

SAFETY MANUAL 2012

CLEVELAND ROWING FOUNDATION

Revised

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Section A General

A 1. Purpose. The Cuyahoga River supports many users ranging from multi-ton, 750-foot freighters to single rowers in a featherweight, fragile racing shell. The most vulnerable persons on the river are rowers. Therefore, rowers must understand and comply with water regulations and traditions and our Safety Manual (“SaM”). This manual will help us:

- a. Conduct safe operations. The SaM addresses critical procedures necessary to operate equipment safely and identifies potential hazards on the water.
- b. Coordinate multiple rowing organizations and programs. The boathouse is congested, and rowing facilities are extensively used. The actions of one group affect all other rowers using the boathouse. The SaM encourages everyone to operate in a predictable and coordinated manner, thus maximizing rowing opportunities and minimizing inconvenience.
- c. Reduce losses due to negligence and ignorance. The SaM educates everyone on how to avoid damage and loss.

A 2. Scope. The SaM governs the conduct of all member organizations and their members and guests and is binding upon all persons using any portion of the CRF facilities or any equipment or property stored at the CRF facilities owned by CRF, any member organizations or any individual member of a member organization. Compliance with the SaM is mandatory. Temporary exceptions may only be made with prior written consent of the Safety Committee Chair and at least two other members of the Safety Committee.

- a. Users of equipment stored at the CRF facility shall be:
 1. Members in good standing of a CRF member organization, or
 2. CRF program participants, or
 3. An approved guest of either of the above.
- b. Failure to comply with the SaM may result in complete or partial loss of participation privileges for participants or member organizations without refund of fees, dues, assessments or the like, or in the restriction or suspension of use of any property, facilities, or equipment stored at CRF facilities, without refund of fees, dues, assessments or the like.
- c. CRF member organizations may adopt rules for their own programs. In the event of a conflict, CRF rules shall prevail; however, CRF member organizations may set more stringent standards for their members.
- d. CRF does not accept responsibility for any consequences arising from anyone acting in disregard of the SaM.
- f. All persons using CRF facilities, including but not limited to coaches, safety-rated rowers, participants in any organizational member program or CRF program, or guests, are expected to follow all federal, state and local laws, ordinances, regulations and rules while on CRF premises, or participating in any activities on those premises or on the Cuyahoga River or Lake Erie. CRF assumes no responsibility for those not obeying the law.

All holders of a Safety Qualification of SQL-1, or higher must know and obey the Rules of Inland Navigation enacted by the United States Coast Guard, and the laws governing the operation of boats enacted by the Ohio General Assembly and the regulation promulgated by the Ohio Department of Natural Resources, when engaging in any activities on the water.

Failure to follow these laws and rules will be grounds for immediate suspension of the offender's safety rating pending investigation, and action by the Safety Committee up to and including revocation of any and all safety Qualification ratings.

These laws and rules may be found on the Web at:

<http://www.navcen.uscg.gov/?pageName=navRulesContent>

<http://codes.ohio.gov/orc/1547>

<http://codes.ohio.gov/oac/1501%3A47-1>

<http://codes.ohio.gov/oac/1501%3A47-2>

A 3. Definitions in the Safety Manual

- a. "Shall" and "must" are mandatory actions; "should" and "may" imply recommended actions.
- b. A "junior" is any person less than 18 years old and/or currently enrolled in high school.
- c. "Organization" and "member organization" refer to the constituent organizations that are considered "members of the corporation" in the Code of Regulations of the CRF.
- d. "Member" or "Members" refers to individuals belonging to one of the CRF member organizations, and to participants in a CRF-operated program..
- e. "Crew" refers to all individuals in a shell, rowers and cox.
- f. "Program" may refer to a program of one of the member organizations or to a program of CRF itself.
- g. "Coaching launch" is a launch that is being used by a CQL-1, CQL-2 or CQL-3.
- h. A "collegiate rower" is any person currently enrolled in any college or university which is a member of the CRF, and is a participant in such organization's rowing program.

A 4. Abbreviations

Cox Coxswain
CQL Coach Qualification Level
CRF Cleveland Rowing Foundation
ED CRF Executive Director
PFD Personal Flotation Device
SaM Safety Manual
SQL Safety Qualification Level

A 5. Authority. The chain of authority in executing procedures described in this manual is:

- a. The chain of authority from top to bottom
 1. CRF Board of Directors
 2. CRF Safety Committee
 3. CRF Safety Committee Chair
 4. Member organization coaches and safety qualified organization members, in descending order of authority as set out in this SaM.

- b. When two or more persons present have the same level of authority, the person who has been qualified the longest is the more senior in the chain of authority.
- c. The Safety Committee consists of the Chair, the ED, and those other members appointed by the CRF Board of Directors and/or its Chairman, as provided by the CRF Code of Regulations and By-Laws.
 - c. The Safety Committee and its Chair shall monitor and maintain the SaM.
 - d. Every four and eight not under the control of a coach from a launch shall designate a person authorized by this SaM to do so as being in charge of the shell before going on the water.

A 6. Breaches of SaM.

- a. Breaches of the SaM related to safety shall be dealt with by the Safety Committee.
- b. The Chair of the Safety Committee, with the concurrence of at least two other members of the Safety Committee, shall have the authority to suspend any member or program or suspend any safety certification for any breach of the SaM for a period not to exceed seven (7) days. Written notice of the suspension shall be given to the offending person or to the offending program, through its head coach, president or chair, as promptly as possible, and will take effect when the notice is officially sent. If it is determined that a penalty greater than a one-week suspension may be required, then written notice of the infraction, including the standard violated, will be served on the offending person or program, together with a notice that, if the offender disagrees with the statement of infraction or the proposed penalty, an appeal may be filed to the full Safety Committee, by sending a written notice of appeal to the Chair of the Safety Committee within 72 hours after the notice of infraction has been served. No penalty will be imposed until after the expiration of the 72 hour appeal period, or the final resolution of all appeals timely taken.
- c. If an appeal is filed, the Safety Committee shall meet and hear the matter within 72 hours after receipt of the appeal. Notice of the meeting will be given to the offender, who will be given an opportunity to be present and be heard. The written decision of the Safety Committee will be transmitted to the Board of Directors as soon as it is rendered and, if no director objects, within five business days thereafter the decision will become final. If a Director objects, then the decision will be reviewed at the next meeting of the Board of Directors or its Executive Committee, at which time it will be approved, modified or rejected. Thereafter, the action will be final.
- d. All holders of safety qualifications are the primary enforcers of these Safety Rules. Anyone holding a safety rating of SQL-1 or higher who has been found to have violated these rules, or to have failed to enforce or request Safety Committee action to enforce these rules when he or she has observed others violating them, have their safety qualification suspended or revoked in accordance with the procedures set out in these rules.

A 7. Personal Conduct. All users of CRF facilities and equipment are expected to treat the premises and other users in a responsible and considerate manner.

- a. Private boats, equipment, or property or a member organization's boat, equipment or property may only be used with the owner's or member organization's prior consent. Do not borrow or take equipment other than your own personal equipment or your own member organization's equipment without permission. Do not remove anything other than your own or your own member organization's equipment from the boathouse premises without authorization.
- b. Alcoholic beverages are strictly prohibited on the CRF premises, except as provided in this SaM.
- c. Smoking is prohibited on CRF premises.
- d. Firearms are prohibited on CRF premises.
- e. Excessive noise, foul language or discourteous behavior are prohibited on CRF premises.
- f. Anyone behaving in an unsafe manner shall be removed from and not be allowed to return to CRF premises.
- g. Running inside of the boathouse or in any area where shells are being transported from the boathouse to the docks or on the docks is strictly prohibited.

A 8. Alcohol use on CRF Property

- a. Alcoholic beverages are strictly prohibited on the CRF premises unless prior approval has been given by the Board of Directors as part of an organized event or an approved function utilizing any portion of the CRF facilities.
- b. In every instance where alcohol is served, either the CRF, acting through the ED, or the member organization(s) sponsoring the event, shall assume responsibility as the "supervising organization" of the event. The supervising organization shall ensure the following:
 1. The Safety Committee Chair, the President of the sponsoring member organization, and the ED will be notified about the serving of alcohol at least one week in advance of the event. If permits are required, copies of such permits, along with a copy of the Board of Directors' resolution approving alcohol at the event, will be provided to each of those persons at the time notice is given.
 2. A Designated Host (DH) shall refrain from drinking alcohol at any function where alcohol is served or sold.
 3. Alcohol may not be consumed by any coach, rower or coxswain prior to going on the water. Once alcohol is consumed whether at the CRF facilities or elsewhere, the coach, rower or coxswain must remain on land for the remainder of that day.
 4. Alcohol will not be served to any person who appears intoxicated either to the DH, or to any person involved in the dispensing of alcohol at the event.
 5. Persons whom the DH determines intoxicated will not be permitted to enter CRF premises or, if already present, to remain on CRF premises.

