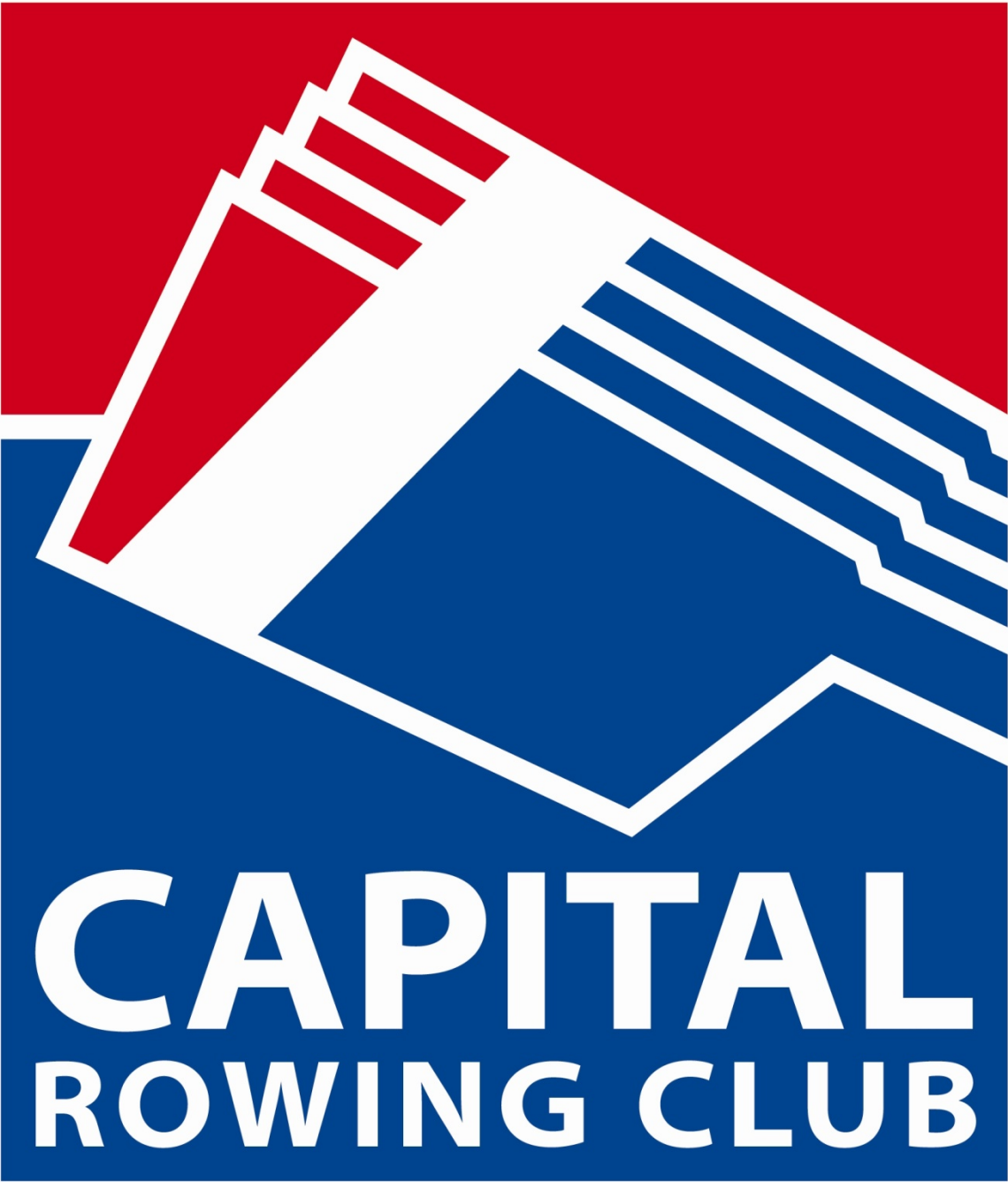


SCULLING AND SMALL BOATS PROGRAM MANUAL
UPDATED AUGUST 2016



SCULLING AND SMALL BOATS PROGRAM MANUAL (AUGUST 2016)

SCULLING AND SMALL BOATS PROGRAM

Capital Rowing Club's Sculling and Small Boats Program offers something for scullers of all skill levels. Capital offers structured coached programs in recreational and novice sculling. Scullers who have passed a flip test and demonstrated confidence and skill in a shell may also take out boats without a coach.

Capital maintains a fleet of small boats for use by certified members of the Sculling and Small Boats Program. We also offer rack spaces for members who own their boats when space is available.

This manual provides the following information:

- Membership requirements and opportunities at Capital
- Certification process
- Issues related to club-owned equipment: designation of club boats, proper boat handling, usage and reservations, damage/repairs
- Issues related to privately-owned equipment: rack space waitlist, withdrawal of rack space, storage of oars, abandoned boats and oars, multiple boats
- Guests to Capital's Small Boats Program
- Keys
- Safety guidelines and useful information

The small-boats program is coordinated by the Sculling and Small Boats Program Representative (rep), who is elected annually at the end of the year by members of Capital's Sculling and Small Boats Program. Questions about the policies in this manual should be brought to the sculling rep. Decisions of the sculling rep applying these policies may be appealed to Capital's Board of Directors.

