

# WRPC Member Handbook and Safety Policy

Revised February 18, 2016



**Welcome to the Wenatchee Row and Paddle Club!** WRPC was established in 1989 with the purpose of encouraging the use of human powered water craft at the confluence of the Wenatchee and Columbia Rivers. As the premier boat club in the Wenatchee Valley, WRPC facilitates a variety of social, educational, recreational and competitive programs ranging from sweep rowing and sculling to canoeing, kayaking and paddleboarding. We are excited to have you join us and look forward to seeing you on the water!

**Our Mission:** WRPC provides access to the mid-Columbia River and its tributaries for educational, recreational, and competitive experiences using human powered watercraft.

**Club Address:** 915 Walla Walla Avenue  
P.O. Box 3925  
Wenatchee, WA 98807-3925

**Website:** [www.wenatcheepaddle.org](http://www.wenatcheepaddle.org)

**Facilities:** Lindston Barn, Linden Tree Area

Boathouse Annex (Large Blue Building on Walla Walla Avenue and 9<sup>th</sup> Street)

**Annual Meeting:** Held on the third Wednesday of November each year for the purpose of electing new members of the Board of Directors.

# Boathouse Policies and Procedures

**Club Membership.** Club Membership is provided to all dues paying individuals and families on a calendar year basis, as well as to honorary lifetime members who are referred to as “Knights of the Rack.” All members must sign an annual waiver. Membership includes use of club equipment at club facilities and eligibility to participate in club events. Upon qualifying as a member, individuals and families may participate in the masters rowing program and/or store boats at club facilities, subject to additional participation and storage fees.

**Dues.** Dues for membership in the Club are \$100 per year for Individual membership and \$150 per year for Family membership. New memberships pay an initial joining fee of \$100 in addition to the annual fee. The membership and boat storage year runs from Jan. 1 to Dec. 31. Dues statements go out in December. Dues are reduced after September 1 to one-half of the normal amount; provided, reduced fees are only available for new club members.

**Temporary Memberships.** Temporary memberships may be allowed on a one-time basis for individuals who are temporarily in the area. An initial joining fee will not be required. The fee for temporary membership will be \$75 and length of membership shall not exceed three months.

**Rowing Dues.** Rowing dues are payable prior to participating in sweep rowing programs. Rowing dues are \$150 per participant; provided, first time rowers (novices) shall only be responsible for payment of a \$50 participation fee. Guests at Club Learn-to-Row events shall be subject to the Guest Policy below and may be charged event-specific participation fees. Rowing dues are reduced after September 1 of each year to one-half of the normal amount; provided, reduced fees are only available for new club members.

**Lapsed Memberships.** Memberships which lapse for more than three years will be required to pay the initial joining fee in addition to the annual fee.

**Guest Policy.** All guests of WRPC shall be accompanied by a club member and shall sign a waiver prior to use of club equipment or facilities. The waiver form is available in the Lindston Barn and the Boathouse Annex. Guests are permitted to visit the club and use club equipment on three occasions. Thereafter, guests are required to join the club or pay a day use fee of \$20 per subsequent visit accompanied by a club member. If visitors and their accompanying club member are only using equipment owned by a club member, this guest policy shall not apply.

**Failure to Pay Dues.** In the event a person fails to pay dues for membership, his/her name will be taken off the mailing list and she/he will lose all rights of membership. If a membership lapses, however, membership shall be reinstated without re-payment of the initial membership fee if, within three years from the end of the last calendar year for which membership was last paid, the annual membership fee is again paid. It is not intended by this statement that all of the membership fees unpaid during the lapse be caught up to reinstate - only the fees for the current year.

**Application of Payments to Dues and Fees.** Any money paid applies first to membership and secondly to boat storage if the membership is associated with a boat storage space.

**Refund Policy.** All dues and storage fees paid by club members are nonrefundable.

**Boathouse Access .** Club facilities may be accessed by members 365 days a year during the operating hours of Walla Walla Point Park. WRPC facilities are secured by locks using a four digit passcode. The passcode is updated each year and shall not be disseminated by club members to non-club members. Disseminating the club passcode to non-club members is grounds for dismissal from the club.

**Boat Usage.** All members using club or personal equipment are required to sign out and sign in using the club logbook located in the Lindstrom Barn or the Boathouse Annex. For safety purposes, the club log tracks whether members have returned boats to the designated club facility. The club log also records boat use for purposes of prioritizing future club equipment purchases and determining assignments of boat slips for storage.

**Club Grievance Procedure.** In the event a club member is aggrieved by a policy or procedure of WRPC or by a member of WRPC, such grievance or concern shall be set forth in writing addressed to the Board of Directors of WRPC, P.O. Box 3925, Wenatchee, WA 98807-3925. The Board shall address any such grievances at the Board Meeting immediately following receipt and shall notify the aggrieved party by e-mail of any action taken. All decisions by the Board are final.

# Club Equipment Policy

**Storage – Usage.** Rules about assignment of a storage slip and usage requirements to maintain the assignment are contained in a separate policy statement, the “Lindston Barn Storage Policy,” below. Boats not entitled to storage in the Lindston Barn shall be stored in the Club Annex. There shall be no more than one boat per slip space in the Annex. The fee shall be \$85 for the first boat stored in the Annex. Additional boats owned by the member may be stored in the Annex for \$85 per boat. Oversize boats requiring more than one slip space will be charged a higher fee. Boat storage fees are reduced after September 1 of each year and then the amount required is one-half of the normal amount; provided, reduced fees are only available for new club members.

**Storage Manager or Committee.** A storage manager or committee is designated by the Board of Directors to make decisions within the discretion provided by the policies. Regarding a slip assignment contact Tom Feil, 509-884-3765, [Tom@bobfeil.com](mailto:Tom@bobfeil.com).

