of Officers

- **Annual Elections:** The elections of club officers shall take place annually at the time and place of the Annual General Meeting. Any member in good standing shall be eligible for office. Only members shall be entitled to vote. For Middle School and Youth members, the guardian of the member(s) gets one vote per household. For example, a family with one youth rower and one middle school rower, the household guardian gets one vote.
- The Board will determine issues that require a club-wide vote (i.e., elections) or whether it is a matter for only one segment of the club (i.e. Youth-only issue).
- **Removal from Office:** An officer may be removed from office only by a majority vote of the board, followed by a two-thirds vote of the members present at a meeting specifically called for such purpose on at least two weeks' notice. The person charged shall have no vote on the issue under consideration.
- **Nominations and Elections:** The Board will solicit nominations for upcoming club officer vacancies and present a slate of candidates to the winter meeting. Additional nominations may be made at any time up to the election. Each member in good standing may cast a vote in such elections. The candidate with the majority of the total votes will be elected to that office.

G. Meetings

- **Annual General Meeting:** The annual general meeting of the club is open to all WBC members. The date/time shall be scheduled by the leadership and announced to the club membership at least 30 days in advance. The primary reason for the meeting is for updating the state of the Club, election of officers, for receiving reports, and for the transaction of other business.
- **Additional Membership Meetings:** Additional membership meetings may be held as required by decision of the Board or by the membership at a previous meeting. At least two weeks' notice will be provided to the club members.

- Quorum: The presence of one-third of the total number of general members shall constitute a quorum at any meeting.
- Order of Business: The order of business may be altered or suspended at any meeting by a majority vote of the members present. The usual parliamentary rules as delineated by Robert's Rules of Order shall govern when not in conflict with these by-laws.

III. CLUB POLICIES IMPLEMENTING GUIDANCE

A. Administrative

- All members and guests must have a rowing waiver and emergency contact information on file prior to rowing. The waiver must be accomplished by the proper guardian of members under the age of 18 using the online forms developed for this purpose. The file with this information will be **kept on(iCREW???)Google Drive** under the direction of the club Secretary and accessed only by coaches and Board members.
- All members are expected to read and comply with the guidance set in this Members' Handbook. This guidance must be followed when using the club's equipment or when involved in club related events. Rowers using their own equipment when rowing privately are encouraged to follow the guidance in this manual.
- Adult Rower Member dues are payable annually on January 1. If full payment of dues is not feasible, a payment plan can be coordinated with the club's treasurer.
- Middle School and Youth dues are payable within two weeks of the beginning of each session. Delinquent members are not eligible to row. If full payment of dues is not feasible, a payment plan can be coordinated with the club's treasurer.
- College Student Member dues are payable at the beginning of the Summer rowing program for returning students.
- This club operates because of the efforts of members volunteering their time and abilities in support of the club. All members are strongly encouraged to volunteer for a few of the many club activities in which they can support the club. Volunteer activities may include, but are not limited to:
 - Club officer
 - Leading or assisting with club projects

- Coxswain
- Launch and/or trailer driver
- Coaching
- Rowing site maintenance
- Equipment maintenance
- Booster Club support
- Assisting during club Regattas

B. Membership

- Club membership is open to anyone. Rowers and Coxswains must be able to swim.
- New Members
 - A two-week grace period is allowed for any person considering joining the club during the fall or spring season. During this time, that person may row (at no charge) at scheduled sweep practices or use the club's sculling equipment with another club member, with approval from the DRO. The registration and waiver form must be signed before rowing, even during the grace period.
 - The required payment must be submitted at the end of this grace period if the person elects to join the club. If full payment of dues is not feasible, a payment plan can be coordinated with the club's treasurer.
 - New members must view a rowing safety video within a month of their membership. A link is provided on the WBC website.
 - New members should read this Handbook and the WBC New Rowers HB to understand their responsibilities.
 - Access to the club's on-line membership system and applications for practice sign up and information will be provided.

C. Athlete Protection Policy

- WBC is committed to creating a safe and positive environment for athletes' physical, emotional and social development and to ensuring that it promotes an environment free of misconduct. WBC complies with all SafeSport program policies.
- In the event that any member or volunteer observes inappropriate behaviors, suspected physical or sexual abuse, or misconduct, it is

the personal responsibility of that person to immediately report his or her observations to a coach or club officer.

- This policy applies to all members, staff and volunteers associated with WBC. Staff members, volunteers, athletes and participants shall refrain from all forms of misconduct, which include:
 - Bullying
 - Harassment
 - Hazing
 - Emotional misconduct
 - Physical misconduct
 - Sexual misconduct, including child sexual abuse

- All club officers and coaches are required to complete the training offered by USRowing through SafeSport to gain a basic understanding of sexual abusers, as well as “grooming”. All other club members and volunteers are strongly encouraged to complete this training.
- Two-Person Integrity (TPI) will be maintained when adult club members are dealing with members less than 18 years old. If an adult is counseling a minor, at least one other adult or one other student will be present at all times. “One-on-one” or private sessions with minors are not allowed.
- WBC will investigate suspicions or allegations of bullying, harassment, hazing, emotional misconduct or physical misconduct in accordance with our Code of Conduct.
- WBC will not investigate suspicions or allegations of child physical or sexual abuse. Virginia law requires immediate notification (within 24 hours) to law enforcement authorities in these events, and they will investigate these events.

IV. CLUB REGULATIONS

A. Rowing Site

- The Williamsburg Boat Club operates with the College of William and Mary Rowing Club (WMRC) from facilities at the Chickahominy Riverfront Park, which is operated by James City County.
- The speed limit in the park is 10 mph and should not be exceeded for safety and so as not to interfere with the campers using the park facilities.
- The club shares responsibility with WMRC and James City County Parks and Recreation for the overall maintenance and appearance of the site.

B. Rules for Club Rowing

- Each practice or outing with Club equipment must have one person in direct supervision of the row, the “lead”. If a coach is not present, the most experienced adult rower will assume this leadership role. The DRO will be notified of any non-coached rowing event by entering the Row and details on the Club iCrew sessions. All rowing sessions should follow guidelines below, but exercising good judgment is the most important consideration in light of regularly changing conditions such as wind, tide, and current.
 - As part of determining whether a practice should be canceled, the assigned coach shall evaluate the weather, including weather radar depictions if available, to determine if severe or inclement weather is predicted. Practice will be canceled if thunderstorms are heading into the area. If lightning is seen or thunder is heard when on the water, an immediate return to the dock or nearest safe haven is expected. The DRO will be notified in advance of all canceled scheduled practices.
 - If the combined water and air temperature add up to be less than 90 degrees Fahrenheit, the coach or lead may cancel practice at his/her discretion. If a coach chooses to row outside of the rule of 90, they must notify the DRO prior to commencing practice. Non-coached/lead practices MUST be canceled. Checking the reports from

the Jamestown Buoy, which is automated and provides online updates every 10 minutes, can approximate the local air and water temperatures.

- The coach or lead will make the decision to hold or cancel practice at least 90 minutes prior to the scheduled start of practice. If a practice is canceled, the coach or lead must update the online calendar to reflect the practice is canceled. Rowers are encouraged to check the online calendar prior to leaving for practice to ensure practice has not been canceled.

