
Cleveland Rowing Foundation Safety Manual

Revised January 24, 2020

Table of Contents

I.#	Introduction.....	1#
A.#	The Purpose of this Manual	1#
B.#	Scope and Applicability	1#
C.#	How to Use the SaM.....	1#
II.#	Landmarks and Important Areas Along The Cuyahoga	2#
A.#	River Landmarks.....	2#
1.#	The Old Riverbed to Norfolk Southern Bridge.....	2#
2.#	Norfolk Southern Bridge to Nautica Bend.....	3#
3.#	Nautica Bend to Carter Road Bridge	4#
4.#	Carter Road Bridge to Innerbelt Freeway.....	5#
5.#	Innerbelt Freeway to Marathon Bend	6#
6.#	Marathon Bend to the Turning Basin.....	7#
7.#	The Turning Basin to the Upper Steel Plant Docks.....	8#
B.#	Passing Zones.....	9#
1.#	Locations.....	9#
2.#	Capacity for Shells.....	10#
3.#	Positioning a Shell into a Passing Zone.....	10#
4.#	Exiting a Passing Zone.....	11#
5.#	Limitations of Passing Zones Near Bridges: W. 3rd St. Bridge.....	11#
6.#	Limited Safe Passing Zones Available for Two-Tug Freighter Combination Passing	11#
C.#	Blind Turns	13#
D.#	Sloping Bridges.....	14#
E.#	Competitive Straight Stretches	15#
F.#	Minimum Wake Zones	16#
G.#	Congested Areas	16#
H.#	Beyond the Mouth of the River at the Old Coast Guard Station	17#
III.#	Rowing Operations	17#
A.#	Participation Minimum Requirements.....	17#
1.#	Waiver Forms.....	17#
2.#	Swim-Testing Juniors	17#
3.#	Guest Rowers	18#
B.#	Boat Sign-Out/In Procedure.....	19#
C.#	Personal Flotation Devices	19#
D.#	Communications: Radio, Whistle and Horn, and Visual.....	19#
1.#	Marine Band Radio.....	19#
2.#	Whistle and Horn Communications.....	20#
3.#	Visual Communication	20#

Table of Contents (continued)

E.#	Dock and Launch Procedures	21#
	1.# Before Launch – Make a Call and Confirm Launch Equipment	21#
	2.# Launch and Recovery – Be Quick and Courteous	21#
	3.# Vessel Passing While Crews are on the Dock	21#
F.#	An 8 Rowing with Only 6 Participants	21#
G.#	Rowing Without an Accompanying Coaching Launch	21#
	1.# Independent Shells	22#
	2.# Coaching Small Boats from the CRF Dock	23#
	3.# A Junior Rowing with a Parent/Guardian	23#
	4.# A Junior as a Certified Junior Sculler	23#
H.#	Supervision of Juniors	24#
	1.# Coach or Designated Adult Required	24#
	2.# Storage of Juniors’ Belongings	24#
I.#	Dock Closure and Limitations on Rowing	24#
	1.# Unsafe Conditions	24#
	2.# Dangerous Current	24#
	3.# Night Operations	24#
	4.# Thunderstorms	25#
	5.# Rowing in Cold Waters	25#
IV.#	Hazards on the River	26#
	A.# Hazards – From Other Vessels	26#
	1.# Vessels that Can Be Passed Safely	27#
	2.# Vessels that Can Not Be Passed Safely and Require Shells to Park in a Passing Zone	27#
	3.# Dangers From Being Near Large Vessels	27#
	4.# Displacement Drift	28#
	5.# Passing Docked Freighters	28#
	6.# Special Areas Where Vessels May Pose a Hazard	28#
	7.# Managing Wakes	28#
	B.# Hazards – From Things Other than Vessels	29#
V.#	Emergency Procedures	29#
	A.# Emergency Assistance	29#
	B.# Person Overboard	29#
	1.# Launch Action	29#
	2.# Shell Action	29#
	1.# Participant Action	29#
C.#	Swamped, Broken, or Sinking Shell	31#
D.#	Lifting a Swamped Shell out of the Water	31#

Table of Contents (continued)

E.#	Capsized by a Freighter Thruster.....	31#
VI.#	Incident Reports.....	32#
A.#	Purpose.....	32#
B.#	When to File an Incident Report.....	32#
C.#	Procedure for Completing an Incident Report.....	32#
D.#	Safe Sport Policy.....	32#
VII.#	Safety Certifications.....	32#
A.#	Privileges and Responsibilities.....	32#
B.#	Certification Levels.....	33#
1.#	SQL-0 and SQL Levels.....	33#
2.#	CQL-Trainee, CQL, and Senior CQL Levels.....	34#
C.#	Written Safety Test Procedure Protocol and Administration.....	37#
1.#	General Procedures.....	37#
2.#	Proctors.....	37#
3.#	Repercussions for Test Administration Violations.....	38#
4.#	Test Content.....	38#
VIII.#	Use of Launches.....	38#
A.#	Capacities.....	38#
B.#	Required Safety Equipment.....	38#
C.#	Operation.....	39#
1.#	Before Departing in a Launch.....	39#
2.#	Driving a Launch.....	39#
IX.#	Alcohol at CRF Facilities.....	39#
A.#	General Prohibition.....	39#
B.#	Special Events.....	39#
1.#	Before the Event.....	40#
2.#	At the Special Event.....	40#
X.#	SaM Enforcement.....	40#
A.#	CRF Expectations Regarding Personal Conduct.....	40#
B.#	Temporary Exceptions and Permanent Changes.....	41#
C.#	Rules Enacted by a Member Organization.....	41#
D.#	Other Applicable Rules and Laws.....	41#
E.#	Chain of Authority.....	41#
F.#	Violations, Discipline, and Appeals.....	41#
1.#	Penalties Lasting a Week or Less.....	42#
2.#	Penalties Lasting Longer than a Week.....	42#
3.#	Appeals.....	42#

Table of Contents (continued)

XI.#	Definitions.....	42#
XII.#	Abbreviations.....	44#
	Appendix A.....	45
	Appendix B.....	46
	Appendix C.....	47

I. INTRODUCTION

A. The Purpose of this Manual

Traffic on the Cuyahoga River ranges from multi-ton, 750-foot freighters to single rowers in featherweight racing shells. The small size and low profile of rowing shells makes them difficult to see and avoid, and consequently more vulnerable than some of our larger counterparts. Moreover, the river winds around hairpin turns and includes very few straight stretches, which complicates navigation for all users.

This Safety Manual (“the SaM”) promotes safe, recreational use of the Cuyahoga River and establishes rules and guidelines for the operations of CRF, CRF Member Organizations, and those Member Organizations’ Participants and Guests. The SaM serves three important functions. First, it outlines critical procedures to help us safely conduct rowing operations, use equipment, and identify potential hazards on the water. Second, it helps us coordinate activities among our multiple Member Organizations. Our boathouses are very busy, and the action of one group can easily affect another. The SaM encourages everyone to operate in a predictable and coordinated manner to maximize rowing experiences. Third, the SaM educates us on avoiding property loss due to negligence or ignorance.

B. Scope and Applicability

Compliance with the SaM is mandatory for anyone—Member Organizations, Participants, and Guest Rowers of either—using any portion of CRF Facilities, or who uses or stores equipment at CRF Facilities. Abiding by the SaM is required regardless of whether that equipment is owned by CRF, a Member Organization or an individual Participant. Only Member Organizations and Participants in good standing according to the CRF Code of Regulations, or approved Guest Rowers of either, may use equipment stored at CRF Facilities.

C. How to Use the SaM

Section II highlights important landmarks and areas Participant should know to safely navigate the Cuyahoga, including Passing Zones, Blind Turns, and Minimum Wake Zones.

Section III examines all things operational, including coordinating the use of CRF Facilities, supervision of rowers, communications with river-users, and limitations on rowing.

Sections IV, V, and VI discuss hazards on the river, emergency procedures, and the filing of incident reports, respectively.

Sections VII and VIII discuss the associated privileges of Safety Certification Levels Participants can attain and use of launches, respectively.

Section IX discusses alcohol at CRF Facilities.

Section X discusses how changes and exceptions to the SaM are made, the SaM’s relationship to a Member Organization’s own rules, and the enforcement process for SaM violations, including disciplinary proceedings.

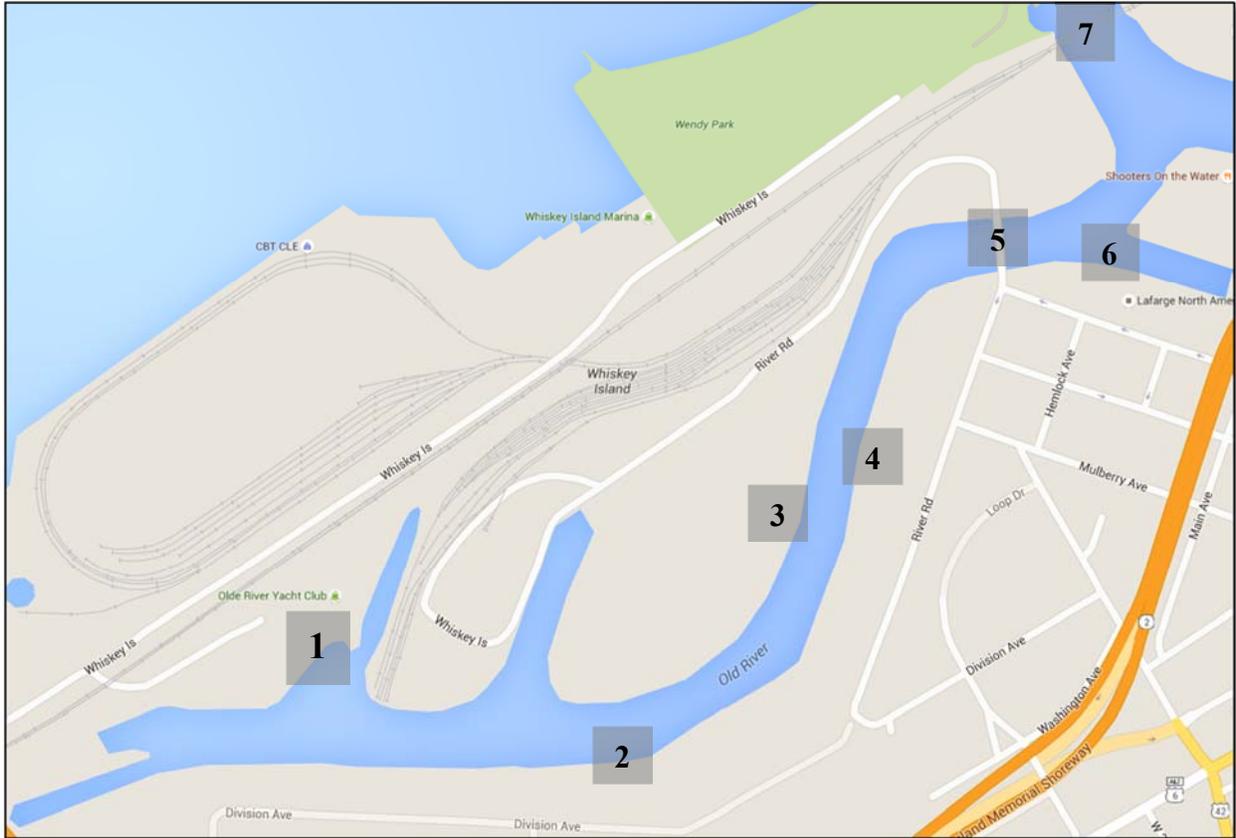
Sections XI and XII list definitions and abbreviations used throughout the SaM.

II. LANDMARKS AND IMPORTANT AREAS ALONG THE CUYAHOGA

A. River Landmarks

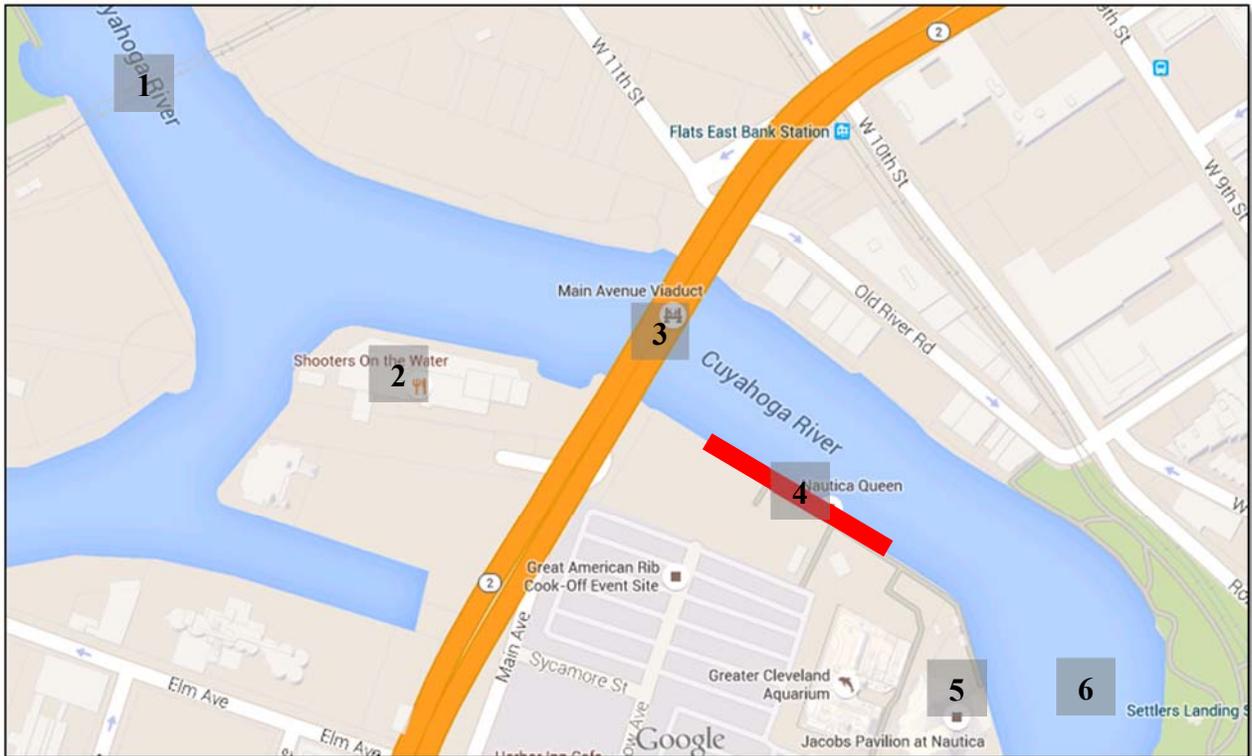
This section illustrates landmarks along the Cuyahoga River as well as the Passing Zones (shown throughout in red) and other safety considerations. Because of the turns of the river, only the Old Riverbed is oriented in compass direction. Otherwise, the side of the river is designated as “Rivergate Park side” (on which CRF Facilities and downtown Cleveland lie) or “West side.”