SCULLING AND SMALL BOATS PROGRAM MANUAL (AUGUST 2015)

Membership Requirements

1. Safety

Safety is the issue of greatest importance in the program. For your own safety and that of other river users, members of this program must observe all safety rules, as described below and in Capital's safety guidelines. Unsafe practices (e.g. sculling without a valid monitor or proper safety certification) can and will result in exclusion from the Sculling and Small Boats Program, at the discretion of the sculling rep and/or coaches.

2. Waivers, Forms and Dues

Prior to any outing in small boats, private or club-owned, you must be a member in good standing at Capital (i.e. paid an annual membership fee and program dues) and have signed all the appropriate forms, including the Sculling and Small Boats Application and US Rowing Release of Liability form.

3. Volunteering

Except for its coaches, Capital is a completely volunteer-run organization. As such, the success of Capital depends on the time and efforts of its members. Thus, everyone must participate in at least one community activity per season.

4. Dues

All members pay the annual club membership fee. Members registered for one or more of the sculling programs pay the fee for that program(s). Members with private boats pay storage fees. Members with private boats and registered for one or more programs pay storage and program fees.

5. Annual Membership Fee

Annual club membership is paid only once per year and allows you to participate in any number of programs at Capital. This fee is used to help cover overhead expenses related to running the club and also provides additional funds to reinvest in club equipment. The annual club membership fee is currently \$200.

6. Program Fees (Current Members)

Independent sculling membership is \$55, paid three times each year (spring, summer, and fall), and allows you to take out club 1x and 2x outside of coached programs, after certification.

SCULLING AND SMALL BOATS PROGRAM MANUAL (AUGUST 2016)

Club sculling is \$100, paid three times each year (spring, summer, and fall), and provides coaching and equipment use during the coached program and races.

Advanced (Competitive) Sculling is \$180, paid three times each year, and provides coaching and equipment use during the coached program and races.

Rack Space (for private boat owners)

- 1x rack fee is \$105, paid three times each year (spring, summer, and fall). In addition to access to club-owned equipment, this fee includes access to a rack, as available, for storing a privately-owned 1x (See Rack Space section below.)
- 2x rack fee is \$130, paid three times each year (spring, summer, and fall). In addition to access to club-owned equipment, this fee includes access to a rack, as available, for storing a privately-owned 2x. (See Rack Space section below.)

Sculling for ACBA Members

Members in good standing of other ACBA organizations who wish to participate in Capital's sculling program and meet all other requirements for participation may do so on the following basis.

- ACBA members may sign up for comp sculling on a space available basis for \$200/session.
- ACBA members may sign up for club sculling on a space available basis for \$120/session.
- ACBA members may sign up for novice sculling at the CRC member rate (\$200) and will have priority over applicants from outside ACBA, provided that CRC members have first priority for available spaces.
- Independent sculling is only available to ACBA members who are also signed up for comp or club sculling for that session or have participated in either of those coached programs for at least one full session in the past and satisfy all other requirements. The fee for independent sculling for ACBA members is \$55/session (regular rate) for those currently in a coached program and \$100/session otherwise.
- ACBA members must provide the sculling rep with evidence that they are in good standing with their organization. They will be carried on Capital's roster as members but have no other member privileges including guest privileges.
- Members of other ACBA organizations may of course become full members of Capital by meeting the club's generally applicable requirements in which case they are entitled to full member privileges.

SCULLING AND SMALL BOATS PROGRAM MANUAL (AUGUST 2015)

Small Boats Program

COACHED SCULLING PROGRAMS

1. Club Sculling - Club sculling is for competent scullers with varying degrees of experience, from recent graduates of the novice sculling program to competitive scullers and offers instruction on technique as well as conditioning work. Practices are led by an experienced coach and held three times a week

2. Competitive Sculling - Competitive sculling meets five day per week and offers experienced scullers the skills necessary to maximize performance at local, national, and international regattas in the junior, senior, and master level racing categories. Program structure includes both theoretical and practical instruction, with particular emphasis on boatmanship.

3. Novice Sculling - Novice classes are held twice a week for six weeks. Each class will consist of approximately six novice scullers. At least the first four weeks of class are spent working in doubles, learning technique and getting comfortable with handling two oars. Moving into singles is based on the coach's discretion. The classes focus on safety, boat handling skills, and learning basic sculling technique. Admittance is on a first-come, first-serve basis with priority for current Capital members, and some prior sweep or limited sculling experience is required.

UN-COACHED SCULLING

1. Independent Sculling - Scullers registered for independent sculling may take out singles and doubles without a coach. They must have passed a flip test under observation from a Capital coach, must show competence in boat handling, and must be confident on the water without a coach. Equipment is available on a first-come, first-served basis, cannot be reserved, and may only be signed out when not in use by a coached program. Advanced level boats may only be used by scullers with Advanced certification (see pp. 5-6).