- The Coxswain is in command of the shell and should be the only one in the boat giving commands and instructions when the craft is moving on land or water. Only a Coach may override the coxswain's instructions. If there are any questions or doubt, the coxswain should immediately halt all movement and seek advice from the coach or practice lead. If the shell is an "un-coxed" boat, the commands and instructions will come from the rower charged with steering.
- Four-person shells designed with a coxswain may launch without a coxswain only if the rudder is secured in the neutral position and the bow person assumes the duties of coxswain. Eight- person shells shall not launch without a coxswain.
- No club boats are to be rowed after dark (i.e., ½ hr before sunrise and ½ hr after sunset). Boats that are at the limits of this regulation shall utilize proper boat lights provided by WBC (white in the stern, green/red in the bow).
- Every person in a boat must have a PFD available, either in an escorting launch or in the boat.
- WBC shall follow the rule of 4, meaning 4 oars on the water minimum. Any fewer shall require a safety launch regardless of skill level. (i.e., a 4, double, 2 singles all fit into the rule of 4). The Board may make rower-by-rower exceptions to this rule, and rowers with their own equipment may row outside this rule at their own risk. PFDs for everyone aboard must be carried in the boat if no launch is available.
- A whistle or other noise maker shall be available in every boat, from a single scull to an eight. A cell phone in a waterproof

container is highly recommended. This may be waived if an escorting launch with this equipment is available.

- Any damaged equipment must be reported to the Boatsman or club officer as soon as practical. Damaged equipment should not be used until properly assessed or repaired.

C. Equipment Handling Guidelines

- Carrying Boats:
 - When lifting a boat, make sure there are enough people and they are properly distributed.
 - Always lift boats off the racks, don't slide them off.
 - Watch riggers carefully to make sure they won't hit anything.
 - When putting a shell on the racks or on stretchers, make sure it isn't resting on any part of the rigger. The shell should be positioned on a rack so the rack is on or very close to a rib of the shell. Shells should be secured using straps to all outdoor racks, including the trailer.
 - Lift the boat evenly.
 - Listen for the coxswain's commands and do not talk unless necessary.
 - Never step on, or drop anything into, the bottom of a shell.
 - Before leaving the dock at the beginning of practice, do a quick inspection of your seat, rigger, stretchers, etc., to make sure no parts are missing, loose, or broken. Replace missing or broken parts immediately. If something can't be fixed, use a different shell. **Do not row a damaged shell.** Note any problems discovered before, during, and after a row and advise the coach, Boatsman, or club officer immediately.
 - When transporting shells, ensure the shells are secure and load balanced over the trailer axles. Remove all riggers and secure or remove seats.
 - Do not place shells directly on the ground. Shells should be placed on stretchers or slings so they are properly supported above the ground.
 - Walk around a shell. Never step over a shell.

- Rigging is not to be changed without a coach's approval, with the exceptions of oarlock height washers, foot stretchers and shoes.
- Launches:
 - The launch is primarily a safety vehicle. Launch drivers will ensure all required safety equipment is in the launch (see Equipment Safety para). The number of persons in the launch must be limited to ensure room is available to rescue rowers if needed.

D. Dockside Procedures

- These are general good practices. Additional procedures may be added periodically, such as cleaning slides, moving oars, etc., and rowers should simply follow instructions from the coach or coxswain as the best guide:
 - Do not run on the dock. The dock is made of floating sections and tripping hazards literally arise when people step from one dock section to another.
 - All loose gear and equipment must be removed from the docks as quickly as possible. Shoes and other equipment left on the dock constitute a hazard to other crews using the dock and should be placed either in baskets placed on the shore side on the dock for quick access, or on shore.
 - Oars are to be carried with the blade in front of the person carrying the oar and placed on the ground or dock with the blade concave (i.e., so the tip of the blade won't break off if stepped on).
 - Rowers are to minimize time at the dock if other rowers are waiting (e.g., adjust foot stretchers away from the dock).
 - Do not dive head first from the dock into the water. The water depth varies up to 3 feet with the tides, so the bottom of the creek may be much shallower than thought.

- Launching/Landing Procedures:
 - All boats shall be launched to the left (Down creek towards the river). As soon as they are clear of the dock, boats shall move as close to a 90 degree angle across the waterway to the appropriate traffic side of the creek.
 - All boats shall keep to the right except when passing, and shall avoid obstructing the waterway.
 - In general, all boats shall land to the right (bow pointing up creek towards Nayses Bay), and immediately walk the boat down the dock if you need to accommodate any additional incoming boats. An exception to this rule may apply when the incoming tide makes this process imprudent, and will be handled on a case-by-case basis by the coach. Docking is done on a first come first served basis (Except for emergencies), and waiting boats shall keep to the right and avoid obstructing the waterway.
 - All boats on the dock shall be expeditiously launched or lifted from the water to provide room for other shells.

E. River Procedures

- The Inland Rules of the Nautical Road apply to the Chickahominy River and its estuaries. The least maneuverable vessel has the legal right of way. For example, power boats should yield to rowing shells, but rowing shells should yield to power boats constrained to navigate in a shipping channel. That said, rowers can expect no priority while on the water and should always assume other traffic will not give way.
- Boats should stay out of the middle of the river and the marked shipping channels to the maximum extent practical and safe, and favor the right-hand side of the river and estuaries for their direction of travel. If the river or channel must be crossed, do so as close to a 90-degree angle to the shoreline as practical until clear.
- Turns should not be started in front of oncoming traffic, including other rowers. Turns are to be completed as quickly as feasible.

- Coxswains and rowers shall pass approaching crews so they pass “port to port.” Crews shall be overtaken as fast as practical to the left of the overtaken boat to remain on the inside (MIDDLE) of the waterway.
 - Rowers must immediately comply with the commands from the coxswain.
 - Rowers should not talk when rowing. A quiet crew is essential in order for all rowers to hear the coxswain’s command.

V. SAFETY MANAGEMENT

A. Personal Safety and Responsibility

- Individuals participating in rowing must accept responsibility for their own actions.
- All persons participating in rowing, including coxswains, must be able to swim.
- All rowers are encouraged to consult a physician prior to starting a rowing training program. Coaches must be aware of any health conditions or medical needs for rowers on the water; therefore, rowers must advise the coach of any significant changes in their health prior to rowing.
- Athletes participating in adaptive rowing activities must be accompanied at all times.
- In case of accident or incident on the water, rowers are to stay with the boat rather than attempting to swim to safety.
- When rowing in a boat without a coxswain, the bow person is responsible to maintain a good lookout and assumes the other duties of the coxswain.
- Level II and above scullers are required to demonstrate the ability to get back into a scull from the water as part of their sculling certification. Level I scullers must be accompanied by a higher-level sculler or WBC coach.
- Wear suitable clothing for the weather conditions.

B. Coaches

- Coaches should be aware of and take full account of the rowers’ capabilities and limitations, and of the limitations of their equipment, particularly where adverse weather and water

conditions may be encountered or when training on unfamiliar water.

- Before beginning any coaching session, water- or land-based, the coach must go through a risk assessment process relevant to the activity proposed. The assessment must take into account the ages, abilities, and limitations of the athletes involved, together with the water and weather conditions prevailing or facilities available.
- The coach shall ensure that the whole crew, including the coxswain, is suitably dressed and adequately protected for the weather conditions (hot or cold) that they are likely to encounter.
- Under NO circumstances should athletes who are minors be allowed, or left unsupervised on the water.

