

Pocock Rowing Center

Operations Manual



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OVERVIEW

This manual documents the policies and procedures that govern all rowing operations at the Pocock Rowing Center. The manual, policies and procedures apply to participants, coaches, employees and guests of the George Pocock Rowing Foundation and the Pocock Rowing Club.

This manual is intended to serve as a primary resource for athletes, coaches and staff.

This Operations Manual supersedes all previous copies of safety, coaching and membership handbooks. This manual is intended to be reviewed and updated annually or as best practices evolve.

Key Staff and Contact Information

Name	Title, Organization	Contact
Jenn Gibbons	Executive Director, GPRF	jenn@pocockfoundation.org
Rachel Le Mieux	Executive Director, PRC	rachell@pocockrowingclub.org
Patty Finney	Administrative Director, GPRF	patty@pocockfoundation.org
Jon Campaña	Director of Rowing Programs	jon@pocockfoundation.org
Padraic McGovern	Deputy Director, GPRF	padraic@pocockfoundation.org
Helen Tilghman	Youth Head Coach / Program Manager, GPRF	helen@pocockrowingcenter.org
Chuck Desiderio	Boatman, GPRF	chuck@pocockrowingcenter.org
Derek de Leuw	Equipment, Launches, Vehicles Coordinator, GPRF	Equipment@pocockfoundation.org

FACILITY OPERATIONS

The GPRF owns and operates the Pocock Rowing Center for use by GPRF programs and the Pocock Rowing Club. The facility, completed in 1994, is used daily by approximately 250 athletes. The following policies and procedures govern the use of the building and grounds to ensure a safe environment for training, document institutional norms and procedures and provide clarity around schedules, roles and responsibilities.

Boathouse Use Schedule

The boathouse use schedule is governed by the Boathouse Operating Agreement, a legal contract between the George Pocock Rowing Foundation and the Pocock Rowing Club. The details are reviewed annually by both parties; the schedule may be adjusted by mutual agreement.

Regular schedule (Saturday before Labor Day until the following June 15)

Weekdays:

4:45 a.m. – 1:50 p.m. Pocock Rowing Club (PRC)

2:00 p.m. – 6:20 p.m. (ground floor and rowing equipment) PYR

2:00 p.m. – 6:30 p.m. (first floor and locker rooms) PYR

6:20 p.m. – 10:00 p.m. (ground floor and rowing equipment) PRC 6:30 p.m. – 10:00 p.m. (first floor and locker rooms) PRC

Saturdays:

4:45 a.m. – 8:20 a.m. PRC 8:30 a.m. – 2:20 p.m. PYR 2:30-p.m. – 10:00 p.m. PRC

Sundays:

4:45 a.m. – 10:00 p.m. PRC

Summer schedule (June 16 – Friday before Labor Day) (the “Summer Season”)

Weekdays:

4:45 a.m. – 8:00 a.m. (ground floor and rowing equipment) PRC

4:45 a.m. – 8:30 a.m. (first floor and locker rooms) PRC

8:00 a.m. – 1:50 p.m. (ground floor and rowing equipment) PYR

8:30 a.m. – 1:50 p.m. (first floor and locker rooms) PYR

2:00 p.m. – 10:00 p.m. PRC

Saturdays:

4:45 a.m. – 8:20 a.m. PRC 8:30 a.m. – 2:20 p.m. PYR 2:30 p.m. – 10:00 p.m. PRC

Sundays:

4:45 a.m. – 10:00 p.m. PRC

Notes

There is a 10-minute buffer period between the periods of use of the locker rooms by adults and the periods of use by youth. This is based on best practices for youth protection. PRC, GPRF and the respective staff and members of each shall respect the buffer period.

Private 1X, 2X and 2- boat owners may use the boat bays and the dock to launch their own equipment, and they may use the restrooms on the ground floor, at any time. However, during periods of PYR programming as set forth above, (a) PYR will have priority for both launching and recovery (subject to the general rule that recovery takes precedence over launching), and (b) private boat owners may not use the Fitness Center or the locker rooms.

The Use Schedule for the Pocock Rowing Club applies to independent rowing clubs such as the Ancient Mariners Rowing Club, the Montlake Rowing Club and the Charlie McIntyre Rowing Club.

Exceptions

The Boathouse Operating Agreement provides exceptions to this schedule for special cases such as GPRF programs training for Youth Nationals or National Learn to Row Day. Exceptions are made by mutual agreement between the Executive Director of the PRC and the Director of Operations of the GPRF. Any requests for an exception to the published schedule must be channeled through those Directors.

Facility Security

All staff and adult users are responsible for the security of the Pocock Rowing Center.