1. The Old Riverbed to Norfolk Southern Bridge



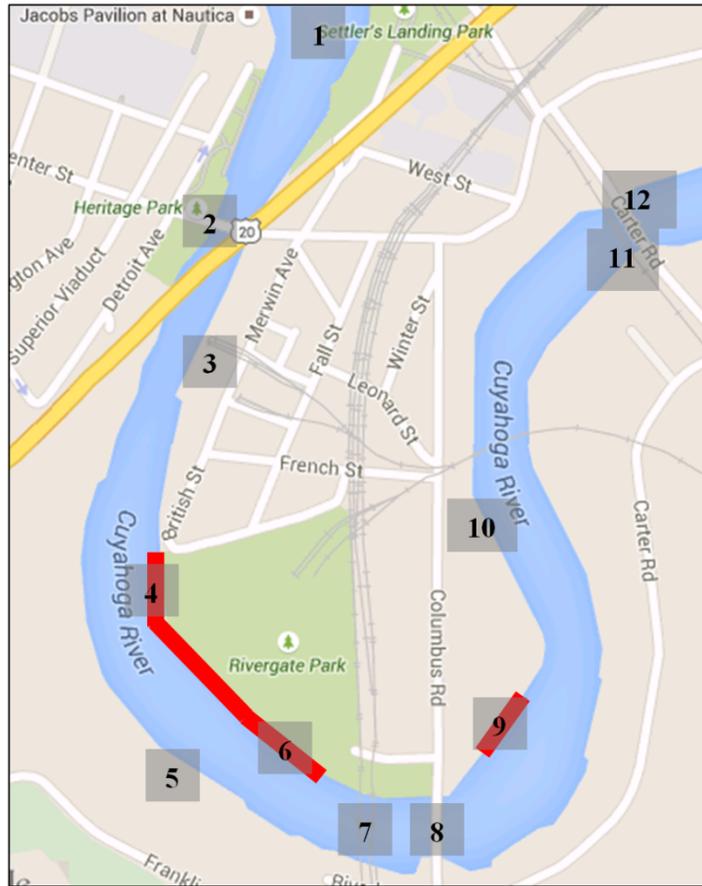
1. Old River Yacht Club/Channel Park Marina – North side
2. Great Lakes Towing Shipyard Wharf – South side
3. NYPANO a.k.a Erie Ore – West side
4. Ontario Stone Corporation – East side
5. Willow Avenue Bridge
6. Lafarge Wharf – South side
7. Norfolk Southern Railroad Bridge #1, a.k.a. NS1

2. Norfolk Southern Bridge to Nautica Bend



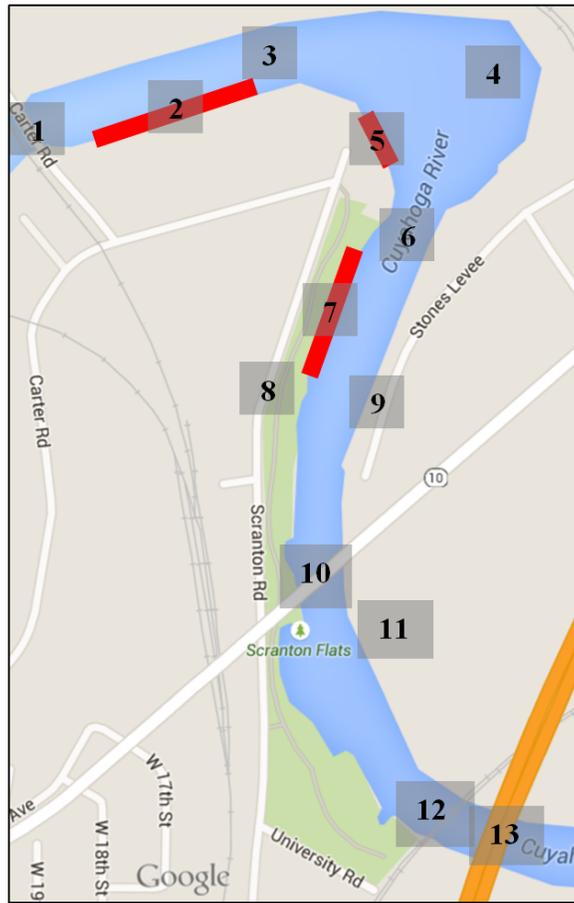
1. Norfolk Southern Railroad Bridge #1, a.k.a. NS1
2. Shooters on the Water – West side
3. Main Street Bridge
4. Nautica Queen Dock – West side – PASSING ZONE before and behind the Nautica Queen when it is docked
5. Jacobs Pavilion at Nautica
6. Nautica Bend – West side

3. Nautica Bend to Carter Road Bridge



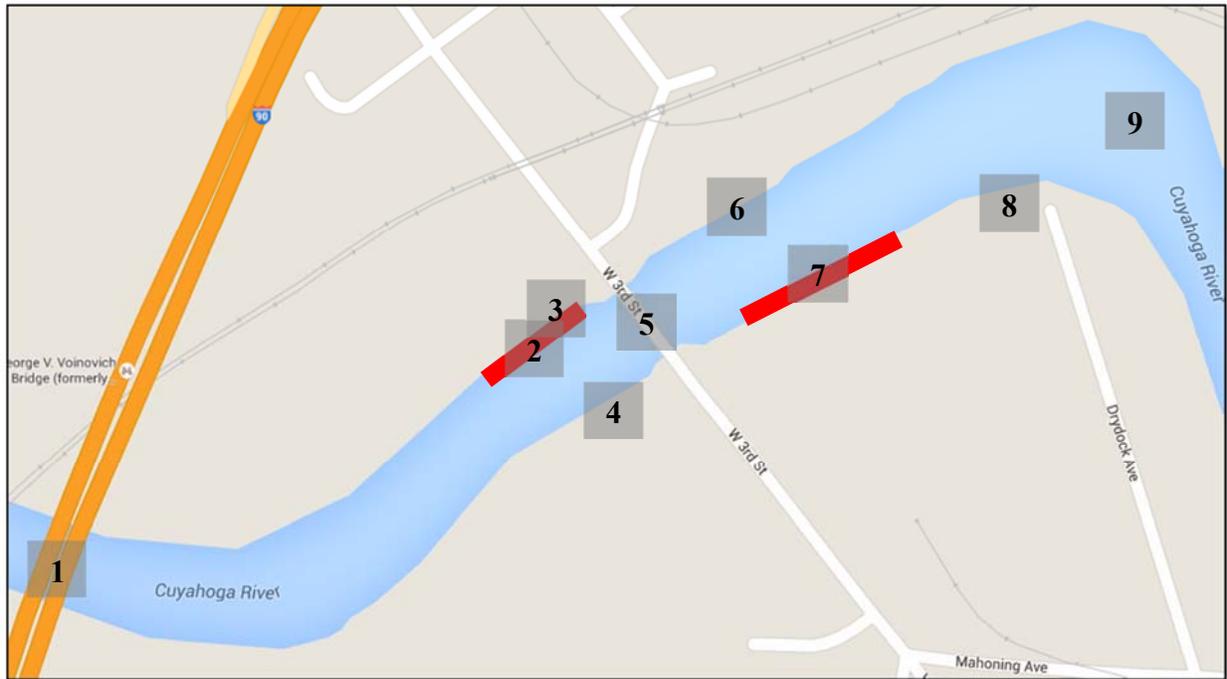
1. Nautica Bend
2. Center Street Bridge
3. Cereal Grain Processing Plant – Rivergate Park side
4. Rivergate Park, a/k/a the Commodore Club – Rivergate Park side – PASSING ZONE, wrapping around to Merwin's Wharf
5. Irishtown Bend
6. Cleveland Metroparks Dock/Merwin's Wharf – Rivergate Park side – PASSING ZONE
7. RTA Bridge
8. Columbus Road Bridge
9. The Foundry Boathouse – Rivergate Park side – PASSING ZONE
10. Southdown Cement Dock, a/k/a Medusa Cement – Rivergate Park side
11. Norfolk Southern Railroad Bridge, a/k/a British Street Bridge
12. Carter Road Bridge

4. Carter Road Bridge to Innerbelt Freeway



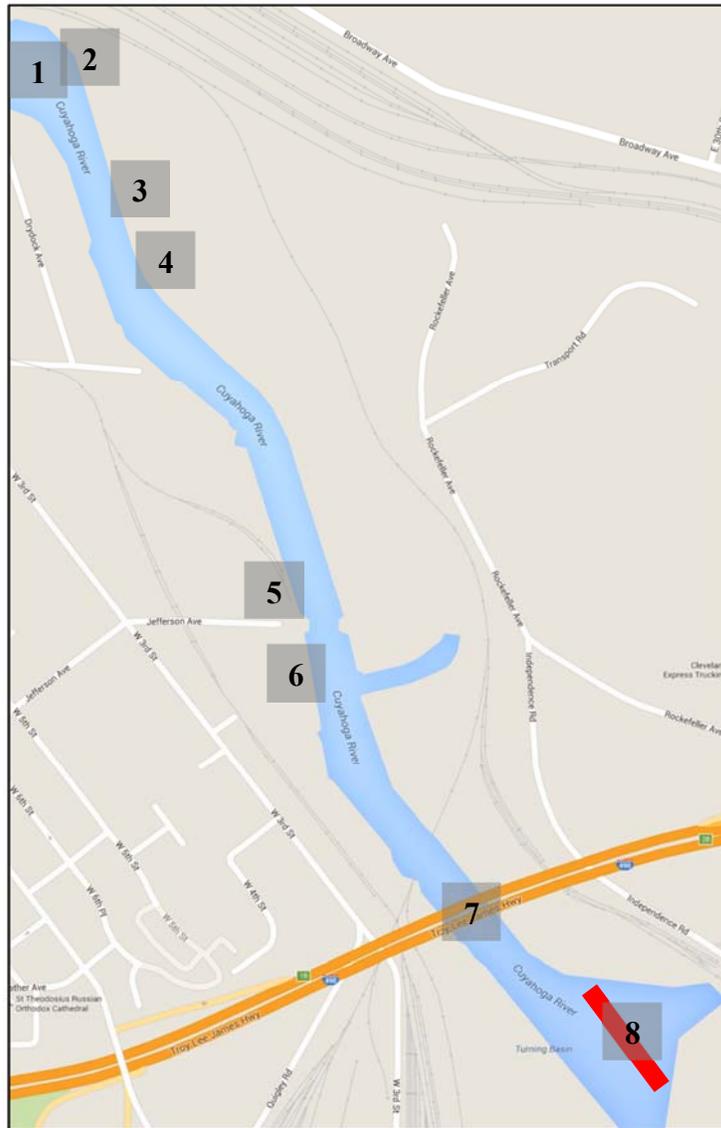
1. Carter Road Bridge
2. Forest City Enterprises Wharf, a.k.a. G& W – West side – PASSING ZONE
3. Tower City Competitive Straight Stretch
4. Collision Bend
5. Fireboat Wharf – West side – PASSING ZONE
6. Eagle Street Bridge
7. Upstream of Eagle Street Bridge – West side – PASSING ZONE
8. Scaravelli's – West side
9. Brecklings – Rivergate Park side
10. Lorain Carnegie Bridge
11. Ontario Stone – Rivergate Park side
12. Norfolk Southern Railroad Bridge, a.k.a. NS2
13. Innerbelt Freeway

5. Innerbelt Freeway to Marathon Bend



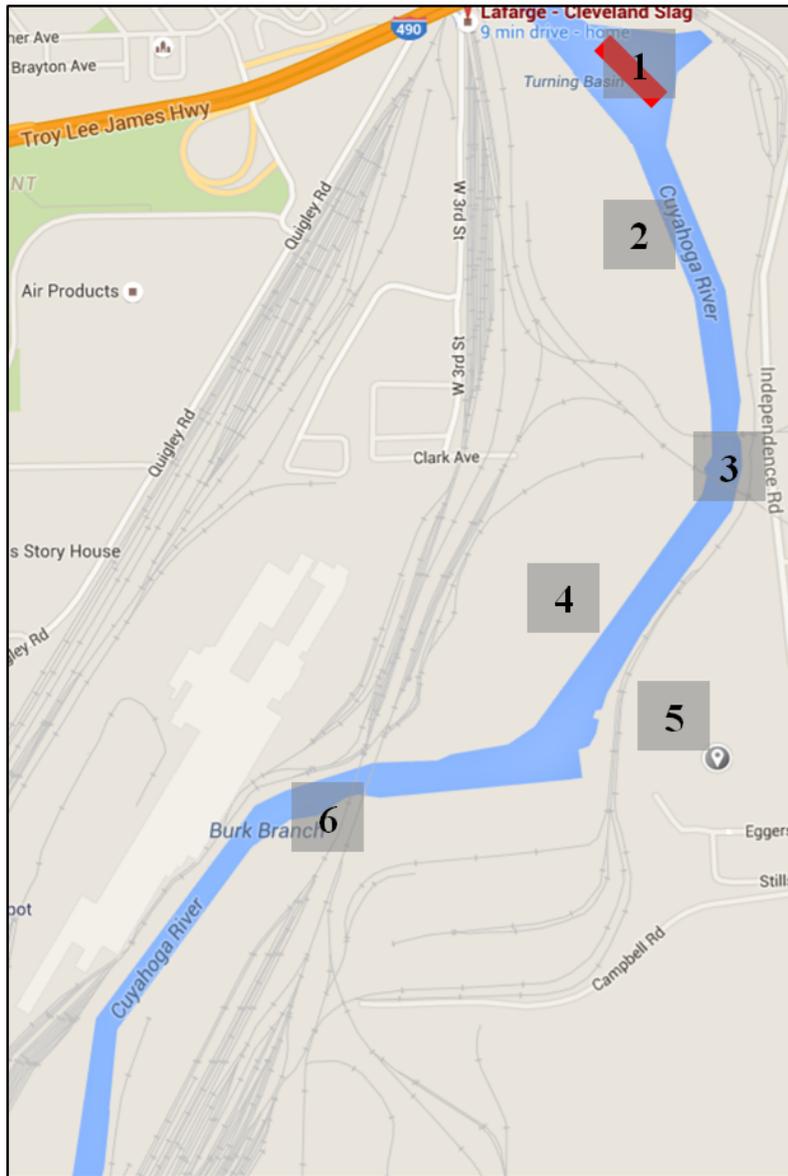
1. Innerbelt Freeway
2. Downstream of W. 3rd St. Bridge, a.k.a. CBS2 – Rivergate Park side – PASSING ZONE
3. Lafarge W. 3rd St. Wharf – Rivergate Park side
4. Osterland Dock, a.k.a. CBS1 – West side
5. W. 3rd St. Bridge
6. Ontario Stone Dock #2 – Rivergate Park side
7. Upstream of W. 3rd St. Bridge – West side – PASSING ZONE
8. Fleet Supplies Wharf – West side
9. Marathon Bend