C. Coxswains: Any person steering a boat is responsible for the people in the boat and is considered a coxswain for the purposes of this paragraph. Coxswains are expected to:

- Maintain a proper lookout by sight and hearing so as to make a full appraisal of the situation and of the risk of collision.
- Learn and use standard commands for boat control both off and on the water, and be able to use them correctly, clearly, and instructively.
- Understand and observe local navigation rules, and audible and visual signals given by others with whom the water is shared.
- When visiting unfamiliar water, take particular care to learn of local hazards, weather peculiarities, and local rules of navigation.
- Be familiar with the club's rules and emergency procedures.
- Recognize and respect the rights and needs of other water users, such as boaters and fishermen.
- Watch out for swimmers at all times and be alert to unexpected floating and partially submerged objects.
- Be aware of the dangers and symptoms of hypothermia.
- Carry basic tools (i.e., rigger wrenches, tape, etc.).
- It is recommended that all coxswains attend one of the coxswain clinics held by WBC, and it is required for racing coxswains to either attend a racing coxswain clinic held by WBC or by demonstrating proficiency to a WBC Coach. The best way to learn is by doing so the Club permits "novice" coxswains this important on water learning experience. Those learning to cox should be aware of the responsibilities above, but the

responsibilities are delegated to an attending coach of the rowing session.

D. Equipment Safety

- All equipment used for rowing, sculling, and coaching needs to be properly and regularly maintained to ensure that it is safe and adequate for its intended purpose and to ensure that it does not expose its users to danger.
- Before any outing is undertaken, rowing equipment should be checked to ensure that it is in safe condition and in working order. The following is a basic checklist:
 - Check for hull damage, leaks, etc.
 - Check that buoyancy compartments, seals, hatch covers, and ventilation bungs are secure and watertight.
 - Check that the bow ball is securely fixed and fully covers the bow of the boat in order that adequate protection is given to any person or object struck by the moving boat. This check should also examine any fixing screws or bolts to ensure that they do not represent a further hazard in the event of an accident.
 - Check that outriggers, swivels, gates, seats, and stretchers are secure and operating freely.
 - Check that heel restraints are secure and that restraints are adequate and effective, i.e., heels are positively restrained not to rise more than 3 inches between the heel of the shoe and stretcher footboard.
 - Check that rudder lines, steering mechanisms, rudder, and fin are secure and in good working order.
 - Check oars and sculls for damage and ensure that oar collars are secure.
 - Check that shoe laces or straps are adequate for their purpose. Check, when tightened, that they are not too tight and do not immobilize the feet. Check the condition and attachment of shoes.
 - Voice projection and radio communication equipment, when carried in the boat, must be securely fixed to the boat, not the coxswain. Similarly, deadweight (if needed in competition) must not be attached to or carried in a person's clothing.

- Launches are used for coaching and rescue purposes. Launches must carry the following equipment:
 - USCG approved personal flotation devices (PFD) for all rowers on the water.
 - At least one extra throwable PFD, such as a boat cushion, that is immediately accessible
 - First aid kit
 - Cellular phone or maritime band radio (VHF-FM)
 - Bailer
 - Sound signaling device (e.g., a whistle or horn)
 - Paddle
 - Appropriate length dock tether line affixed to launch
 - A “kill cord” which must be attached between the motor ignition switch and launch driver when only one person is in the launch.
 - Thermal blankets (cold weather only)
 - Tools and spare hardware for rowing equipment are recommended, but not required.
- Launches operated between sunset and sunrise shall use navigational lights.

E. River Hazards and Considerations

- There are numerous trees, tree stumps, and partially submerged tree “knees” along the shoreline of the river and estuaries. Beware of “deadheads,” which are logs or fallen trees that are either floating downstream or have run aground in relatively shallow water, especially after a significant rainfall or increased current, such as tropical storms or “nor’easters.” Boats should stay at least 10 feet away from shore, except when launching or landing.
- Recreational boats, such as ski-boats and bass-boats, frequent the Chickahominy River and local estuaries. While rowing, shells should have the right of way, but the relatively low visible profile of a shell may be hard for other operators to detect, especially in low light conditions. Be alert for power boats operating at relatively high speeds along the river and in the estuaries. The sound of their motors is often the first cue of their presence.

F. Inclement Weather

- Rowing should not be conducted when whitecaps are clearly present on the water (more than 15 knots of wind). However, if a suitable lee is available, rowing may be conducted in that protected space.
- Boats will not be launched when lightning is in the area. Boats on the water will return to the dock, or nearest suitable shore if more prudent, when lightning is detected.
- The minimum visibility to row due to rain, fog, or other obscuration is 1/4 mile (400 meters).

G. Low Light Conditions

- No club boats are to be rowed after dark (i.e., ½ hr. before sunrise and ½ hr. after sunset). Boats that are pushing the limits of this regulation shall utilize proper boat lights provided by WBC (white in the stern, green/red in the bow).
- When rowing before sunrise or after sunset, each shell and launch is required to have the proper navigational lights.
 - Green and red navigation lights on launches must be visible when viewed from the bow or stern, and a white light on the stern must be elevated to be the highest point and visible from all directions.
 - Rowing shells must have at least a bright white, omni-directional light mounted at the bow or stern.
 - In addition, all boats, including rowing shells, must carry a whistle or other noisemaker for audible warnings.

H. Waves and Wakes

- Coxswains and rowers should maneuver to pass well behind the stern of an approaching boat.
- Rowing should stop and the shell should be turned parallel when approaching wakes or waves approximately 1 foot or greater wave height, keeping all oars flat on the water to stabilize until the waves pass. Otherwise, there is risk of breaking the shell in half and/or swamping the boat.

I. Collision Avoidance

- Be aware of collision hazards (trees, boats, kayakers, etc.) at all times and be aware of known underwater obstructions in the

area. A chart of the river with known local hazards is in the boathouse.

- The steer-person is responsible for looking for hazards in coxless shells. Scullers may use rearview mirrors, but should be aware that they do not provide a full field of vision.
- Keep listening for other boats, especially around estuaries with limited forward visibility, numerous bends in the water's course, and those areas frequented by fishermen.

J. Cold Water Rowing

- Rowing with the club's equipment when the combined water and air temperature is below 90 degrees (F) is allowed under the practices lead/coaches discretion. Rowers with their own equipment may row outside of this rule at their own risk.
- Rowers should realize hypothermia is a swift and incapacitating killer that strikes when the combination of cold air and moisture work to decrease body temperature. It can take mere minutes before adults are incapable of helping themselves once hypothermia has set in. Keep in mind that you don't have to fall in the water to get hypothermia. Cold air temperatures and any moisture on the body (from being splashed, sweat, rain, sleet, and snow) can lead to hypothermia.
- Rowing when ice is present on the docks or water is prohibited.
- Abide by following measures when rowing in cold water:
 - Rowing with a safety launch is required unless you meet the rule of 4 (four oar rule). See IV B-6 for exception.
 - Four Oar Rule – there must be 4 oars on the water when club equipment is used (e.g., one sweep four, one double scull, two single sculls, etc.)
 - Buddy System – if individuals go out, they must do so in pairs to comply with the 4-oar rule.
 - Wear an inflatable, compact, life vest or wet suit.
 - Stay close to shore.
 - A noisemaker of some kind should be carried in each shell and be attached in some manner so as not to be lost if the shell capsizes.

K. Hot Weather Rowing

- Rowers and coxswains should wear a hat and sunscreen to protect them from the sun.
- Water or sports drink bottles should be brought aboard the shell by each person for use during practice. Plan to consume a minimum of 1 quart of fluid per hour rowing.
- All rowers and coxswains should be aware of the symptoms for heat stress and heat stroke. Refer to the Emergency Procedures section for more information.