**Failure to Pay Storage Fees.** If a person who has a boat space in the boat house fails to timely pay storage fees, he/she shall be sent by certified mail one reminder notice entitled “Notice of Forfeiture of Space” to the last address provided to the Club. The reminder notice will state, among other things, the amount owed plus a \$10 late fee and that if the defaulting person does not make full payment of the amount owed including the late fee by 15 days from the date of the notice, his/her space rights will be automatically forfeited. If the default is not cured in full by the time specified in the Notice of Forfeiture of Space, the boat of the defaulting person will be removed by the Club from the slip it has occupied and the next person qualified for that space will have the right to occupy the space forfeited.

**Removal.** After a boat has been removed by the Club from its slip because of nonpayment, the Club will store the boat in question and give the owner notice to recover the boat and advise how to do so. If the owner fails to recover the boat within thirty days of the date of the notice to recover, the Club shall have a lien against the boat for all costs incurred by the Club for removal and storage (which it is agreed will be twice the normal amount of space rent) plus any costs of sale. The boat may then be sold and this lien may be foreclosed according to the procedure set out in Chapter 60.10 RCW Personal Property Liens--Summary Foreclosure.

**Where Boats May Be Used.** Club boats shall not be transported away from the immediate vicinity of the boathouse, i.e. they shall not be carried by vehicle to some other location, without the prior written approval of the Board. Club boats may be paddled/rowed to any place attainable from the boathouse but may only be used in other waters with prior approval of the Board for use in club sponsored regattas, for example.

**Damage to Club Equipment.** If a club boat is damaged, the person responsible shall pay for one-half of either the repair or replacement cost, whichever is less. Students receiving instruction from one of the designated rowing/paddling instructors are exempt. If a member fails to pay or otherwise violates club policy, he or she will receive a warning and will come under discussion by the board for exclusion from the club.

# Lindston Barn Storage Policy

The “Lindston Barn” is the small old boathouse located by the pathway to the dock. Storage there is quite limited and highly valued so that a special policy statement is made as to who will be entitled to space in the barn. This policy statement may be changed at any meeting of the Board of Directors by a 2/3 vote of a quorum.

The following is the order of priority for a space in the barn (subject to the rules applicable to all Lindston Barn Placement):

1. A member who has a severe, permanent disability. Requests to be included in this group can be made by the individual or their proxy at a regularly scheduled WRPC meeting for board/officer approval. The special ongoing needs of a member in this category may be addressed at any regularly scheduled WRPC meeting of the Board.

2. “Knights of the Rack”. This category is intended to include individuals who have given exceptional service to the Club. WRPC will be very stingy with these appointments; perhaps making one appointment per decade. The Knight will nonetheless be subject to the normal “Rules for all Lindston Barn Placement.”

3. Club boats. WRPC boats may be stored in the Lindston Barn for ease of use by members. Retired and/or underutilized Club boats will be stored in the Annex.

4. Current President of WRPC. There will be one space in the Lindston Barn designated for use by the Club president during the term of his/her presidency.

5. Members who are 70 or older. Up to eight spaces are available for priority use by members who are 70 or older on a first come first serve basis.

6. Frequent users. Members with the highest number of sign-outs of any boat stored in the Barn or the Annex will have the sixth priority for storage in the barn. Sign outs will be tallied on the basis of 12 month periods from 10/1 - 9/30( Boat Usage Year).

The current member in the barn who has the least number of uses for a given year shall be subject to displacement from the barn by any other member not currently in the barn who exceeds the least active member’s uses by at least 20 times per year. The member with the higher number of uses will be entitled to the space to be vacated by the least active member.

# Rules Applicable to All Lindston Barn Placements

A legal sign-out consists of removing a boat from the building for the purpose of paddling or rowing. A maximum of two sign-outs per day will be tallied towards a member's annual total. No retroactive sign-outs will be counted. Please print legibly and identify yourself clearly. If your name is not readable, it can't be counted.

1. Only members may store a boat in the Lindston Barn.
2. To qualify for space in the Lindston Barn, a "frequent user" or "member who is 70 or older" must have at least three years of accumulated WRPC membership and be current in payment of fees.
3. To retain the right to a space in the barn, the member must have at least 24 legal sign-outs during each boat usage year.
4. A member shall be entitled to only one space in the Barn.
5. A maximum of two boats may be placed in each space, provided the rack space can accommodate two boats without damage, and provided that two boats don't create a hazard for other members or other boats. An \$85.00 fee will be charged for each boat stored in the Barn.
6. The slip manager can make discretionary decisions regarding boat placement requiring special consideration. Any changes of slip placement will require boat slip manager approval.

## Insurance and Liability

The club provides liability insurance with respect to nonmembers, but **not** insurance for damage to the boats. All members agree that the activities associated with the club are hazardous and may result in injury or death. As a condition of being allowed to join the club, EACH MEMBER, FOR HIM/HERSELF, HIS/HER HEIRS AND ASSIGNS, ASSUMES ALL RISK TO PERSON AND PROPERTY AND WAIVES AND RELEASES ANY RIGHT TO BRING A LEGAL CLAIM FOR INJURY OR DAMAGES AND FURTHER AGREES NOT TO BRING ANY SUCH CLAIM AND TO HOLD THE CLUB, THE CITY OF WENATCHEE AND PUD HARMLESS FROM ANY HARM that may result from participation in club activities or use of club property. This assumption, release and waiver apply to the club, its officers, directors, and members, the City of Wenatchee and PUD #1 of Chelan County, regardless of their negligence.

# WRPC Liability Waiver

## RELEASE OF LIABILITY, WAIVER OF RIGHTS AND INDEMNIFICATION AGREEMENT

As a condition of allowing me to participate in activities of the Wenatchee Row and Paddle Club, a Washington nonprofit corporation, I hereby agree TO GIVE UP CERTAIN LEGAL RIGHTS.

I acknowledge that there is a risk to the participant in any athletic activity, including property damage, minor injury, serious injury and even death from drowning, collisions with other vessels or natural hazards, equipment failure, adverse weather conditions, exhaustion, hypothermia as well as causes which are not foreseeable. I ASSUME FULL RESPONSIBILITY FOR THE RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE.

I agree to abide by any decision of an event official relative to my ability to safely participate in club events, but I do not depend on anyone to make such a decision for me.