6. Marathon Bend to the Turning Basin



1. Marathon Bend
2. Marathon Ashland/Cleveland Asphalt Wharf – Rivergate Park side
3. U.S. Steel Central Furnace – Rivergate Park side
4. Shell Osborne/Cuyahoga Stone Dock – Rivergate Park side
5. Blue Circle Cement Dock – West side
6. Lafarge “J” Wharf – West side
7. Interstate 490
8. Turning Basin – Rivergate Park side – PASSING ZONE

7. The Turning Basin to the Upper Steel Plant Docks

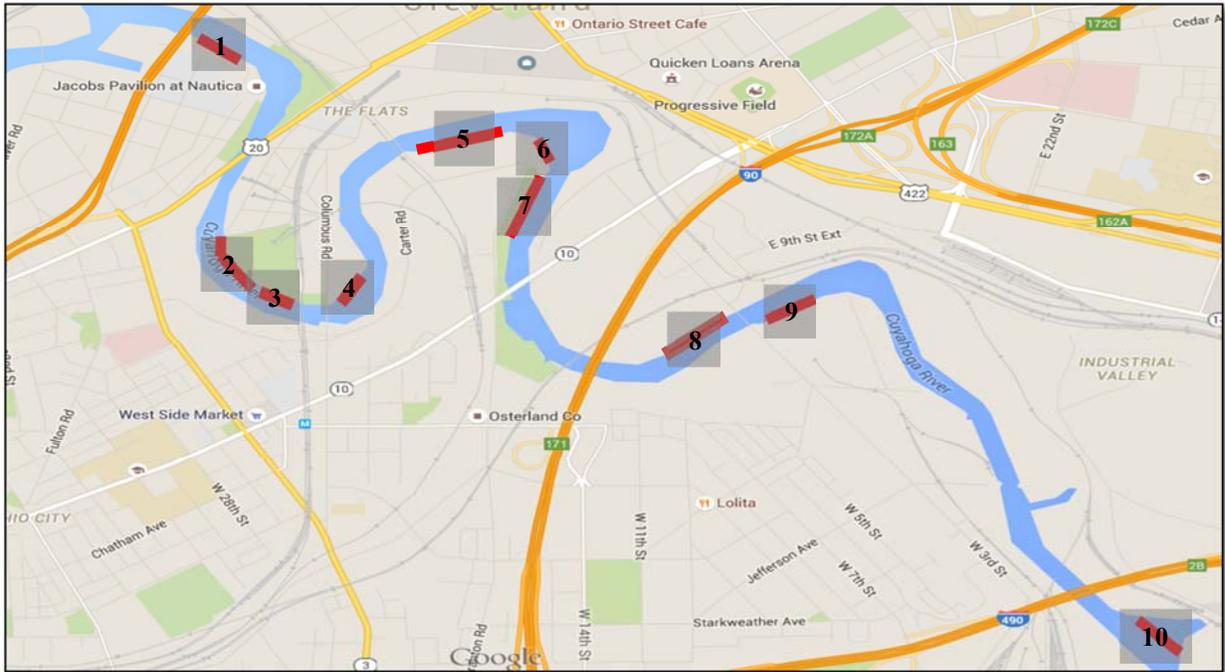


1. Turning Basin – Rivergate Park side – PASSING ZONE
2. Lower Corrigans, a.k.a. Lower Republic Steel – West side
3. Newburg and South Shore Railroad Bridge
4. Otis Steel – West side
5. Upper Corrigans, a.k.a. Upper Republic Steel – Rivergate Park side
6. LTV Steel upper east side dock – Rivergate Park side

B. Passing Zones

1. Locations

The Cuyahoga River has ten Passing Zones where shells can safely wait while large vessels like freighters pass. The Passing Zones are listed in order from the mouth of the Cuyahoga and are shown in red below.



1. Nautica Docks – West side, before and behind the Nautica Queen when it is docked
2. Rivergate Park – Rivergate Park side, at the CRF docks
3. Merwins Wharf – Rivergate Park side, at the Metropark docks
4. The Foundry – Rivergate Park side, at the Foundry docks
5. Forest City Enterprises Wharf – West side, upstream of Carter Road along the bulkhead
6. Firehouse at Collision Bend – West side, along the inside of the turn
7. Collision Bend – West side, 100 yards upstream of Eagle Street
8. Downstream of W. 3rd St. Bridge – Rivergate Park side, 50 yards from bridge. This Passing Zone may be unsafe with a stiff wind blowing from the opposite bank in an upriver direction.
9. Upstream of W. 3rd St. Bridge – West side, 50 yards from bridge. This Passing Zone may be unsafe with a stiff wind blowing vessels into the west side of the bank.
10. The Turning Basin – Rivergate Park side, in the Basin.

2. Capacity for Shells

The number of shells that can safely park in each Passing Zone depends on both the size of the shells and the size of the Passing Zone, as well as any wind or current. The chart below summarizes the general capacity guidelines for each Passing Zone capacity:

Map No.	Passing Zone	Capacity
1	Nautica Dock	4-5
2	Rivergate Park	6-7
3	Merwin's Wharf	2-3
4	The Foundry	5-6
5	Forest City Enterprises Wharf	5-6
6	Fireboat Wharf	2
7	Upriver from Eagle Street Bridge	2-3
8	Downstream from W. 3rd St. Bridge	3
9	Upstream from W. 3rd St. Bridge	3-4
10	Turning Basin	5-6

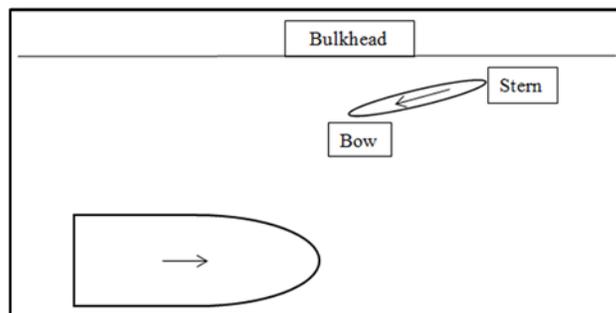
Each Passing Zone has its own characteristics and limitations. It is important to remember:

1. Leave space for boats to maneuver in the event of an emergency.
2. The Coach or designated Safety-Certified Participant in charge of an Independent Shell must let passing vessels know by radio call when waiting in a Passing Zone while the vessel passes.
3. Passing Zones should not be overcrowded; overflow crews must go either upstream or downstream to the next available Passing Zone.

3. Positioning a Shell into a Passing Zone

After getting to a Passing Zone, the shell should prepare for the large vessel to pass by:

1. Point the shell in the opposite direction the freighter is traveling.
2. Compensate for expected drift up or downstream while the freighter passes.
3. Align the shell's hull at a 10-30° angle from the bulkhead, with the bow pointed out, so that the shell is positioned to row out of the Passing Zone away from the freighter. See figure below illustrating correct positioning.



4. Feather the blades to set the boat as the freighter passes. For Large Boats and 2x's, it may be necessary for half of the rowers to feather the oars while half keep the oars square in the water to prevent excessive shell movement due to displacement drift. The shell may require readjustment to compensate for drift caused by the passing freighter. (*See Displacement Drift, Sec. IV.A.4.*)

4. Exiting a Passing Zone

As the freighter passes, the shell should prepare to exit the Passing Zone:

1. Wait until the freighter is halfway past the shell, leaving a clear for exit.
2. Row past the freighter with half of the rowers rowing and the other half keeping the blades feathered to ensure stability of the boat. The water will be turbulent from the prop wash.
3. Be sure to steer away from the stern propellers.

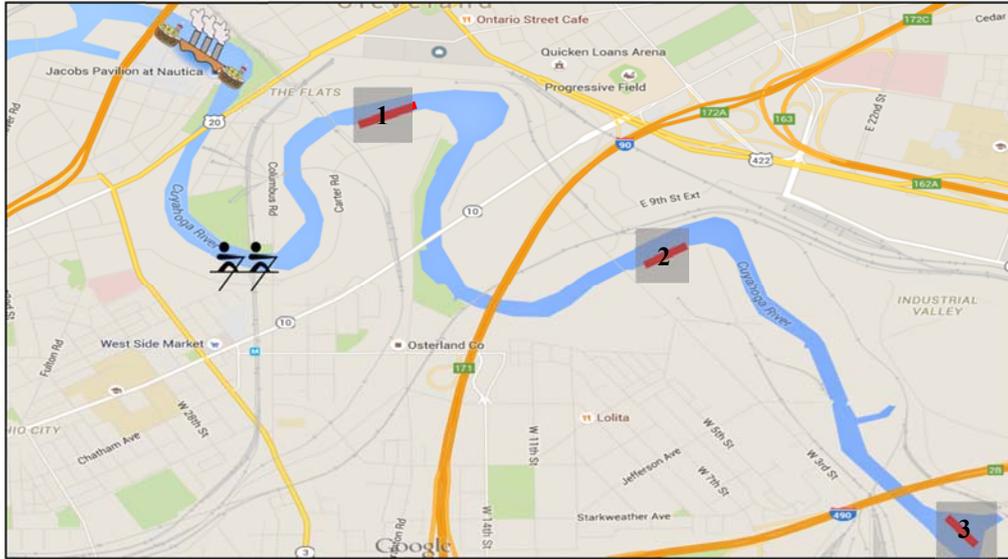
5. Limitations of Passing Zones Near Bridges: W. 3rd St. Bridge

If a freighter is approaching a bridge that is not yet raised, the shell should not park in a Passing Zone next to the bridge if the freighter is on the same side of the bridge as the shell. If the bridge fails to go up in time, the freighter must stop in the river near the shell, and the thrusters will kick prop-wash everywhere, including toward the shell. This situation is most likely to occur at the two Passing Zones on either side of the W. 3rd St. Bridge.

6. Limited Safe Passing Zones Available for Two-Tug Freighter Combination Passing

The most dangerous tug freighter combination for rowers is a freighter being maneuvered by two tugs, one on the freighter bow and one on the stern. They are particularly dangerous because the combination takes up a lot of room. The tug at the bow pulls the ship, and tug at the stern pushes the ship, swinging about the bow and stern (respectively) to maneuver the ship. This generates a lot of prop wash—more than that created by the ship just using its thrusters.

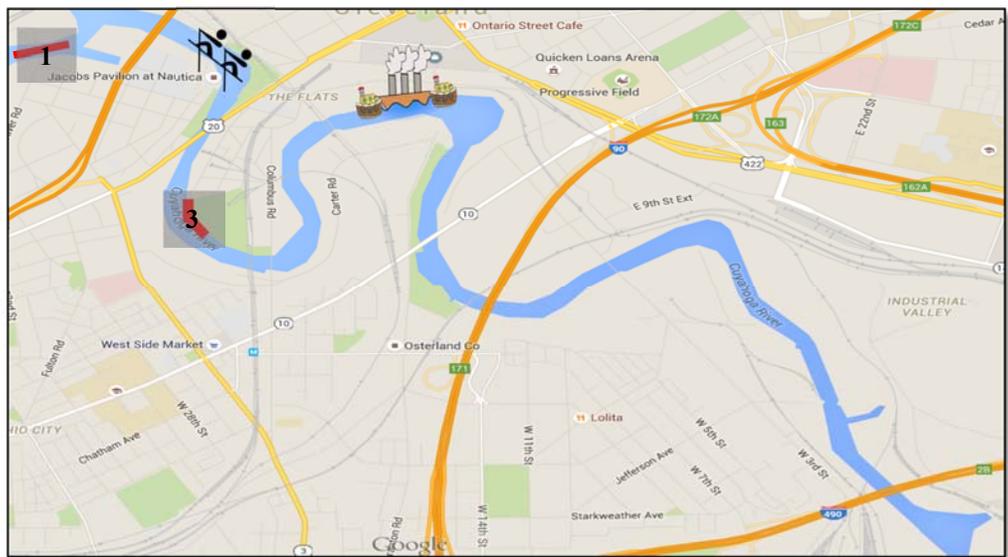
Freighters often come in from the Lake while our shells are navigating the Cuyahoga. If a two-tug freighter is proceeding upstream and you are caught *upstream of the boathouse*, there are only three safe Passing Zones:



1. Forest City Enterprises Wharf;
2. W. 3rd St. Straight Stretch, West Side; or
3. The Turning Basin.

In the Forest City Enterprises and W. 3rd St. Passing Zones, shells must be positioned close to the upstream end of the Passing Zones to allow room for the stern tug to thrust the downstream end of the freighter toward the opposite (outside) bulkhead as it starts to turn.