L. Incident Reporting

- Incidents involving injury (including cuts or abrasions) or damage to club equipment must be reported as soon as practical, but within 24 hours, to a club officer. Additionally, the equipment manager or club officer must be notified if equipment damage occurred or is suspected. The parties involved in the incident should agree who reports the incident. If a coach witnesses the incident, then he/she should take responsibility for reporting, otherwise it is usually the coxswain's or steersperson's responsibility to report the incident.
- Incidents include, but are not limited to:
 - Slipping on dock or ramps
 - Boat collisions with objects
 - Trailer accidents or incidents
 - Capsizing
- Virginia law requires notification of the Department of Game and Inland Fisheries (DGIF) in the event of a boating incident in which there is:
 - Damage over \$2000 to the vessel or equipment
 - Injury (requiring medical help beyond first aid) or loss of life, and/or
 - Disappearance of any person from a vessel.
- Depending on the nature of the event, the DGIF formal report must be reported between 48 hours and 10 days of the event. Refer to DGIF regulations for the report format.

VI. COMPETITIVE ROWING PROGRAMS

A. Adult Rowing

- The WBC Adult Rowing Program encompasses all post-high school rowers. When competing in regattas under USRowing guidelines each rower must fall into one of three categories: Master, Collegiate, or Open. A Master is a *rower* who has attained or will attain the age of 21 during the current calendar year. A rower's age is determined as of December 31 of the current calendar year, rounded down to the nearest whole number. A rower thus becomes a Master on January 1 of the year of his or her 21st birthday. A competitive Masters crew shall be composed exclusively of Masters rowers, but the coxswain need not be a Master. Coxswains for Masters practices are normally selected from Masters rowers attending a practice and are rotated under the direction of the assigned coach.
- The DRO is overall responsible for the design and overseeing of the Adult Rowing program, but may delegate direct coaching responsibilities as necessary. The Adult program will be designed to accommodate both recreational and competitive rowers. Rowers interested in competing at masters' competitions are encouraged to let the DRO know of their interest.
- The Adult Rowing program will offer coached practices multiple days per week during the "on-the-water" seasons. During both Sprint and Head race seasons the DRO will designate a six to eight week period for those wishing to compete in Spring and Fall regattas. Each practice during these periods will be labeled to identify whether it is designated for competition rowers. The Board may levy an additional cost for attending competitive rowing sessions.
- The DRO and coaching staff will determine the club's boatings for each regatta and advise the rowers of their events. The DRO will direct the registration of the rowers for each competitive event for the entire boat club (i.e., individual rowers are not to register for a regatta event unless specifically requested). After regatta registration, the rowers are considered committed to the regatta.
- Rowers who have committed to a regatta are responsible for the registration fees and any additional costs associated with the regatta, such as transportation, meals, and lodging. These costs may be addressed through the additional dues levied against

rowers attending the “competition” practice sessions. Additionally, if a committed rower is not able to participate in a regatta for any reason, they are responsible to notify the DRO.

B. Youth Rowing

- A Youth rower is a competitor who in the current calendar year does not attain the age of 19, or who is and has been continuously enrolled in secondary school as a full-time student seeking a diploma. A competitor thus ceases to be a Youth rower after December 31 of the year of his or her 18th birthday, or of the year in which he or she completes the 12th grade of secondary school, having been a full-time student, whichever is later.
- The goals of our youth rowing program are to:
 - Improve rowing skills, encourage teamwork and have fun,
 - Provide the opportunity to learn sportsmanship, responsibility, dedication, self-discipline, and team participation while training and competing with peers, and
 - Teach acceptance of success and failure while striving to be the best.
- The youth rowing program has two competitive seasons, fall and spring. During the summer, the club provides a recreational rowing program for youths and may offer a performance program for those wishing to compete in regional regattas.

VII. QUALIFICATIONS

A. Rowers

- **Swim Test:** All rowers must either perform or verify their ability to complete the required swim test. Rowers 18 years and older may attest or demonstrate they can pass the required swim test. The swim test consists of swimming 50 yards, treading water for 5 minutes, and then donning a Personal Flotation Device (PFD, i.e., life jacket) while in the water. Guardians of middle school and youth rowers must certify in writing through the waiver process that their rowers can perform the above actions.
- All club members are encouraged to maintain a CPR and/or First Aid Qualification.

- All club members, including rowers are required to view the US Rowing Safety video annually before going on the water. The WBC Safety Officer will send out a club wide email with a link to the US Rowing video annually.

B. Launch drivers

- Launch drivers must take a general boating safety course approved by the Virginia Department of Game and Inland Fisheries (DGIF) and complete a local familiarization prior to being certified to operate a launch. An approved general boating safety course is offered at no cost at the Boat US website.
- To be certified as a launch driver, the candidate must show proficiency and knowledge by either attending a WBC Launch clinic or by demonstrating proficiency to the Head Coach or Boatsman.

C. Trailer tow drivers

- Trailer tow drivers must demonstrate their ability to safely tow and maneuver the trailer prior to transporting shells. Trailer towing training materials and videos are available at the USRowing website.

D. Coaches

- Shall maintain a USRowing coaching level 1 or 2 certification. If a coach has not completed certification, he/she will complete training within six months of initiating coaching duties.
- Shall maintain a current CPR and First Aid certification.
- Shall be qualified to operate the launch
- Shall complete the training offered by USRowing through SafeSport regarding the Athlete Protection Policy.
- The DRO or Head Coach shall be qualified to tow a boat trailer.
- A criminal background check within 5 years is desired.

E. Scullers

- No WBC member may use club sculling equipment unsupervised unless they have been appropriately certified for that particular type of equipment. Uncertified members may use club sculling

- equipment for which they have not been certified only if supervised by a WBC coach or sculling instructor.
- WBC coaches include all members of the coaching staff including Adult Rowers, Youth, and Middle School coaches.
 - The Board may identify other individuals qualified to provide sculling instruction. Individuals who want to become sculling instructors must provide their credentials to the DRO and be approved prior to providing instruction using WBC equipment and facilities.
 - Upon request, a WBC coach or instructor will arrange an evaluation for members wishing to be certified at a particular level for sculling.
 - Members desiring to scull, but who have no previous experience, are encouraged to take a WBC Learn to Scull class or arrange for private lessons from a WBC sculling instructor. Members may also attend sculling classes or take lessons from entities other than WBC. In such cases, members must be evaluated by a WBC coach or instructor prior to using club equipment.
 - Sculling certification levels and associated equipment.
 - A Level I sculler is certified to row an Alden or Maas single or in a double with a Level II or Level III sculler.
 - A Level II sculler is certified to scull any club single or double. To achieve this level the rower must have demonstrated an appropriate level of sculling proficiency including steering, docking, and the ability to re enter a scull after flipping. Level II Scullers who are younger than 21 years of age must have parental permission to scull without the supervision of a WBC coach or sculling instructor.
 - A Level III sculler must have extensive sculling proficiency and knowledge. In addition, experience in instructing or coaching is required and US Rowing certification is preferred.
 - A Level I rower may row with a Level II rower in a double but cannot row in a racing shell without appropriate certification.
 - Any WBC member can row in a quad with at least one Level II or Level III sculler.
 - Youth rowers may only scull as part of a formal practice or when accompanied by a WBC coach or sculling instructor, or by their parent who is also a certified sculler. In such a situation, the

certification level of the parent determines which equipment can be used.