PRIVATE SCULLING INSTRUCTION

Certified member of Capital's Small Boats Program in good standing may receive private sculling instruction from a coach approved by Capital. Times of private sessions must be coordinated with the sculling rep. Use of club equipment—including boats, oars, launches, etc.—must not conflict with coached Capital programs. Capital will provide a list of available vetted coaches and their session fee. You may suggest the name of a coach you wish to become vetted. Capital will then review the coaching candidate and make the final decision on whether or not to employ the suggested coach. Payment for the private coaching session will be made to Capital Rowing Club and must include the coach's session rate as well as launch usage fees.

New Members

All new members to Capital's Sculling and Small Boats Program must meet with Capital's sculling rep prior to sculling at Capital to:

1. Discuss safety issues, including proper traffic patterns and the monitored logbook. In addition the new member must read and understand US Rowing's Safety Bulletin and sign the following:

- Capital's Safety Manual and Small Boats Safety Guidelines
- US Rowing's Release of Liability waiver
- Capital's Small Boats Membership Application

2. Go over proper boat handling skills to ensure that there is a basic standard for how club equipment should be treated and to identify how to properly report any damaged equipment; and

3. Have an assessment row, in which the new member must demonstrate competence in sculling and successfully complete a flip test. Capital assigns two levels of sculling competence, described below. All decisions concerning competence shall be made by Capital's sculling rep, with consultation of Capital's sculling coaches when appropriate, and may be appealed by any Capital member to Capital's Board of Directors.

Competency/Skill Levels

ADVANCED SCULLERS

Proficient boat-handling skills (able to set boat in calm and rough water with blades off the water; can safely navigate in the more narrow and winding stretches above the railroad bridge; can safely handle sculling at dusk and dawn.

May use any club boats at own risk, without supervision, and in accordance with the proper boat handling procedures and safety guidelines established by Capital.

NON-ADVANCED SCULLERS

Can handle, launch, steer, and land boats by themselves; can successfully navigate bridges and river obstacles; has sufficient boat-handling skills (balance, backing, turning, steering) to be safe and competent on the water.

May use training/intermediate club boats at their own risk and in accordance with the proper boat handling procedures and safety guidelines established by Capital without

SCULLING AND SMALL BOATS PROGRAM MANUAL (AUGUST 2015)

supervision between the railroad bridge and the green buoy below the South Capitol Street Bridge.

May row within hailing distance of a sculling buddy (or coach in a launch) beyond the railroad bridge and the green buoy below the South Capitol Street Bridge

Club-Owned Equipment

Club-owned equipment is the Small Boats Program's most important asset and must be treated with care. Capital maintains a fleet singles and doubles for use by certified members of the Small Boats Program.

CLUB SCULLING BOATS (as of August 2015)

TRAINING/INTERMEDIATE

1. Siberian Express (Maas)
2. Capital Notion (Yellow Peinert)
3. Capital Donation (Yellow Peinert)
4. Firebird (Vespoli) - Lightweight (110 - 145 lbs)
5. Minor (Wintech) – Lightweight (140-175 lbs)
6. White Vespoli – Midweight (165-180 lbs)
7. Medius (Wintech) – Midweight (165-180 lbs)
8. Magnus (Wintech) – Heavyweight (185-225 lbs)
9. Capital Capital (Wintech 2x) – Heavyweight (185 - 225 lbs)

ADVANCED (may be used by Advanced Scullers, and by other scullers with coached supervision).

10. Sykes -- Lightweight (130-165 lbs)
11. Peinert X25 – Lightweight (110-160 lbs)
12. Kaschper - Midweight (165 - 180 lbs)
13. Peinert 26 – Mid-Heavyweight (150-210 lbs)
14. Kaschper NX – Heavyweight (180-210)
15. Callinectes (Hudson 2x) – Heavyweight *
16. Porterfield (Empacher 2x) – Heavyweight *
17. Capital Virtue (Sykes 2x) – Lightweight (65 kg/143 lbs)
18. Capital Vice (Sykes 2x) – Mid-heavyweight (75 kg/165 lbs)
19. Capital Idea (Sykes 4x) – The 4x may only be rowed with a launch present absent special permission from the sculling rep and VP of Operations.

* Callinectes and Porterfield are privately owned and are available for use in coached programs and for races only (see “Private Boats, below).

PRIVATE BOATS

Some private boat owners make their boats available for use during the club and competitive coached programs. The sculling rep will identify those boats to the coaches, who may assign them during coached practices in their discretion. **Private boats made available for coached practices may not be rowed outside of the club and competitive coached programs without their owner's specific permission.**

During coached programs, the coaches will assign boats in their discretion. All Independent scullers may use any Training/Intermediate club boat. Independent scullers who have been certified for Advanced boats by the sculling rep or a Capital coach may use those club boats as well.