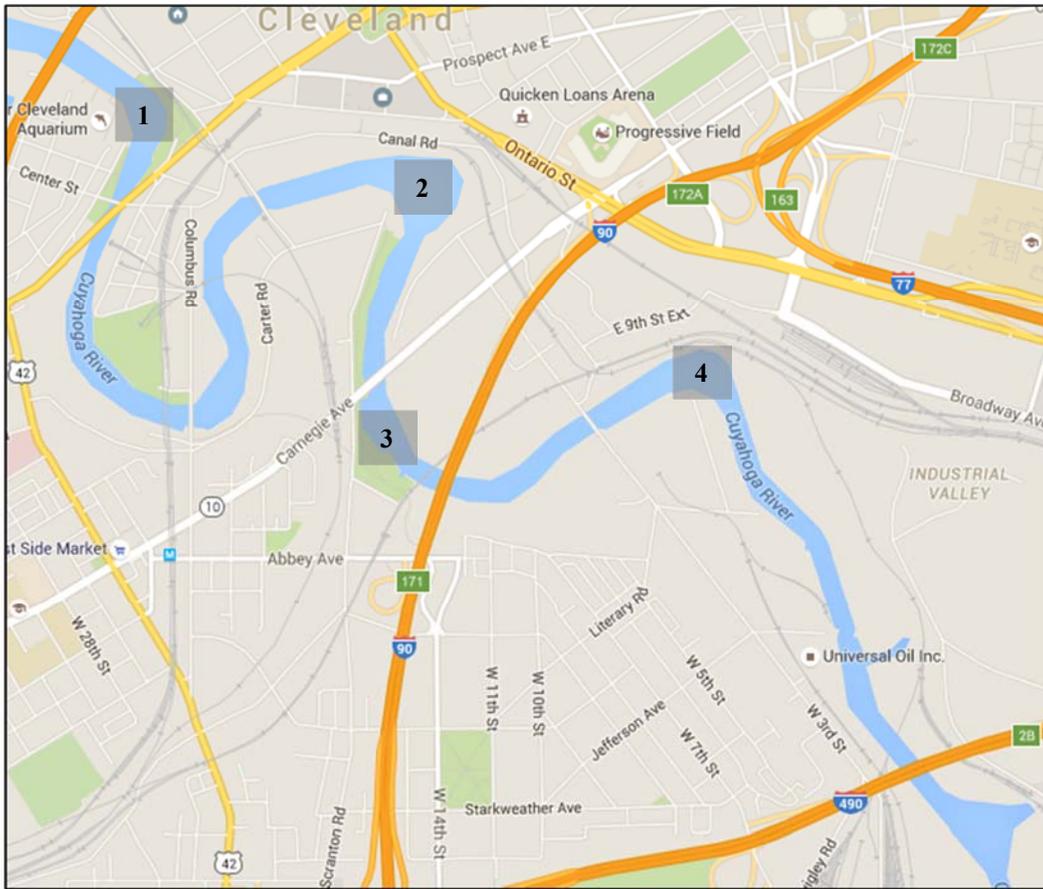
If you are *downstream* of the boathouse and the two-tug combination is proceeding downstream toward you, the only safe places to allow the two-tug combination to pass are:



1. The Old Riverbed;
2. The Inner Harbor, inside the Breakwall (not shown); or
3. The Rivergate Park Passing Zone.

C. Blind Turns

Blind Turns are bends in the river where oncoming traffic is not readily visible. There are four Blind Turns on the river as shown below:



1. Nautica Bend at the 90 degree turn;
2. Collision Bend;
3. Carnegie-Lorain viaduct to Innerbelt I-90; and
4. Marathon Bend.

Crews should look for audible and visual cues to alert crews of a large oncoming vessel, including: a bridge in the raised position, horn blasts indicating a ship’s request to raise a bridge, a ship’s haul or superstructure visible around the bend, and radio calls by approaching vessels.

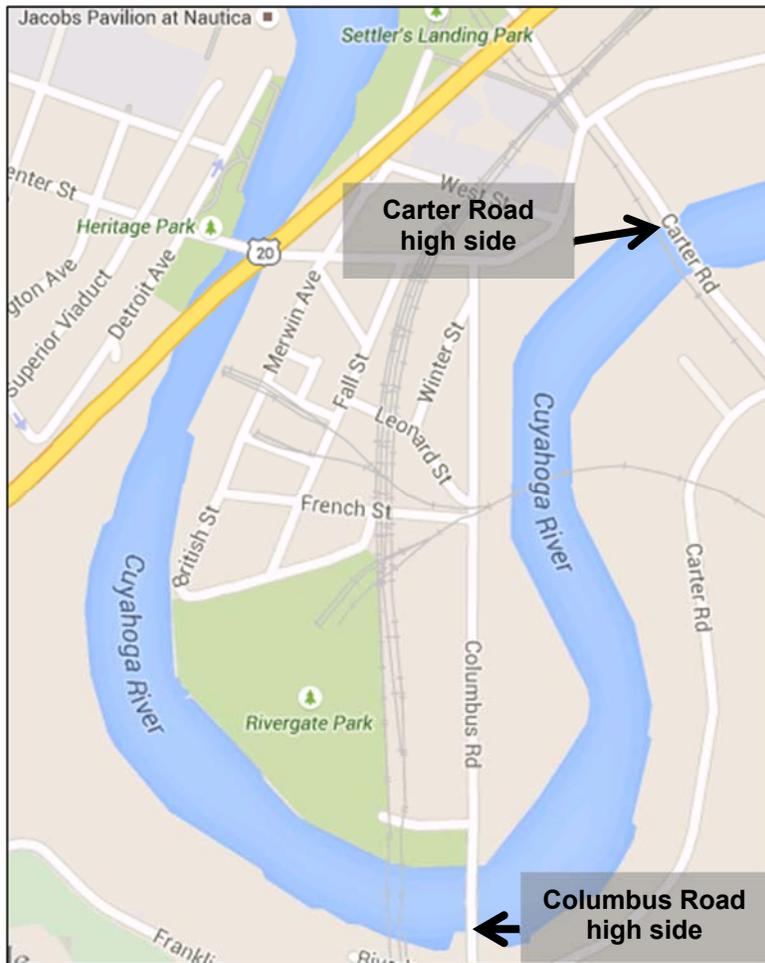
Coaches must make a radio call when approaching a blind turn and should visually check blind turns by swinging to the outside of the turn and ahead of the crew.

D. Sloping Bridges

Generally, Crews must keep to the right side of the river. In certain circumstances, however, Crews may be required to cross to the “wrong” side of the river.

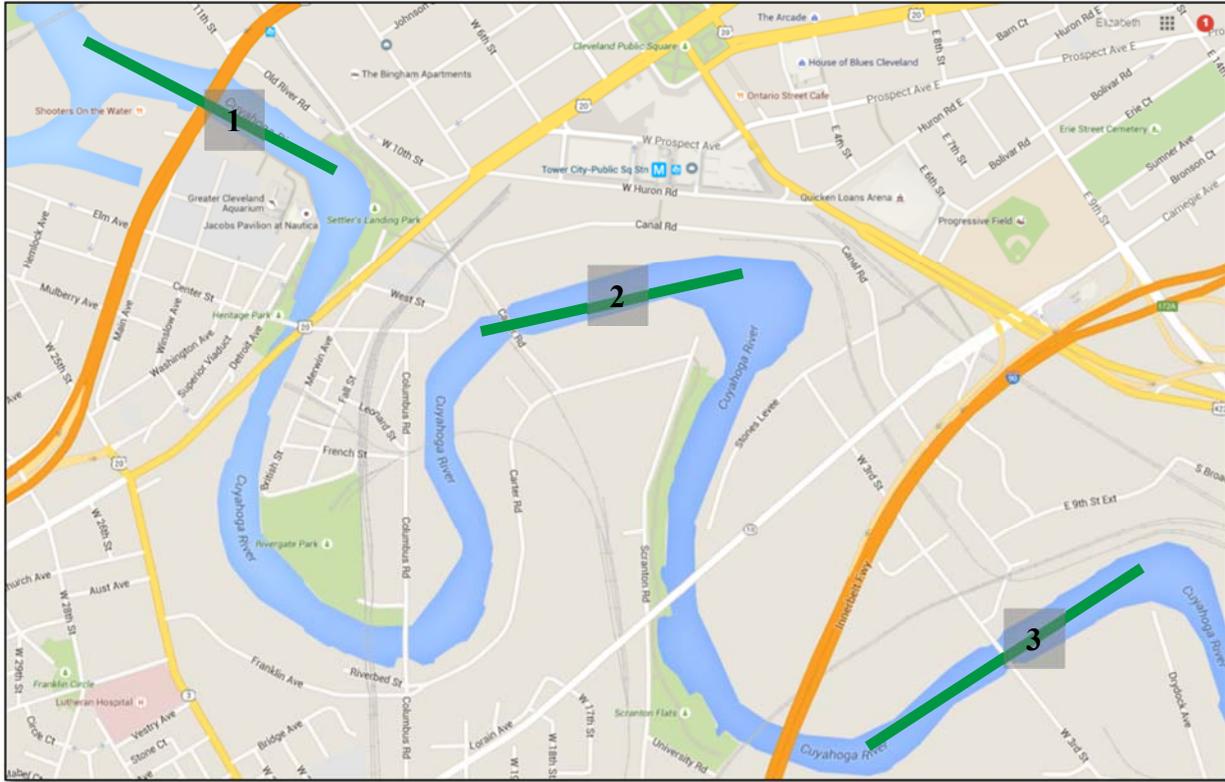
The Columbus and Carter Road Bridges slope. Tugboats and small tour boats (such as the Holiday) often pass under the high side of the bridge so that the bridge doesn’t have to be raised. These vessels expect Crews to give way and move to the low side of the bridge. Therefore, if a tug or small tour boat is going under Columbus or Carter Bridge, Crews may have to go to the “wrong” side of the river if the on-coming vessel takes the “high” side.

As shown below, the high side of Columbus Road Bridge is on the West side of the river; the high side of Carter Road Bridge is on the Rivergate Park side of the river.



E. Competitive Straight Stretches

There are three straight stretches of the river where crews may safely run competitive pieces side-by-side (“the Competitive Straight Stretches”). They are shown below in green.



1. Flats Straight Stretch – Between NS #1 and Nautica Bend.
2. Tower City Straight Stretch – Between just downriver of Carter Road Bridge and Collision Bend.
3. W. 3rd St. Straight Stretch – Between the I-90 Bridge and Marathon Bend.

Shells competing on a Competitive Straight Stretch have the right-of-way over entering shells if (and only if) a radio announcement is made at the start of each piece and the competing shells leave a lane open in the oncoming direction.

Coaches can minimize launch-wake during competitive pieces by positioning a Coach at each end of a competitive course to monitor the Crews instead of trailing in a launch. Neither position needs to remain completely stationary, but the following rules apply:

1. There must be no commercial traffic in transit between the two positions;
2. Both positions must have operating radios;
3. Normal requirements for Coaches and launch requirements apply, except that a Coach does not have to be close to the shells. For example, up to four Crews under a Senior CQL in a launch at one end and a CQL-Trainee at the other end

can run the competitive course. If, as in this example, only one launch is required, the Coach in charge of the practice remains with the shells.

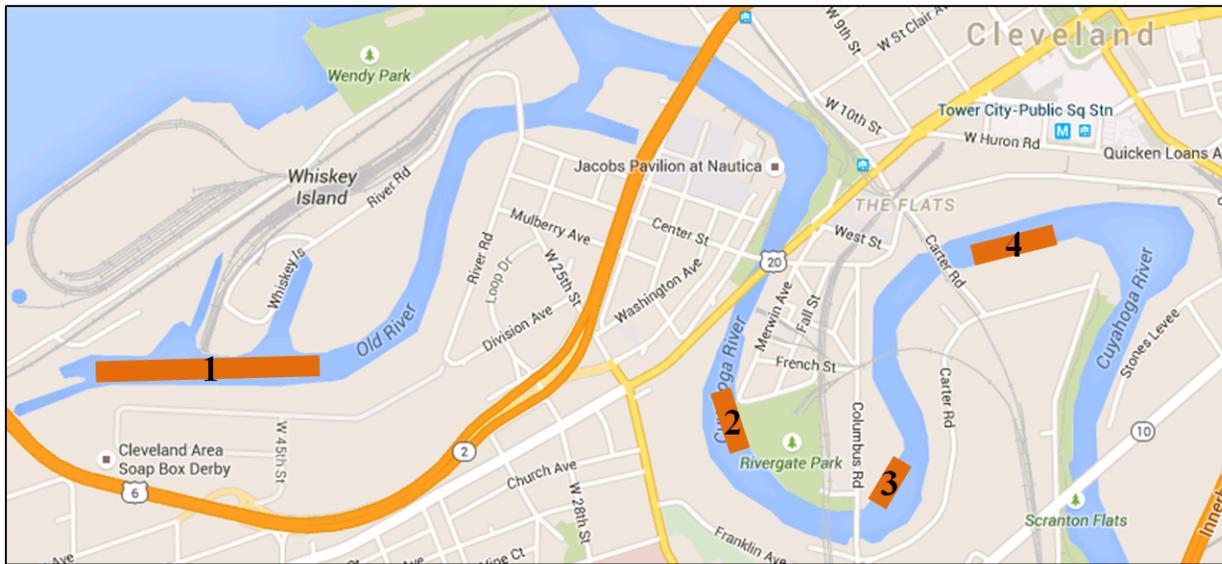
Oncoming shells should be aware that competing shells may turn around immediately upstream and downstream of Competitive Straight Stretches, increasing the risk of collision. Non-competing Crews entering a Competitive Straight Stretch must:

1. Enter with caution;
2. Visually check the river ahead to ensure no one is competing before continuing; and
3. Be prepared to weigh enough if necessary.

Launches should avoid making wakes in the Competitive Straight Stretches when competitive pieces are under way.

F. Minimum Wake Zones

There are four minimum wake zones, shown below in orange:



1. The end of the Old Riverbed;
2. The area at the CRF dock;
3. The area at the Foundry dock; and
4. Tower City Straight Stretch (particularly near moored boats along the bulkhead)

Any of the three Competitive Straight Stretches are minimum wake zones when competitive pieces are under way pursuant to Section II.E.

G. Congested Areas

The docks of CRF, Merwin’s Wharf, and the Foundry are high-traffic areas where multiple shells and boats may be launching, recovering, and moving in unpredictable directions. Extreme caution is expected in these areas.

Unless excepted below, no rowing shells shall be rowed at race pace or at full pressure between the British Street Railroad Bridge upstream of the Foundry docks and the truck parking lot for the Cereal Processors Plant downstream of the CRF dock. Race pace or full pressure pieces may be conducted during a regatta or race if the regatta or race date and time are publicly announced and noted on the CRF electronic calendar at least three days in advance of the regatta or race. In order to qualify for this exception, the regatta or race shall, at a minimum, apply the same safeguards required for pieces on Competitive Straight Stretches.