I, for myself, my heirs and assigns, hereby forever WAIVE, DISCHARGE AND RELEASE the below named "releasees" and COVENANT NOT TO SUE the releasees and further AGREE TO INDEMNIFY AND HOLD THE RELEASEES HARMLESS, from all costs, expenses and liability with respect to any claims or liability or rights to sue I may have because of my participation in club activities even though such liability or claim may arise out of negligence or carelessness on the part of one or more of the releasees.

I MEAN TO RELEASE AND PROTECT THE FOLLOWING "RELEASEES": The Wenatchee Row and Paddle Club, its members, officers and directors, and the individuals organizing and administering club activities, other participants in club activities, the State of Washington, and any agency thereof including, but not limited to, the City of Wenatchee and the Public Utility District No. 1 of Chelan County.

I HAVE MADE MY OWN ASSESSMENT OF THE CONDITIONS in which this event or activity is being held and the condition of my equipment or the Club equipment I am using and am not relying on any representation of safety or fitness made by the Club, its members or the organizers.

I agree that this release and waiver is intended to be as broad and inclusive as permitted under the laws of the State of Washington, and that if any portion is held to be invalid, the other portions shall remain in full legal force and effect. I have read and understand this agreement. No oral representation, statement or inducement in addition to or different from this agreement has been made.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature



# Safety Policy

1. If there is an emergency call 9-1-1.
2. In the event of an incident involving emergency services (police, fire department, ambulance), club members should contact a Member of the Board of Directors and complete an incident report form.
3. All incident report forms will be reviewed by the WRPC Board at the first monthly board meeting after the report is received.
4. All paddlers must have a personal flotation device (PFD) and whistle accessible in their boat. It is strongly recommended that all paddlers wear their PFD and whistle. All operators and passengers using club safety launches must wear a PFD.
5. During operation, coaching and safety launches shall contain the following safety equipment: megaphone, first aid kit, paddle, fire extinguisher, emergency throw rope, and one PFD for each crew member.
6. First aid kits and hypothermia kits shall be maintained and clearly marked in designated areas of the Lindston Barn and Boathouse Annex. The contents of the first aid kits shall be reviewed by the Board in Spring and Fall of each year, and stocked with bandages, antiseptic, pain relievers/fever reducers, and other similar supplies. Hypothermia kits shall include space blankets, towels, additional clothing, and other similar supplies.
7. All club members and guests, whether using club or personal equipment, shall sign the club logbook upon departure and return to the club dock; provided, the log book will be signed by the launch operator for all coached rowing practices.
8. Any and all staff providing coached rowing practices shall complete and maintain first aid and CPR certification courses, and will complete mandatory Washington Boater Education of the Washington State Parks and Recreation Commission.
9. Each year, prior to receiving any benefits of membership, all club members shall sign a waiver of liability. All guests shall sign a waiver of liability and be accompanied by a club member when using WRPC facilities and equipment.
10. Sweep rowing participants shall comply with the following:
  - All coxswains must wear a PFD on the water.
  - A swim test certification shall be completed every five (5) years
  - Rowing shall not be permitted under the following conditions: (1) more than one hour before sunrise or more than one hour after sunset; (2) if fog causes visibility of less than 150 feet; (3) when ice is present in the river; or (4) within 30 minutes after thunder is heard or lightning is seen.

Adopted by the Board on February 18, 2016. A copy of this safety policy, as amended from time to time, shall be posted on interior of each entry door to the Lindston Barn and Boathouse Annex.

# Incident Report Form

Print Name: \_\_\_\_\_

Your Contact Phone and E-mail: \_\_\_\_\_

Incident Location: \_\_\_\_\_

Date and Time of Incident: \_\_\_\_\_

Parties Involved: \_\_\_\_\_

Witnesses: \_\_\_\_\_

Description of Incident: \_\_\_\_\_

Were Emergency Personnel Contacted?    Yes                  No

If yes, who :    Police                  Ambulance                  Fire                  Other: \_\_\_\_\_

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature

Please mail completed forms to: WRPC, P.O. Box 3925, Wenatchee, WA 98807

# Weather Related Health Emergencies

## **Cold-Related Emergencies**

### **Hypothermia**

Hypothermia is a condition that occurs when the temperature of the human body is lowered to a dangerous point due to exposure to cold and/or wet conditions. Cold temperatures and wet conditions work together to pull heat away from the body lowering the body's core temperature. Even in mild conditions, the addition of rain or submersion in cold water and can sufficiently reduce body warmth to trigger hypothermic conditions in the body. A person's condition can degrade rapidly impairing breathing and coordination making it impossible to swim or keep one's head above water. Emergency action needs to be taken no matter what the level of hypothermia.

### **Early Hypothermia**

**Symptoms:** rapid shivering, numbness, loss of strength and coordination, semiconsciousness.

**Action:** Maintain open airway. Transfer to a warm environment as soon as possible. Remove wet clothing. Use blankets to help warm individual or if available a warm shower. Warm torso area first. Seek medical attention

### **Profound Hypothermia**

**Symptoms:** Person will be pale, stiff, and cold. Unresponsive to stimuli, and possibly unconscious. Little or no cardiac or respiratory activity will be present.

**Action:** Move or manipulate as gently as possible. Prevent further heat loss, but Do Not attempt to rewarm. Maintain open airway, and activate EMS procedures. Call for emergency help immediately!

## **Heat-Related Emergencies**

Higher temperatures can lead to heat-related illnesses that coaches and rowers need to keep in mind. As humidity rises, the body's ability to cool off through sweating is diminished since evaporation is limited. The best way to avoid heat-related injuries is to practice at cooler times of the day: early morning or late afternoon. The body needs time to acclimate to increased temperatures. Intake of fluids is also key and should be encouraged. Dehydration further impairs the body's ability to cool off. There are two major heat-related illnesses to be aware of: heat exhaustion and heat stroke.

### **Heat Exhaustion**

**Early Symptoms:** heavy sweating, cramps, tiredness, weakness, malaise, mild decrease in performance.

**Action:** rest and fluid replacement.

**Advanced Symptoms:** profuse sweating, impaired judgment, emotional changes.

**Action:** If there is mild temperature elevation, an ice pack may be used to help cool the body to normal temperatures. Several days rest may be necessary and rehydration is a priority.