- Scheduling of sculling equipment.
 - During any listed Learn to Scull class or MS, Youths, or Adult practice, rowers participating in those events have first priority to use any WBC club sculling equipment. An individual wishing to scull using WBC equipment during those times must receive permission to use the equipment from the coach in charge of those events.
 - Adult scullers who plan to use WBC equipment must list the start and finish of their practice as well as the equipment they plan to use on the WBC Adult Rowers Scheduling Calendar at least one hour prior to using the equipment.
- Safety Requirements.
 - Scullers using WBC equipment must follow all safety requirements listed in Section 5 above. In addition, each group of scullers must carry at least one cell phone with them in case of emergency. Waterproof cell phone bags are available in the oar house.
 - Scullers must indicate on the WBC Adult Rowers Scheduling Calendar at least one hour prior to rowing the time that they intend to scull and the equipment they plan to use, including those sculling with private equipment.
 - All scullers are strongly encouraged to take PFDs with them when they scull. Single scullers who use club equipment must take a PFD with them. PFDs are available in the oar house.
- Private sculling equipment cannot be used by other WBC members without the express permission of the owner. It is the responsibility of the sculler to ensure that the equipment that they are using is club equipment or that they have the appropriate permission to use private equipment.
- Scullers who use their own equipment are strongly encouraged to follow the above rules both in their personal use of their equipment and in loaning their equipment to other rowers. Individuals that row on loaned equipment, even if stored in the WBC boathouse, are not covered by the WBC insurance.
- Repeated violations of any of these rules may result in a WBC member losing their sculling certification. Such determinations will

be made by the WBC Board in conjunction with the WBC coaches and sculling instructors.

VIII. EMERGENCY PROCEDURES

A. Rower Overboard

- The rower should attempt to remain under the surface of the water until the shell has passed to avoid being hit by a rigger or oar.
- The coxswain gives the command to stop rowing and then to hold water once the rower overboard is clear of riggers. The coxswain will sound 5 short blasts on their whistle to alert other boaters nearby.
- If a launch is in the immediate area, the launch will recover the rower after approaching the person in the water by heading into the wind or prevailing water current. The boarding ladder is placed over the gunwale of the launch so the rower may climb in. If a launch is not in the immediate area:
 - The stroke will remove his/her oar and direct it, but does not throw it, to the person in the water.
 - The crew backs the boat to the person in the water.
 - The coxswain gets hold of the person in the water or lets him/her grasp a rigger. Another rower may be required to enter the water to assist with first aid. Generally, it should be the person who was seated in front or behind the rower who is now in the water.
 - Do not attempt to bring the person aboard a shell if the launch is near.

Once removed from the water, the rower should be evaluated to determine if they are fit to continue or whether they need medical attention.

B. Unconscious Rower

- Support him/her (in the water or in the boat) until a rescue craft arrives, or help him/her to the bank as fast as possible if no rescue craft is at hand. All coaches should know life-saving procedures. If necessary, resuscitation should begin immediately, even while the rower is still in the water. An ambulance should be summoned by the quickest method available.

C. Swamping, Capsizing, Breakup, or Sinking

- The crew must remain calm and in a group. Each individual will don their PFD. Oars are no longer considered as suitable PFDs, but they can be used in lieu of proper PFDs as emergency flotation.

- The coxswain (steer person in coxless shells) will account for all crewmembers. The crew, while holding onto the shell, should attempt to get the attention of other crews or coaches on the water, waving arms, oars or anything to make them more visible and making as much noise as necessary to attract attention. If no crews or launches are on the water nearby, attracting the attention of people on shore or other boaters is the next step.
- The shell will float. If the shell sinks below the surface, the shell should be rolled so the bottom is facing the sky, as this can trap air in the shell and increases buoyancy.
- No one leaves the group, shell, or flotation device until they are at shore or at a rescue boat. **No one attempts to swim to shore.** Visual perception is dramatically altered in the water and distance seems much shorter than what it really is. Await the arrival of a rescue launch or other vessel, unless the crew can touch bottom and safely wade into shore. Crews may leave the shell if they can touch bottom and wade to shore, but this must only be done as a group.
- Use the buddy system, distribute crew evenly on the remains of the hull, encourage one another, and share flotation devices if needed.
- If the water and air temperatures are low, then the crewmembers should move along the shell and huddle together in pairs near the middle of the shell. Effort should be made to keep as much of the body out of the water as possible. This can include draping oneself over the top of the hull. A minimum of movement is important to retain body heat. Constantly check on crewmates and keep up one-on-one communication.

D. Running Aground or Hitting Submerged Object

- In the event a shell runs aground, do not make any attempt to row the oars through anything other than water (i.e., do not attempt to row oars through mud or sand as this will break equipment).
 - If possible, back the shell off the bottom by backing the oars through the water.
 - If backing is not possible, a rower will get out of the boat and push the boat to deeper water and then reenter the shell.
- In the event a shell is lodged on or runs over a submerged or partially submerged object:

- Attempt to back the shell off the object keeping the oars in water, or attempt to push the obstacle away from the hull trying to minimize contact with the hull.
- It may be necessary for a rower to get out of the boat and push the boat to deeper water and then reenter.
- Assume there is damage to the hull anytime a shell runs aground or into a solid object. Return to the dock as soon as practical and inspect for damage once the shell is removed from the water. Advise the equipment manager or other club officer of the incident and record the incident in the remarks section of the boat log.

E. Heat-Related Emergencies

- Higher temperatures and high humidity can lead to heat-related illnesses. As humidity rises, the body's ability to cool off through sweating is diminished since evaporation is limited. The best way to avoid heat-related injuries is to practice at cooler times of the day such as early morning or late afternoon. The body needs time to acclimate to increased temperatures. Intake of fluids is also important and should be encouraged. Dehydration further impairs the body's ability to cool off. There are two major related heat illnesses—heat exhaustion and heat stroke.
- Early Heat Exhaustion:
 - Symptoms: heavy sweating, cramps, tiredness, weakness, malaise, mild decrease in performance.
 - Action: rest and fluid replacement.
- Advanced Heat Exhaustion
 - Symptoms: profuse sweating, muscle incoordination, impaired judgment, and emotional changes.
 - Action: If there is mild temperature elevation, an ice pack may be used to help cool the body to normal temperatures. Several days' rest may be necessary and rehydration is a priority.
- Heat Stroke:
 - Symptoms: confusion, nausea, vomiting, and seizures. The victim loses consciousness. Body temperature rises as high as 106. Skin is dry and clammy.
 - Action: Get medical help immediately! Lower body temperature by immersing in water, maintaining the horizontal position of the victim. Stop treatment when the victim is conscious.

F. Hypothermia

- Hypothermia is a condition that occurs when the temperature of the human body is lowered to a dangerous point due to exposure to cold and/or wet conditions. Cold temperatures and wet conditions work together to pull heat away from the body, lowering the body's core temperature. Even in mild conditions, the addition of rain or submersion in cold water can sufficiently reduce body warmth to trigger hypothermic conditions in the body. A person's condition can degrade rapidly, impairing breathing and coordination and making it impossible to swim or keep one's head above water. Emergency action needs to be taken no matter what the level of hypothermia.
- Early Hypothermia:
 - Symptoms: rapid shivering, numbness, and loss of strength and coordination, semi-consciousness.
 - Action: Maintain open airway. Transfer to a warm environment as soon as possible. Remove wet clothing. Use blankets to help warm individual or, if available, a warm shower. Warm torso area first. Seek medical attention.
- Profound Hypothermia:
 - Symptoms: Person will be pale, stiff, and cold. Unresponsive to stimuli, and possibly unconscious. Little or no cardiac or respiratory activity will be present.
 - Action: Move or manipulate as gently as possible. Prevent further heat loss, but DO NOT attempt to re-warm. Maintain open airway, and activate EMS procedures. Call for emergency help immediately!