6. Non-alcoholic beverages shall be made available whenever alcoholic beverages are made available.
7. Alcohol will not be served to persons under the age of 21.
8. Persons under the age of 21 years are not permitted to serve alcohol.
9. Proof of age will be required for anyone serving or consuming alcohol prior to said act.
10. Only government-issued photographic ID will be accepted.
11. The member organization will actively promote the responsible use of alcohol.
12. Alcohol shall not be served at any junior events.

A.9 Participation Minimums

a. **Waiver Forms.** All users of CRF facilities or equipment, or the equipment of any organization or member, must sign a waiver prior to such use. All users engaging in any on-water rowing activities must also affirm in writing the ability to tread water for 5 minutes and don a PFD while in the water and to swim 50 yards while wearing a life jacket.

b. **Swim Test.** Any member organization operating a program with juniors must complete a swim test of its rowers and coxswains. The test is set forth in Appendix _____. The test shall be completed before commencing on water practices each year. Proof of completion of the test shall be submitted to the Safety Chair prior to engaging in any rowing activities.

Section B

Safety Qualification

B 1. Waiver Forms. All users of CRF facilities or equipment must sign a waiver form prior to such use.

B 2. Safety Qualification Levels

- a. **SQL-0** Everyone including guests that participate in rowing activities must receive a basic safety briefing
- b. **Qualified activities.** SQL-0's are responsible for their personal safety. An SQL-0 is qualified to handle CRF and member organization equipment and participate in on water rowing activities under direct supervision by a qualified coach in a launch, a qualified companion shell when rowing in a single scull , or by rowing in an Experienced Shell.
- c. You must have Tested Safety Status to participate in rowing activities without supervision.

TESTED SAFETY STATUS

Tested Safety Status is required for anyone to have independent access to the boathouse, docks and/or equipment at the CRF. The level of qualification represents the level of responsibility that the member is authorized to manage, supervise or coach.

There are two Safety Qualification Levels: (SQL1, SQL2)

There are three Coach Qualification Levels (CQL trainee, CQL and Sr. CQL)

1. You must be an SQL-2 or higher qualified to be in charge of an eight or a four/quad and to have independent access to the boathouse.

d. There are 3 levels of formal testing, which must be completed in the following order:

1. Safety Briefing and Discussion.
2. SQL-1 Test
3. SQL-2 Test or
4. CQL Test

e. Testing content and administrative procedures shall be determined and administered by the Safety Committee.

Wherever in Section B there appears a requirement that a person be recommended in order to hold a Safety Qualification Level, the individual making the recommendation affirms, based upon personal knowledge and observation, that the recommended person has the experience, maturity, judgment, and knowledge necessary to hold the position for which the person is being recommended

B 3. An SQL-1 or higher has demonstrated the proficiency and leadership to be responsible for the safety of others.

B 4. SQL-1

a. Requirements.

1. SQL-0 qualified
2. Demonstrated proficiency to at least three (3) members of the Safety Committee on the water in a shell. Sweep rowers and single scullers shall normally row 30 supervised rows before being considered for SQL-1 status.
3. Pass SQL-1 test, or have passed the CQL Test.
4. Be other than a junior.

b. Qualified activities.

1. Handle rowing equipment and participate rowing activities on land or water unsupervised.
2. Supervise an SQL-0 single adult sculler from another sculling shell, or in the same pair/double, and have independent access to the boathouse, if the SQL-1 has been determined by his/her member organization to be an independent sculler .

3. Supervise SQL-0's during boathouse ground operations.

B 5. SQL-2

- a. Requirements.
 1. SQL-1 qualified.
 2. Pass SQL-2 test, or have passed the CQL Test.
 3. Recommended by organization or program head coach, or any holder of any CQL rating, or member of the Safety Committee.
- b. Qualified activities. In addition to SQL1 activities
 1. Supervise one eight or four/quad crew while in the eight or four/quad.
 2. Have independent access to the boathouse.
 3. Sponsor guests and give a water operations and Cuyahoga traffic passing procedures briefing to the guest.

B 6. CQL-Trainee

- a. Requirements.
 1. Pass CQL test.
 2. Submit to Safety Committee written evidence of possession of current CPR qualification and evidence of attending a briefing by a Safety Committee member authorized to conduct such a briefing with respect to operating a launch.

It is recommended that a CQL candidate successfully complete the Ohio Department of Natural Resources boater safety class. If a CQL candidate was born after January 1, 1982, It is required that he or she successfully complete the Ohio Department of Natural Resources boater safety class.
 3. Recommended by organization head coach of a CRF member organization, or member of the CRF Safety Committee.
 4. Shall have demonstrated to a Senior CQL: (i) experience managing a crew during a freighter passing. CQL-Trainee shall have experience identifying and assembling a crew in a passing zone without the assistance of other coaches; (ii) proficiency with radio calls, launch operation, river operations. CQL-Trainee shall have a history of keeping crews on the proper side of the river and avoiding collisions with other vessels; and, (iii) ability to communicate instructions effectively to his/her crew, especially maneuvering and docking instructions. CQL-Trainee shall understand boat maneuvering procedures.
- b. Qualified activities. In addition to SQL-2 activities, a CQL-Trainee is qualified to:
 1. Operate a coaching launch.
 2. Supervise/coach from a launch one eight or one four.
 3. Supervise up to four rowers in any combination of pairs or doubles from a launch, or two rowers in singles from a launch.
 4. Supervise/coach from a shell two boats of one or two rowers

B 7. CQL

- a. Requirements:
1. Demonstrated coaching experience to a Senior CQL who has observed him/her as a Trainee, and to the satisfaction of the Safety Committee, on the Cuyahoga River.
 2. Recommended by organization head coach, or member of the CRF Safety Committee.

Recommendations

CRF Recommends that a CQL serve as a trainee for 100 hours on the Cuyahoga, or until coaching proficiency has been determined by the Head Coach or Senior CQL of his organization as specified above.

- b. Qualified activities. In addition to CQL-Trainee, a CQL is qualified to:
1. Supervise/coach from a launch 2 eights
 2. Supervise/coach from a launch multiple crews limited to: (i) three fours; or (ii) two fours and one eight
 3. Supervise/coach from a launch up to three boats of two or fewer rowers
 4. Supervise/coach from the dock up to three boats of two or fewer rowers, provided there is a launch immediately available and the rowers remain in sight.

B 8. Senior CQL

- a. Requirements.
1. Demonstrated coaching experience to the head coach or Senior CQL under whose supervision he has been coaching as a CQL, to the satisfaction of the Safety Committee.
 2. Recommended by organization head coach, or member of CRF Safety Committee.

Recommendations

CRF Recommends that a Senior CQL serve as a CQL for 200 hours on the Cuyahoga, or until coaching proficiency has been determined by the Head Coach or Senior CQL of his organization as specified above.

Senior CQL should have experience managing multiple boats during a freighter passing. Senior CQL should have experience identifying and assembling multiple crews in a passing zone without the assistance of other coaches.

Senior CQL should have demonstrated proficiency with radio calls, launch operation, river operations. Senior CQL should have a history of keeping crews on the proper side of the river

Senior CQL should be able to communicate instructions effectively to his crew, especially maneuvering and docking instructions.

Senior CQLs should be able to devise a workout plan for multiple crews, communicate the plan to coaches and rowers, and oversee the successful operation

of the workout plan such that all rowers and coaches operate in a safe manner with respect to themselves and others on the river.

Senior CQLs should have a history of training and helping others to learn the Safety Rules and to operate in a safe manner.

3. Senior CQL shall have demonstrated a history of good judgment with respect to:
 - Inclement Weather Operations
 - Cold Water Operations
 - Supervision of Multiple Boats
 - Interaction with other Vessels on the River

- b. Qualified activities. In addition to CQL activities, , a Senior CQL is qualified to:
 1. Supervise/coach from a launch , up to 4 shells.
 2. Supervise/coach from a launch up to four boats of two or fewer rowers.
 3. Supervise/coach from a shell up to three boats of two or fewer rowers.
 4. Supervise/coach from the dock up to four boats of 2 or fewer rowers, provided there is a launch immediately available and the rowers remain in sight.

B 9. Qualification Period. SQLs and CQLs must re-qualify in a manner and at a time required by the CRF Safety Committee.