The front doors, side doors or boat bay doors should not be left open, unlocked or unattended.

When you go rowing, if the facility is otherwise unattended, it is your responsibility to:

- Close and secure the front door.
- Close and lock the Boat Bay doors.

When you leave the building, including after morning shifts, it is your responsibility to:

- Close and secure the front door.
- Close and secure the Conference Room Door. Lower the blinds in the Conference Room.
- Close the Fitness Center windows. (North-facing windows may be left open during warmer months.)
- Store and chock the rolling racks in Bay 1 and Bay 2.
- Close and lock the Boat Bay doors.

Boathouse Access

Access Codes

During new employee or new member onboarding, individuals will be issued a door code by the Administrative Director.

Each season, a new “common” access code will be issued to youth team participants. This code will only allow access during hours of youth programming.

Access Codes are unique and should never be shared.

Temporary access codes may be requested by a Director or Head Coach for vendors or organizational guests.

GPRF may disable member door codes overnight between 10:00 p.m. and 4:45 a.m.

Keys

During employee onboarding, the GPRF Administrative Director will issue a key to employees requiring access to offices and storage spaces.

Controls

The Administrative Director will maintain the door access system. The Administrative Director will maintain a log of keys and codes issued, as well as a schedule of access levels.

Security Cameras

There are two motion activated security cameras in 24 hour operation at the facility. The security cameras have been installed as a deterrent for vandalism and break-ins and a visual record of who has entered the building or accessed the premises. 30 days of footage is maintained by the Director of Operations.

Safety Standards of the Facility

The Director of Operations, or designee, will publish, communicate and enforce the safety standards of the facility. All staff and members are expected to maintain these standards.

- Fuel is stored in a flammable liquid cabinet, outdoors, in accordance with SDCI requirements for flammable liquids.
- Other flammable liquids and materials are stored in a flammable liquid cabinet in the Workshop.
- Hallways and foot traffic paths are well-lit.
- The facility is free of trip hazards.
- Oars, weight bars and rigging present a trip hazard if left on the ground. This equipment is stored upright when possible, and out of walking areas when not.
- Cords, ropes and hoses are not left unattended on the floor.
- Food is stored in appropriate containers and locations
- The areas in front of AEDs and First Aid Kits are kept clear.
- The areas in front of electrical panels are kept clear.

Locker Rooms

Locker Rooms are for the use of Pocock Youth Rowing athletes, Pocock Rowing Club Rowing Members and their guests only. Use of the locker rooms is covered in the Boathouse Use Schedule.

Coaches should not use the locker rooms at any time. Restroom/showering/changing facilities available to coaches are located in the coaches' office and on the second floor. Additional bathroom facilities are available on the ground level.

Coaches are permitted to enter the locker room to assist in an emergency or to supervise locker room use if a problem is suspected, but should respect that the athletes are changing. Support staff and outside vendors are permitted to enter the locker room for inspection, cleaning, repairs or maintenance, but should not do so while athletes are changing.

The use of cameras, video recorders and audio recorders is prohibited in PRC locker rooms.

Personal items should be stored in a locker or cubby so the floor remains clear.

Unsecured items left overnight are not the responsibility of the GPRF and may be disposed of or donated.

Lockers

Day Use / Monthly Rentals

Lockers may be used while you are using the facility, or may be rented on a monthly basis from the Pocock Rowing Club. Contact Member Services for more information.

Locks left on Day-Use Only lockers may be cut and the contents removed by PRC or GPRF Staff.

Zesbaugh Fitness Center

Light switches for the Fitness Center are located on the wall of mirrors, underneath the audio intake panel. Lights are motion activated, so these switches should be left in the "on" position.

All ergometers, weights and exercise equipment must be stored neatly after each session. The floor is marked with the locations for the equipment.

All ergometers, weights and exercise equipment must be wiped clean after each session.

Puddles of sweat should be wiped up or mopped.

Buckets of sanitizing wipes are available in the fitness center to clean workout equipment and ergometers after each use.

Windows should be closed at the end of each session to conserve energy. During summer months, the North facing windows may be left open.

Amplified music is prohibited between 8 AM and 4:30 PM to maintain "quiet hours" agreed upon with our office tenants on the second floor. Amplified music is prohibited after 9:00 PM out of respect for our neighbors.

Conference Room

The conference room may be used for team or staff meetings, study hall or video review.

The conference room is locked when not in use. A key is stored in the coaches' office, on a lanyard, to the left of the access door.

To disengage or reengage the lock, toggle the button found just below the latch on the narrow side of the door.

The conference room should be locked when use is complete.