G. Launch Emergency Procedures

- Launches approaching the site where equipment is disabled, or where there may be rowers in the water, should always approach into the wind so that they will not drift down onto, or be blown against, the equipment or persons in the water.
- Assess the situation. Quickly conduct a head count and establish the condition of the people in the water and the severity of the circumstances.

- Establish verbal contact with those in the water so they can be talked through the rescue quickly. Those in greatest distress or risk should be rescued first.
- Distribute life vests or other PFDs carried in the launch. Rowers in the water are required to don PFDs.
- Do not attempt to bring persons into the launch boat by the stern or anywhere near the engine. Use the boarding ladder, realizing that cold or exhausted rowers will need assistance to enter the launch.
- Rescue should occur in pairs (buddies).
- A head count must be conducted on the arrival of the rescue boats at the scene, and must be repeated each time it leaves and returns.
- Do not overload the launch or exceed its rated capacity. Make several trips, if necessary, to rescue all people. Proceed to the nearest emergency landing shore and give those placed onshore directions to the nearest possible assistance.

H. Emergency Landing Areas

- The following areas are suitable landing areas in the event of a water emergency or need to get off the water quickly, such as for an approaching thunderstorm. There are roads nearby for emergency response vehicles.
- Chickahominy Riverfront Park boat ramp, located approximately 800 meters down Gordon Creek toward the Chickahominy River from the WBC dock.
- Chickahominy Riverfront Park Fishing Pier, located on the eastern bank of the Chickahominy River approximately 100 meters north of the Route 5 bridge.
- Bush Neck Road end (Road 633), located on the east side of the Chickahominy River on the north side of Bush Neck, approximately 1000 meters east of the mouth of Nettles Creek and the
- Shields Point boat ramp, located on the east side of the Chickahominy River approximately 1500 meters north of Bush Neck and 500 meters southeast of the tip of Shields Point.

- Eagles Lodge/Eagle Bottom/Eagles Nest Road end (Road 621), located in Charles City County, on the west side of the Chickahominy River opposite and approximately 500 meters north of Shields Point.

IX. Emergency Contacts

- In the event of an emergency, **call 911** and request immediate assistance from James City County or Charles City County emergency personnel. Request medical assistance if there is any doubt medical assistance is needed.
- Chickahominy Riverfront County Park: (757) 258-5020
- James City County Sheriff: (757) 253-1800
- Charles City County Sheriff: (804) 829-9204

X. APPENDICES

A. Swamped Shell Recovery

- Once all rowers who were involved in a capsizing or swamping incident are properly taken care of, it is time to recover the shell.
- This is a recovery operation, and should be started only after all rescue efforts have been completed. Slow down and assess the situation, and identify one person who will be in charge of the operation and provide direction to others assisting with these efforts. If, during rescue efforts, a launch or other boat is no longer needed to assist moving people ashore (say the last people are on another boat headed toward the dock), have that vessel stay with the swamped shell.
- Bring at least two life vests per rigger of the swamped boat and plenty of rope (such as that from the anchor line) to the scene before starting recovery efforts.
- Determine if the shell is in danger of imminent sinking by assessing the condition of the shell, the present and anticipated environmental conditions, and other known hazards. This includes considering the wind current speed and direction, depth of water, obstacles the boat is drifting toward, storms on the horizon, etc.

- Determine how to maneuver the recovery boats and initiate the recovery. Recovering an 8, and sometimes even a 4, may require two launches and experienced launch drivers. If it will be necessary for a person to enter the water to aid in the recovery the shell, that person must wear a life vest. Do not place a person in the water if the water temperature is below 75F unless they have some sort of protection from hypothermia (i.e., wetsuit or drysuit).
- If the shell is in imminent danger of sinking, approach the shell and place flotation devices, such as 2 life vests, to each rigger to add buoyancy to the shell. Then recover any gear that has floated from the shell (e.g., oars, coxboxes, water bottles, clothing, etc.). The scene should now be somewhat stabilized.
- Remove the oars from the shell, if they are still held in the riggers.
- If the shell is not keel down, it will have to be rolled so it is keel down prior to towing the shell. Remove the life vests from all the riggers on only one side, roll the boat (easiest if there is a recovery boat at both the bow and stern of the shell and the roll is coordinated). When the shell is keel down, reattach the life vests to the riggers.
- Tie a line through center rigger post and backstay of the bow pair riggers (preferred) or stern pair riggers (if the bow is damaged). Equalize the tension and center the line so that the towline is as close to the centerline of the shell as possible. Alternatively, loop a line several times around the center of the foot stretchers of the bow pair or stern pair and tie it off towards the center of the shell. Ensure the foot stretchers are securely fastened to the shell.
- Lead the remaining tow line out and attach to the stern of a launch. At a slow and controlled pace, move the launch away and towards the destination, slowly taking the slack out of the towline and making sure that the prop is clear of the towline. Tow at a very slow speed, such as the speed in a no wake zone. Avoid any slack in the towline, as the shell is likely full of water and very, very heavy. In unrestricted areas, the launch driver of the towing launch should attempt some turns and minor speed changes to get a feel for how the swamped shell maneuvers.
- Once the shell is back at the dock, the real work begins. Get as many people along the shell as possible as this will be heavy work. If there are not enough people to stand shoulder to shoulder along the length

of the boat, bail as much water as possible out of the boat before attempting to drain the rest of the water by lifting one side of the boat.

- Make sure that everyone lifts from the legs and not from the lower back. Floating docks will likely submerge a bit. Everyone will lay hands on the shell and lift very slowly so that the dock side gunnel tilts up and the water side gunnel tilts towards the water. The idea here is to slowly drain as much water out of the shell as possible before attempting to lift the shell out of the water all the way. The water side gunnel will still be in contact with the water. As people lift, the keel will be oriented so it is parallel to the dock. Once a significant amount of water has been drained in this manner, the shell can be lifted in a regular fashion. Alternatively, the shell can be placed back in the water and a water pumping device can be used to remove more excess water.
- The shell will still be heavy with water. The shell must now be lifted over heads. First open the bow and stern deck ports. Alternating bow and stern, drop one end as low as possible while keeping the other end at heads. This will drain any excess water that is trapped in the boat. People will definitely get wet during this process, so make sure they have rain gear or extra clothing to change into during cold weather.
- Put the shell on a rack and ensure all ports are fully open. The boat can then be fully inspected for damage.
- Oars with adjustable handles that have been in the water will need to have the handles removed and water drained out of the oars. Remove the handles, place the oars upright so the water drains from them, and allow the oars to air dry completely before reattaching the handles.

B. Regatta Checklist

Record the amount of equipment taken to/from the regatta

Pre-	Post-	
_____	_____	Boats
_____	_____	Oars (Scull _____ or Sweep _____)
_____	_____	Riggers
_____	_____	Slings
_____	_____	Toolboxes
_____	_____	Pitch meters
_____	_____	Bags of towels/rags
_____	_____	Spare part kits
_____	_____	Milk crates / laundry baskets
_____	_____	Tie down straps
_____	_____	Tent/awnings
_____	_____	First Aid kits
_____	_____	Bags of bow numbers

C. Loading:

- Boat seats removed or strapped down in place
- Cox box wires taped
- Bow towards front of trailer
- Boat ribs on trailer arms (if possible)
- Double-up forward straps on all boats, strap ends taped
- Warning flags tied on boat sterns
- Load oars in front bay of trailer
- All equipment tied down in trailer, lids to all boxes secured
- Trailer loaded so the center of gravity is over trailer axles
- Trailer tire pressure checked
- Trailer registration papers available
- Trailer spare tire and lug wrench available
- Trailer emergency kit available