B 10. Coaching Collaboration: In situations where multiple coaches from an organization (or organizations) are on the water at the same time as part of a coordinated practice, a Senior CQL may allow a CQL Trainee to move up a level to a CQLin responsibility provided that:

- a. The Head Coach of all organizations involved approves of the change
- b. The Water Temperature is above 40 degrees
- c. There is at least 1 Senior CQL on the water
- d. There are no dangerous conditions (bad weather, unusually strong current, unusually heavy commercial traffic)
- e. There is a clear plan for coordination in which:
 - (i) All coaches are aware of the planned location of all other coaches throughout the workout
 - (ii) One or more coaches is assigned to work with the coach who has been given more responsibility. Those coaches will stay in relatively close proximity and regular communication.
- f. The responsible Senior CQL must communicate to the Safety Committee Chair the fact of the temporary move-up within 24 hours of each practice in which it occurs.

B 11. Coaching Affiliation. All coaches coaching out of the CRF facilities must be currently and actively coaching for one of the CRF member organizations or programs. .

B 12. Guest Rowers. A rower may row once with a CRF member organization or member as a guest if he/she is an experienced rower and is sponsored by an SQL-2 or higher.

- a. Sponsors will be held accountable for the conduct of their guests.
- b. The sponsor shall ensure the following:
 1. The guest rower shall complete a waiver form before participating in any CRF organization's activities.
 2. The guest rower should receive a water operations and Cuyahoga River traffic passing procedures briefing from an SQL-2 or higher. The guest shall not handle any boathouse equipment, except shells, oars and slings, except in an emergency.
- c. Determining the experience level of guest rowers.
 1. A guest rower in a single or double/pair is normally treated as an SQL-0; he or she may not row unless accompanied by a launch or a sponsoring SQL-2 or higher in an accompanying shell or in the double/pair.
 2. A guest rower in a single or double/pair may be treated as an SQL-1 provided that his or her experience has been judged by an SQL-2 or higher to warrant such treatment. When so treated, he or she may row in a single or double/pair as an experienced rower.
 3. A guest rower in a four/quad or eight may be regarded as either an SQL-0 or SQL-1 (to determine the experience level of the shell), depending on the judgment of the highest ranking of the SQL-2's or higher in the shell.
 4. Any guest rower treated as an SQL-1 is nevertheless subject to the restrictions in Section B 12, b, 2 above.

Section C River Landmarks

The following landmarks designate locations on the river we row. Because of the turns of the river, only the old river bed is oriented in compass directions. Otherwise, the side of the river is designated as Rivergate Park side (on which the boathouse and downtown Cleveland lies) or west side.

C 1. The Old River Bed

- a. South side Lafarge Wharf
- b. Willow Avenue Bridge
- c. South side Great Lakes Towing Shipyard Wharf
- d. North side Old River Yacht Club/Channel Park Marina

C 2. Norfolk Southern Bridge to Nautica 90-degree Turn

- a. Norfolk Southern RR Bridge #1, aka NS # 1
- b. West side Ontario Stone Old River Dock #1
- c. Flats Competitive Straight Stretch
- d. Main Street Bridge
- e. West side Nautica Queen Dock [*Passing Zone*]
- f. West side Pavilion at Nautica

C 3. Nautica 90-degree Turn to Columbus Road Bridge

- a. Center Street Bridge

- b. Rivergate Park side Rivergate Park [*Passing Zone*]
- c. RTA Bridge

C 4. Columbus Road Bridge to Carter Road Bridge

- a. Columbus Road Bridge
- b. Rivergate Park side Southdown Cement Dock
- c. Norfolk Southern RR Bridge, aka British Street Bridge

C 5. Carter Road Bridge to Collision Bend

- a. Carter Road Bridge
- b. Tower City Competitive Straight Stretch.
- c. West side Forest City Enterprises Wharf [*Passing Zone*]
- d. Rivergate Park side Tower City
- e. West side Fireboat Wharf [*Passing Zone*]

C 6. Collision Bend to Inner Belt Freeway

- a. Eagle Street Bridge site
- b. West side Just upriver from bridge site [*Passing Zone*]
- c. Lorain Carnegie Bridge
- d. Rivergate Park side River Dock
- e. Norfolk Southern RR Bridge #2, aka NS # 2

C 7. Inner Belt Freeway to Marathon Turn

- a. Innerbelt Freeway I 90
- b. West 3rd Street Competitive Straight Stretch.
- c. Rivergate Park side Lafarge West 3rd Street Wharf
- d. West side Osterland Dock
- e. Rivergate Park side Just downstream from bridge [*Passing Zone*]
- f. West 3rd Street Bridge
- g. West side Upstream from bridge [*Passing Zone*]
- h. Rivergate Park side Ontario Stone Dock #2
- i. West side Fleet Supplies Wharf

C 8. Marathon Turn to Turning Basin

- a. Rivergate Park side Marathon Ashland / Cleveland Asphalt Wharf
- b. Rivergate Park side Osborne / Cuyahoga Stone Dock
- c. West side Blue Circle Cement Dock
- d. West side Lafarge "J" Wharf
- e. Interstate 490 Viaduct
- f. Turning Basin [*Passing Zone*]

C 9. Turning Basin to Upper Steel Plant docks

- a. RR Bridge
- b. Rivergate Park side Steel Plant Upper Dock

Section D Rowing Operations

D.1. Independent Crews. Subject to the restrictions contained in this Section D, for a shell to be rowed independently (not supervised by a coach), at least half of the crew must be SQL-1 or higher. If the shell holds four or more rowers, there shall be an SQL-2 or higher as a cox or seated in one of the two seats nearest the cox in a coxed shell; if the shell is an uncoxed sweep or quad, the SQL-2 must be in the bow seat.

Fours and Eights

a. Independent four

At least 3 of the crew must be SQL-1 or higher. If a stern coxed shell, an SQL-2 must be the cox or one of the stern pair.

If a bow coxed shell, the SQL-2 must be the cox or one of the bow pair.

b. Independent Quad

At least 3 of the crew must be SQL-1 or higher.

An SQL-2 or higher must be in the bow seat.

c. Independent eight

At least 5 of the crew must be SQL-1 or higher.

An SQL-2 must be the cox or one of the stern pair.

Small Boats

Any member organization that wishes to certify rowers as independent scullers or rowers qualified to row in doubles or uncoxed pairs must submit to the CRF Safety Committee a written description of the organization's procedure for evaluating the competence of such rowers so that the CRF Safety Committee can authorize that member organization to certify such rowers.

Independent Sculler

SQL-1 or higher

Evaluated and certified by authorized member organization

Independent Double

SQL-1 or higher

Evaluated and certified by authorized member organization – at least one of the rowers in the 2x

Independent un-coxed pair

SQL-1 or higher

Evaluated and certified by authorized member organization-both of the rowers in the 2-/2+

D.2. Coached Crews Requiring Launch

a. Except as otherwise provided herein, all shells that are not independent must be accompanied by a coach in a launch.

All junior rowers must be accompanied by a coaching launch at all times, subject only to the following exceptions:

1: A junior may row in a single or double, provided such junior is accompanied on the water by his or her parent or legal guardian in the same double, or in another single or double. No more than one junior shell can row pursuant to this provision.

2: The exception set out in Sec. D.13, if applicable.

c. An eight with less than 8 but no less than 6 rowers must be accompanied by a coaching launch but in all cases the bow and stern pairs must be filled.

d. A launch shall be immediately available at the dock when singles, doubles, or pairs are being coached from the dock and, in addition, the rowers shall remain in sight.

D. 3. Rules for Rowing Beyond the Mouth of Cuyahoga River (at Coast Guard Station)

No shells are allowed to operate beyond the breakwall which runs parallel to the Cleveland shoreline extending from southwest to northeast.

All pairs, 4+'s, or 8+'s ing beyond the mouth of the Cuyahoga River must be accompanied by the appropriate coached launch.

D. 4. . The dock may be closed at any time in the interest of safety, by the Safety Committee Chair with the concurrence of at least two other members of the Committee. immediately .

D. 5. Night Operations. A red (port side) and green (starboard side) light shall be mounted on the bow (bow light) of all shells and launches, and a white light shall be mounted on the stern (stern light) of all shells larger than a single scull and all launches rowing after sunset and before sunrise. Single sculls shall have a red and green light mounted on the bow. The red and green lights shall conform to the requirements of the Ohio Administrative Code and the Rules of Inland Navigation. The stern light on launches shall be elevated to ensure that it is visible from all angles.

(a) Rowing shells and launches must take extra caution when operating during non-daylight hours. Even when properly lighted, shells and launches are closer to the water and smaller than most vessels and may not be visible or readily recognized by other vessels

D. 6. Thunderstorms. Do not row in thunderstorms.

Do not launch until 30 minutes after last audible thunder or visible lighting.

If you are caught in a thunderstorm, seek shelter from lightening under a bridge until the thunderstorm has passed.