Coaches' Office

The Coaches' Office is located on the main floor. It is a designated space for the coaches to prepare for practice, meet, and store coaching gear.

All coaches of the GPRF and PRC are welcome in this space. The Coaches' Office is where we share ideas, learn from each other and promote a positive culture in the boathouse.

Coaches and staff will be issued a common code to the door by their supervisor.

Coaches on a regular schedule of work will be assigned locker space by their supervisor.

Amenities such as a refrigerator, coffee maker, utensils and dishes are available to the coaches.

The Coaches' Office should be kept in an orderly fashion. Dishes should be clean and stored in the cabinets. The desk should be free of personal items, paper and food.

As the primary users of this space, the coaches are responsible for the cleanliness of the Coaches' Office.

The "Back Office" is where coaching safety gear such as radios, spotlights, Emergency Response Bags and Blue Ocean Megaphones are stored.

The GPRF is not liable for personal items stored in the coaches' office.

Boat Bays

Boat bay lights are all motion-activated.

The boat bays should be kept free of gear and personal belongings. The GPRF is not liable for personal belongings left in the boat bays.

Rigging and tools should not be stored in the bays; there are assigned spaces for these items in, and outside the workshop.

Quarterly work parties are held by teams to sweep the boat bays.

Bay Doors

To open bay doors, slide the crossbar and then pull the chain. Secure the chain in the safety clip.

To close bay doors, remove the chain from the safety clip, slowly lower the door by pulling the chain. Secure the door with the crossbar.

Do not allow the Bay Doors to free spool to avoid injury or damage.

Boat Racks / Assignments

Racks for GPRF and PRC owned shells are assigned by the Director of Operations, Executive Director of PRC and Head Coach of the PYR. Rack assignments are based on patterns of use and users, and are reviewed each season and may be changed at the discretion of the above team.

Privately Owned Boats

Members and staff of the Pocock Rowing Club may store singles or doubles at the boathouse for a monthly fee. GPRF coaches and staff may store singles or doubles at the boathouse for a monthly fee. Racks are assigned by the Executive Director of the PRC. Storage terms are governed by the Boathouse Use Agreement, Rack Use Agreement and the policies of the Pocock Rowing Club.

Private Sculling Oars

Active PRC members may store sculling oars in one of the many racks in the boat bays. Sculling oars must be labeled with the owner's name. Sculling oar spaces are not assigned, however, once an open space is identified, it can be 'claimed' by a member.

Rolling Stairs

To ensure safe access to shells stored on higher racks, we maintain a variety of rolling stairs. Youth athletes should be supervised by coaches while using rolling stairs. Stairs should be stored to minimize disruption to egress and out of foot traffic patterns.

Rolling Racks

We maintain 2 rolling racks to increase storage of singles. The rolling racks should both be stored in Bay 1. Racks may be left out during rowing sessions. Racks must be stored indoors after sessions and overnight.

Workshop (“The Dungeon”)

This space is located on the ground floor, and is designated for storage of items such as spare parts, repair supplies, tools, travel gear, electronics and slings. Parts and supplies for building maintenance are also stored in this space. Finally, there is a modest space for working.

- The workbenches should be left free of parts, tools and miscellaneous items.
- Any components requiring repair should be left with a note explaining the damage, the repair requested, the shell and your name / contact info for follow up by our repair and maintenance team.
- Tools should be returned to their original location.
- Items should not be left in the workshop without permission from the repair team or the Director of Operations.

Apron and Docks

Boat Bay and Apron Safety

Athletes and coaches should take care when in the boat bays, on the apron and docks to avoid injury. Coaches are responsible for the behavior of athletes in their care.

- Athletes and coaches should be alert at all times.
- Athletes carrying team boats should minimize talking in order to hear commands.
- Hanging racks should be returned to the upright position.
- No running.
- Athletes should take care while carrying shells to avoid damaging vehicles parked in from the Lakehouse Apartment Building.

Dock Safety

- If there is no room in the standing oar racks, oars may be placed in the middle of the dock.
- Shoes should be stored in the middle of the dock.
- Landing boats have right-of-way over launching crews

Dock Use

- When launching, make sure oars are down and you have checked your equipment prior to putting the boat into the water. Tie in and make adjustments on the water to enable more members to utilize the dock.
- Tie in and make adjustments on the water, in a safe location. This enables more athletes to utilize the dock.
- After docking,, quickly remove your oars and the hull to make space for other crews.
- Hours of high traffic on the docks vary seasonally (M-F 5-8am, 3-7pm; Sat/Sun 6am-12pm. Summer: M-F 5am-2pm).