D. Hitching the trailer:

- Boats tied down to trailer, all equipment in trailer is secured
- Two-inch ball hitch pinned to towing vehicle
- Visually check the tow ball is secured inside the trailer coupler and locked in place
- Visually check the coupler lock lever is pinned in the locked position
- Chains crossed under trailer tongue in X pattern
- Connect the breakaway safety brake cable from trailer to towing vehicle
- Check the trailer lights electrical connection is secured to tow vehicle
- Visually check all trailer lights, especially all brake lights, illuminate

E. WBC Board and Functional Support Leads (* Indicates WBC Board Member)

- ***President:** The President is the club's organizational leader responsible for planning and oversight of operations. The President shall preside at Board meetings, appoint all committees and shall be an ex-officio member of those committees. The President is the prime liaison with outside non-rowing organizations such as Parks & Recreation. The position includes responsibility for: overall P&L and HR contract management, lead for fundraising and facilities development, management of the Director of Rowing Operations, and annual club strategic direction.
- ***Vice President** is a senior board member able to fill the President's duties if necessary. The VP will establish the WBC Operational Volunteer Support Group (OVSG), a group of select, skilled volunteers able to accomplish specific, skills-based tasks needed for training support, physical plant upkeep/improvement, fleet maintenance and/or rowing operations. Specific tasks will be

periodically articulated by the club President, executed under the direction of the VP and ICW the DRO. The OVSG will be recruited and assembled on a “as needed basis” and is not a standing organization.

- **Philanthropic Campaign Mgr-** Leads club fundraising committees, marketing initiatives via traditional media and social media, oversees all grant application development/submission, pursues corporate sponsorships, and oversees the club rower scholarship program.
- **Facility Development Manager-** Oversees future physical building initiatives and planning affecting WBC. Represents the club’s interests with JCC, contractors, park personnel and outside volunteers.
- ***Treasurer:** Responsible for managing the financial direction and health of the Club. Reviews and advises on financial viability of Club programs and capital expenditures. Oversees club financials: taxes, insurance premiums, and reporting. The Treasurer is also responsible for maintaining the Club’s 501(3)C, non-profit status by managing our annual IRS and State tax filings. Reviews Quarterly financial reports highlighting cash flow by established category, club cash balances and expenses. The Treasurer shall make a report at the annual meeting, and report monthly on the financial condition of the club. Oversees the club-hired Bookkeeper.
- **Bookkeeper:** A paid professional supervised by the club Treasurer. Responsible for club Budgeting and all bill paying. Produces Quarterly financial reports highlighting cash flow by established category, club cash balances and expenses. Work includes: revenue or cash collection of all monies due the Club and cost/expense disbursements for all legal debts incurred by the club, keeps an exact amount of all receipts, expenditures, and dues (keeping the Club’s ledger and expenditures by classification). Responsible for managing outside contractors such as Paychex for employee or contractor compensation, and accounting services. Monitors all online financial transactions, and performs other duties as assigned.
- ***Secretary:** Schedules and records board meetings and the Annual General Meeting. The Secretary will oversee all WBC registration functions. Maintains an accurate membership list each season, by Program, to include email addresses and phone

numbers. Maintains the club post office box and receives/distributes mail.

- **Registrar:** Under the Secretary, responsible for all WBC registration functions and the timely receipt of member dues for each individual program and season within iCrew. Ensures all rowing members maintain a USRowing membership. Will publish a report for the club President, at each season established suspense, for payment of outstanding payments.
- **Librarian:** Under the Secretary, maintains all club current files and servers as the proponent for the WBC Handbook. Maintains all club information and history files.
- ***Communications Director (CD):** Responsible for all club-wide communications. Assists the Secretary in developing and maintaining club membership rosters, to include email addresses and phone numbers. ICW the DRO, supports recruiting efforts.
- **iCrew Manager/Web Developer:** Under the CD, content manager for WBC Website, FaceBook, Instagram accounts. Serves as club Subject Matter Expert on iCrew. Develops and presents instruction sessions for iCrew twice annually for club membership. ICW the Registrar monitors member dues payments. Supports recruiting under the Communications Director and ICW the DRO.
- ***Booster Club Chair (Non-Voting):** Under the direction of the President, leads a comprehensive effort in fundraising support of club youth programs and activities, and regattas. The Youth Booster Club is composed of parents that support youth rowing (e.g., transportation, fundraising, regatta food/boat/ops needs, Banquets), and provide input on the current goals, and help develop new goals for the Youth program as it matures. The Boosters also actively volunteer in support of all Club activities. Assists the HS and MS Program Managers in developing youth rowing activities.
 - **Food Tent Coordinator:**
 - **Grill Master:**
 - **Spirit Wear Coordinator:**
 - **Travel Coordinator:**

- ***Director of Rowing Operations (Non-Voting):** The DRO serves under the direction of the club President. The DOR is the head of coaching, overseeing all programs. The DRO hires and trains the Club coaching staff. Plans, establishes and executes a functional budget for all club rowing activities, to include profit and loss tracking ICW the club Treasurer. Develops the club's annual training programs (Fall, Spring, Summer and Winter) by determining schedules, assigning coaches, coordinating with the Board and Booster Club for support and ensuring regatta boat entries into Regatta Central and other applications. Responsible for overall current rowing facilities management, upkeep and development. Oversees each program Head Coach for fleet management. Serves as the club Regatta Director, establishes and chairs the Racing Committee. Designated as the single club POC for coordination with JCC and Park management for club regattas and initiatives. Ensures USRowing coaching certification, Safesport, CPR and background checks are secured IAW established policy. Oversees the Learn to Row and Learn to Scull programs, and runs or supervises all racing or on water operations for Club regattas. Acts as the Club representative with US Rowing and Regional Rowing Associations or Councils. Serves as the WBC Safety Officer.
- **Boatsman:** Responsible for the maintenance of all club owned sweep and scull racing boats and oars. Maintains tools, supplies and expendables at the WBC Boathouse. Coordinates routinely with the Commodore, orders parts and associated equipment under the direction of the DRO.
- **Commodore:** Responsible for all motorized boats, engines and associated equipment used during club practice sessions or regattas. Ensures gas tanks for motor launches are serviced on a routine basis and kept full on a weekly or as needed basis. Coordinates routinely with the Boatsman, orders parts and associated equipment under the direction of the DRO.
- **Program Head Coach:** Each rowing program (HS, MS, and Masters) will have a Head Coach, under the overall supervision of the DOR. He/she establishes seasonal coaching guidelines, and

ensures a safe and positive environment is maintained throughout club practices, training and competitions. ICW the DRO, develops Club racing schedules for his/her prospective program. As required, represents WBC at outside rowing meetings and conferences, including EVSRA and USRowing sponsored events. Provides regatta events entry data to DRO for entry into Regatta Central. Responsible for boat trailer loading, and coordination of all boat movements. Oversees boat-rigging ICW coaching staff and Boatsman. Supports the DRO in executing club safety programs and fleet management.