D. 7. Rowing in Cold Water. Because of the danger of hypothermia, rowing is restricted during periods when the water temperature is too cold.

1. Hypothermia

a. As the water temperature drops, your time of effective mobility diminishes.

1. At a water temperature of 50° F, you have about 20 minutes to get out of the water before you are incapacitated;

2. At 40° F, you have about 10 minutes;

3. At 33° F, you have about 4 minutes

b. Heat loss is 25 times greater in water than in air. If you cannot get out of the water, get on top of your boat as described below.

2. Restrictions

a. From April 15 through November 30, there are no specific restrictions for any rower due to cold water, unless the CRF Safety Chair with the concurrence of at least two other members of the Safety Committee declare otherwise, based upon a consistent water temperature in the river, taken at the dock, at a depth of two feet. Water temperature will be taken at least bi-weekly during this period, or more often if, in the opinion of the Safety Chair, conditions warrant.

b. For all junior or collegiate rowers from December 1 through April 15, all shells must be accompanied by a coached launch. The rules of Section D.2 apply at all times during the year.

i. A launch with a CQL or Senior CQL shall accompany no more than two shells.

ii. A launch with a CQL-Trainee shall accompany no more than one shell.

iii. If the water temperature is below 40°, no pairs, doubles or singles shall be permitted to row; subject to the following limited exception. Pairs, doubles or singles shall be permitted to row if:

(a) The coach for that boat is a CQL or Senior CQL;

(b) Notwithstanding the coaching certification level, the launch shall accompany no more than one shell; i.e., one shell per launch ratio; and

(c) The rowers in the boat are experienced rowers having rowed at least 30 outings in the immediately preceding fall season in the type of boat they are rowing in the spring.

For purposes of this rule, water temperature shall be determined as based upon a consistent water temperature in the river, taken at the dock at a depth of two feet.

d. rowing from December 1 through April 15, all shells must be accompanied by a coached launch.

i. A launch with a CQL or Senior CQL shall accompany no more than two 8's, or as many as three shells consisting of boats smaller than 8+s.

ii. A launch with a CQL-Trainee shall accompany no more than one 8, or as many as two shells consisting of boats smaller than 8+s.

iii. If the water temperature is below 40°, no pairs, doubles or singles shall be permitted to row; subject to the following limited exception. Pairs, doubles or singles shall be permitted to row if:

(a) The coach for that boat is a CQL or Senior CQL;

(b) Notwithstanding the coaching certification level, the launch shall accompany no more than one shell; i.e., one shell per launch ratio; and

(c) The rowers in the boat are experienced rowers having rowed at least 30 outings in the immediately preceding fall season in the type of boat they are rowing in the spring. For purposes of this rule, water temperature shall be determined as based upon a consistent water temperature in the river, taken at the dock, at a depth of two feet.

3. General rules for cold water rowing.

a.. In addition to other required equipment, all launches must have a working cell phone aboard to be used as needed for emergency calls after any immediate rescue actions have been taken.

b. Accompanying vessels, whether launches or shells, must always stay sufficiently close to one another to maintain ***audible and visible contact***.

c. Any person or persons who wish to row outside the cold water restrictions of this manual may apply to the Safety Committee for special permission.

D 8. Communications: Radio, Whistle and Horn, and Visual

1. The primary means of communication with commercial traffic on the Cuyahoga River is by marine band radio. Every launch, independent crew and small boat not accompanied by a launch (with two exceptions, see below) must carry and use a two-way radio appropriate for such communication and, in addition, some noisemaking device, e.g., a whistle.

Exception 1: Any combination of no more than 4 shells may use a single radio in one of the shells providing that the shells comprising the group remain within visible sight.

Exception 2: If you are a certified independent sculler with at least 5 years of active sculling experience on the Cuyahoga, you may scull without a radio provided you are using your own shell.

NOTE. Whenever a CQL is supervising juniors, a radio must be used by the coach in the launch regardless of the type of shells being rowed.

2. Use of radios.

a. The radio shall be used to monitor Channel 16, the hailing and emergency channel.

b. Channel 16 shall be used to send out advisory calls, brief announcements, or to establish communication with another party, but two-way communication must be carried out on another channel by asking the other party to switch channels.

c. Some other channels that may be used for two-way communication are:

- a) Channel 13 to communicate with bridges
- b) Channels 8 and 13 with commercial vessels.
- c) Channel 68 to communicate with CRF member organizations or members.

3. Radio calls

a. Advisory radio calls shall be made when leaving the CRF dock and when approaching blind turns in the river. Not every coach or crew needs to make an advisory call at every blind turn. Be aware of the other rowing traffic and only make necessary calls. If a coach or crew is following another that has just made a call and there has been no response, another call is not necessary. All calls on channel 16 must be as brief as possible so as not to block any emergency calls.

b. Advisory calls shall begin with the alerting phrase, "Security, security..." and should be ***brief*** but include the following information:

- i) Your identity (e.g., St. Ignatius High School crew with 4 shells and a launch)
- ii) Your location specified by a river landmark (e.g., Rivergate Park).
- iii) Your intention (e.g., launching to go up river to the Turning Basin and return)
- iv) Request for traffic advisory (e.g., river traffic please advise)
- v) When launching, your time frame (e.g., on the water over the next hour and a half)

c. Examples of advisory calls

i) At launching: "Security, security, this is Western Reserve Rowing with two shells and a launch at Rivergate Park. We are heading down river to the Old River Channel and back over the next hour. River traffic please advise."

ii) At blind turn: “Security, security. This is Case Rowing crew with two shells at Third St. Bridge going upstream toward Marathon Bend.”

d.Example of other radio calls: “American Courage, American Courage, this is John Carroll crew, over.” “John Carroll, this is American Courage, switch to channel 18.” Both switch to channel 18 and continue the call.

4. Whistle and Horn Communication.

a. Important whistles or horns blasts mean:

- (i) 3 short blasts Vessel is backing up.
- (ii) 5 or more short blasts Danger signal, or a bridge is about to lower.
- (iii) 1 long - 1 short blast Request to open a bridge, or bridge is about to open
- (iv) 2 short blasts – continuing on course, give way

5. Visual Communication

a. Signals from the coaching launch:

- i) To have shell(s) “weigh enough,” hold megaphone, oar or arm vertically in the air.
- ii) To have shell(s) turn around, hold megaphone, oar or arm vertically and wave from side to side.
- iii) To have shell(s) return to the dock, hold megaphone, oar or arm vertically and pump it straight up and down.
- iv). Distress signal from a shell: Wave shirt over head, or raise one oar vertically in the air.

D.9 Boat Sign Out/In Procedure

All shells, both sweep and sculls, shall be signed out in the log before launching and signed in after recovering. Procedures may be adopted for simplifying this for programs with multiple boats at set practice times. **SEE APPENDIX B FOR LARGE PROGRAM PROCEDURES**

D.10 Dock and Launching Procedures

a. Before launching

- 1. Make a security call on the radio, using main VHF radio in boathouse if practical.
- 2. Have radio onboard, if required
- 3. If a crew requires a launch, that launch must be in the water, engine running, to perform a rescue immediately if needed, except as otherwise provided in this manual.
- 4. If a coaching launch is being used:
 - a) Launch safety equipment should be complete. See Section J 1 b.
 - b) Fuel supply should be adequate. See Section J 5.

b. Except as provided in D2, shells must carry full crews.

c. Dock procedure.

1. The dock shall have two areas: one downstream, and one upstream. Operations, including both launching and recovery shall be carried out at both areas.

2. Crews shall expedite launching and recovery to free the dock for the next crew. When necessary, tie in on the water. When recovering, get the shell out of the water and off the dock as quickly as possible.

3. Shells shall normally be launched and recovered heading downstream, unless weather conditions or an emergency require otherwise.

4. When freighter or barge traffic is approaching, recovering crews have the right of way over launching crews.

5. If a freighter is passing while shells are in the water at the dock, no more than two persons per shell may stay on the dock to hold the shell in place. All other persons should leave the dock. Those individuals holding the shells should remain on their feet to be ready to reach safety should the freighter lose control or drift too near to dock.

6. After launching, coached crews may not proceed upriver past the RTA Bridge or downriver past the "West" side abutment of the Detroit Superior High Level Bridge until the launch has left the dock.

D.11 Rowing on the River.

a. River Traffic Patterns. Shells shall keep to the right side of the river, except where otherwise specified in this manual. b. Sloping Bridges. At the Columbus and, Carter Road Bridges, because they slope, tugboats and small tour boats often pass under the high side of the bridge so the bridge doesn't have to be raised. They expect us to give way toward the low side of the bridge.