Proper Boat Handling

- 1. At the rack/slings:** Check the boat to make sure there is no damage and there are no loose parts on the tracks, foot stretchers, or riggers. Do not leave boats unattended in slings in windy conditions – wind can easily blow a boat over and cause significant damage!
- 2. Adjustments:** Foot stretchers, oarlock speed-spacers, and slide position can and should be adjusted by rowers to fit the boat to their needs. See “Damage and Repairs”, below, concerning other rigging adjustments.
- 3. Carrying the boat:** If you are able to carry the boat safely by yourself, you may carry it to the dock on your own. Otherwise, you must get a second person to assist you in carrying the boat. Be sure to watch out for other boats and people on land and on the docks. When carrying boats with two people, pick up and lift from as close to the center of the boat as practical (midway between ends and cockpit) to avoid stressing and bending the hull.
- 4. At the dock:** Most damage to boats happens at the docks. It is totally avoidable and inexcusable. To ensure that boats are properly cared for, place the boat in the water with the bow pointed **downstream**. Take care that no part of the boat touches the dock. When putting in on the water prior to outing or when landing, do not leave the boat unattended at the dock. You must either head out on your outing or return the boat to its rack without delay.
- 5. Shoving off and landing:** You should always be pointing **downstream** when shoving off from the docks. Make sure there are no boats coming before shoving off. When landing, do not allow the boat to touch the dock. Get a straight line, aim for the top end of the dock, and come in slow with very light to zero pressure.
- 6. Entering/Exiting the boat:** This should be done as instructed by Capital's coaches or small boats rep.
- 7. After each outing:** Boat should be fresh water rinsed and must be wiped off after each use. Vents should be left open between rows.

SCULLING AND SMALL BOATS PROGRAM MANUAL (AUGUST 2015)

Damage can be avoided by keeping the boat away from the dock when stepping in and only using the strengthened part of the boat to step on. No street shoes should be worn or be stored inside the boat. Shoes leave excess dirt inside the boat, which clogs the tracks. Shoes should be left on the docks, safely put off to the side so that they do not create a hazard for other users of the dock space.

Usage

GENERAL

Club sculling boats may be used from up to one hour before sun up to one hour after sun down during the months when the club is in operation (late March-early November). Club boats may only be used in safe water and weather conditions. All coached small boats programs have priority use of club-owned boats during their regularly scheduled class times. If any such boat is still available 15 minutes after the start of a scheduled class, a registered and certified Capital independent sculler—who is not part of the class—may use one of the available boats, as long as it is suited to their skill/competency level. It is the sculler's responsibility to return the boat to its rack ten minutes prior to a coached sculling class time. Outside of the coached sculling practice times, sculling boats are generally available on a first-come, first-serve basis as discussed above.

RACING

The coached-competitive small boats program will have priority use of sculling equipment for regattas. All club and experienced members of the Capital small boats program, not part of the coached-competitive small boats program, will be treated equally for allocation of club-owned equipment for regattas. A rower (or a coach on behalf of one or more rowers) interested in racing in a regatta must give the sculling rep appropriate notice—at least two weeks in advance of a regatta—so that the rep can manage any conflicts with and logistics for the club-owned equipment.

Damage and Repairs

Any rower using club-owned equipment must promptly report any needed repairs including the date, the boat in need of repair, the problem, and your name in the repair log on the sculling table. Do not attempt to make major repairs to boats (e.g. repair holes or cracks in the hull or deck of the boat) or make extensive rigging adjustments to boats (e.g. changing span of rigging) and/or oars (e.g. changing overall or in-board length) without the approval of the sculling rep. Major boat repairs and non-incidentals purchases additionally need the approval of the vice president of operations.

Promptly inform the sculling rep of any damage to club equipment that you notice or that occurs while using the equipment by email at sculling_rep@capitalrowing.org

SCULLING AND SMALL BOATS PROGRAM MANUAL (AUGUST 2016)

. When damage is caused by an accident, the sculling rep may ask you to complete an incident report to document your accident so that others may learn from your experience. Where possible, sculling coaches should also be notified about boat damage.

If damage is deemed to be caused by negligence, you are responsible for paying for any needed repairs and/or the insurance deductible. Inflicting excessive or repetitive damage to club-owned boats may result in suspension from the Small Boats Program and use of club-owned equipment, at the discretion of the sculling rep.

- Three such incidents within one year will result in suspension of member privileges for a period of one month. You will also need to meet with the sculling rep or other appropriate individual to discuss safety issues, review boat handling skills, and to reassess your competency/skill level before you are allowed on the water again after the suspension.
- Four or more incidents within a year may result in complete expulsion from Capital's Small Boats Program.

To stress again, with the exception of our members and our coaches, Capital equipment is our most valuable asset, and it must be treated accordingly.

Privately-Owned Equipment

LIABILITY/INSURANCE

Boats, oars and other private rowing equipment stored at the Club are stored at owners' risk. Capital Rowing Club accepts no responsibility or liability for damage to private equipment.