### **Heat Stroke**

**Symptoms:** confusion, nausea, vomiting, seizures. The victim loses consciousness. Body temperature rises as high as 106. **Skin is dry and clammy.**

**Action:** Get medical help immediately! Lower body temp immediately, maintain horizontal position of victim. Stop treatment when victim is conscious.

## **Adverse Conditions**

### **Wind**

Coaches and rowers should keep in mind that often times it is easy to launch from the dock but much harder to land in windy conditions. Waves or swells generated by strong winds can quickly swamp a crew. This is especially true in wide parts of the lake. Coaches shall determine if the conditions are safe for the type of boats and crew experience that they intend to launch. Coaches shall also continually monitor conditions during the practice for a change in conditions.

### **Lightning Storms**

Very dangerous. Crews shall return immediately to the dock, or proceed immediately to shore if the boat house is too distant. There does not have to be rain or thunder to have lightning. If the sky begins to look bad, it probably is. Crew shall wait 30 minutes before reentering the water.

### **Fog**

Fog is unlikely to occur in Wenatchee, but should be considered in the event a crew is traveling to another venue for competition. Fog limits visibility, but also mutes sounds. If caught in fog crews shall proceed with extreme caution and appropriately slower speeds in the direction of the dock. If in visual contact of land the crew should not leave the shore to cut across the lake or river to make it to the dock quicker, follow the shore line. If the fog is too extreme it may be better to sit still. Be sure to make some noise so that others on the lake can be alerted to your presence. Fog is often times thicker on other parts of the lake. Do not assume fog that appears to be thinning will continue to do so.

### **High Water Usage**

At times the Columbia River may become very busy with other boat traffic. The coach shall determine if the activity on the lake represents a hazard to the crew and shall cancel or modify the water practice accordingly.

## **Hazardous Situations**

### **Rower in the Water Without Collision (Flipped)**

***Immediately determine if all athletes have come to the surface.***

If all athletes do not come to the surface the coach shall immediately direct the other athletes in the water, if any, to assist the athlete. The launch operator will enter the water only as a last resort to rescue an athlete. If more than one coach is in the launch, this person may attempt rescue if necessary. At no time should an athlete in another boat be directed to attempt rescue.

If all athletes come to the surface the coach shall ensure that all athletes are uninjured. Any athlete with minor injuries shall be removed from the water and placed in the launch as soon as possible. Any athlete with serious injuries should be assessed by the coach who should determine, based on conditions and injuries, how and when the athlete should be removed from the water. The coach may choose to stabilize the athlete on the decking of the shell or other acceptable location and await assistance. The launch operator shall use extreme caution when operating the launch near athletes in the water. The operator shall approach slowly with caution and ensure they have sight of all persons in the water.

**Injured Athlete:** The coach shall make a rapid assessment of the injuries to the athletes and determine if additional assistance is needed.

### **Rower in the Water With Collision**

The above procedure for a rower in the water without collision shall be followed with the following modifications. Remember the safety of the athletes is the primary concern over any equipment or property.

**Fixed Object:** If the boat collides with a fixed object the procedures shall be the same as a flipped boat with two exceptions. The coach shall inspect the object that was struck by the shell to determine if any damage occurred. If the object is a dock or other personal property the coach shall attempt to contact the owner to inspect for damage at the time of the incident. If the coach is unable to determine the owner, the coach shall attempt to document the damage or lack of immediately. If any damage occurred the coach shall follow the reporting procedure outlined in this manual.

**Other Rowing Vessel:** In the event of a collision with another rowing vessel the basic procedure for rowers in the water and equipment review shall occur. If the other vessel is not owned by WRPC the same procedure shall be used and any damage to the other vessel shall be documented, this incident shall also be reported to the safety supervisor or designee.

**Other Vessel, Non-Rowing:** The same procedure for injury and rescue shall be followed to include the occupants of the other vessel. Care of injured persons is the first priority of the coach, remember to call 911 for rescue and emergency services if it might be needed. If damage has occurred to either vessel the police shall be contacted as soon as possible to report the accident. The coach shall collect all pertinent information from the operator, any injured persons and the vessel; to include name, address, phone number, drivers license, boat operators license number, vessel identification number, vessel description and make, registered owner, etc. If the operator refuses to provide information the police shall be contacted immediately. The coach shall contact the Safety Supervisor and Executive Director as soon as possible after the incident.

### **Medical Emergency**

**On the Water:** If an athlete has a medical emergency on the water the coach shall determine if emergency services might be needed. The coach shall call 911 as soon as possible advising them of the situation and the best location to meet on land. The coach shall attempt get the

athlete from the rowing shell and proceed to a meeting location as soon as possible. Assistance from other coaches may be needed and should be contacted as soon as possible. If possible the medical information card shall be pulled to provide information to emergency responders; this information should be retained by WRPC if possible. The coach shall contact the emergency contact for the athlete as soon as possible and advise them of the emergency. As with any other injury if emergency services are called the Safety Supervisor shall be contacted as soon as possible

**On Land:** If an athlete has a medical emergency on land the coach shall determine if emergency services are needed. If the athlete does not require emergency services the emergency contact shall still be contacted and advised of the condition of the athlete. The request of the emergency contact shall be followed if possible. If emergency services are contacted the medical information card shall be pulled and the information shall be provided to the responders. The emergency contact shall be contacted as soon as possible to advise them of the situation. As with any other injury if emergency services are called the Safety Supervisor shall be contacted as soon as possible

## **Injuries**

### **Serious Injury**

A serious injury is defined as an injury requiring the assistance of fire or emergency services. The coach, if applicable, or other reporting party shall contact 911 for any serious injuries and coordinate with emergency services for assistance which may include water rescue, meeting responders on shore around the lake or at the boathouse. The coach shall be able to tell dispatchers the type of assistance needed, the number of athletes injured or missing, the type of injuries and there location on the lake and the nearest land meeting location. The coach should also contact other coaches on the water to provide additional assistance. All serious injuries involving response from the fire department or other agency shall be reported to the program head coach, safety supervisor and president as soon as possible.