1. The high side of these bridges is:

- b) Carter Road Rivergate Park side of river
- c) Columbus "West" side of river

2. So when a tug or small tour boat is going under one of these bridges, you may have to go to the "wrong side" of the river if the on-coming vessel takes the "high side."

c. Competitive Straight Stretches. Competitive straight stretches are stretches of river where crews may safely run competitive pieces.

The three competitive straight stretches are:

- a) "Flats" Straight Stretch, between Norfolk Southern Bridge and the turn at Nautica.
- b) "Tower City" Straight Stretch, between Collision Bend and just down river of the Carter Road Bridge.
- c) "West Third Street" Straight Stretch, between Marathon Turn and the I-90 bridge.

Shells competing on competitive straight stretches have right of way over shells entering the straight stretch if and only if a radio announcement is made at the start of each piece and the shells leave a lane open in the oncoming direction.

Crews shall enter a competitive straight stretch with caution, visually check the river ahead, to ensure no one is competing before continuing, and weigh enough if necessary.

a) Oncoming shells should be aware that competing shells may turn around immediately upstream and downstream from straight stretches, so there is a risk of collision.

Launches should avoid making wakes in the competitive straight stretches when competitive pieces are under way.

d. Blind Turns. Blind turns are river bends where oncoming traffic is not readily visible.

1. Cuyahoga blind turns are, going upstream from the river mouth:

- i) Nautica 90 Degree Turn
- ii.) Collision Bend
- iii) Carnegie-Lorain viaduct to Innerbelt I- 90

iv) Marathon Turn

2. At turns there may be visual cues we can use to anticipate a large vessel around the corner, i.e., bridge position or high vertical extensions of the ship's hull or superstructure.

3. Coaches in a launch should visually check blind turns by swinging to the outside of the turn and driving ahead of the crew to see around the turn before the crew gets there. traffic, between the Friday before Memorial Day and the Tuesday after Labor Day, rowing below the Center Street Bridge may be restricted. The nature and extent of the restrictions shall be determined by the Safety Committee and communicated to all programs.

f. Rowing during times of unusually fast current on the river –At any time after unusually heavy rains, when the current is running dangerously fast, or when an unusually high amount of debris is being discharged down the river, single scullers, double scullers and pair-oared shell rowers, and all guests, shall not row until the current has subsided to a safe level. The current shall be deemed to be running dangerously fast when the “Most Recent Instantaneous Value” data appearing on the “Daily discharge, cubic feet per second” chart located at the U.S. Geological Survey Web Site showing water measurements for the Cuyahoga River at Independence, Ohio, is more than 5,000 cubic feet per second, or when the otherwise appears to a coach or reasonable judgment and experience, to be excessive. The USGS Web Site is found at:

<http://waterdata.usgs.gov/usa/nwis/uv?04208000>

The Safety Committee retains the right it has always had to close the docks in unsafe circumstances to all rowing.

D. 12 Additional Safety Requirements.

a. All independent crews, independent scullers and independent doubles or un-coxed pairs shall be required to carry a noise making device, e.g. whistle, while rowing.

b. All coxswains shall be required to wear a PFD when in a rowing shell.

c. No independent crew, sculler, double or un-coxed pair and no shell accompanied by a coaching launch shall operate inside the breakwall beyond the mouth of the Cuyahoga River if the wind driven waves result in water going over any portion of the riggers of any shell.

d. All rowers in singles, and all bow rowers in doubles, un-coxed pairs or quads shall wear a rear-view mirror when not accompanied by a coaching launch.

D.13 Certified Junior Scullers. A Certified Junior Sculler is permitted to row without an accompanying launch during the period from May 1 through the date of the Head of the Charles Regatta under the following conditions:

a. There must be a certified independent sculler over the age of 21 with a CQL-2 or higher status rowing in a shell accompanying the junior.

b. Only two rowers per accompanying coach, i.e., two rowers each in singles or one double.

Both coach and juniors must carry radios and noisemaking devices and the juniors must be instructed on their use. For this purpose, ideally the junior would be able to use a radio from the program under which they normally row. If not available there, they can seek to borrow from the program of the coach, or some other program. If still unable to access one, the junior would be required to supply a radio.

c. The junior must be at least 16 years of age.

- d. The junior must be a proficient, experienced sculler, i.e., no novices, and pass an on-water sculling certification test prescribed by Safety Committee.
 - e. The junior must be recommended to the status by the coach of their organization/program.
 - f. Parents/guardians of the junior must come to the boathouse and be briefed on the program and sign a program specific waiver.
 - g. The junior if in a single must wear a mirror and if bow seat in a double must wear a mirror.
 - h. Each junior must carry a PFD in the shell.
 - i. Each junior must pass a rowing specific test based on the SaM.
- The on-water and written tests shall be administered by a Senior CQL of a program who is also an independent sculler.

Traffic Hazards on the River

E.1 Hazards from Things Other than Vessels

- a. River Debris.
 - 1. It is greatest after heavy rains.
 - 2. It accumulates where currents collide (e.g., where a stream flows into the river), at bridge and bulkhead projections, at river bends, or when the wind blows opposite to the current.
 - 3. It can be particularly dangerous if it is lodged on the river bottom, so that what appears to be a floating object is, in fact, solidly fixed.
- b. Stationary objects like bulkheads, docks, bridge abutments, etc.
- c. River current and wind make control of a shell, as well as of other vessels difficult. Shells are particularly affected when they are stationary (e.g., in a safety zone.)

E.2 Hazards posed by other vessels

- a. Some hazards are present with all vessels, even small ones
 - 1. It is important to remember that other vessels may take an unexpected course due to hazards such as debris, wind, etc.
 - 2. Even small vessels may produce a wake. If you encounter a large wake, take it broadside to avoid having parts of shell unsupported by water when the waves pass.
 - 1) Turn the shell so wake hits it from the side.
 - 2) Stop, feather the oars
- b. Vessels that can sometimes be safely passed on the river
 - 1. Vessels in this category include
 - i. Dredge-tug-barges associated with dredging the Cuyahoga. While dredges, both moving and stationary, can usually be safely passed, as you approach a dredge, always beware of:
 - 1) Dredge tug prop wash.
 - 2) Dredge bucket swing.
 - 3) Dredge tubes, which are submerged at the surface of the water.
 - ii. Tug boats, alone or moving a barge
 - iii. Large Tour Boats like the Goodtime III.
 - iv. Small tour boats like the Holiday.
 - v. Recreational motor boats and sail boats.
 - vi. Paddled boats such as row boats, canoes, and kayaks.
 - 2. Row past these vessels where the river is relatively straight and wide enough to pass safely. If there is not room to pass, park to the side so they can move past you..
- c. Vessels that Cannot be Safely Passed and Require Parking Shell in Passing Zone
 - 1. freighters.
 - 2. Large tug - barge combinations
- d. Passing Docked freighters.
 - 1. Any freighter that is securely docked and, consequently, inactive, can be passed so long as there is sufficient room for passage.
 - 2. When visually checking a docked freighter or barge, check to see if the mooring lines have been secured to the bulkhead.
 - 3. If a coach or other person in charge of a shell approaches an apparently docked or otherwise inactive freighter/barge that shows evidence of possible activity (such as a conveyor

unloading from its hold showing a change in direction, mooring lines extending across the river, smoke from the stack, or water turbulence indicating engine activity, etc.), the coach/SQL with the radio should break off any pressure piece, approach slowly, hail the vessel over the radio, ask that the vessel switch to channel 13 or 8, and inquire to determine if it is safe to pass. If communication with the vessel cannot be established, the shell should not proceed but reverse direction.

e. Special areas where other vessels may pose special hazards.

1. Zones where large vessels may turn around or pass one another.

a. Collision Bend

b. West 3rd Street Straight Stretch

c. Turning Basin

2. At sharp turns, the stern and bow of the freighter pass close to the bulkhead on the outside of the turn. The central hull passes close to bulkhead on the inside of the turn.

E.3. CRF Passing Zones. Areas in which shells can wait while freighters are safely passing.

a. Listed in order of their position from the mouth of the river, the safety zones are:

1. At Nautica docks on the west side of the river.

2. At the docks at the Rivergate Park.

3. In front of Forest City Enterprises Wharf on the west side of the river along the long bulkhead.

4. At the Fire House at Collision Bend on the inside of the turn, but space is limited to two shells.

5. Approximately 100 yards upstream of Collision Bend on the west side of the river.

6. Approximately 50 yards downstream of the W. 3rd Street Bridge on the Rivergate Park side of the river. This may not be safe if there is a stiff wind blowing from the opposite bank in a upriver direction.

7. Between the W. 3rd Street Bridge and Marathon Turn on the west side of the river.

This may not be safe if there is a stiff wind blowing vessels into the west side bank.