Privately owned shells, oars and equipment are not covered under the Club's insurance policies. It is strongly recommended that all owners of private equipment stored at the Club or transported by the Club's trucks and trailers for a rowing activity have their own insurance coverage for damage in the event of accidents, theft or vandalism while on club property, while rowing within the parameters of the club's activities, and while their equipment is being transported by the Club.

Rack Space

All decisions concerning rack space shall be made by the sculling rep in coordination with Capital's Vice President of Operations, and may be appealed by any affected member to Capital's Board of Directors.

RACK SPACE WAITLIST

Capital's sculling rep will maintain a waitlist for private spaces for any person seeking to join Capital's Small Boats Program and looking to store a boat at the boathouse.

- The waitlist shall be made available to any Capital member upon request. Non-members wishing to place their names on the waitlist shall be required to pay a one-time non-refundable fee of \$100.
- The order of placement on the waitlist is done on a first-come, first-serve basis based upon the date that interest is expressed. For non-members, the date of placement on the waitlist may be made conditional upon the person visiting Capital's facilities and being informed of Capital's mission, programs, and rules during that visit.
- If a rack space is made available and the first person on the list is not able to use it, that person shall be placed at the end of the list.
- Capital will allow up to two months after acceptance of a rack space for acquisition of a boat if necessary. This period may be extended at the discretion of the sculling rep upon request. Payment equal to one season's rack space fee at the rates then in effect is required as a deposit in any event. In addition, individuals who are not Capital members must pay the Capital annual membership dues then in effect. If the sculler fails to acquire a boat within the allotted amount of time, the deposit will be forfeited. Otherwise, the deposit will be credited to their rack fees.
- Open rack spaces on the five lowest levels will be offered first to current rack space holders based on frequency of use, seniority, promptness in paying rack fees or making timely arrangements to pay, and fulfillment of Capital's volunteer requirement.
- Capital reserves the right to temporarily or permanently reassign rack spaces based on usage, physical needs/safety, rigging/equipment conflicts, or changing club needs. All reasonable efforts will be made to notify and work with those whose space is affected.

REMOVAL OF USAGE OF RACK SPACE

Allocation of rack space may be withdrawn for:

- 1. Failure to meet Capital's membership requirements**—such as failure to pay Capital's annual membership fee and/or seasonal Small Boats Program dues and rack fees, failure to meet Capital's volunteer requirement, and/or failure to adhere to Capital and US Rowing's safety guidelines. In such a case, the sculling rep will issue a written warning that use of the rack space will expire after two weeks. If the boat owner fails to respond to the written warning within the two week period, a lock will be placed on their boat and it will not be removed until all membership responsibilities are fulfilled or they agree to remove the boat from the site. If the boat owner does not comply with the membership requirements or remove their boat within five weeks after receiving the warning letter, the boat will be considered abandoned. (See 'Abandoned Boats' below).
- 2. Infrequent use.** If a stored boat has been used fewer than 20 times in the twelve-month period ending on October 31, the allocation of rack space will be revoked absent

SCULLING AND SMALL BOATS PROGRAM MANUAL (AUGUST 2016)

an approved extenuating circumstance as described below. Owners will be issued a warning if they have failed to row 10 times by August 1.

- Only one row per day, and only rows that were properly logged, will count towards this minimum requirement.
- Individual exceptions to this use requirement may be made when extenuating circumstances preclude usage of the boat or fulfillment of membership responsibilities. However, it is the member's responsibility to clearly communicate these circumstances in writing to the sculling rep at the time they arise.
- Owners also may be excused from the minimum rowing requirement, at Capital's discretion, if they make their boat available for Club use on mutually acceptable terms.
- Capital reserves the right to revoke the rack space allocation of any boat that has not been used for 12 consecutive months.

Oar Storage

Club oars are stored in the club oar rack to the left of and immediately behind the scullers desk. Keep oar pairs together, with blades nested and parallel to the rack slot.

A rack for private oars is available and located inside the boathouse. All privately-owned oars must be labeled with the owner's name written on the sleeve of the oar. Privately-owned oars stored at Capital must belong to members of one of Capital's sweep or small boat programs. Once an individual ceases to be a member of Capital, he/she may not leave his/her oars in the boathouse. Any such oars will be considered abandoned and will be made available for general use in the Small Boats Program.

Abandoned Boats

Owners of private boats that are deemed to be infrequently used, as stated above, and/or members in poor standing with the club, as listed above, will be sent a warning notice from the sculling rep notifying them that their rack space allocation is in jeopardy. The notice may be sent by e mail or postal mail to the address on record with the club. If no action is taken on the part of the sculler in response to the letter, then five weeks after the issuance of the warning letter, the boat and any accompanying oars will be considered abandoned and will become property of Capital Rowing Club, Inc. It is the member's responsibility to update contact information as often as necessary so that the sculling rep can easily contact the owner.