Noise

Before 7 AM, athletes should keep noise to a minimum to respect our neighbors in the Lakehouse Apartment Building.

Outdoor Hydrant / Hose Bibs

An outdoor hydrant is maintained, with hose reels, for washing equipment. All equipment washing should be done on the grassy / chip area to minimize direct run-off to Lake Union. Only marine-safe cleaners are to be used to minimize the impact on water quality and marine life.

Utilities and Custodial

Heating System

The heat is on a zone system and should not be adjusted by staff or members. Especially during the winter months, it is important to close the windows to the Fitness Center after training sessions to avoid waste.

Lost and Found

The GPRF and PRC staff maintain a repository of Lost and Found items. It is labeled, and located in the cubbies on the first floor hallway. Coaches and athletes move found clothing items here. Electronics or other valuable items can be turned in to your supervisor or coach for storage in the Main Office. Lost and Found items are sent to a local youth supporting charity each month by a volunteer of the PRC. Athletes will be regularly notified of this process.

Janitorial Services

The GPRF engages a janitorial service to clean the Fitness Center, Locker Rooms and offices twice each week. The janitorial services time is limited. It is the responsibility of the athletes to pick up their own water bottles, personal items and personal trash.

Garbage / Recycling

While we have a janitorial service that removes trash from the facility twice each week. If you host an event or activity that generates excess trash or recycling, you should place it directly into the dumpsters. The key to the dumpsters is in the Coaches' Office, on a lanyard hanging to the left of the door.

Supplies

It is the responsibility of the facilities coordinator to maintain supplies of paper products and cleaning supplies.

Facility Maintenance Requests

If the facility is in need of repairs or maintenance, please fill out [this online form](#). You can also notify your supervisor.

Facility Emergency Response

Water

The water main shutoff valve is in a labeled vault in the sidewalk in front of the boathouse. A "key" to shut off the water is stored in the coaches' office.

Electrical

Sub-panels are located:

Ground Floor: Back of Bay 3

First Floor: In the Utilities Closet

Second Floor: In the Utility closet in the hallway.

Gas

If you smell gas anywhere at the facility or on the grounds, immediately call 911. The Fire Department will immediately respond and give you further instructions for evacuating the building. Follow up by reporting the incident directly to your supervisor.

Outdoor hydrant

The hydrant near the oar racks should be shut off at the end of each day. There is an emergency shutoff for the outdoor hydrant under the sign-in desk in Bay 1.

Outdoor hose bibs

There are outdoor hose bibs on the ground floor and main floor. They require a special "key" to operate. The key is stored in the main office, in the Member Services Representative's desk drawer.

Facility Safety Issue Reporting

Staff: If you notice an unsafe situation, you must notify your supervisor or the Director of Operations immediately, then report the situation through the electronic portal.

Members: If you notice an unsafe situation, you must notify your coach, Member Services, the PRC Executive Director or the GPRF Director of Operations immediately.

EQUIPMENT

The GPRF provides and maintains a fleet of over 170 seats for use by youth and adult programs and adult independent members. The following policies, procedures and norms govern the use of the equipment to avoid damage, minimize conflict and enhance the quality of experience of our athletes and coaches.

Boat Use

Equipment is scheduled for program use by the Youth and Adult Program Coordinators along with the Director of Operations. Conflicts around boat use are resolved at this level of staff, with input from coaches or other stakeholders.

iCrew

PRC uses the program iCrew (free to coaches/members) to assist with multiple boathouse operations, including equipment reservations, practices/sessions, launch assignments, reporting boat damage and messaging members via rosters.

iCrew Access

Download the free app on your phone and create an account (code: george). Youth and adult athletes use iCrew to register for programming. Coaches will be granted privileges by their supervisor or administrator.

Damage Reports

Coaches and athletes use iCrew to promptly report damage and request repairs on shells. Damage reports are automatically sent to the repair team as well as the Program Directors. Providing specific information in your damage report will speed the repair process.

Minor Boat Maintenance

If there is minor maintenance – loose bolts, missing wingnuts, etc – it is your responsibility to fix the problem. Essentially, if it will take you 10 minutes or less, please do it. Spare parts are located on the workbench in the workshop. If the repair is more extensive or outside the scope of your ability (or will take more than 10 minutes), report the issue on iCrew noting the specific boat, and follow up with the boatman in an email if needed.

Major Boat Damage

When major damage occurs, it must be reported through the iCrew Damage Report immediately. By specifying “Major Damage”, the boat will be removed from the list of available shells and anyone with a future reservation will automatically be notified by email. Major Damage should also be reported on the Incident Report Form; anything resulting in “Major Damage” is reviewed by the leadership team for areas of process improvement.