Downstream of Center Street Bridge experiences increased recreational boating traffic in the evenings and weekends, especially from the Friday before Memorial Day through the Tuesday after Labor Day. Extreme caution must be used.

On Sundays until 9 a.m., the Old Riverbed is closed to launch traffic. In addition, beginning on the Sunday of Memorial Day weekend through the Sunday of Labor Day weekend, the full River is closed to launch traffic until 9 a.m.

H. Beyond the Mouth of the River at the Old Coast Guard Station

The Breakwall is the man-made structure running parallel to the Lake Erie Cleveland shoreline. Shells may not operate beyond the Breakwall. But when conditions permit, Crews may row inside the Breakwall (between the Breakwall and the shoreline). All boats except Certified Independent Scullers in 1x or 2x's rowing beyond the mouth of the Cuyahoga River must be accompanied by a launch. No Crew is permitted to operate beyond the mouth of the Cuyahoga River at the old Coast Guard Station if the wind driven waves result in water going over any portion of the riggers of any shell.

III. ROWING OPERATIONS

A. Participation Minimum Requirements

1. Waiver Forms

All users of CRF Facilities or equipment, including Guest Rowers, must sign a waiver prior to use. Similarly, users of privately-owned equipment used or stored at CRF Facilities must sign a waiver prior to use or storage. All users engaging in any on-water rowing activities must also affirm in writing the ability to tread water for five minutes, don a PFD while in the water, and swim 50 yards while wearing the PFD.

2. Swim-Testing Juniors

a. Juniors are Require to be Swim-Tested Before On-Water Practice

A Member Organization operating a program with Juniors must complete a swim test of its rowers and coxswains before the Juniors begin on-water practice each year. Proof of completion of the test must be submitted to the Safety Chair prior to engaging in any rowing activities. The swim test is set forth in Appendix A.

b. Requirements for Junior LTR's

Juniors who have not swim-tested under Section III.A.2.a above are permitted to participate in an LTR session, provided the following:

1. LTR events are conducted in 8's only;
2. Each 8 must have no more than four LTR rowers;
3. LTR rowers must only be seated in seats 3, 4, 5, 6, and 7;
4. Experienced rowers (more than one full year rowing) must fill seats 1, 2, and 8;
5. An experienced coxswain (more than one full year coxing) must be used;
6. For LTR coxswains, the coxswain must be in a shell with only experienced rowers. An LTR coxswain must not cox a shell with any LTR rowers in it;
7. All LTR rowers must wear PFDs at all times while in the shell;
8. The launch-to-shell ratio must be at least 1:1;
9. Coaches must have all regularly required safety gear as well as cellphones; and
10. Cold Water Rules are not in effect, nor is the current flowing more than 5,000 cfs under Section III.I.2.

Parents or legal guardians of Junior LTR rowers and coxswains must sign a waiver which, in addition to all of the usual CRF/USRA waiver language (except the language stating that the Junior has actually demonstrated an ability to meet CRF minimum swimming ability requirements) states an acknowledgement and an understanding by the parent or legal guardian that, if the Junior participates in any rowing activities at CRF beyond the one-date LTR session, the Junior will have to fulfill the CRF swim test requirement.

3. Guest Rowers

A Guest Rower may row once with a Member Organization or Participant if the Guest Rower is an experienced rower and is sponsored by an SQL or higher. Aside from shells, oars, and slings, Guest Rowers must not handle CRF equipment unless there is an emergency.

a. Requirements Before a Guest Rower Can Begin Rowing Activities

Like CRF Participants, before a Guest Rower may begin rowing activities, the Sponsor must ensure that the Guest Rower completes a waiver. The Guest Rower must receive the SQL-0 Basic Safety Briefing from an SQL or higher.

b. When a Guest Rower May Be Considered an SQL-0

A Guest Rower in a Small Boat is normally treated as an SQL-0. The Guest Rower may not row unless accompanied by a launch or a sponsoring SQL or higher in the same or an accompanying Small Boat.

c. When a Guest Rower May Be Considered an SQL

A Guest Rower in a Small Boat may be treated as an SQL provided that an SQL or higher has judged the Guest Rower's experience level to warrant such treatment. The Guest Rower may then row in a Small Boat as an experienced rower.

With respect to 8's, 4's and 4x's, a Guest Rower may be regarded as either an SQL or SQL-0 (to determine the experience level of the shell), depending on the judgment of the most senior SQL (or higher) in the shell.

B. Boat Sign-Out/In Procedure

All shells must be signed out in the log before launch and signed in after recovery. Procedures may be adopted for simplifying this process for Member Organizations with multiple boats at set practice times. *See Appendix B for CRF Large Program Procedures.*

Our sign-out/in procedures serve multiple purposes. First, they quickly let us determine what boats are on the water—a particular concern when time is of the essence, e.g. sudden dock closure for inclement weather. Second, our procedures let us determine when no one is at the boathouse and it should be locked up. The number of cars in the parking lot can give a false impression that Participants are at the boathouse; many Participants leave their cars on the premises while away at regattas. Third, our sign-in procedures help us organize equipment between and within Member Organizations.

C. Personal Flotation Devices

Coxswains must always wear a PFD when in a rowing shell—regardless of whether the shell is Independent or accompanied by a coaching launch.

Shells and oars are not PFD's, but they are designed to provide flotation in an emergency.

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

1. Marine Band Radio

a. General Use and Exceptions

Marine band radio is the primary means of communication between the vessels, bridges, harbors, marinas, and rescue services on the Cuyahoga River and internationally. Every launch, Independent Shell, and Small Boat not accompanied by a launch (with two exceptions, below) must carry and use a marine band radio and some type of noise-making device, e.g. a whistle.

Exception 1: Any combination of four or fewer Small Boats may use a single radio carried by one of the shells if they stay in visible sight of each other.

Exception 2: A Certified Independent Sculler with at least five years of active sculling experience on the Cuyahoga may scull without a radio when using his/her own shell.

Exceptions 1 and 2 above do not apply in a situation involving Juniors. A Coach supervising Juniors must have a radio regardless of the type of shell the Juniors are in, or whether the Coach is in a launch or accompanying shell.

b. Channels

When on the water, the radio must be used to monitor Channel 16 (the hailing and emergency channel). Further channels and uses include:

Channel	Use
8	Commercial vessels
12	All rowing-related traffic and rowing advisory calls
13	Commercial vessels and bridges
16	Establishing communication with non-rowing party. Calls must be as brief as possible to avoid blocking emergency calls. This channel is not for extended two-way communications. Extended communications must be carried out by asking the party to switch channels.
68	CRF Member Organizations and Participants

c. When to Make Calls

An advisory radio call (Channel 12) must 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 launch or Blind Turn, however. Crews must be aware of the other rowing traffic and only make necessary calls. For example, 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.

d. Call Content

Advisory calls must be brief and include the following information:

- Number and Identity (e.g. Four St. Ignatius shells);
- Location specified by a river landmark (e.g. at Rivergate Park);
- Intention (e.g. headed upbound to the Turning Basin);

At launch, for example: “Two Western Reserve Rowing shells at Rivergate Park headed downriver to the Old River Bed”

When approaching a Blind Turn, for example: “Two Case Rowing shells at W. 3rd St. Bridge going upstream toward Marathon Bend.”

As an example of a hailing radio call: “American Courage, American Courage, this is John Carroll crew, over.” “John Carroll, this is American Courage, switch to channel 8.” Both switch to Channel 8 and continue the call.

2. Whistle and Horn Communications

Important whistle or horn blasts mean:

Sound	Meaning
1 long, 1 short blast	From a vessel, request to open bridge, From a bridge, bridge is about to raise
2 short blasts	Vessel is continuing on course—give way
3 short blasts	Vessel backing up
5 or more short blasts	Danger, or bridge is about to lower

3. Visual Communication

Signals from the coaching launch mean the following:

Motion	Meaning
Megaphone, oar, or arm vertically in the air	Weigh enough
Megaphone, oar, or arm vertically and waving from side to side	Turn around
Megaphone, oar, or arm vertically and pumping it straight up and down	Return to dock

To show distress from a shell, wave shirt overhead or raise one oar vertically in the air.

E. Dock and Launch Procedures

1. Before Launch – Make a Call and Confirm Launch Equipment

The Coach or designated Safety-Certified Participant from an Independent Shell must make a security call notifying other marine traffic of an intended launch. If required, (s)he must carry a working radio.

If a Crew requires a launch, that launch must be in the water with the engine running in case a rescue operation must be performed. Additionally, the Coach must confirm that the launch has the required safety equipment and an adequate fuel supply.

2. Launch and Recovery – Be Quick and Courteous

Launch and recovery are carried out at both the downstream and upstream areas of the dock. Shells must launch and recover heading downstream, unless weather conditions or an emergency requires otherwise.

Crews must expedite both launch and recovery to free the dock for the next crew. When necessary, Crews must tie in on the water rather than at the dock.

Coached Crews must stay between the RTA Bridge and the Detroit Superior Bridge (a/k/a Veterans Memorial Bridge) until their launch has left the dock to join them.

3. Vessel Passing While Crews are on the Dock

When freighter or barge traffic is approaching, recovering Crews have the right-of-way over launching Crews. If a freighter is passing while shells are on the dock, no more than two Participants per shell may stay on the dock to secure the shells. All other Participants must leave the dock. Participants on the dock securing shells must remain standing and ready to reach safety should the freighter lose control or drift too close to the dock.

F. An 8 Rowing with Only 6 Participants

An 8 with fewer than eight (but no fewer than 6) rowers may row as long as it is accompanied by a coaching launch. The bow and stern pairs of the 8 must be filled.

G. Rowing Without an Accompanying Coaching Launch

Every shell must be accompanied by a coaching launch on the water unless the shell is an Independent Shell, Small Boat being coached from the dock, Junior rowing with a Parent/Guardian, or Certified Junior Sculler.

1. Independent Shells

Independent Shells must row with full crews. Except for the limited exceptions in Section III.D.1, all Independent Shells must carry and use a marine band radio and some type of noise-making device, e.g. a whistle.

a. Large Boats

For an 8, 4, or 4x to row as an Independent Shell, more than half of the Participants must be SQL or higher (i.e. SQL, CQL-Trainee, CQL, or Senior CQL). Additionally, before going on the water, one of the Safety-Certified Participants must be designated as in charge of the shell.

i. *Independent 8's*

At least five Participants must be SQL or higher, and one of those five must be the coxswain or in stern pair.

ii. *Independent 4's*

At least three Participants must be SQL or higher. If the shell is stern-coxed, one of the three must be the coxswain or in stern pair. For a bow-coxed shell, one of the three must be the coxswain or in bow pair.

iii. *Independent 4x's*

In a quad, at least three Participants must be SQL or higher, and one of the three must be in bow seat. Bow seat must wear a rear-view mirror.

b. Small Boats

i. *Independent 1x's*

For a single scull, the Participant must be an SQL or higher, and have been evaluated and certified by an authorized Member Organization pursuant to Section III.G.1.c. The Participant must wear a rear-view mirror.

ii. *Independent 2x*

For an independent double, at least one of the Participants must be an SQL or higher, and evaluated and certified by an authorized Member Organization pursuant to Section III.G.1.c. Bow seat must wear a rear-view mirror.

iii. *Independent 2*

For an independent un-coxed pair, *both* of the Participants must be SQL or higher, and evaluated and certified by an authorized Member Organization pursuant to Section III.G.1.c. If the pair is un-coxed, bow must wear a rear-view mirror.

c. Member Organization Program for Certifying Independent Small Boats

A Member Organization that wishes to certify its Participants to row in Independent Small Boats must submit to the Safety Committee a written procedure for evaluating rower competence.

The Safety Committee will evaluate, supplement, and revise the submitted procedure, and may then grant the Member Organization permission to certify its rowers to row in Independent Small Boats.

2. Coaching Small Boats from the CRF Dock

Small Boats may be supervised by a Coach on the dock, provided that a launch is immediately available at the dock in case rescue is needed. In addition, the Participants must remain in sight of the Coach on the dock.

3. A Junior Rowing with a Parent/Guardian

A Junior may row in a 1x or 2x if the Junior is accompanied on the water by his or her parent or legal guardian in the same boat, or in another 1x or 2x. If two unrelated Juniors are in a 2x, a parent or legal guardian of each Junior must be on the water with them. No more than one Junior shell can row pursuant to this provision.

4. A Junior as a Certified Junior Sculler

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. The following requirements relating to supervision; age, and experience, training; and necessary equipment apply:

a. Supervision

The parent/legal guardian of the Junior must come to the boathouse and be briefed on the Member Organization's Certified Junior Sculling program and sign a program-specific waiver.

The Junior must be accompanied in a shell rowed by a CQL (or higher) Certified Independent Sculler over the age of 21. The CQL may supervise no more than two Juniors at one time—either two Juniors in a 2x, or two Juniors, each in 1x's.

b. Age, Experience, and Training

The Junior must be at least 16 and be recommended to be a Certified Junior Sculler by the head Coach of the Junior's Member Organization. The Junior must be a proficient, experienced sculler, i.e. no novices. (S)he must also pass a rowing-specific test based on the SaM and an on-water sculling certification test prescribed by the Safety Committee. The on-water test must be administered by a Senior CQL who is also an Independent Sculler but who does not belong to the same Member Organization as the Junior.

c. Equipment

If in a 1x, or bow seat of a 2x, the Junior must wear a mirror. Each Junior must also carry a PFD in the shell. If in a 2x, two PFD's must be present. Both Coach and Junior must carry radios and noise-making devices, and the Junior must be instructed on their use. Ideally, the Junior will use a radio from his/her Member Organization, or alternatively, and with permission, from another Member Organization. If unable to borrow one, the Junior must supply a radio.

H. Supervision of Juniors

1. Coach or Designated Adult Required

Member Organizations with Juniors must provide a Coach or a designated adult to supervise the Juniors at all times while at CRF Facilities. The designated adult must:

1. Hold CPR certification;
2. Hold any additional certifications required by his/her Member Organization, e.g. OHSAA Coaching Certification, VIRTUS Certification, finger-printing; and
3. Be identified to at least one Safety Committee Member before beginning supervision.

Member Organizations may share a Coach or designated adult if that person is identified in advance to the Safety Committee.