Multiple Boats

Due to a limited amount of storage space available at the boathouse, the storage of multiple boats of any type by one owner is strongly discouraged. However, in some cases, permission may be granted after careful review on a case-by-case basis. Decisions on storage for multiple boats shall be made by the sculling rep and can be appealed to Capital's board of directors.

Keys

Members will be given keys to the appropriate locks to gain access to all equipment once they have become certified members of the Small Boats Program.

1. Do NOT copy and distribute your key to anyone. All keys are given out by the vice president of operations or the sculling rep.
2. If you lose your key, inform the vice president of operations or small boats rep immediately.
3. Whenever you leave the boathouse—to row or go home—make sure the bay doors are closed and LOCKED unless another member of Capital or another ACBA organization is present and will lock up when they leave.
4. Always take your keys with you. You don't want to get locked out!
5. Keys are for club members only. If you leave the club, you must return your key to the sculling rep.

Guests

Guests are welcome to use Capital facilities (boats, oars, and docks) when accompanied by an advanced certified-Capital sculler. The club member is responsible for the guest and must ensure that the guest follows all standard procedures for use of club sculling equipment. The guest must be a proficient sculler, capable of passing one Capital's assessment rows for new members. Capital equipment is not to be used to teach guests how to scull, unless special exception has been asked for and granted by the sculling rep.

Unless special exception has been granted by the sculling rep, no guest may use a club single. Guests otherwise only have access to a double and must be accompanied by an advanced certified-Capital sculling member. The guest sculler must sign a US Rowing Release from Liability form prior to their first outing at Capital. Signed forms should be left in the front pocket of the sculling logbook.

Each guest is allowed a maximum of five (5) visits per season. After that, the guest should pursue membership at Capital.

The Capital member hosting the guest is liable for any damage and must accompany the guest while using the facility and/or equipment (on land and on water). The member must also ensure that all waivers have been signed and the logbook has been properly filled out. The logbook entry shall contain the guest name and shall be labeled as 'guest of [member's name]' in the comments section.

Members of one of Capital's sweep programs may also be guests of the Small Boats Program, and the same rules required of non-Capital guests, as described above, also apply. However, during a coached sweep program, a coach may send out a pair of

SCULLING AND SMALL BOATS PROGRAM MANUAL (AUGUST 2016)

his/her rowers in a club-owned double (with one of the individuals an advanced certified Capital sculler sitting in bow, as stated above) and this will not count toward the five (5) visits per season limitation.

Small Boats Safety Guidelines

Since scullers are often on the water by themselves without any supervision by coaches and because they are responsible for both steering and rowing, they must assume greater responsibility for their own safety (and that of others) and take this responsibility seriously. Outside of the coached sculling sessions, use of sculling equipment is entirely at one's own risk. All sculling activities at Capital must be conducted in conformity with US Rowing's safety bulletin and Capital's safety guidelines. Most importantly, all scullers should use common sense, adhering to the purpose and spirit of these safety guidelines.

AT THE COMPOUND AND DOCKS

Take care to avoid damage to your boat, as well as other boats, when taking shells on and off the rack.

- Check all equipment. (See US Rowing Safety Bulletin, Before the Row Point 6)
- From sun-down to sun-up, use lights clearly visible from both bow and stern.
- Beware of risks of cold-weather outings (see US Rowing Safety Bulletin, On the Water Point 5 and separate CRC statement on cold-weather rowing).
- On land and when launching or landing, large boats (eights, fours, quads) have right-of-way over small boats (pairs, single and double sculls, canoes, kayaks).
- Launch and land with bow pointed **downstream**.
- When launching or leaving the compound, unless someone in sight is using the compound or boathouse, lock the boathouse.

SCULLING AND SMALL BOATS LOGBOOK

Sign out before each ANY water outing in the Small Boats Log Book.

Prior to hitting the water, you must record the following in the log book:

- Your name and boat name
- Course direction—being as specific as possible
- The monitor's name and phone number
- Time out and Estimated time in

After each outing, you must record:

- Actual time-in
- Any notes that will help other scullers avoid obstacles on the water, be aware of potential hazards, etc and any damage to club equipment.

SCULLING AND SMALL BOATS PROGRAM MANUAL (AUGUST 2015)

You are responsible for signing yourself back in, and no one else may sign you in. You are highly encouraged to take a cell-phone with you in the boat and leave the number with your monitor and in the log book.

Have a valid monitor! All small boat members must use a monitor when sculling outside of a coached program. A monitor is a reliable and dependable person, who you choose to report to when you have completed your row and are safely on shore again. The monitor must know:

- What time you are going out on the water
- What time to expect you back in
- The route you will be taking, being as specific as possible
- The outfit you are wearing

Record this person's name and number in the Small Boats Log Book prior to your outing. It is your responsibility to educate your monitor about what to do in case of an emergency, and it is the monitor's duty to immediately notify Capital's sculling rep and/or other club personnel, as well as the DC Harbor Patrol (202-7274582), if you do not return or phone by your pre-arranged time in.