Racks

Please return all equipment to the appropriate racks. Even if there is a maintenance issue, please re-rack the hull so that other boats can leave and return easily.

Rolling Slings

Only shells designated for immediate repair or re-rigging may be left in rolling slings in the boat bays. Shells in rolling slings under longer term repair should be derigged to reduce the potential for damage to other equipment. Shells should be returned to the racks as soon as the repair is completed. Rolling slings are stored out of the path of traffic.

Hull Care

Towel off the hull after each use, paying attention to the water "scum line." Towels that are too dirty for re-use should be placed outside the Utility Room (located next to the upstairs side door entrance).

Spare Parts

- The workshop inventory of spare parts is maintained by the repair team for GPRF-owned rowing equipment.
- Coaches and athletes may utilize these spare parts only for repairs of GPRF-owned equipment.
- Please notify the repair team if you use a part from the bins on the west wall so the stocks can be replenished.

Interchangeable Parts

While many parts are interchangeable between shells, coaches and athletes must not take seats, foot stretchers, spacers or riggers from other shells in order to meet the immediate needs of a crew or athlete. There is a small supply of "grab and go" components in the workshop.

The Operations support team labels rigging, seats and foot stretchers with the shell name before putting newly purchased shells into service.

Boat Types: Limited Use or Club Boats

Limited Use boats are prioritized for practices and racing for Youth and Adult Competitive Teams. These boats may be used for other coached sessions as assigned by the Head Coaches.

- o Eights
 - George Pocock
 - William Cameron
 - Lucy Pocock
 - Class of 2018
 - Sarah Hirst Smith II

- Relentless
- o Fours/Quads
 - Dan Ayrault
 - Tom Hull
 - Mike Smith
 - Audacity
 - Tenacity
 - Velocity
- o Pair/Doubles
 -
- o 1xs: there are no Restricted 1xs

RIGGING POLICIES AND GUIDELINES

Background: Nearly 500 athletes, over 30 coaches and 2 programs share a fleet of 73 shells featuring 190 seats.

Overview: The goal is to create a consistent framework where athletes and coaches have ready access to equipment that is rigged appropriately for their discipline and size. Communication is the key component to a successful rowing equipment rigging system.

General Policy

Major Adjustments: Are defined as anything requiring tools and/or cannot be done easily on the water/dock. Major adjustments include but may not be limited to oar length or inboard, spread, sweep / scull disciplines, port /starboard configuration, rigger height, track placement and shoe height.

Athletes or coaches, after receiving permission, may re-rig a boat with major adjustments for a specific practice or regatta, however, they are responsible to put it back the way they found it as soon as that practice or regatta is complete.

Minor Adjustments: Are defined as manual adjustments not requiring tools that can be done on the water/dock. These adjustments are: oarlock height, CLAMs, foot stretcher position.

Roles & Responsibilities

The Head Coach of the PYR **Helen Tilghman** and the Executive Director of the PRC, **Rachel Le Mieux** make all final decisions about major adjustments to rigging. They take a global view of the needs of both programs and make decisions accordingly.

Lead and Program Coaches of the PYR and PRC are in an ideal position to identify and communicate the needs of their teams and athletes with their supervisors. These coaches are also in a position to direct re-rigging efforts.

Lead and program coaches must get permission from Helen or Rachel before making major adjustments to rigging.

Adult Athletes Affiliated with Coached Programs: Communicate requests for rigging adjustments to their coaches.

Adult Athletes *Unaffiliated* with Coached Programs: Communicate requests for major adjustments to rigging in writing to Rachel Le Mieux and Helen Tilghman.

Youth Athletes: Make major rigging adjustments at the direction of their coaches.

Youth and Adult Athletes: May make minor adjustments to rigging independently.

The Operations Team of **Chuck Desiderio** and **Derek de Leuw** make changes at the direction of Helen and Rachel.

Communications about Rigging Changes

Coaching Staff Communications: Helen, Rachel or Padraic will send notifications to the entire coaching staff when major adjustments are made to shells.

iCrew Update: Coaches re-rigging a boat (or oars) with permission from Helen or Rachel must update iCrew when the task is completed.

Coaches' Instructions to update iCrew:

1. Log on to your home organization's iCrew page
2. Switch Clubs to GPRF
3. Click "Shells"

4. Click "Update Shell"
5. Modify the sweep / scull designation, configuration or rigging dimensions
6. Click "Save"

Rowing Equipment Safety Requirements

Athletes are responsible for inspecting their equipment prior to rowing. Athletes should inspect the following items before rowing.