2. Storage of Juniors' Belongings

CRF provides storage facilities for Juniors to store normally anticipated belongings (e.g. bookbags, gym bags). Belongings must only be stored in the boathouse in those designated areas. The Coach or designated adult supervising the Juniors must ensure that the Juniors do not store belongings in an area which impedes traffic or emergency escape routes.

I. Dock Closure and Limitations on Rowing

1. Unsafe Conditions

The Safety Chair, with the agreement of two other Safety Committee Members, may close the dock at any time due to unsafe conditions. In such event, a radio call will be made and all boats currently on the water must immediately return to the dock.

2. Dangerous Current

After unusually heavy rain or snow thaw, the river current can be very fast. Fast currents often also include large amounts of debris being discharged downstream, increasing the dangers of rowing during that time. For purposes of the SaM, we rely on the U.S. Geological Survey's water measurements to determine the river flow rate. Flow rate is determined from the "most recent Instantaneous Value" data appearing on the "Daily discharge, cubic feet per second" chart located on the U.S.G.S. website for Independence, Ohio.¹ When the current is flowing more than 5,000 cfs (cubic feet per second) or when it appears to a CQL or other person of reasonable judgment and experience to be excessive, Small Boats, Guest Rowers, and Junior LTR Crews are not permitted to row.

3. Night Operations

Shells on the water for any length of time at Night must take extra precautions. Even when properly lighted, shells and launches are closer to the water and smaller than most vessels.

¹ The U.S.G.S. website is: <http://waterdata.usgs.gov/usa/nwis/uv?04208000>

Consequently, they may not be visible or readily recognized during non-daylight hours. To help with visibility, shells are required to attach certain lights to their shells at Night:

1. Bow lights - All boats must mount a red (visible from port side) and green (visible from starboard side) light on their bows. Bow lights must conform to the requirements of the Ohio Administrative Code and the Rules of Inland Navigation (e.g. strobing lights are not permitted).
2. Stern lights - All boats must mount a white light on their sterns. Launches must position and elevate the stern light to be visible from all angles.

Bow and stern lights must be visible for 1,000 meters. The Safety Committee may require testing of lights to determine whether the 1,000-meter visibility requirement is met.

4. Thunderstorms

Rowing when there is lightning or thunder in the area is extremely dangerous. Because of this, the following rules apply:

1. Crews are not permitted to go on the water when lightning or thunder is present.
2. Crews must wait 30 minutes after the last audible thunder or visible thunder before launching.

Shells caught in a thunderstorm should seek shelter from the lightning under a bridge until the storm has passed if unable to make it back to the dock and off the water.

5. Rowing in Cold Waters

Because of the dangers of hypothermia from cold water, rowing is restricted during periods when the water temperature is too cold. Heat loss is 25 times faster in water than in air. Therefore, a Participant who falls out of a shell or off a launch into cold water can quickly become hypothermic. If unable to get out of the water, the Participant should get on top of the boat. The lower the water temperature, the more quickly the loss of the ability to move:

Water Temperature	Time to Incapacity
50 °F	20 minutes
40 °F	10 minutes
33 °F	4 minutes

For purposes of the SaM, water temperature is determined based upon a consistent reading in the river taken at the CRF docks at a depth of two feet.

a. Rowing from December 1 through April 15

From December 1 through April 15 heightened safety requirements under the Cold Water Rules are applicable due to the danger of rowing in cold water. Participants who wish to row under the regular safety rules instead of the Cold Water Rules may apply for special permission subject to the approval of the Safety Chair and two other Safety Committee members.

Under the Cold Water Rules:

1. All shells must be accompanied by a launch.
2. Launches must have a working cell phone for emergencies;
3. Shells and their launches must maintain *audible* and *visible* contact; and
4. The number of shells a launch may accompany is reduced. The allowed number depends on the water temperature and whether the shells contain Juniors or Collegiates, or adults:

Shell/Launch Ratios for <u>Juniors & Collegiates</u>		
	Water Temperature is > 40°	Water Temperature ≤ 40°
CQL-Trainee	One (Any Small or Large Boat)	One Large Boat
CQL	Two (Any combo of Small or Large Boats)	One Small Boat or Two Large Boats
Senior CQL		

Shell/Launch Ratios for <u>Adults</u>		
	Water Temperature is > 40°	Water Temperature ≤ 40°
CQL-Trainee	One 8 or Any combo of two shells smaller than 8's	One Large Boat
CQL	Two 8's or Any combo of three shells smaller than 8's	One Small Boat or Two Large Boats
Senior CQL		

a. Rowing from April 16 through November 30

Between April 16 through November 30, the Cold Water Rules are not in effect, and there are no specific restrictions for any Participant due to water temperature unless the Safety Chair and two other Safety Committee members declare otherwise. Water temperature will be taken at least biweekly during this period, or more often if, in the opinion of the Safety Chair, conditions warrant.

IV. HAZARDS ON THE RIVER

A. Hazards – From Other Vessels

Some danger is present with all vessels, even small ones. Crews should remember that a vessel may take an unexpected course due to hazards such as debris, wind, etc.

1. Vessels that Can Be Passed Safely

Some larger vessels can be passed safely on the river when Crews are not at or cannot get to a Passing Zone. These vessels include:

- Dredge-tug-barges dredging the Cuyahoga. While dredges, both moving and stationary, can usually be safely passed, Crews approaching a dredge should always be aware of: dredge tug prop wash, the dredge bucket swing, and dredge tubes, which are submerged at the surface of the water.
- Tug boats, alone or moving a barge.
- Large and small tour boats like the Goodtime III and the Holiday.
- Recreational motorboats and sail boats.
- Paddled boats, such as row boats, canoes, and kayaks.

Crews can row past these vessels where the river is relatively straight and wide enough to pass safely. If there is no room to pass, Crews should park to the side so the vessel can pass.

2. Vessels that Can Not Be Passed Safely and Require Shells to Park in a Passing Zone

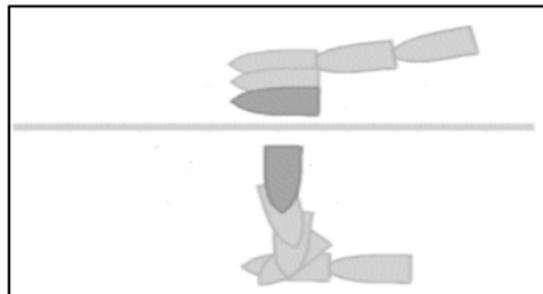
Some vessels on the river are so large as to not be able to be passed safely. Shells must seek the safety of a Passing Zone for these vessels to pass. Such vessels include:

- Freighters
- Large tug-barge combinations.

3. Dangers From Being Near Large Vessels

a. Bow Thrusters, Propellers, and Maneuvering Large Vessels

The larger the vessel, the more difficult and complicated the task of navigating the Cuyahoga. Large vessels require a large impulse to change their momentum. This impulse generates a lot of prop wash when the vessel maneuvers. Freighters have bow and stern thrusters to push the boat sideways in order to execute turns or correct for wind and current. Tug boats propel barges in a similar manner. When turning, thrusters and propellers generally thrust toward the outside of the turn to control the direction of the turn. Wind forces push the vessel downwind; therefore, thrusters generate prop wash on the downwind side to correct. The figure below depicts two types of possible maneuvers using bow and stern thrusters:



b. Tug-Freighter Combination v. Freighters Alone

Tugboat-freighter combinations are more hazardous for 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 with the freighter.

4. Displacement Drift

As a vessel moves forward, the water ahead of it is displaced to the rear. Freighters and tug-barge combinations displace a significant amount of water on the narrow Cuyahoga. As a large vessel passes, the resulting displacement current moves the shell in the opposite direction of the large vessel. The current that is created can be strong enough to pull the shell upstream, if the vessel is going downstream. Displacement drift is compounded when there is wind in the same direction as the drift. A powerful current can be created when there is wind in the same direction as the river current and the large vessel is headed upstream. All three forces (wind, displacement drift, and movement upstream) combine to move the shell downstream at a fast pace. Shells must anticipate displacement drift when positioning themselves for large vessels to pass, and should remain vigilant in case they must adjust their positions.

5. Passing Docked Freighters

Any freighter that is securely docked, and consequently inactive, can be passed so long as there is sufficient room for passage. Mooring lines extending to the bulkhead or across the river, or a conveyor unloading cargo from the hold indicate a freighter's inactivity. Conversely, smoke from the stack, a conveyor unloading from the freighter's hold showing a change in direction, or water turbulence indicate engine activity.

When signs of activity are spotted, the Coach or designated Safety-Certified Participant for an Independent Shell should break off any pressure piece, approach slowly, hail the vessel over the radio, ask the vessel to switch to channel 8 or 13, and ask if it is safe to pass. If the vessel does not respond, the shell should not proceed and should instead reverse direction.

6. Special Areas Where Vessels May Pose a Hazard

In three specific areas, large vessels may turn around or pass each other. These areas are:

1. Collision Bend
2. W. 3rd St. Straight Stretch
3. The Turning Basin

Additionally, at sharp turns, the stern and bow of freighters pass close to the bulkhead on the outside of the turn. The central hull passes close to the bulkhead on the inside of the turn.

7. Managing Wakes

Even small vessels produce wake. When encountering a larger wake, the Crew should take it broadside to avoid having parts of the shell unsupported in the water when the waves pass. Take the wake from the side, then stop and feather the oars to increase stability.

B. Hazards – From Things Other than Vessels

River debris is greatest after heavy rains or snow thaw. Debris is particularly dangerous when it lodges on the river bottom: what appears to be a floating object is, in fact, solidly fixed. Debris accumulates when current flow is disrupted. Disruption occurs:

- Where currents meet, e.g. where a stream flows into a river;
- At bridge and bulkhead projections;
- At river bends; and
- When the wind blows opposite the current.

River current and wind make control of a shell (as well as other vessels) difficult. Shells are particularly affected when they are stationary (e.g. in a Passing Zone).

V. EMERGENCY PROCEDURES

A. Emergency Assistance

For critical emergencies, a Crew should hail WRRRA or the Coast Guard on Channel 16, declare an emergency, and request immediate assistance. If no response, the Crew should request help from a freighter (Channel 8) or a bridge (Channel 13). If the situation is not critical, standard radio hailing procedures should be used.

B. Person Overboard

1. Launch Action

The Coach should approach the swimmer, stop the launch, and either turn the engine off or put it in neutral. If possible, the swimmer may return to the shell. If many rowers are in the water, the Coach should distribute PFD's as required, rescue the rowers, and shuttle them to the nearest shore. The Coach should avoid overloading the launch. If necessary, the Coach may instruct the rowers in the water to hold onto the side of the launch and proceed slowly to shore.

2. Shell Action

The Crew must weigh enough. In an 8 or 4, the stern rower opposite the side of the swimmer must remove his/her oar from the oarlock and slide it to the swimmer. The swimmer must then lie across the oar, remaining close to the shell. Another rower may, if necessary, enter the water to assist the swimmer. If there is no launch immediately available, the swimmer can climb back into the shell or be escorted or towed to shore. If the swimmer cannot get into the shell, (s)he should hang onto a rigger or the gunwale, or lay on top of the stern section and be towed to shore or to a bulkhead ladder.

1. Participant Action

a. Do Not Leave a Floating Shell

A Participant should never leave a floating boat, regardless of swimming ability. Even if a swamped boat is within possible swimming distance from the shore, the Participant should not strike out for shore. Instead, the Participant should swim the boat to shore.

b. To Climb Back into the Shell – When Rower Remain in the Shell (Usually Sweeps):

1. All rowers remaining in the shell must set the boat with their oars.
2. The oar of the swimmer should be held out of the way by an adjacent rower.
3. The swimmer should re-enter the shell from the side opposite his/her oar to help balance the shell.
4. The swimmer should grasp only the gunwales, not the shell skin or the riggers.
5. Rowers may lean away a little from the side on which the person in the water is attempting to get in.
6. The swimmer should use his/her hands to first transfer weight to the gunwales. As (s)he comes aboard, the body, legs, and feet can transfer weight to the gunwales.
7. The swimmer should kick his/her legs to propel his/her body over the shell while keeping the body low.
8. When the swimmer's body is across the shell, (s)he should twist to sit in the shell, bringing the legs aboard.

c. When All Rowers are Out of the Shell (Usually Small Boats):

1. If the shell is hull-side up, the Crew should turn the shell back over, being careful not to get hit by the oars.
2. One rower at a time should board the shell, beginning with the stern-most rower and proceeding toward bow. The other rowers should divide up, half on each side of the shell, and hold the shell stable by the gunwales.
3. The re-entering swimmer should first position the oars by holding both oars together over the center of and perpendicular to the shell with the hand closest to the stern.
4. The swimmer should try to lay flat on the water surface facing the shell while holding the shell by the gunwale with his hand closest to the bow, grasping the gunwale opposite the side (s)he is on. The swimmer should avoid pushing down on the gunwale on the side closest to him/her.
5. While continuing to hold the oars with the stern-most hand, the swimmer should kick the feet and drive the body toward the shell. As the body comes over the shell, the swimmer should stay low over the shell, keeping the center of gravity low, and then transferring body weight to the center of the shell.
6. When the boat is balanced with the swimmer's body across the shell, the swimmer should bring the bow-most leg across the shell behind him and straddle the shell. Then the swimmer should position his/her rear on the seat or seat platform. Once the shell is balanced, legs on either side of the shell, the legs should be pulled up and into the shell.
7. The swimmer should take one oar with each hand, steadying the shell with the oars.

8. The next swimmer should repeat the steps above while the rower in the shell steadies the shell with feathered oars.

C. Swamped, Broken, or Sinking Shell

A shell is swamped when the interior water reaches the gunwales. The Crew must exit. If they remain in the shell, the flotation chambers at the ends of the shells, combined with the weight in the middle, may cause the shell to break. The Crew must take the following actions:

1. Unload by pairs, beginning with the middle pairs of the shell.
2. The coxswain must exit with the pair nearest him/her.
3. If able and rescue is not imminent, the Crew should swim the shell to shore or to a bulkhead ladder and get out of the water. The shell should be kept upright, with the oars trailing in the oarlocks.
4. If conditions do not permit swimming the shell to shore, the Crew must maximize survival time by doing the following:
 - a. Remove the oars and placing them parallel to the shell, preventing them from drifting away;
 - b. Move to the ends of the shell, half of the rowers on each side;
 - c. Invert the shell, hull side up. The hull traps air under it and will form a stable platform;
 - d. Lay partly on top of the hull; and
 - e. Hold onto the arms of the rowers across the hull.