8. In the Turning Basin.

b. Procedures to be used while being passed by a freighter in a passing zone.

1. Point shell in the direction opposite to that in which the freighter is traveling.

2. Position shells to compensate for expected drift up or downstream while freighter is passing. See Displacement Drift (Section E 8 b, below).

3. Align the shell's hull relative to the bulkhead as follows:

i. Hull with bow pointing out 10-30 degrees.

4. Set the boat with blades feathered when a freighter is passing.

5. When you need to row in the vicinity of a freighter or in water made turbulent by prop wash, half the rowers should row and half set the boat to ensure stability

6. Wait until the freighter is about half way past you and a clear opening develops ahead of you. Then, row past the ship using half the rowers; steer clear of the stern propellers.

c. Limitation of passing zones near bridges.

If a freighter is approaching a bridge that is not yet raised, don't park in a passing zone next to the bridge if the freighter is on the same side of the bridge as your shell. If the bridge does not go up in time the freighter must stop in the river next to you, and thrusters will kick prop-wash everywhere, including toward you. This situation is likely to occur at the two passing zones on either side of the W. 3rd St. Bridge.

d. Passing Zone - Shell Limitations

Each passing zone has its own characteristics and limitations. Important points to remember.

1. The space in each zone is limited and affected by size of rowing shells, current and wind.
2. Leave space for boats to maneuver in the event of emergency.
3. Let passing vessels know by radio call if you are waiting in a zone while the vessel passes.
4. Do not overcrowd the passing zones, but either go upstream or downstream to the next available passing zone.
5. The following are general guidelines one should know and follow for the safe capacity of each passing zone.
 - a. Nautica – 4-5 shells
 - b. Rivergate – 5-6 shells
 - c. Tower City – 5-6 shells
 - d. Firehouse – 2 shells
 - e. Eagle Street – 2-3 shells
 - f. W. 3rd – boathouse side – 3 shells
 - g. W. 3rd – west side – 3-4 shells
 - h. Turning basin – 5-6 shells

E.4 Dangers in being near large vessels

a. Bow Thrusters, Propellers. Large vessels require a large impulse to change their momentum. This impulse generates a lot of prop wash when large vessels must maneuver.

1. Freighters have bow and stern thrusters to push the boat sideways to get around turns or correct for wind and current. Tug boats propel barges in a similar manner.

2. When turning, thrusters and propellers generally thrust toward the outside of the turn to control the direction of the turn.

3. Wind forces push the vessel downwind; therefore thrusters generate prop wash on the downwind side to correct.

4. Tugboat/freighter combinations are more hazardous to rowers than freighters maneuvering with thrusters. Tugboats are less efficient at turning freighters than ship bow/stern thrusters. Tugboat prop wash moves more water to change freighter momentum than thrusters, and tugs maneuver to control the towline between themselves and the freighter. The most dangerous tug-freighter combination for rowers is a freighter being maneuvered by two tugs, one on the bow and one on the stern.

b. Displacement drift occurs during passing situations with large freighters and tug-barges.

1. A freighter or a tug-barge displaces a significant amount of water, and the river is narrow. As the large vessel moves forward, water ahead of it is displaced to its rear.

2. The displacement current causes your shell to drift opposite the direction in which the large vessel is moving. It can be strong enough to make you drift upstream, if the vessel is going downstream.

3. Anticipate displacement drift when positioning to allow a large vessels to pass. Give yourself room to drift in the anticipated direction. Worst case is when the wind is in the same direction as the river current, and the vessel is going upstream, so all three forces combine to move you downstream at a fast pace.

c. Two Tug Combinations. Two tug combinations are freighters with two tugs, one on the bow and one on the stern. They are particularly dangerous because the combination takes up a lot of room. The towing tug at the bow and the pushing tug at the stern swing about the bow and stern to maneuver the ship and generate more propeller wash than ship thrusters.

1. If you are caught upstream of the boathouse and the 2 tug-freighter is proceeding upstream toward you, there are three safety zones where you can park relatively securely.

a) Forrest City Enterprises Wharf passing zone on the boathouse side.

Position shell closed to the upstream end of the passing zone to allow room for the stern tug to thrust the downstream end of the freighter toward the opposite (outside) bulkhead, as it starts its turn.

b) On the West 3rd St. Straight Stretch approaching Marathon Turn on the west side. As at the Forest City Enterprises Wharf passing zone, position your shell(s) toward the upstream end of the zone.

c) Turning Basin.

2. If you are caught downstream of the boathouse and the 2-tug combo is proceeding downstream toward you, the only place to allow the 2-tug combo to pass is safely is the Rivergate Park passing zone. Otherwise, proceed to the Old River bed or the Inner Harbor.

3.

Section F. Emergency Procedures

F.1 Emergency Assistance. Call for help on the radio (Channel 16) should you require assistance. If you cannot contact the organization you want (e.g., Coast Guard or WRRRA), request a freighter (Channel 16) or a bridge (Channel 16 or 13) to relay the request for assistance.

- a. If the situation is critical, use Channel 16 and declare that you have an emergency.
- b. If the situation is not critical, use standard radio hailing procedures.

F.2 Person Overboard - Individual Action. Your shell and oar have been designed to provide floatation. They are not PFD's, but they may be used as emergency floatation devices.

- a. Under no circumstances should a rower in the water leave his or her floating boat. Even if a swamped boat is within possible swimming distance from the shore, the rower should not strike out for the shore. Instead, swim the boat to the shore. Do not leave your floatation even if you consider yourself a strong swimmer.

F.3. Person Overboard - Shell Action

- a. Stop the boat.
- b. In an eight or four the stern rower opposite the side of the person overboard removes his or her oar from the oarlock and slides it to the person in the water.
- c. The swimmer lies across the oar and remains close to the shell.
- d. Another rower may, if necessary, enter the water to assist the swimmer.
- e. If there is no launch immediately available, the swimmer can climb back into the shell or be escorted or towed to shore.
- f. If the swimmer cannot get into the shell, he/she should hang onto a rigger or gunwale, or lay on top of the stern section and be towed to shore or to a bulkhead ladder.
- g. When anyone goes into the water, an incident report shall be filed (c.f. G 2, a).

F.4. Person Overboard - To Climb Back into the Shell

a. Shells with rowers still in shell (usually sweep shells)

1. All rowers remaining in the shell set it up by using the oars. Oar of person in water should be held out of way by adjacent rower.

2. The person in the water begins entry of shell from the side opposite his or her oar to help balance shell. (Rowers may lean a little away from the side on which the person in the water is attempting to get in.) Grasp only the gunwales; do not touch the skin of the shell or the riggers.

3. Initially just your hands will be transferring your weight to the gunwales. As you come aboard, your body, legs and feet will transfer your weight to the gunwales.

4. Kick with legs to propel body over shell while keeping body low.

5. When body is across shell, twist to sit in shell and then brings legs aboard.

b. Sculls with single rower or all rowers in the water.

1. One rower at a time should board shell, beginning with stern-most rower and proceeding toward bow; the other rowers hold shell stable by placing an equal number of individuals on each side of the shell holding the gunwales steady.

2. The person in the water should first position the oars by holding both oars together over center of shell with hand closest to stern

3. Person in water should try to lay flat on water surface facing the shell while holding shell by gunwale with hand closest to bow grasping gunwale opposite to the side you are on.. Try not to push down on gunwale on your side.

4. While continuing to hold the oars with your stern-most hand, kick with feet to drive body toward shell. As body comes over shell, stay low over the shell to keep center of gravity low. As you move forward, your weight should be transferred to the center of the shell.

5. When the boat is balanced with your body across the shell, bring your bow-most leg across the shell behind you and straddle the shell. Then get your rear on the seat or seat platform. Once the shell is balanced with your legs on either side of the shell, bring your legs up in front of you into the shell.

6. Now you are ready to take one oar with each hand and steady the shell with the oars.

7. If another sculler is in the water, you should use your oars to keep shell steady while persons remaining in water repeat steps 1-6.

F.5. Person Overboard - Launch Action

a. Upon coming to the swimmer, stop the launch and put the engine in neutral, or shut down the engine if circumstances permit.

b. If possible, pull the swimmer out of the water into the launch. Then put him/her back in the shell, if desired.

c. If many rowers are in the water, distribute PFD's as required, rescue the rowers, and shuttle them to the nearest shore. Avoid overloading the launch. If the situation permits, have rowers in the water hold onto the sides of the launch and proceed slowly to shore.