- **Bow Balls:** Every boat must have a firmly attached ball of not less than 4 cm (1.5 inches) diameter on its bow. Where the construction or nature of the boat is such that the bow is properly protected or its shape does not represent a hazard then this requirement need not apply. If you are planning to use a PRC-owned, club boat and observe that the bow ball is damaged or missing, do not row that boat and please post the damage to iCrew.
- **Heel Restraints:** Heel restraints and “quick-release” mechanisms must be in proper and effective working order in all boats equipped with fitted shoes. These restraints should not allow the heel to lift more than 5cm (2 inches).
- **Buoyancy:** Bow and stern compartments function as individual buoyancy compartments and must be checked annually to ensure that they will function as intended. Boats should meet minimum flotation requirements sufficient to support a swamped boat and its crew, with the top of the seats being no more than 5 cm below the surface of the static waterline.
- **Nuts and Bolts:** Athletes should hand-check footstretcher, rigger and oarlock attachments prior to rowing. Loose connections should be tightened immediately to avoid injury or damage.
- **Lighting:** See below.

SAFETY POLICIES

Incident Reports

If there is an accident, unsafe or out-of-the ordinary activity involving a Youth Athlete, Adult member, Guest, GPRF equipment or the Boathouse, please contact your supervisor or the Director of Operations to report the incident and complete an online Incident Report.

The online Incident Form is located within the iCrew app.

Examples of incidents to report:

- Any incident involving injury to an athlete, coach or bystander
- Witnessing or responding to an accident of any type, involving third parties, such as other rowing programs or the general public.
- Behavior by an youth athlete, adult member or other coach that could be characterized as harmful, illegal or against the boathouse Athlete Protection Policy, Safety Policy, Coach Handbook or Athlete Handbook.

- An incident requiring a significant coach response (swamping of a team boat, an unsafe situation, a physical or emotional athlete conflict).

Conditions for Rowing

Unsafe Conditions

Rowers and coaches are responsible to identify safe conditions for rowing.

Unsafe conditions may include dangerously high winds, fogs, lightning storms, ice, snow, heavy rains, smokey air or other similar situations. Because weather patterns which may affect rowing safety are unpredictable and subject to sudden change, the decision to go on the water will not be made until the actual scheduled start time of the session.

Unsafe Conditions Protocols

- Wind
 - Anything over 12-15 mph is considered dangerous conditions. Head and Lead Coaches will evaluate the wind conditions and forecast prior to practice. Any changes will be communicated to the staff via email or in-person prior to practice.
- Fog
 - If you can't see land on the other side of the water, it is too foggy to row.
 - Coaches may decide to stay on land or cancel practice.
- Lightning
 - Outdoor practices will be moved indoors in the event of lightning. There is a 30 minute delay for on-water practice during which time athletes will remain indoors. The 30 minute clock will restart if lightning is observed within the 30 minute delay.
 - If indoor practices cannot run, for any reason, athletes will be sent home.
 - If lightning is present while crews are on the water, athletes and coaches should immediately proceed to the nearest take-out point and take cover in low-lying areas.
- Snow / Inclement Weather
 - If Seattle Public Schools are closed, Adult and Youth practices at PRC will also be canceled. The GPRF Director of Programming or Operations or Executive Director of the PRC may cancel practices, at their discretion, in the event of freezing temperatures or snow, regardless of Seattle Public School's decision.

- Ice
 - Docks / Launches can be icy and slippery. Coaches may elect to do land training in the event docks are too hazardous to use. The Head Coach or Director of Operations may close the docks if the conditions are too hazardous.

- Smoke / Air Quality Issues

Smoke and air quality issues have a variety of impacts across our participants. Participants and coaches should be aware of pre-existing conditions, such as asthma, that would supercede this chart.

- For Adult Participants
 - AQI 200+ (Very Unhealthy-Hazardous) - Boat house closed, all Adult programming is canceled, stay home and do recovery activities. No independent rowing allowed.
 - AQI 135-199 (Unhealthy) - For Adult Programs: coached sessions are canceled. Independent rowing allowed.
 - AQI 100-134 (Unhealthy for Sensitive Groups) Adult Programs: coached sessions may be canceled at the coach's discretion. Independent rowing allowed.
 - AQI 99 and under (Good to Moderate) - all regular sessions will run as scheduled