### **Minor Injury**

A minor injury is defined as an acute injury not requiring emergency assistance but requiring or will require the stoppage of participation for the athlete for at least one complete practice. The coach shall provide assistance to the athlete to stabilize any injury and determine if additional care is required. The coach shall contact the parent or guardian of the athlete as soon as possible to advise them of the incident.

# Cold Weather Recommendations

Cold water rowing is dangerous; there is no way around it. Uncontrollable shivering, disorientation and impaired judgment start to occur before exhaustion or unconsciousness. Cold weather rowing brings its own set of risks. Take precautions to protect yourself and your teammates. Here are some recommendations for rowing on the water during cold weather.

**Row with a safety launch.** Not only might you get some coaching, this person can throw you a life jacket, pull you out of the water, help you back in your boat, and if need be, get you back to the boathouse fast and then take care of your boat.

**Bring a life jacket.** We know the law says if you row on a body of water that is deemed “navigable” by the United States Coast Guard you do not have to have a life jacket in your boat with you, but what about common sense? If you are a single sculler and you row during the winter months, take an inflatable life jacket and stuff it behind the footboard. If you go out with a safety launch, make sure the launch has enough life jackets for everyone on the water.

**Use a buddy system.** If you head out without a safety launch, then row with a buddy – someone who can help you get back into your boat, can give you a dry shirt and help you if you become disoriented due to the onset of hypothermia. Carry a cell phone in a waterproof container. Call for help before you become so cold that you won’t be able to work the phone. If you are going to call for help, you have to know where you are, which means knowing some specific locations on shore to help the rescuers to find you. Telling 911 that you are “at the 1,500-meter mark” is not helpful, but knowing a street name or number, or major landmark, is.

**Make some noise.** If your cell phone is not operable on the water, carry a sound-making device. Whistles, horns—something loud enough so that somebody on shore will hear and then see you in the water.

**Know your water.** If you row on a river or a body of water that has a large fluctuation of speed, know what the speed is. Some clubs have a flow meter link on their sites, and you can check to see how fast and how high the water flow is. Usually with high levels of water comes a high level of debris.

**Rule of thumb.** A common cold-weather boathouse policy is the crews can launch if the water and air temperatures combined add up to more than 90 degrees Fahrenheit. For example, if the water is 50 degrees and the air is 40 degrees, then the cold weather rules go into effect. In addition, when the water temperature is 50 degrees puts the cold water rules in effect. If the water gets below 50 degrees, then the survival time is probably not long enough for a rescue and precautions must be taken.

*Adapted from USRowing, Cold Weather Rowing Tips, January 19, 2015.  
([http://usrowing.org/safety/safetyfeatures/15-01-19/Cold\\_Weather\\_Rowing\\_Tips.aspx](http://usrowing.org/safety/safetyfeatures/15-01-19/Cold_Weather_Rowing_Tips.aspx))*

# Paddle Smart...Know Your Limits

## Suggested Safety Practices for Paddling on our Local Flatwater Rivers and Lakes

Canoeing and Kayaking are great fun. Just ask any paddler you find on the water. Paddling offers so much to so many; quiet lazy paddling, intense adrenaline or the path to more adventure and fun. Paddling is a great way to access nature, experience reflective moments and enjoy family and friends away from the distractions of life.

By recognizing and accepting responsibility for the potential risks you face when you take to the water in a canoe, kayak, or other paddle craft, you can eliminate or at least greatly minimize the chances of an on-water accident. Know your limits and always follow these BASIC SAFETY PRECAUTIONS.

- Wear a properly fitted lifejacket (PFD). Washington State Law dictates that all children under 12 years of age traveling in a boat 19 feet long or shorter must wear a life jacket at all times. Set a good example for youngsters: Wear Your Lifejacket.\*\*75% of all canoe/kayak fatalities were not wearing a PFD (Source: 1999 U.S. Coast Guard Boating Statistics)
- Watch for changing weather and water conditions.
  - Check the forecast before you head out.
  - Avoid weather or water conditions beyond your skill level.
- Dress in layers using synthetic fabrics such as polyester fleece to prevent getting overheated or chilled from perspiration. Wear appropriate clothing for the weather conditions.
- Keep a lookout for hazards and avoid them
  - Beware of strainers. Strainers are fallen trees; bridge pilings, undercut rocks or anything else that allows the current to flow through it while holding you.
- Paddle with a buddy until you are confident about your own abilities.
- Learn and practice re-entry techniques BEFORE you need them. Know how to re-enter your boat and how to assist others back into their craft. Additional information is available at: <http://www.rei.com/learn/expert-advice/kayak-wet-exits-rescues.html>
- Be aware of your surroundings.

-If you see a powerboat, do not assume that you can pass ahead of it traveling across its path. The safest way for paddle craft to cross the path of a powerboat is astern.

-If motorized craft are operating close to you, you are much less likely to capsize if you turn your bow into the wave and don't take the wake motion broadside.

-See and be seen. At night, a white light should be shown toward oncoming traffic. *Comment:white nautical lights signify the stern of a boat. Is it different for kayaks?*

-Keep your whistle handy.

-Respect the rights of anglers and other recreational water enthusiasts. Give them a wide berth.

- Alcohol impairs judgment and good judgment is a critical component of paddling safely. Alcohol and paddling do not mix.
- Standing up in a canoe or kayak may cause capsize. Weight shifts may also cause capsize.