NAVIGATING ON THE WATER

Capital scullers are required to follow the posted traffic patterns set by the club. A copy of the course, noting the proper traffic pattern and potential hazards (e.g., sand bars and river markers), is posted online in the Capital Safety Manual, in the boathouse on the entrance to Bay 2, and on the CRC website under both "Resources" and "Maps". If you are unfamiliar with the practice course, it is highly encouraged that you ask for a river tour with Capital's small boats rep or other appropriate person, and/or row with an experienced Capital sculler during your first few outings. There are many sandbars and buoys along the practice course, especially as you proceed upstream, that everyone needs to be aware of for personal safety and to keep all equipment in good condition.

All Small Boat Program members should also review the information available online and posted in the boathouse on Capital's practice course.

- Stay to your starboard shore. Veer from starboard lane to avoid sandbars or other obstacles only after checking carefully for oncoming boat traffic.
- Be alert at all times for oncoming boats that may be outside of the normal traffic pattern because they are avoiding sandbars or other obstacles.
- Less maneuverable boats have right of way; scullers and other small-boaters must yield to eights and fours.
- Never turn before a bridge or other obstacles that block lines of sight.
- Never stop under bridges, and always avoid the middle arches of bridges.
- Beware of buoys—they appear, disappear, and move!
- Remaining within the starboard side of the river, stay as far as possible from the Navy Yard seawall and any vessels docked at the Navy Yard.

SCULLING AND SMALL BOATS PROGRAM MANUAL (AUGUST 2016)

- Bridges above the Pennsylvania Avenue Bridge are potential hazards when there is boat traffic in both directions; exercise caution and row at paddle pressure.
- Be familiar with emergency procedures. (See US Rowing Emergency Conditions and CRC emergency response guidelines)

Note: Outside of the Capital's traffic pattern, which runs from the downstream side of the railroad bridge down to the red and green channel makers downstream of the South Capitol Street Bridge, you may run into other boats from different boathouses that have their own traffic patterns that run counter to what Capital has set out for its practice course. Thus, when heading off of Capital's practice course, you are doing so at your own risk. Be doubly aware of your surroundings and always use your best judgment. Upstream of the Railroad Bridge is informally known as "Narnia". Hazards and traffic patterns for this section of the river can be found on the interactive map on the CRC website and on the "Scullers Map to Narnia", which is posted in the boathouse on the entrance to Bay 2, and on the CRC website under both "Resources" and "Maps".

RIVER TRAFFIC PATTERN FOR BRIDGES ON ANACOSTIA RIVER

The general rule is to use the passable arch or arches furthest to the starboard side of the river. To avoid confusion, specific rules for each bridge are given below. For each bridge, arches are prescribed for boats traveling downstream and upstream. Arches are numbered from the northwest shore to the southeast shore (i.e., the numbering for arches on each bridge starts from the Capitol Hill side of the river). Listing an arch below as prescribed for traffic rules does not mean that arch is always navigable; beware of shallow water and obstacles.

South Capitol Street Bridge: Eight Arches

Downstream: Arches #2 through #4

Upstream: Arches #5 through #7

Downstream and upstream traffic are divided by large wooden structure on middle abutment between Arches #4 and #5.

Avoid using the middle arches (#4 and #5) whenever possible due to potential collisions around the bend in the river just upstream of the bridge.

11th Street Bridge: Five Arches

Downstream: Arch #2

Upstream: Arch #4

Pennsylvania Avenue Bridge: Six Arches

Downstream: Arches #2 through #3

Upstream: Arches #5 and #6

Do not use Arch #1 or Arch #4

SCULLING AND SMALL BOATS PROGRAM MANUAL (AUGUST 2015)

Railroad Bridge: One Narrow Arch

Exercise caution; check for traffic from other direction!

- Paddle pressure only within 10 strokes of the bridge
- Approach wide so you can look through the bridge for approaching traffic. Only proceed if there is no opposing traffic.
- Adjust your point through the bridge to allow for wind and tide.
- Boats heading South/Downstream have the right of way.
- Make an audible warning (e.g. Blow a whistle or shout "Coming Through!") as you enter
- Immediately on emerging from bridge, pause for a clear view of the river section you are entering and adjust course.

East Capitol Street Bridge: Five Arches

Downstream: Arch 2

Upstream: Arch 3 (except at extreme low tide when the East/Anacostia side of Arch 2 should be used with CAUTION)

Metro/Benning Road Bridges: Three Arches

Downstream: Arch 1

Upstream: Arch 2 (except at extreme low tide when Arch 1 should be used with EXTREME CAUTION)

- * Follow arches of Benning Road bridge, not Metro bridge
- * Be careful of docking posts & Metro bridge pylons

New York Avenue & AMTRAK Bridges: Four Arches each

Downstream: West Side of Arch 2

Upstream: Arch 3 or East Side of Arch 2 with EXTREME CAUTION

- * At low tide, Arch 3 not passable

WINTER ROWING

"Sculling is very dangerous when water temperature is below 50 degrees."