F.6. Shell Swamped, Broken or Sinking

a. If the shell is swamped, everyone must get out. If you stay in the shell, the flotation chambers at the ends, combined with weight in the middle, may cause the shell to break.

b. Unload the shell by pairs, starting from the middle of the boat (.e.g., rowers 3 and 4, 5 and 6, 1 and 2, 7 and 8. Cox exits with stern or bow pair as appropriate.

c. If rescue by a launch is not imminent:

1. If you can swim the shell to shore, keep the shell upright, trail the oars in the oarlocks and swim the shell and oars to shore or a bulkhead ladder. Get out of the water.

2. If conditions do not permit you to swim the shell to shore, maximize your survival time: Remove the oars, but do not let them drift away. Move to the ends of the shell. Invert the shell, hull side up. The hull traps air under it and thus forms a stable platform. Survivors can lay partly on top of the hull, and buddies can hold onto each other across the hull.

3. Do not swim away from a floating boat.

d. To Lift a Swamped Shell Out of the Water:

1. Bail all possible water out of the shell to lighten it so it can be lifted more easily.

2. If the shell bow and stern compartments have filled with water, they must be drained before the boat can be removed from the water.

3. Get many extra people to help lift the boat.

4. Lift the gunwale closest to the dock and roll the shell away from the dock to pour the water out as you lift the shell.

5. Keep the shell from hitting the dock as you lift.

F.7. Capsized by a Freighter Thruster. If you are capsized or end up in the water as a result of wash from a freighter thruster, you could be in a critical situation.

a. Take a deep breath and hold it.

b. Stay in contact with the surface of the water. Hang on to anything you can – shell, oar, other boat, bulkhead –to prevent yourself from going underwater. In any case, stay away from the freighter so you do not get sucked into or forced to the bottom by a thruster.

Section G. Incident Reports

G.1 Purpose. The purpose of Incident Reports is to determine how the incident came about, create procedures to prevent future occurrences, and address issues between our operations and other river users, if necessary.

G.2 When to Make an Incident Report An Incident Report shall be filed whenever :

- a. There is any physical injury.
- b. There is any significant (i.e., greater than a lost skeg) damage to equipment.
- c. When a person goes in the water.
- d. cWhen an emergency signal (5 blasts on the horn or radio emergency call) is sounded by anyone within your area of activity (except when it signals a bridge being lowered).
- e. When a freighter or barge must stop or suddenly change course to avoid you.
- f. When an oar or shell touches any commercial vessel or pleasure boat navigating the river.
- g. When a shell loses control as the result of wash from bow thruster or propeller.
- h. When there is a confrontation over the radio (or in some other way) with other river users.

G.3 Procedure for Completing an Incident Report

- a. Blank incident reports are available on the website and in the CRF office.
- b. Complete incident report and place it in the ED's office before you leave the boathouse or transmit it electronically (email or fax) to the CRF Safety Chair or ED as soon as possible.
- c. In any case, notify the CRF Safety Chair or ED by telephone or email within 24 hours.
- d. If a governmental authority requires the completion of an accident report, a copy of that report should be sent to the CRF Safety Chair or ED as soon as possible.

H.1. Launch Equipment

a. There are three types of launches owned by CRF and made available to CRF member organizations.

Small 14' launches, carrying a maximum total of 3 persons.

Large 16' launches, carrying a maximum total of 5 persons.

Wakeless launches, carrying a maximum of 3 or 4 persons depending on size.

b. Launch Safety Equipment

1. Radio

2. Bow and stern lights

3. Megaphone

4. Bailer

5. Water resistant orange safety box containing:

a) Flashlight

b) Tool kit

c) Electrical tape

d) Horn

e) Space blankets

f) Fire extinguisher

g) First aid kit

6. 2 or 3 “emergency” PFD containers containing at least 16 PFD's and 1 throw rope with float

7. 1 “working” PFD container containing 3 PFD's and 1 paddle.

c. If member organizations own their own launches, they shall be responsible for equipping them consistent with these requirements and shall be solely responsible for their maintenance and repair. In addition, they shall not permit any such launches to carry more than the maximum persons such launches are designed to carry. A small wakeless launch shall not carry more than 3 persons and a large wakeless launch shall not carry more than 4 persons.

d. The per person limits in this Section J 1, shall not apply during rescue operations.

H.2 Launch Storage

a. During the rowing season, launches will be kept in the water secured to the dock/bulkhead of the designated launch area, or other area as designated by the ED. When not in use, the launch engine shall be locked in the “up” position.

b. During the non-rowing season, launches will be kept outside on the “Six-Pack” Launch Rack or other area as designated by the ED.

c. If used: “Six-Pack” Launch Rack. In general, heavier launches go on the bottom racks and lighter launches go on the upper racks. However, inoperative launches or launches that are not expected to be used for a period of time may be stored on the upper level of the launch rack.

Store launches on racks as follows:

1. Take care not touch engine or stand behind or under engine when moving a launch into or out of the launch rack. Touching or movement may release the engine up-lock and allow the engine to fall to the down position, possibly damaging it or persons near it.

2. Lift launch, bow toward rack, to rack level at which launch is to be stored.

3. Push launch all the way into rack so as to position the vertical portion of the stern past the rollers into the rack. Otherwise, launch may roll out onto ground.

H.3. Transferring Launches between Bulkhead and Dock

- a. Launches are lowered to and raised from the dock by the persons carrying the launch.
- b. A minimum of 8 persons are normally required to safely lift or lower a 16' launch and a minimum of 6 persons are normally required to lift or lower a 14' launch.
- c. The engine should always be in the "up" position unless the launch is in the water.
- d. Position launch so that bow is pointed toward land, stern toward river.
- e. Lowering to dock
 1. The launch should be lowered by the person carrying the launch.
 2. Before placing stern of launch into the water, check to be certain that the drain plug is securely in place, or that the drain hole has been welded shut.

H.4. 5. Launch Engine Operations

- a. General considerations with regard to launch engines.
 1. Do not swap motors on launches without clearing with the ED.
 2. Do not carry launch motors down to the dock. Motors must be mounted on a launch.
 3. Do not remove fuel lines from the motor. This releases fuel vapor into the air. Disconnect fuel lines from the tank only.
- b. Cautions regarding use of gasoline.
 1. No smoking is allowed anywhere on CRF property.
 2. Never pour gas from one container to another within 60 feet of the boathouse.
 3. Do not open a gas tank within 60 feet of the boathouse.
 4. If gasoline is inadvertently spilled, ensure the area is well vented. Wash puddles in the building out/down with water. Then clean it up with absorbent material.
 5. It is very hazardous to transport gasoline containers in a vehicle. Fumes in an enclosed space may overcome the driver and could explode. Gas tank vents shall be closed for transport.
 6. If you smell gasoline vapor in the boathouse, carefully open all doors for ventilation and check all launches for fuel leaking from gas tank.
- c. Getting Fuel for a Launch.
 1. Full gas tanks may be found in the gasoline storage area.
 - a) The only fuel containers allowed on the premises are launch fuel tanks. No other fuel container is permitted.
 - b) We use two sizes of fuel tanks: 6 gallon and 3 gallon.
 - c) We have two types of fuel tank fittings, Evinrude double-bayonet and Japanese stud-push-on. The Japanese stud push ons currently come in two sizes: Nissan and Honda. Be certain that the motor you are using matches the gasoline tank.
 - d) There are gasoline tanks for two stroke (mixed oil and gasoline) and four stroke engines. The gasoline tanks for four stroke engines are marked with yellow paint and/or have a yellow band on the handle. Never use the wrong gasoline mixture with the wrong tank. If there is any doubt that the tank you are contemplating using is not the correct one for the engine you have, DO NOT USE IT.
 2. A typical workout uses about 1 gallon of gas.
 3. When a tank is empty, return it to the storage shed. Otherwise, it may not get filled. Be sure to close the fuel tank vent.
 4. Avoid transferring fuel from tank to tank. The fumes are hazardous, and the correct gas:oil ratio may be lost if it is a tank for a two-stroke engine..

5. Avoid carrying several extra tanks of gas in the launch. Sufficient tanks must be available in storage shed so other launches can go out.

6. Changing Gas Tanks. Use up all the gas in a tank before switching tanks in a launch. It is much more difficult to fill partially full tanks than it is to fill an empty tank. Best is to run the tank dry and switch fuel tanks when the engine stalls out from lack of gas.