- For Youth Participants
 - AQI 200+ (Very Unhealthy-Hazardous) - Boat house closed and all Youth programming is canceled. Stay home and do recovery activities. No independent rowing allowed.
 - AQI 150-199 (Unhealthy) - For Youth Programs: On-land workshops for groups at the coach's discretion. Rowing and strength sessions are canceled.
 - AQI 100-149 (Unhealthy for Sensitive Groups) - Youth Programs: Rowing is allowed. Recommended that athletes do light, technical work with limited mileage and low intensity.
 - AQI 99 and under (Good to Moderate) - all regular sessions will run as scheduled

4-Oar Rule

During particularly cold weather the Director of Operations may invoke the "4-Oar Rule" without warning. Invocation of the 4-Oar Rule means that no PRC club 1x or 2- may launch from the PRC until the 4-oar rule is rescinded. It applies to PRC boats and is highly recommended to private boats. We have doubles, fours, quads, and eights to get you through the cold weather, though fours, quads and eights require a coaching launch.

The 4-Oar Rule is in effect when the 4-Oar Card is placed in the window of the 3 exterior man doors, the door from the 2nd floor to the boat bays, and on the bay door window adjacent to the log-book. Violation of the 4-Oar Rule can result in suspension of rowing privileges. This is a rule instituted for our membership's safety. We have a large exercise room with ergs, bikes, weights, and land-training classes for these brief interludes when it is not safe to row.

Inclement Weather Practice Protocols

Youth

The GPRF maintains the right to cancel or modify practice, including moving the session to “land training” if the weather is deemed unsafe by the Director or Programming, Operations or Head Coach.

Coaches take into account the skills, fitness and experience of athletes in making decisions about on-water training. Conditions that may be rowable for U-19 athletes may not be for U-15 athletes.

Adult

The PRC maintains the right to cancel or modify practice, including moving the session to “land training” if the weather is deemed unsafe by the Director or Programming, Operations or lead Coach.

Coaches take into account the skills, fitness and experience of athletes in making decisions about on-water training. Conditions that may be rowable for an experienced group of athletes may not be for beginners.

On-Water Protocols

Launch Requirement

No GPRF-owned club 4+, 4-, 4x, or 8+ shell may be taken without the presence of a launch driven by a qualified PRC launch driver. (See section on “Launches” below for how someone is qualified).

“Buddy System”

It is **STRONGLY RECOMMENDED** that ALL boats not accompanied by launches go out with 'buddies' – i.e. another boat of comparable speed, and that the buddies remain together throughout the workout.

Visible Clothing

It is recommended that all scullers and at least the bowman in team boats wear light-colored, highly visible tops or jackets to improve visibility by other rowers and boaters on the water. High visibility yellow wind jackets or fluorescent cycling or crossing-guard vests are an option for early morning or late evening rows.

Lighting

- All boats rowing out of the PRC, including safety launches, are required to have Coast Guard approved lighting when operating before sunrise or 1 hour before sunset.
- Coast Guard approved navigational lighting includes a combination or separate bright red and green sidelights mounted at the bow of the boat and visible for at least one (1) nautical mile from the side of the boat, and a bright white light mounted at the stern and visible for at least one (1) nautical mile for 360° around the boat or at least from the sides or behind the boat.
- The GPRF maintains a stock of KraftLight Beacons for scheduled team practices. These lights are kept in the Workshop.
- PRC members using Club equipment independently and private boat owners are responsible to provide and maintain their own lighting.
- The GPRF recommends KraftLight Beacons for use by independent scullers and private boat owners.
- Inadequate lighting including weak or poor batteries, or missing or broken lights represents one of the most significant safety concerns in the waterway. People without adequate lighting are a problem because other boats on the waterway may not see them. Poor or no lighting can result in severe injury and even death for people involved in a collision, not to mention property damage to boats and equipment.
- If lighting fails or becomes lost or disabled during a practice, the boat must immediately return to the boathouse under caution.
- Coaching launches operating in low or no light periods should carry spotlights sufficient to illuminate hazards at 80-100 yards in front of shells in a practice, with power supplies that are sufficient to last for the duration of a practice. The GPRC provides and maintains spotlights for safety launches.

Resources

The following apps are recommended to assist Directors, Head and Lead coaches in making decisions about the safety of conditions.

Windy.app is designed to aid boaters in predicting wind conditions.

My Lightning Tracker will alert you to nearby lightning strikes.

MarineTraffic app will alert you to the position of gravel barges or other commercial traffic. It may also help you identify a vessel for incident reporting.