D. Lifting a Swamped Shell out of the Water

Getting a swamped shell out of the water is made more difficult by the weight of the water. The Crew should:

1. Bail out all the possible water to avoid lifting unnecessary weight;
2. Drain the bow and stern compartments if they have filled with water;
3. Enlist additional people to help lift the boat.;
4. Lift the gunwale closet to the dock, and roll the shell away from the dock to pour the water out as you lift the shell; and
5. Keep the shell away from the dock edge when lifting.

E. Capsized by a Freighter Thruster

If a shell is capsized or ends up in the water from a freighter thruster, the situation could be critical. The Crew should stay calm and take the following actions:

1. Take a deep breath and hold it;
2. Stay in contact with the surface of the water;
3. Hang onto anything – shell, oar, other boat, bulkhead – to keep from going underwater; and

4. Stay away from the freighter to avoid getting sucked into the thruster or forced to the bottom of the river by the thruster.

VI. INCIDENT REPORTS

A. Purpose

An incident report is a form designed to provide an account after an unwanted event occurs, such as a collision between two shells. The report preserves the exact event details while they are fresh in the minds of those involved. That information is useful in determining, for example, culpability for the incident. More broadly, incident reports guide us in creating safe processes to prevent future incidents. An example incident report is included at Appendix C.

B. When to File an Incident Report

An incident report must be filed whenever any of the following occurs:

1. Physical injury;
2. Significant (i.e. greater than a lost skeg) damage to equipment;
3. A Participant goes in the water;
4. An emergency signal sounds in a Crew's area (5 horn blasts or radio emergency call);
5. A freighter or barge must stop or suddenly change course to avoid a Crew;
6. An oar or shell touches a commercial vessel or pleasure boat navigating the river;
7. A Crew loses control due to wash from a bow thruster or propeller; or
8. A radio confrontation (or in some other way) occurs with other river users.

C. Procedure for Completing an Incident Report

Blank incident reports are available in the ED's office and on the CRF website. The Safety Chair or ED must be notified of the incident by telephone or email within 24 hours. Completed incident reports should be placed in the ED's office or mailbox before leaving the boathouse, or transmitted electronically to the Safety Chair or ED as soon as possible. If a governmental authority requires the completion of an accident report, a copy of that report should be sent to the Safety Chair or ED as soon as possible.

D. Safe Sport Policy

In accordance with USRowing rules, on January 1, 2015, CRF adopted the Safe Sport program, which is available on CRF's website.

VII. SAFETY CERTIFICATIONS

A. Privileges and Responsibilities

CRF has adopted a series of Safety Certification levels providing a Participant with increased privileges and autonomy at CRF Facilities. Associated privileges include the ability to row unsupervised, supervise other rowers, and independently access CRF Facilities. Each level

requires a Participant to have additional knowledge and experience. Safety-Certified Participants must requalify in a manner and at a time required by the Safety Committee.

All Safety-Certified Participants are the primary enforcers of the rules embodied in the SaM and other applicable rules and laws. A Safety-Certified Participant who has been found to have violated these rules, or to have failed to enforce or request Safety Committee action to enforce these rules after observing others violating them, may have his/her Safety Certification suspended or revoked in accordance with Section X.F.

An Applicant seeking a Safety Certification other than the SQL-0 Basic Safety Briefing must be recommended to such status. In recommending an Applicant, a Participant affirms, based upon personal knowledge and observation, that the Applicant seeking certification has the experience, maturity, judgment, and knowledge necessary to hold that Safety Certification level.

B. Certification Levels

There are two Safety Qualification Levels, in ascending order of advancement: SQL-0 and SQL. There are three Coach Qualification Levels, in ascending order of advancement: CQL-Trainee, CQL, and Senior CQL.

1. SQL-0 and SQL Levels

a. Attaining SQL-0 Status

Everyone, including Guest Rowers, who participates in rowing activities, must receive a Basic Safety Briefing. After receiving that briefing, Participants and Guests are deemed SQL-0's.

b. Attaining SQL Status

To be considered for SQL status, an Applicant must:

1. Be SQL-0 qualified (received the SQL-0 Basic Safety Briefing);
2. Be other than a Junior;
3. Pass the written Safety Test administered by the Safety Committee;
4. Demonstrate proficiency to at least three Safety Committee members on the water in a shell. Sweep rowers and single sculler must normally row 50 supervised rows before being considered for SQL status; and
5. Be recommended to SQL status by a Member Organization head Coach, a CQL-Trainee, CQL, or Senior CQL holder, or a Safety Committee member.

c. Privileges of the SQL-0 and SQL Statuses

The chart below shows the differences in associated privileges between the SQL-0 and SQL levels:

SQL-0 v. SQL Privileges		
Privilege	SQL-0	SQL
Handle CRF and Member Org. rowing equipment while supervised	✓	✓
Row while supervised by a qualified Coach in a launch	✓	✓

Row in a Small Boat with a qualified companion shell	✓	✓
Row in a qualified Independent Shell	✓	✓
Handle CRF and Member Org. rowing equipment unsupervised		✓
Row unsupervised		✓
Supervise SQL-0's during ground operations		✓
Supervise one SQL-0 from the same or another Small Boat		✓
Supervise two SQL-0's in a 2/2x from another Small Boat		✓
Supervise one Large Boat from the same Large Boat		✓
Independently access CRF Facilities		✓
Sponsor and administer the Basic Safety Briefing to Guest Rowers		✓

2. CQL-Trainee, CQL, and Senior CQL Levels

a. Attaining CQL-Trainee Status

CQL-Trainee is the first level of Coaching certification for an Applicant. To be considered for CQL-Trainee status, an Applicant must do all of the following:

1. Pass the written Safety Test administered by the Safety Committee;
2. Pass the Coaching Test;
3. Submit to the Safety Committee written evidence of:
 - a. Current CPR certification.
 - b. Attendance of a launch operations briefing conducted by an authorized Safety Committee member.
 - c. Successful completion of the Ohio Department of Natural Resources boater safety class, if the Applicant was born on or after January 1, 1982.²
4. Be recommended to the status by a Member Organization head Coach or a Safety Committee member; and
5. Have demonstrated to a Senior CQL:
 - a. Experience assembling and managing a crew in a Passing Zone without the assistance of another Coach during a freighter passing;
 - b. A history of proficiency with radio calls, launch operation, and river operations, including keeping the Applicant's crew on the proper side of the river and avoiding collisions with other vessels; and
 - c. Effective communication with and instruction to the Applicant's crew, especially maneuvering and docking procedures.

² An Applicant born on or after January 1, 1982 who does not have a Safe Boater certification may not legally operate a launch with a motor more powerful than 9.9 horsepower. If the Applicant was born before January 1, 1982, it is recommended, but not mandatory, that the Applicant complete the class.

b. Attaining CQL Status

To be considered for CQL status, an Applicant must:

1. Be recommended by a Member Organization head Coach or a Safety Committee member; and
2. Have demonstrated coaching experience to a Senior CQL and to the satisfaction of the Safety Committee. The Senior CQL must have observed the Applicant as a CQL-Trainee.

CRF also recommends that an Applicant serve as a CQL-Trainee for 100 hours on the Cuyahoga, or until coaching proficiency has been determined by the head Coach or Senior CQL of the Applicant's Member Organization as specified above.

c. Attaining Senior CQL Status

To be considered for Senior CQL status, an Applicant must:

1. Be recommended by a Member Organization head Coach or a Safety Committee member;
2. Have demonstrated coaching experiencing to the Member Organization head Coach or Senior CQL, under whose supervisions the Applicant has been coaching as a CQL, to the satisfaction of the Safety Committee; and
3. Have demonstrated a history of good judgment with respect to:
 - a. Inclement weather operations;
 - b. Cold Water Rules;
 - c. Supervision of multiple boats; and
 - d. Interactions with other vessels on the river.

CRF also recommends that an Applicant 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 the Applicant's Member Organization as specified above.

A Senior CQL should have a history of:

1. Managing multiple shells during a freighter passing;
2. Identifying and assembling multiple crews in a Passing Zone without the assistance of other coaches;
3. Demonstrating proficiency with radio calls, launch operations, and river operations;
4. Keeping crews on the proper side of the river;
5. Communicating instructions effectively to the Applicant's crews, especially maneuvering and docking instructions;

6. Devising a workout plan for multiple crews, communicating the plan to the Coaches and rowers, and overseeing 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; and

7. Training and helping others learn the safety rules to operate in a safe manner.

a. Privileges of the CQL-Trainee, CQL, and Senior CQL Statuses

Participants attaining CQL-Trainee, CQL, and Senior CQL Statuses have all of the privileges associated with the SQL-0 and SQL statuses. *See* chart in Section VII.B.1. The chart below shows the *additional* privileges for each of the Coaching level certifications when Cold Water Rules (Section III.I.5) are not in effect:

CQL-Trainee, CQL, and Senior CQL Privileges			
Privilege	CQL-Trainee	CQL	Senior CQL
Operate a coaching launch:	✓	✓	✓
Supervise/coach from <i>a coaching launch</i> :	One 8, One 4, or Two Small Boats	Two 8's, Three 4's, Two 8's and One 4, or Three Small Boats	4 Large or Small Boats (any combo)
Supervise/coach from <i>the same shell</i> :	1 Large Boat, or 2 Small Boats	1 Large Boat, or 2 Small Boats	1 Large Boat, or 3 Small Boats
Supervise/coach from <i>the CRF dock</i> ³ :	-	≤ 3 Small Boats	≤ 4 Small Boats

b. Coaching Collaboration

When multiple Coaches from a Member Organization(s) are on the water at the same time as part of a coordinated practice, a Senior CQL may allow a CQL-Trainee to temporarily “move up” a level to CQL provided that:

1. The Head Coaches of all Member Organizations involved approve;
2. Cold Water Rules are not in affect;
3. There are no dangerous conditions (e.g. bad weather, unusually strong current, unusually heavy commercial traffic);

³ When coaching from the dock, a launch must immediately available, and the rowers must remain in sight at all times.

4. There is at least one Senior CQL on the water who has advised the Safety Chair of the temporary move-up within 24 hours in advance of each practice in which the move-up occurs; and
5. There is a clear plan for coordination in which all Coaches are aware of the planned location of all other Coaches throughout the workout, one or more Coaches is assigned to work with the CQL-Trainee Coach with the temporary status, and those Coaches stay in relatively close proximity and regular communication.

C. Written Safety Test Procedure Protocol and Administration

1. General Procedures

All safety testing must occur at the boathouse, preferably in a quiet, isolated space. If such a space cannot be located at the boathouse, the test should not be administered. Tests are closed book. Applicants are not permitted to consult any materials, written or electronic, during testing.

2. Proctors

The Proctor must be a member of the Safety Committee. A Proctor may administer a test to more than one Applicant.

Member Organizations are prohibited from administering tests to their Participants. An Applicant is prohibited from taking a test administered by a Proctor affiliated with the same Member Organization as the Applicant. Likewise, a Proctor is prohibited from administering a test to an Applicant affiliated with the same Member Organization as the Proctor. For purposes of this provision, the term “affiliated” means, in the case of a Proctor, that the Participant is recognized by the Member Organization as a coach, including a head Coach, assistant coach, or any variation thereof, of the Member Organization at the time the test is administered. For an Applicant, “affiliated” means that the Applicant is a current Participant of the Member Organization at the time of testing, or that the Applicant will become a Participant in the Member Organization within a year of testing.

Proctors must do all of the following:

1. Ensure a quiet area for the Applicant to test in.
2. Check materials to ensure that the Applicant both receives and returns a complete test.
3. Refrain from, both during and after testing, discussing specific test questions.
4. Monitor the Applicant during testing.
5. Immediately terminate testing if the testing procedure or integrity is compromised due to an Applicant’s improper conduct, and notify the Safety Director or the ED of the same; and
6. Refrain from using, copying, or reproducing any portion of a test for any purpose other than the actual administration of a test for an Applicant.

3. Repercussions for Test Administration Violations

Testing must be fair and impartial for all Applicants. The identity of a Proctor or Applicant must not influence the success or failure of the Applicant because it encourages cheating and erodes confidence in the value of holding Safety Certification. More importantly, it could endanger the life or safety of the Applicant or a crew the Applicant eventually supervises.

In addition to those repercussions of Sec X.F., a violation relating to testing administration may result in additional consequences for a Proctor and/or an Applicant. A Proctor may be prohibited from future proctoring. An Applicant may be automatically failed and deferred from re-testing.

4. Test Content

Testing content and procedures are determined by the Safety Committee.

VIII. USE OF LAUNCHES

A. Capacities

The size of the launch dictates how many people can safely be aboard. Notwithstanding a rescue operation, launches must not be overloaded beyond their maximum capacities. CRF owns four types of launches that are available for Member Organization use:

- Small, 14' launch: 3 to 5 maximum person capacity
- Large, 16' launch: 5 person maximum capacity
- Small wakeless launch: 3 person maximum capacity
- Large wakeless launch: 4 person maximum capacity

Likewise, Member Organizations using privately-owned launches are not permitted to overload those launches. Member Organizations are also solely responsible for the maintenance and repair of their own launches.

B. Required Safety Equipment

CRF equips all CRF-owned launches with required safety equipment, which includes:

- Marine radio
- Bow and stern lights
- Megaphone
- Bailer
- Water-resistant orange safety box containing: flashlight, tool kit, electrical tape, horn, space blankets, fire extinguisher, and first aid kit
- Two or three “emergency” PFD containers containing at least 16 PFD’s and one throw rope with float, for emergency use only
- One “working” PFD container containing three PFD’s and one paddle.

A Member Organization owning its own launches must equip those launches with all required equipment. Before operating a launch, the Coach should confirm that the launch has all such required equipment.

C. Operation

1. Before Departing in a Launch

Before leaving the dock, the Coach must:

1. Check to ensure that the required safety equipment is in the launch.
2. Don and continuously wear a PFD while in the launch.
3. Ensure that all launch passengers don and continuously wear PFD's while in the launch.
4. Attach the engine-kill lanyard to clothing so that the launch stops if the Coach falls in the water.