-US Rowing Safety Bulletin

CLUB BOATS

There shall be no winter rowing in club equipment unless part of an organized winter Capital Small Boats Program that is approved by Capital's board of directors.

PRIVATE BOATS

If a private boat owner chooses to continue sculling over the winter months, he/she is doing so at their own risk, well aware of the safety issues and dangers involved with

winter rowing. But Capital understands that in the winter rowing season, many days are in fact quite warm and safe for outings. Private boat owners wishing to scull over the winter should consider doing the following:

- Check the temperature of the water to assist you in making a wise decision of whether it is safe to go on an outing.
- Use the “four oar” guideline whereby at least four oars, preferably in separate boats, are on the water at the same time;
- Wear an inflatable, compact life vest or wet suit; and
- Row upstream where the river is shallower and narrower and where it is easier to get on shore in cases of emergencies.

Shell Capsized, Hypothermia & Hyperthermia

SHELL CAPSIZED

1. Hold onto the boat once you are in the water. Never leave your boat and try to swim. The boat and oars will float you. Come up near the rigger.
2. Stay relaxed and catch your breath.
3. Make sure that the boat is righted with the seat up. If you rolled the boat so it is upside down, press down on the rigger nearest you to begin to roll the boat, then reach across and pull the other rigger down towards you so the boat will be right.
4. The oar closest to you should be all the way into the oarlock and the blade flat on the water so it can support you. Hold this handle down in the boat with your hand nearest the foot stretchers.
5. Next, you need to get the other oar handle so you can hold both handles in the bottom of the boat. You may need to jump up or reach to get the other handle, but you must get both handles together in one hand before you can continue.
6. Push your seat towards the bow.
7. Hold both handles in your hand closest to the foot stretchers, and with your other hand, reach across to the gunwale. Keep pressing on the handles.
8. Kick and pull yourself horizontally into the boat. You need to be focused on getting the weight of your hips over the boat and into the seat deck.
9. Once your hips are in the boat, you are stomach-down, kick again, turn and sit, letting your legs dangle over the side of the boat. Do not let go of the oars.
10. Raise your oar handles.
11. Make sure both blades are flat on the water and you are stable.
12. Swing your legs into the boat.
13. Put one foot back and scoot yourself back on the seat.
14. Put your feet back in the shoes.

WARNING: Fatigue and Hypothermia can set in quickly in the water. If the temperature is cold, lying across the boat out of the water as much as possible is important as body heat loss occurs 25 times faster in the water.

HYPERTHERMIA

Hyperthermia occurs when there is an increase in body temperature, usually when the air temperature is above 76 degrees, and the victim is exposed to sun and heat in combination with a decrease in fluids. It may occur when: a) sweat cannot easily evaporate; b) the body is being heated by the environment; and c) water loss from sweat and respiration is not replaced and dehydration occurs. Two serious conditions may result:

HEAT EXHAUSTION

Possible Symptoms include:

- Throbbing headache
- Nausea
- Cool skin
- Chills
- Sweaty
- Pale
- Rapid Pulse

Victim should drink water. Shade victim from the sun and treat for shock.

HEAT STROKE

Is life threatening! Symptoms may include:

- Behavior changes
- Unconsciousness
- Hot, but not sweaty
- Flushed warm skin
- Rapid pulse pounding

Douse with cool water, shade from sun, fan, and ensure that airway is open. Always get medical assistance as soon as possible.

HYPOTHERMIA

Hypothermia occurs when a victim is subjected to cold temperatures, cold water, ice or snow. There is a potential for Hypothermia if people are submerged in water with temperature below 80 degrees. Water temperatures below 50 degrees are very dangerous. Hypothermia can even occur with air temperatures in the 60's, particularly if rowers are wet, exhausted, and exposed for long periods of time. Always obtain medical assistance as soon as possible when dealing with severe Hypothermia.

Symptoms may include:

- Feel cold
- Turn bluish
- Shivering at first, followed by numbness
- Apathy
- Lethargy
- Disorientation or loss of mental capacity

SCULLING AND SMALL BOATS PROGRAM MANUAL (AUGUST 2016)

Actions if cold and shivering:

- Get out of water quickly, even if on top of a capsized boat. Heat loss is 25 times greater in the water.
- Keep as much of body as possible out of the water.
- Huddle with others
- Move to shelter quickly.
- Remove wet clothing and re-warm with warm blankets.
- Do not give liquids.
- Treat for shock

Actions if shivering has stopped:

Treat as above but do not re-warm extremities! If the victim is no longer shivering, the torso must be rewarmed first to avoid circulating cold blood to the heart. This can kill. Wrap the victim in a blanket and apply heat to underarms and groin area; wrap again in a separate blanket. Wrap each arm and leg separately to prevent re-warming. Hot packs should not be placed directly on the victim. Use a thick layer to protect the victim's skin from any heat source. If hot packs are not available, place the victim in a sleeping bag with a warm person. Administer CPR or artificial respiration if necessary.