7. When obtaining/replacing gas tanks in the shed, be certain to re lock the shed door, and return the lock combination to "0000".

d. Filling Gas Tanks

1. Four stroke engine use fuel to which NO oil is to be added.

2. Two-stroke engines use gas to which oil must be added.

a) The correct gas:oil mixture is 50:1. New engines being broken in require a gas:oil mixture of 25:1. When measuring oil into near-empty gas tanks, fill the large gas tanks with 6 gallons of gas and the small gas tanks with 3 gallons. Use the graduated beaker near the double doors of the wood boathouse to measure the oil. Measure using the 50:1 scale on the side. A 6-gallon tank uses a full beaker of oil. Store the beaker upside down on the toilet paper roll so excess oil is absorbed by the toilet paper and the beaker does not fill up with goo.

b) Put oil in gas tank before you fill it with gas, so the oil will mix with the gas when the gas is added. Then, fill up the gas tank. Ensure the vent is closed for transport and storage. Do not put more than 6 gallons of gas into large tanks or more than 3 gallons into small tanks.

c) The closest gas station is Eckes at the corner of Columbus Road and Center Street.

d) Incorrectly mixed launch gas can cause permanent damage to the engine.

e) Because of the danger of improper fuel mixtures, members are discouraged from filling gas tanks on their own.

H.5. 6. Launch Cleanliness. Keep launches clean when not in use. The CQL using the launch is responsible for ensuring the launch is properly clean and secured. Ensure that the launch safety equipment is properly secured. Do not leave loose life jackets, empty gas tanks, or other gear, including empty bottles and other debris, in the launch.

Section I. Coaching Operations

I.1. Launch Driving and Passengers. When launches are required to be with shells, shells and launches should stay within hailing distance. Shells should not row, or be let out of sight of the launch unless (1) appropriate measures have been taken to ensure the river is clear and the shell or shells have, in the coach's judgment, the knowledge and experience to recover a person in the water, or (2) there is an emergency.

a. Coaches should position themselves to check river ahead for debris and other traffic. The best position for a launch is abeam (in some cases ahead of) the lead shell(s) and on the outside of river turns, provided they are not waking the trailing shell(s).

b. Coaches and launch drivers shall make every effort to minimize launch-wake at all times when navigating the river.

1. Launch-wake affects moored pleasure boats and makes it difficult for other shells in the vicinity to row. Launch-wake is troublesome for crews because it reflects between the bulkheads and continues for some minutes after a launch has passed.

2. Coaches can minimize launch-wake during competitive pieces by positioning a coach or assistant at each end of a competitive course to monitor the crews while instead of following them in the launch. In such case the following rules apply:

a) There shall be no commercial traffic in transit between the two positions.

b) Both positions shall have operating radios.

c) Neither position needs to be completely stationary.

d) Normal SaM criteria apply for CQL's and launch requirements, except that a coach and a launch do not have to be close to the shells. For example, up to four crews in company with a Senior CQL in a launch at one end and an assistant (non-CQL) in a launch at the other can run the competitive course.

e) If only one launch is required, as in the above example, the CQL in charge of the practice remains with the launch.

f) This option is limited to the competitive straight stretches.

3. Coaches shall reduce speed and proceed at minimum wake when approaching and/or passing other rowing shells.

c. When driving a launch the coach

1. Shall attach the engine kill lanyard to him- or herself. The launch will then stop if the driver falls overboard.

2. Shall wear a PFD at all times.

d. Launch drivers should stop launch engines by pressing the ignition cut off button or switch. Do not stop engines or run the carburetor dry by disconnecting the fuel line. Running the carburetor dry increases gumming up the carburetor, since the remaining fuel in the carburetor will evaporate completely and fuel additives will precipitate onto mechanical components.

e. Coaches and launch drivers shall not overload the launches.

f. All passengers in a launch shall wear a PFD when riding in the launch.

g. Do not open emergency PFD containers except in an emergency. Do not use these PFD's for normal operations.

I.2. Minimum Wake Zones

a. Tower City straight stretch

b. The area of the Boathouse.

c. The end of the old river bed.

d. Any of the three Competitive Straight Stretches when competitive pieces are under way.

J.1 Minor Supervision

A. Every Program that has minors registered for the program must provide an Adult to supervise these minors while they are on the premises. An adult supervisor must be at the boathouse at all times when minors are present. The Supervisor must be a CQL Certified Coach, or an Adult who meets the following requirements:

1. Holds CPR Certification

2. Is authorized by the organization to supervise minors.

- a. Adult Supervisor must hold any certifications required by the organization that he/she is working for (either as a paid employee or a volunteer). This may include OHSAA Coaching Certification, VIRTUS Certification, Finger-Printing, etc.

B. Any non-CQL Certified Coach that is supervising minors must be identifiable. The organization that the supervisor is working for shall inform the safety committee of the method that can be used to identify the Adult Supervisor for the Organization.

C. Multiple Organizations may share an Adult Resource for Supervision if they so agree. If multiple organizations share a non-coach Adult Supervisor, that person shall be identified in advance by a suitable method. The organizations shall inform the Safety Committee of the method that minors and other adults can use to identify the Adult Supervisor.

D. Storage of Minor's Belongings

1. Minors shall store their belongings in a secure area that does not impede traffic or emergency escape routes. CRF shall ensure that sufficient storage facilities are available for the storage of normally anticipated belongings of minors

APPENDIX A
Cleveland Rowing Foundation
Swimming Test Form

All participants in a scholastic, junior or collegiate rowing program utilizing the CRF facility must be able to pass the following swim test and have a certified Lifeguard or American Red Cross Water Safety Instructor attest to completion of this test by signing the form below.

The swimming test is comprised of the following:

50-yard continuous swim, using any stroke

5-minute continuous tread water

Put on a life jacket and secure it while treading water

I, _____, certify that
_____ has completed
the above swimming requirements in the order listed above. This test of swimming ability
was given at _____ on _____, 2013.

Signed by individual administering swim test _____
Program/Affiliation: Shaker Heights High School Crew

Please complete this form and return it to Cleveland Rowing Foundation

**HAVING MET THE ABOVE SWIM TEST REQUIREMENT, I GIVE MY CHILD
PERMISSION TO PARTICIPATE ON THE WATER WITH CLEVELAND ROWING
FOUNDATION AND THEIR MEMBER ORGANIZATIONS/PROGRAMS AND NOT
WEAR A PFD.**

PARENT SIGNATURE: _____

DATE: _____

Appendix B
CRF SAFETY COMMITTEE

LARGE PROGRAM SIGN-IN / SIGN-OUT PROCEDURE

The following procedures were adopted on January 16, 2013 by the CRF Safety Committee pursuant to Section D.9 of the Safety Manual to streamline the Sign-in / Sign-Out procedure for large organizations with Regularly Scheduled Practices. These procedures are an acceptable alternative to the current procedures. Programs may elect to continue using the current procedures. Current procedures are: "All shells, both sweep and skulls, shall be signed out in the log before launching and signed in after recovering."

The large program procedures are as follows:

A. Advance Work: Once Per Season

1. The Head Coach of an Organization with Regularly Scheduled Practices shall submit a document outlining the key information for his/her practices. This shall include:
 - a. Day of the Week
 - b. Normal Time In and Normal Time Off the water
 - c. # Rowers
 - d. # Boats
 - e. Contact Info for Head Coach and Assistant Coaches
 - i. Provide Info on who is in charge for each day, if that is known in advance
 - ii. Otherwise put in order of responsibility (Head Coach First, Full-Time assistants Second, Part-Time Assistants Third, School Rep Fourth, etc..
2. The Safety committee will consolidate this information and post it next to the sign-in / sign-out log.

B. Daily

1. When attending a Normally Scheduled Practice (NSP), the Coach in charge for that day shall enter the following information in the log book:
 - a. Date
 - b. Program Name
 - c. Boat = NSP for Normally Scheduled Practice
 - d. Actual Time on the water
 - e. Actual Time off the water
2. For any practices that are not Normally Scheduled, the coach will be required to fill out all information in the log book (that is, follow the regular procedure).
 - a. Coach may put one entry for all boats if all boats will leave and return at the same time

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The large program procedures are as follows:

A. Advance Work: Once Per Season

3. The Head Coach of an Organization with Regularly Scheduled Practices shall submit a document outlining the key information for his/her practices. This shall include:
 - a. Day of the Week
 - b. Normal Time In and Normal Time Off the water
 - c. # Rowers
 - d. # Boats
 - e. Contact Info for Head Coach and Assistant Coaches
 - i. Provide Info on who is in charge for each day, if that is known in advance
 - ii. Otherwise put in order of responsibility (Head Coach First, Full-Time assistants Second, Part-Time Assistants Third, School Rep Fourth, etc..)
4. The Safety committee will consolidate this information and post it next to the sign-in / sign-out log.

B. Daily

3. When attending a Normally Scheduled Practice (NSP), the Coach in charge for that day shall enter the following information in the log book:
 - a. Date
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 - e. Actual Time off the water
4. For any practices that are not Normally Scheduled, the coach will be required to fill out all information in the log book (that is, follow the regular procedure).
 - a. Coach may put one entry for all boats if all boats will leave and return at the same time