- Be proficient in proper paddling technique. <http://www.usawildwater.com/training/fwdstroke.html>
- Be proficient in entering and exiting your boat from the dock  
<http://www.paddling.net/guidelines/showArticle.html?717>  
<http://www.rei.com/learn/expert-advice/kayak-launch.html>
- Learn to read the water.
- Only take on challenges for which you are physically and mentally prepared.
- Carry a cell phone in a waterproof case.
- Always be prepared for the unexpected flip.
  - Wear your lifejacket
  - Select and layer clothing properly
  - Have a re-entry plan
  - Have spare clothing available

**Paddle Safe and Paddle Often!**

## Safety Resources for Paddlers

**AMERICAN CANOE ASSOCIATION**  
1340 Central Park Blvd., #210  
Fredricksburg, VA 22401  
540-907-4460 [www.americancanoe.org](http://www.americancanoe.org)

**USA CANOE AND KAYAK**  
301 South Tryon Street, Suite 1750  
Charlotte, NC 28282  
704-348-4330 [www.usack.org](http://www.usack.org)

### Instruction Resources for Kayakers

**KAYAK ACADEMY**  
11801 188th Ave. S.E.  
Issaquah, WA 98027  
<http://www.kayakacademy.com/pages/kayak-lessons>

<http://www.kayakpaddling.net/> instruction videos and articles, plus more

**\*Information gathered from [www.americancanoe.org](http://www.americancanoe.org)**

# Sweep Rowing (Crew) Policies

Sweep rowing (“crew”) is a form of fixed rigger rowing in which each participant has one oar. Use of WRPC crew equipment is subject to the following policies and procedures.

## 1. Rowing Shells.

1.1 Use. WRPC sweep rowing shells shall only be used by WRPC members who have paid the separate sweep rowing fees established by WRPC from time to time. WRPC sweep rowing shells shall not be used without the prior authorization of a member of the WRPC Rowing Committee.

1.2 Daily Safety Checks. Prior to launching all shells being used that day shall be checked for compliance with basic safety.

1.1.1 Heal Ties. All shoes shall have heal ties that allow the heal to rise no more than three to four inches from the foot plates.

1.1.2 Bow Balls. An undamaged bow ball shall be securely attached to each bow.

1.1.3 Rudder/Steering. Tow cables and rudder shall be operable.

1.1.4 Riggers. Each rower is separately responsible for verifying their rigger bolts are securely attached to the rowing shell.

1.3 Out of Service Boats. Any boat that is out of service shall be clearly marked. All shells marked out of service shall be marked with a time and date, description of the reason it is out of service, person who marked it out of service and a way to contact this person with questions. The equipment repair manager and any coach that may be affected shall be contacted as soon as possible.

## 2. Coaching Launches.

2.1 Operating Launch. Launches may only be operated with prior consent of a member of the Board of Directors or the WRPC Rowing Committee. Launch operators are required to have completed the Washington State Boaters Safety Course.

2.2 Safety Equipment. Each launch shall have the following safety equipment:

2.2.1 General Safety Equipment. Throw/tow line at least 50’ in length, noise making device, one paddle, one manual bilge pump, space blankets for the number of athletes on the water, first aid kit, cell phone or radio, flashlight or other visual signaling device, fire extinguisher, and emergency knife.

2.2.2 Lifejackets. Each launch shall carry USCG approved life jackets for the number of athletes on the water under their supervision. All persons shall properly wear a life jacket while in the launch.

2.2.3 Tool Kit. The launch should have a tool kit to include tools and spare parts capable of making minor shell repairs on the water.

2.2.4 Navigation Lights. Launches shall have working navigation lights if operating in hours of darkness or limited visibility.

2.2.5 Fuel Levels. The launch operator shall check the fuel level of the launch prior to each outing and ensure that sufficient fuel is available or bring additional fuel.

3. Rapid Emergency Assessment. In the event of an emergency, the launch operator or coach shall complete the following Emergency Assessment.

3.1 Account for all Persons. Determine if all persons are accounted for in the water.

3.2 Conduct Immediate Rescue. If all persons are not accounted for conduct immediate rescue. If all persons are not located quickly, call 911 and continue to search.

3.3 Injury Assessment. Assess number and type of injuries.

3.4 Additional Assistance. Determine if additional assistance is needed. This may or may not include contacting 911 (for serious injuries, water rescue or major damage involving another vessel) or other persons present on the water. **Remember! It is always better to call for help early and then cancel it if you don't need it.** Where possible, emergency personnel should be directed to meet at the Orondo Street boat launch or Confluence State Park.

3.5 Equipment Assessment. Check equipment for damage and determine how it will be returned to the boathouse.

3.6 Return to Boathouse. After securing all athletes in launches or back in shells, the boats should return to the boathouse for additional assessment of injuries and/or equipment damage.

4. General Water Safety.

4.1 Crews should stay within sight and shouting distance of the coaching launches.

4.2 Know the waterway traffic patterns.

4.3 Know distress signals: waving arms overhead, waving shirt overhead, holding oar upright in air, etc.

4.4 A shell with oars in the locks will not sink with the crew disembarked; therefore it will act as a flotation device. A shell without oars in the locks will stay afloat if downward pressure is minimal.

4.5 If a boat begins to fill with water, start rowing toward shore (with the wind as much as possible), prepare yourself for the shock of cold water, and disembark only when rowing becomes impossible.

4.6 Think, stay with the boat, and propel it (with the wind) toward the nearest shore.

4.7 To help prevent hypothermia, keep as much of your body out of the water as possible.

4.8 No rower or coxswain should ever leave flotation to swim for shore.

5. Equipment Safety Checks. Prior to launching all shells being used that day shall be checked by the coach or coxswain for compliance with basic safety.

5.1 Heal Ties. All shoes shall have heel ties that allow the heel to rise no more than three to four inches from the foot plates.

5.2 Bow Balls. An undamaged bow ball shall be securely attached to each bow.

5.3 Rudder/Steering. Tow cables and rudder shall be operable.

5.4 Riggers. Each rower is separately responsible for verifying their rigger bolts are securely attached to the rowing shell.

5.5 Out of Service Boats. Any boat that is out of service shall be clearly marked with a time and date, description of the reason it is out of service, person who marked it out of service, and a way to contact this person with questions. The facilities and equipment committee shall be notified as soon as possible of any club equipment in need to repair.

6. Ergometers. WRPC ergometers are available on a “first come, first served” basis. Inexperienced club members should not operate ergometers without obtaining prior instruction.

7. Use of Shell Trailer. The rowing shell trailer shall not be used without the prior authorization of the rowing committee.