- ***High School (HS) Program Manager:** Acts as a POC for program design and pricing, minus coaching. Serves as principal conduit for club information. ICW the Program Head Coach and DRO assists the program for scheduling, recruiting/marketing, LTR camps, communications to members/parents, coordinates with Booster Chair for support activities, monitors program within iCrew for payment of dues ICW the Registrar.
- ***Middle School (MS) Program Manager:** Acts as a POC for program content and pricing, minus coaching. Serves as principal conduit for club information. ICW the Program Head Coach and DRO, assists the program for scheduling, recruiting/marketing, LTR camps, communications to members/parents, coordinates with Booster Chair for support activities, monitors program within iCrew for payment of dues ICW the Registrar, monitors membership required qualifications and permissions.
- ***Masters Program Manager:** Acts as a POC for program content, and pricing, minus coaching. Serves as principal conduit for club information. ICW the Program Head Coach and DRO, assists the program for scheduling, recruiting/marketing, LTR camps, communications to members, monitors program within iCrew for payment of dues ICW the Registrar, monitors membership required qualifications and permissions.
- **Executive Committee(ExCmte):** Is an Ad Hoc organization, convening at the discretion of the club President to address unique or time-sensitive issues. The ExCmte is composed of the President, Vice President, Secretary, Treasurer, and

F. FINANCIAL POLICIES AND PROCEDURES MANUAL FOR THE WILLIAMSBURG BOAT CLUB

- **Introduction.** The Board of Directors and Staff of the Williamsburg Boat Club (WBC) are committed to ensuring the sound management of organizational assets in the interest of achieving the WBC mission. The policies and procedures contained herein are intended to:
 - Protect the assets of WBC.
 - Put in place basic accounting, billing, and cash control policies and procedures.
 - Ensure the maintenance of accurate records of the organization's financial activities.
 - Ensure compliance with all federal and state procedures and reporting requirements.

- **Financial Records and Reports.** The organization will employ a regular process for assessing the status of organizational finances and assets. The Board of Directors will ensure that timely and accurate financial information is available, understood, and used to guide decision-making.
 - The fiscal year for the organization will be January 1 – December 31.
 - The financial records of WBC will be maintained using the cash basis of accounting.
 - Annual budgets will be prepared by the Treasurer and will be approved by the Board.
 - The bookkeeper will reconcile the bank statements with bookkeeping records monthly.
 - At a minimum, the bookkeeper will prepare the following monthly financial reports for review by the Treasurer and Board: Balance Sheet, Income Statement, Budget-to-Actual comparison.
 - At least every 5 years, an audit or review will be conducted by an independent CPA, to be made available to members of the public.

- **Budgets.** Budgets provide a standard by which to measure performance, encourage planning, and allocate resources in accordance with funding source requirements.
 - Budgets should use reasonable assumptions of income and expenses. Budgets should be balanced, and should lead to the accumulation of reasonable reserves, which can be used to ensure cash flow over time.
 - The organization budget is prepared by the Treasurer beginning no later than September of every year.
 - The Treasurer will submit an annual operating budget to the Board of Directors for their approval in December. The Board will also approve a Capital budget.

- **Budget Revisions.** From time to time it will be necessary to deviate from the spending plans captured in organizational budgets.
 - Non-budgeted expenditures that exceed \$10,000 will be recommended by the Treasurer or Director to the Board for approval and to consider a formal revision of the approved annual budget.
 - Non-budgeted expenditures between \$1,000 and \$9,999 that cannot be easily accommodated by shifting expenses from another budget line should prompt a discussion to justify the expense, how it will be financed, and how other budgeted expenses may be affected.
 - Non-budgeted expenditures less than \$1,000 do not require discussion if they are approved by the Director.

- **Internal Controls.** WBC is committed to sound internal controls that ensure segregation of duties to create accountability and prevent misuse of organizational assets. The most important of these include the following:
 - There will be separation of financial duties and responsibilities so that no staff member has sole control over cash receipts, payroll, bank reconciliations, accounts payable or other accounting functions.
 - The check signer will not be the same person who records bookkeeping entries, or prepares checks for signing. A second signature by an authorized signatory is required on all checks over \$500.

- Bank statements will be reviewed by at least one person in addition to the person performing the reconciliation.
 - The Board of Directors will provide fiscal oversight in the safeguarding of the organizational assets and shall have primary responsibilities for ensuring that all internal and external financial reports fairly present its financial condition.
 - A proper filing system will be maintained for all financial records.
 - Actual income and expenditures will be compared to the budget on a monthly basis.
 - No bank account should contain more than the FDIC insured amount.
 - Bank statements will be promptly reconciled on a monthly basis by the bookkeeper/accountant.
 - The board of directors shall approve annually any new signers for each bank account and any new and necessary bank accounts.
 - The Director is responsible for promptly notifying financial institutions of any changes to authorized signers on organizational accounts.
 - Appropriate insurance for all assets will be maintained.
 - Board members will not be compensated for serving on the board or for club roles while they are officers of the board.
- **Purchasing.** The following policies govern how purchasing decisions will be made:
 - Only the Director, in conjunction with the Board of Directors if necessary, is authorized to make purchasing decisions for regular supplies and large equipment, including furniture, computers, and software. If possible, bids should be sought for goods and services exceeding \$3,000.
 - Some form of cost or price analysis shall be made in connection with every procurement action.
 - Price should be one of the factors in the evaluation of responses, but the organization is not required to take the lowest price if other factors are important to the decision.

- **Organizational Credit Cards.** WBC authorizes credit cards for the purpose of facilitating online and business purchases. The use of organizational credit cards creates the opportunity for expenditures to be made without prior approval. The following policies govern how these transactions will be handled:
 - Due to the potential for theft, misuse, and auditing problems, use of credit cards is monitored carefully. Only the Director will be issued an organizational credit card. Other staff may request that purchases be made for business purposes on their behalf using one of these cards. The Boosters President will be issued a credit card dedicated to Boosters purchases: merchandise for resale, food for regattas and rowing events, and supplies for regattas and rowing events.
 - In every instance of credit card usage, the individual using the card will be held personally responsible in the event that the charge is deemed personal or unauthorized.
 - All credit card purchases above \$50 must be reconciled and attached to supporting documentation (receipts) on a monthly basis.
 - The Director or Treasurer will review all credit card purchases monthly and must approve all payments.
 - The bookkeeper/accountant will enter all credit card transactions into the accounting software monthly.
 - Misuse of credit cards or failure to follow these procedures will lead to restrictions or loss of credit card privileges.
 - The Treasurer must be notified immediately if a card is lost or stolen.

- **Fixed and Capital Assets and Depreciation.** The following policies govern how fixed and capital assets will be treated:
 - •WBC has established a capitalization threshold of \$2,500 for property expected to benefit the operations of the organization for multiple years to be considered a fixed asset.
 - This inventory list will include the description, date of purchase or receipt, cost, and life expectancy for depreciation purposes. A copy of the invoice(s) should be maintained with these asset records until the asset is sold or deleted.

- The purpose of depreciation is to recognize the decreased value of the property over time (useful life) and to quantify this usage as an expense to each year deriving benefit from its use.
 - Fixed assets are depreciated using the straight line depreciation method and the useful life per IRS guidelines.
 - As depreciable property is purchased, it is added to the depreciation schedule in the month following purchase/installation.
 - A recurring journal entry is set up for posting each month, charging the depreciation expense to the appropriate program(s).
- **External Audit.** WBC will have an audit or review prepared by an external CPA firm at least every 5 years.
 - The Director is responsible for soliciting bids, interviewing firms and making the recommendation to the Board Treasurer and Board of Directors when selecting the firm to be awarded the audit/review contract. Acceptance of the audit/review contract will be evidenced by a signed audit engagement letter.
 - The audit/review is reviewed in detail by the Treasurer, but presented to the board by the auditor and accepted by the Board of Directors based upon recommendation by the Treasurer.
- **IRS Form 990 Preparation.** An external CPA firm or individual will prepare the organization's annual Form 990 for submission to the IRS to ensure accuracy.
 - The Director and Treasurer will oversee preparation of the form, with the bookkeeper/accountant.
 - The Board will review and approve the form before submission to the IRS.