2. Driving a Launch

a. Stay with the Shell

When a shell requires accompaniment by a launch, both must stay within hailing distance of each other. The shell must not row, or be out of sight of the launch, unless: (a) appropriate measures have been taken to ensure that the river is clear and that the shell has, in the Coach's judgment, the knowledge and experience to recover an ejected rower, or (2) the launch is responding to an emergency.

b. Positioning with Respect to Shells

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

c. Minimize Launch Wake

Wake is a byproduct of moving boats and can damage docked pleasure boats by thrusting them against their moorings. It can also rock, swamp, or capsize other shells. Wake is difficult for crews to row through, even after a boat has passed because it reflects between the bulkheads for several minutes. Coaches should minimize launch wake at all times. When approaching or passing other rowing shells, Coaches must reduce speed and proceed at minimum wake.

IX. ALCOHOL AT CRF FACILITIES

A. General Prohibition

Alcoholic beverages are strictly prohibited at CRF Facilities unless the CRF Board of Directors has granted prior approval for it at a special event.

Alcohol must not be consumed by any Participant prior to going on the water. Once alcohol is consumed, whether at CRF Facilities or elsewhere, the Participant must remain on land for the remainder of the day.

B. Special Events

When alcohol is served as part of a special event under this section, either CRF acting through the ED, or the Member Organization(s) sponsoring the event, must assume responsibility

as the “Supervising Organization” of the event. The Supervising Organization must actively promote the responsible use of alcohol and ensure the following:

1. Before the Event

The Supervising Organization must notify the Safety Chair, the President of the Supervising Organization, and the ED of the intention to serve alcohol at least one week in advance of the event.

If permits are required, the Supervising Organization must provide copies of those permits, along with a copy of the Board of Directors’ resolution approving alcohol for the event, to the Safety Chair, President of the Supervising Organization, and the ED along with that notice.

2. At the Special Event

The Supervising Organization must designate a point-person who will refrain from drinking alcohol. Alcohol must not be served to any person who appears intoxicated either to the point-person or to any person involved in the dispensing of alcohol at the event. Persons whom the point-person determines are intoxicated must not be permitted to enter CRF Facilities, or, if already present, to remain at CRF Facilities.

Non-alcoholic beverages must be made available.

Alcohol must not be served at a Junior event.

Persons under the age of 21 years must not serve or consume alcohol. Proof of age via government-issued photographic ID must be required for anyone serving or consuming alcohol prior to service or consumption.

X. SAM ENFORCEMENT

A. CRF Expectations Regarding Personal Conduct

All users of CRF Facilities and CRF or privately-owned equipment are expected to treat the premises, equipment, and other users in a responsible and considerate manner. Participants behaving in an unsafe manner will be removed from and not allowed to return to CRF Facilities. CRF does not accept responsibility for any consequence arising from anyone acting in disregard of the SaM. Sponsors are responsible for the conduct of Guest Rowers.

Certain conduct is permanently prohibited without exception at CRF facilities:

1. Use or removal of CRF, a Member Organization, or a Participant’s equipment or property without prior permission;
2. Smoking;
3. Firearms;
4. Excessive noise, foul language, and discourteous behavior; and
5. Running inside the boathouses, on the docks, and in the area where shells are transported to/from the boathouses.

B. Temporary Exceptions and Permanent Changes

Temporary exceptions are permitted with the prior written consent of the Safety Chair and at least two other Safety Committee members.

The Safety Committee and its Chair monitors and maintains the SaM. Permanent changes to SaM must be approved by the CRF Board of Directors.

C. Rules Enacted by a Member Organization

Member Organizations may adopt safety rules for their own programs, including rules that are more (but not less) stringent than CRF's safety rules. In the event of a conflict between a Member Organization's adopted rules and CRF's rules, CRF's rules prevail.

D. Other Applicable Rules and Laws

Anyone utilizing CRF Facilities is expected to follow all applicable federal, state, and local laws, ordinances, regulations, and rules. CRF does not assume responsibility for those not obeying the law.

Safety-Certified Participants must know and obey the Rules of Inland Navigation enacted by the U.S. Coast Guard⁴, the laws governing the operation of boats enacted by the Ohio General Assembly⁵, and the regulations promulgated by the Ohio Department of Natural Resources.⁶

E. Chain of Authority

The chain of authority in carrying out the policies and procedures described in the SaM is, in descending order of authority:

1. CRF Board of Directors
2. Safety Committee
3. Safety Chair
4. Member Organization Coaches and Safety-Certified Members, in descending order of authority as set out in the SaM (i.e. Senior CQL to SQL).

Between two or more Participants having the same level of authority, the Participant who has been qualified the longest is the more senior in the chain of authority.

F. Violations, Discipline, and Appeals

The Safety Committee deals with breaches of the SaM. Failure to comply with the SaM or other applicable rules or laws may result in partial or complete loss of participation privileges for an entire Member Organization or a Participant. Violations may also result in the restriction

⁴ www.navcen.uscg.gov/?pageName=navrulesContent

⁵ www.codes.ohio.gov/orc/1547;

www.codes.ohio.gov/oac/1501%3A47-1

www.codes.ohio.gov/oac/1501%3A47-2

⁶ www.watercraft.ohionr.gov/laws/boating-laws-in-general

www.watercraft.ohiodnr.gov/registration

or suspension of use of CRF Facilities or equipment, or of privately owned equipment used or stored at CRF Facilities. Fees, dues, assessments, or the like may or may not be refunded.

1. Penalties Lasting a Week or Less

For any breach of the SaM, the Safety Chair, with the agreement of at least two other Safety Committee members, may suspend participation privileges of any Member Organization or Participant, or suspend a Participant's Safety-Certification for a period of no longer than (but inclusive of) seven days. Written notice of the suspension must be given to the offending Member Organization or Participant through its head Coach, president, or chair, as appropriate, as promptly as possible. The suspension takes effect when the notice is officially sent. The notice should include: the offender's name, date and approximate time of offense, approximate geographic location of offense, the nature of the offense, and the applicable section(s) of the SaM or law that were violated.

2. Penalties Lasting Longer than a Week

If the Safety Chair and at least two other Safety Committee members determine that a penalty greater than a one week suspension, or some sanction other than a suspension of privileges is appropriate, then written notice of the infraction must be served on the offending Member Organizations' head Coach, president, or chair, as appropriate, and then Participant(s) involved.

The notice of infraction must include the SaM standard violated, the penalty imposed, and the start date/time and end date/time of the penalty. The notice of infraction must also inform the offender of the option to appeal to the Safety Committee within 72 hours from receipt of the infraction if the offender disagrees with the statement of infraction or the proposed penalty. No penalty under this section is effective until after the expiration of the 72 hour appeal period, or until after the final resolution of a timely filed appeal.

3. Appeals

Written notice of appeal under Section X.F.2 must be filed with the Safety Chair within 72 hours after the notice of infraction has been served upon the offender. If an appeal is filed, the Safety Committee must meet and hear the matter within 72 hours after receipt of the appeal. Notice of the meeting must be given to the offender, so (s)he may attend and be heard at that meeting.

The Safety Committee must then provide to the CRF Board of Directors a written decision containing its findings, decision, and reasoning as soon as a verdict is reached. If no Director objects, the decision becomes final within five business days from the time the decision was transmitted to the Board. If a Director objects, the decision must be reviewed at the next meeting of the CRF Board of Directors or its Executive Committee, at which time it must be approved, modified, or rejected. Thereafter, the decision is final.

XI. DEFINITIONS

As used throughout the SaM:

1. **Applicant** means a Participant applying for Safety Certification;

2. **Blind Turn** means any of the five turns in the Cuyahoga where it is difficult to see boat traffic in and around the turn;
3. **Coach** means a person who holds CQL-Trainee, CQL, or Senior CQL Safety Certification;
4. **Cold Water Rules** mean the additional safety rules that are in effect from December 1 through April 15;
5. **Collegiate Rower** means a person enrolled in a Member Organization college or university participating in that Member Organization's rowing program;
6. **Competitive Straight Stretch** means any of the three straight sections of the Cuyahoga where multiple boats may compete abreast of one another;
7. **Crew** means the rowers and coxswain in a given shell;
8. **CRF Facilities** means all real property owned by CRF, including the grounds all buildings, and docks;
9. **Guest Rower** means a person who temporarily participates with but does not belong to a Member Organization;
10. **Independent Shell** means rowing without accompaniment by a coaching launch;
11. **Junior** means a Participant younger than 18 years old or who is currently enrolled in high school;
12. **May** means an action is permissive;
13. **Member Organization** means the constituent organizations that are considered members of the corporation under the CRF Code of Regulations;
14. **Must** means an action is mandatory;
15. **Night** means the hours after sunset and before sunrise;
16. **Participant** means an individual member of a Member Organization, including Coaches, coxswains, and rowers;
17. **Passing Zone** means any of the 8 areas on the Cuyahoga where shells may seek refuge while a freighter or other large vessel passes;
18. **Proctor** means a Participant administering a Safety Certification exam;
19. **Safety-Certified** or **Safety Certification** means SQL or CQL certification;
20. **Safety Committee** means the Safety 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 the Safety Committee By-Laws;
21. **Sculling** means rowing with an oar for each hand;
22. **Small Boat** means a shell of two or fewer rowers;
23. **Sponsor** means a Participant host for a Guest Rower; and
24. **Sweeps** means rowing with one oar.

XII. ABBREVIATIONS

1. **1x** means a single scull;
2. **2x** means a double;
3. **2** means a pair;
4. **4x** means a quad;
5. **4** means a four-man shell;
6. **8** means an eight-man shell;
7. **CQL** means Coach Qualification Level;
8. **CRF** means Cleveland Rowing Foundation;
9. **ED** means the CRF Executive Director;
10. **LTR** means Learn-to-Row
11. **LTS** means Learn-to-Scull
12. **PFD** means Personal Flotation Device;
13. **SQL** means Safety Qualification Level.

APPENDIX A

Cleveland Rowing Foundation Swim Test Form

All Participants in scholastic, Junior, or Collegiate rowing programs utilizing CRF Facilities 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; and
- 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 _____, 201__.

Signature of Person who Administered Test: _____

Member Organization/ Affiliation: _____

Please complete this form and return it to the Cleveland Rowing Foundation

Having met the above swim test requirement, I give my child permission to participate on the water with the Cleveland Rowing Foundation and its Member Organizations and not wear a personal flotation device.

Parent/Legal Guardian Signature: _____

Date: _____

APPENDIX B

Cleveland Rowing Foundation Large Program Sign-in/Sign-Out Procedure

The following procedures were adopted on January 16, 2013 by the CRF Safety Committee pursuant to SaM Section III.B 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, which are: all shells, both sweep and sculls, must sign out in the log before launching and sign in upon recovery.

The large program procedures are as follows:

Advance Work: Once per Season

The head Coach of a Member Organization with regularly schedule practices shall submit a document outlining the key information for his/her practices. This shall include:

1. Day of the week
2. Normal time in and normal time off the water
3. Number of rowers
4. Number of boats
5. Contact information for the head Coach and assistant Coaches and who is in charge for each day, if it is known in advance. If not known in advance, Coaches should be listed in order of responsibility (e.g. head Coach, full-time assistant Coaches, part-time assistant Coaches, school rep).

The Safety Committee will consolidate this information and post it next to the sign-in/sign-out log.

Daily Work

When attending a normally scheduled practice, the Coach in charge for that day shall enter the following information in the log book:

1. Date
2. Member Organization and program name
3. Boat = NSP
4. Actual time on the water
5. Actual time off the water

For practices outside of those that are normally scheduled, the Coach will be required to fill out all information in the log book (that is, follow the regular procedure). The Coach may put one entry for all boats if all boats will leave and return at the same time.

APPENDIX C

CLEVELAND ROWING FOUNDATION INCIDENT REPORT

- Incident reports must be filled out immediately after an incident occurs and submitted to the ED or Safety Director electronically at **clevelandrowing@gmail.com** or in the mailbox outside the ED office within 24 hours. For an emergency, please contact the Safety Director.
- The Coast Guard (216-937-0112) must be called immediately if any of the three **Bold Underlined Headings** are checked “YES.” Read off the above information over the phone.

Contact Information of Person Making Report

Name: _____ Date of Report: _____
 Address: _____ Phone number: _____
 Email: _____ Member Org. Affiliation: _____

Incident Details

Date of Incident: _____ Time of Incident (AM/PM): _____
 Lighting Conditions: Light Twilight Dark
 Weather Condition: Rain Wind

Check closest landmark(s):

<input type="checkbox"/> Old River Bed	<input type="checkbox"/> Willow Street Bridge	<input type="checkbox"/> NS #1 RR Bridge	<input type="checkbox"/> Lake Erie
<input type="checkbox"/> Main Street Bridge	<input type="checkbox"/> Nautica Pavilion	<input type="checkbox"/> Center Street Bridge	<input type="checkbox"/> CRF Dock
<input type="checkbox"/> Metroparks Dock	<input type="checkbox"/> Columbus Road Bridge	<input type="checkbox"/> Foundry	<input type="checkbox"/> Carter Road Bridge
<input type="checkbox"/> Firehouse Station #21	<input type="checkbox"/> Carnegie Bridge	<input type="checkbox"/> NS #2 RR Bridge	<input type="checkbox"/> I-90 Innerbelt Bridge
<input type="checkbox"/> West 3 rd St. Bridge	<input type="checkbox"/> Marathon Bend	<input type="checkbox"/> Turning Basin	<input type="checkbox"/> Morgan Run

Shell(s):

Name of Shell(s): _____
 Shell(s) Involved: 8 4 4x (Quad) 2 (Pair) 2x (Double) 1x (Single)
 Coxed: No Yes
 Bow/Stern Lights No Yes Not required at time
 Used:
Damage to Rowing Equipment: No Yes, and described below in Narrative Section

CRF Crew(s) Involved:

CMSD St. Ignatius Shaker Heights Western Reserve
 Baldwin Wallace Case Western Reserve Cleveland State John Carroll
 Crew Experience Level: Novice 2-3 years 4-5 years > 6 years

Injuries: No Yes, and described below in Narrative Section

Launch(es) Involved:

Coaches involved: _____
 Location of Nearest Launch at Time of Incident: _____
 Safety Equipment Available: Large PFD Box Small Orange Safety Box Lights
 Radio Being Used: No Yes Not required
Radio Confrontation or Otherwise: No Yes, and described below in Narrative Section