8. Coaches. All coaches shall be approved by the WRPC board of directors.

8.1 Basic Training. All volunteer staff shall complete a basic safety course, including facility orientation, safety manual review, rapid situation assessment, emergency procedures for the boathouse, and incident reporting policy.

8.2 Required Coaches Training. All coaches shall complete the basic course in cardio-pulmonary resuscitation (“CPR”) and first aid, as provided by a certified instructor of the American Red Cross. Coaches shall be certified to operate motorized watercraft by completing the Mandatory Boater Safety Program administered by the State of Washington. Prior to coaching athletes on the water, all coaches shall receive training on launch operation, traffic patterns, the WRPC safety policy and care of rowing equipment.

8.3 Annual Training Review. Each year, all volunteer staff and coaches shall complete an annual safety review, including but not limited to recertification for administration of cardio-pulmonary resuscitation (CPR), first aid and club safety policies and procedures. Each annual review shall include review of the safety manual.

8.4 Updates and Revisions. All club members, coaches and volunteer staff shall receive notice of any changes or updates to the WRPC Safety Program via e-mail.

9. Traffic Pattern. The general traffic pattern to be followed by WRPC for the Columbia River is a clockwise pattern. In other words, boats should proceed north along the West (Wenatchee) side of the river and south along the East (East Wenatchee) side of the river. Coaches may follow an alternate traffic pattern at their discretion based upon present conditions including current, debris present in the river, or darkness. Coaches and crews should remember that other boats on the water do not follow the same pattern so care should be taken when other vessels are present.

10. Docks. Crews shall use caution approaching and leaving the dock area as it becomes very congested. Crews shall approach the dock from the south and into the current to minimize risk of hitting pilings. Recovering crews shall have priority on the docks, but shall give way to any crew that is already on the dock. During busy periods crews should be as quick as possible in the dock area to allow other crews to launch or recover quickly. Small boats should double up on docks to free up additional space. Oars shall be placed on the landward edge of the dock in an organized and respectful manner. Coaching launches may be docked temporarily and only when being used in connection with WRPC rowing programs.

11. Rowing in Hours of Darkness. Great care should be used when rowing in hours of darkness. The coach shall use appropriate discretion when selecting crews, particularly coxswains, that will be rowing during darkness.

11.1 Required Equipment. All shells shall have lights marking the bow and stern that are visible from all sides. The bow markers should be red on the left side and green on the right, the stern marker should be white and visible from the rear and sides. These lights should be placed as close as possible to the bow and stern of the shell.

11.2 Launches. Launches shall have properly working navigation lights that comply with the USCG standard. Launches shall maintain a minimum speed to keep up with the crews and shall exercise extreme caution when other crews are on the water.

12. Coxswains. All coxswains shall have training in the safe operation of the rowing shell they are coxing to include; moving on land, use of the cox box, navigating on water, safe docking techniques, proper entry and exit from the shell and proper terminology. The coxswain shall also be familiar with the traffic pattern on the lake and basic reference points used by coaches.

# Juniors Rowing Policy

1. Eligibility. Eligibility to participate in WRPC juniors rowing programs shall be limited to those children who:

- Have attained at least 12 years of age;
- Are physically capable of lifting 20 pounds or more; and
- Have completed and submitted the following:
  - Annual physical;
  - Medical Information sheet;
  - Annual swim test;
  - USRowing release form; and
  - WRPC parental release form.

2. Participant Fees. All WRPC juniors rowing participants shall be required to have an individual or family membership with WRPC, and to be current with applicable rowing program dues, as may be established or amended from time to time by the Board of Directors and upon the advise of the Rowing Committee. WRPC aspires to provide rowing opportunities to all juniors rowers regardless of ability to pay applicable club fees. In lieu of payment of some or all of these fees, WRPC may, but shall not be required to, provide alternative methods for payment such as scholarship aid or payment of fees through in-kind service to the Club.

3. Flip Test. Prior to rowing any small boats (2-, 2x, 1x), Juniors rowers shall complete a flip test administered by a member of the Rowing Committee.

4. Safety Video. Juniors rowers shall review the safety video distributed by USRowing each year.

5. Travel. Prior to traveling to any competitions or regattas, the parents of a Junior rower must complete

6. Injury. If an athlete cannot participate in practice or competition for a period of three consecutive practices or competitions as a result of an injury the athlete shall be required to obtain a medical clearance from a qualified medical professional before returning to participation. The coach may also require an athlete to obtain a medical clearance for any injury or illness if the coach determines it necessary for the safety of the athlete.

7. Clothing. All athletes, including coxswains, shall be required to be dressed appropriately for water practice based on the current and expected conditions. Proper dress may include rain gear, full length synthetic top and bottom and hats. The coach may restrict the participation of any athlete at any practice or competition if the coach feels the clothing represents a safety hazard to that athlete.

# Juniors Rowing Forms

## WENATCHEE ROW AND PADDLE CLUB

### RELEASE OF LIABILITY, WAIVER OF RIGHTS AND INDEMNIFICATION AGREEMENT

As a condition of allowing me to participate in the 2015 Wenatchee Row and Paddle Club Juniors Rowing Camp, I hereby agree TO GIVE UP CERTAIN LEGAL RIGHTS.

I know that there is a risk to the participant in this activity or event of property damage, minor injury, serious injury and even death from drowning, collisions with other vessels or natural hazards, equipment failure, adverse weather conditions, exhaustion, hypothermia as well as causes which are not foreseeable. I ASSUME FULL RESPONSIBILITY FOR THE RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE.

I agree to abide by any decision of an event official relative to my ability to safely complete the event, but I do not depend upon anyone to make such a decision for me.

I, for myself, my heirs and assigns, hereby forever WAIVE, DISCHARGE AND RELEASE the below named "releasees" and COVENANT NOT TO SUE the releasees and further AGREE TO INDEMNIFY AND HOLD THE RELEASEES HARMLESS, from all costs, expenses and liability with respect to any claims or liability or rights to sue I may have because of my participation in this event or activity even though such liability or claim may arise out of negligence or carelessness on the part of one or more of the releasees.

I MEAN TO RELEASE AND PROTECT THE FOLLOWING "RELEASEES": The Wenatchee Row and Paddle Club, its members, the members of its Board of Directors and the individuals who have organized and are administering the above mentioned event or activity, other participants in this event or activity, the State of Washington and any agency thereof including specifically the City of Wenatchee and the Public Utility District No. 1 of Chelan County.

I HAVE MADE MY OWN ASSESSMENT OF THE CONDITIONS in which this event or activity is being held and the condition of my equipment or the Club equipment I am using and am not relying on any representation of safety or fitness made by the Club, its members or the organizers.

I agree that this release and waiver is intended to be as broad and inclusive as permitted under the laws of the State of Washington, and that if any portion is held to be invalid, the other portions shall remain in full legal force and effect. I have read and understand this agreement. No oral representation, statement or inducement in addition to or different from this agreement has been made.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Signed

PARENTAL CONSENT

I/We want our child(ren) to be able to participate in activities or use the facilities and equipment of the Wenatchee Row and Paddle Club (“WRPC”). I/We know that participation may be hazardous. In consideration for the permission of WRPC for my child(ren)

\_\_\_\_\_ to participate or use WRPC equipment and facilities, I/we do hereby agree to indemnify and hold WRPC, its officers, directors, members and volunteers, City of Wenatchee and the Public Utility District No. 1 of Chelan County, harmless from any claims that may arise against any of them for negligence of any kind with respect to my child(ren), including all costs and fees associated with any such claim. I also agree to assume all duties of care for the child(ren) and agree to accompany and supervise the child(ren).

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Parent



# Swim Test Form

Print Name: \_\_\_\_\_

Test location: \_\_\_\_\_

The undersigned certifies that the above named person can:

- Tread water in workout clothes for a period of ten minutes;
- Float for two minutes; and
- Put on a personal floatation device while in the water.

I certify under penalty of perjury that the foregoing is true and correct.

Dated \_\_\_\_\_ at Wenatchee, Washington.

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_  
Certified Lifeguard

# Rowing Pre-Launch Safety Checklist

## Coach

- CPR Course (required)
- First Aid Course (required)
- Washington State Boating Safety Course (required)
- Proper Clothing
- Safe Water Conditions
- Knowledge of Waterway
- Communicate to other coaches the direction and time of return
- If possible, have marine band radio or cell phone in case of emergency
- Practice Plan
- Megaphone
- Weather Forecast
- Observer in Launch (1)
- Tools

## Athletes

- Swim Test (every 5 years, required)
- Physical Examinations (required for junior programs)
- Stretch Prior to Workout
- Safety Talks
- Proper Clothing
- Water to drink
- Coxswains: Wear Flotation Device

## Launch

- Life Jackets
- Registration
- USCG Required Equipment
- Spare parts for make of shell
- First Aid Kit
- Safety Lights
- Working Megaphone, whistle, or horn
- Throw Rope
- Safety ladder when taking small boats out, Learn to Row, Middle School Team

## Shells

- Bow Ball
- Water tight compartments sealed (caps on bow & stern)
- Rigged Properly
- Heel ties
- Coxbox for Coxswains
- Tool kit for Coxswains
- Equipment Checked Over
- Lights

# Sculling Safety Skills Checklist

1. \_\_\_ Sculler represents to WRPC that he/she is a competent swimmer.
2. \_\_\_ Rower is suitable physically for the boat to be used (weight does not exceed boat capacity; physically strong enough and old enough to safely use boat on the river).
3. \_\_\_ Choice of oars match boat.
4. \_\_\_ Proficiency with normal (forward) rowing.
5. \_\_\_ Proficiency with backing strokes.
6. \_\_\_ Ability to do canal turn in both directions.
7. \_\_\_ Ability to launch and dock without assistance.
8. \_\_\_ Care of boat and oars including careful handling to avoid damage, cleaning boat, emptying boat of any water, and reporting any damage seen.
9. \_\_\_ Capsize recovery instruction.
10. \_\_\_ Review of typical water hazards:
  - Bridge piers
  - Eddy currents
  - Semi-permanent dead heads, rock outcroppings and stick village
11. \_\_\_ Orientation to general river conditions.
  - Seasonal river flows, daily fluctuations, emergency sirens at dams.
  - Seasonal river temperatures.
12. \_\_\_ Approved areas of use
  - Columbia River (500 feet South of Rocky Reach Dam and 500 feet North of Rock Island Dam)
  - Wenatchee River (Confluence to highway bridge)
13. Number of supervised sessions: \_\_\_\_\_

Instructor

Student

\_\_\_\_\_  
Print Name:

\_\_\_\_\_  
Print Name:

Date Completed: \_\_\_\_\_

# Shell Trailer Loading Checklist

1. Confirm that all trailer lights are connected to towing vehicle and operational.
2. Remove wheel wedges, trailer hitch block and trailer hitch lock and store in vehicle for transport.
3. Ensure all boats are attached to racks using 12 foot or longer cam straps.
  - Do not use ratcheting straps as these will damage the boats.
  - Do not throw buckles over boats.
  - Buckles should be located next to or on the underside of the racks.
  - Tie a safety knot behind each buckle and wrap excess strap length around the rack so that strap end is not loose.
  - Rowing eights should be attached to at least three racks. Use two straps on the front of the eight closest to the trailer hitch.
  - Boats should be loaded with bows facing the tow vehicle and sterns at the rear of the trailer.
  - Tie or tape a red flag to the sterns of each boat.
  - Use a sponge or towel to cushion decking overhanging racks. An optional strap may be lightly tied to this rack.
4. Ensure all oars are stacked tightly in the trailer bed and tied down with straps or bungies. Position oar blades to face the rear of the trailer.
5. Heavy items, including riggers and tool kits should be bungied close to the trailer axel.
6. Include one set of slings for each boat being trailered.
7. Remember to load cox boxes, tool kit, spare parts box, bow numbers, and first aid kit.
8. Prior to leaving the boathouse, confirm your planned route to your destination.

Signature: \_\_\_\_\_