Launching / Recovering

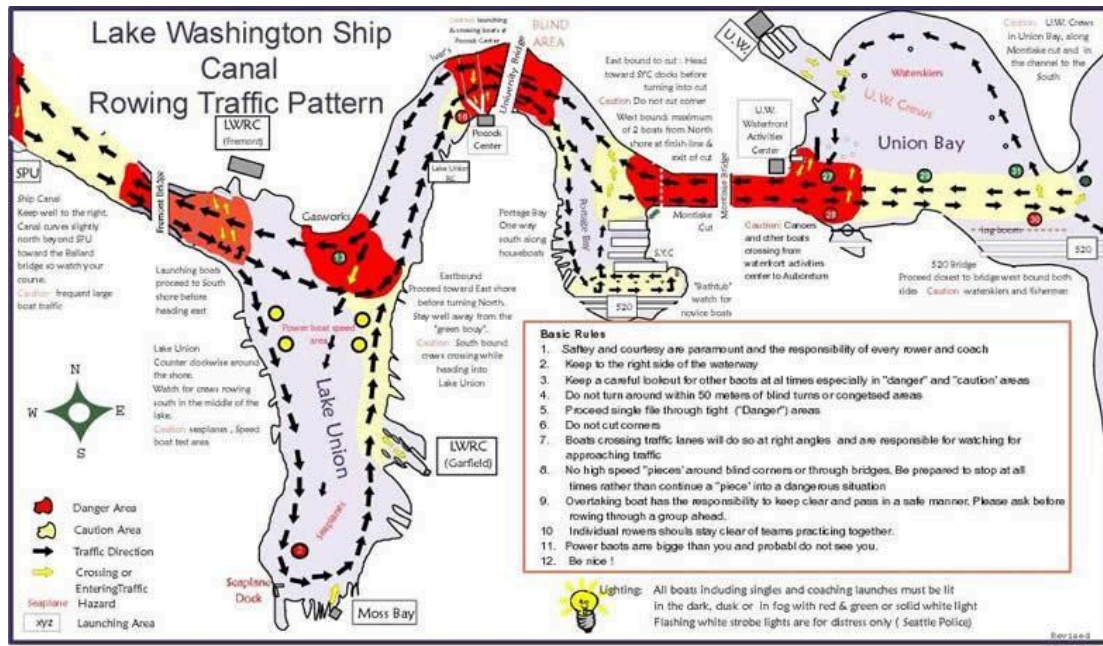
When launching from or returning to the PRC, small boats should use the angled dock.

Docking crews have priority to land and clear the dock over launching crews. If you see a crew waiting to dock and you are already on the dock, please launch quickly; if you are not yet on the dock, do not put your boat into the water until the docking crew has cleared.

When returning to the PRC from the east (from under the University Bridge), row all the way to the large brass propeller in North Passage Point Park before turning to return to the dock. This prevents accidents involving crews "cutting the corner".

Traffic Pattern

Adhering to the commonly accepted traffic pattern, even if there is little or no boat traffic, is everyone's responsibility. Look around frequently, and recognize that we row on a heavily-used commercial body of water. Power boats, barges, and tugs CANNOT stop quickly and should always be given a wide berth.



Meetup Locations

After shells launch from the Pocock Rowing Center, there are common "meetup places" where they gather to tie in, adjust and await coaching instructions or recover/regroup between pieces. These can create congestion points. If using a "meetup location", crews and coaches should remain to the shore side of the traffic pattern to allow moving crews a safe passage.

- By the White Ferry "Skansonian"
- By Gas Works
- Along the Westlake shore, south of Lake Union Crew
- By the houseboats in Portage Bay
- By the west side of the Montlake Cut
- By the red can on the east side of the Montlake Cut
- By the "light house" east of the starting line cans

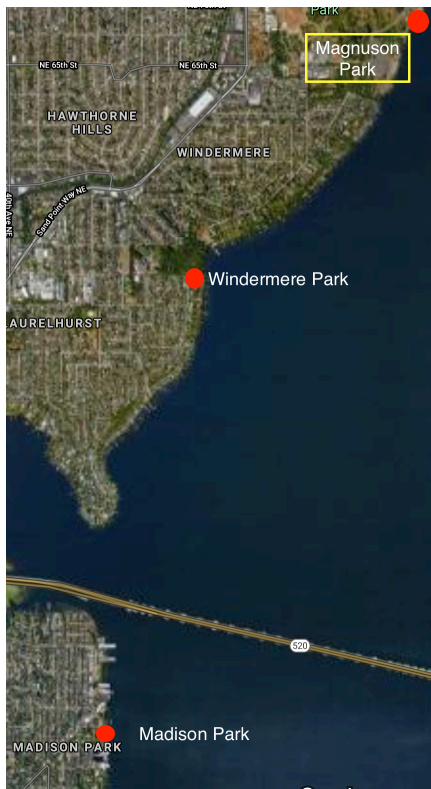
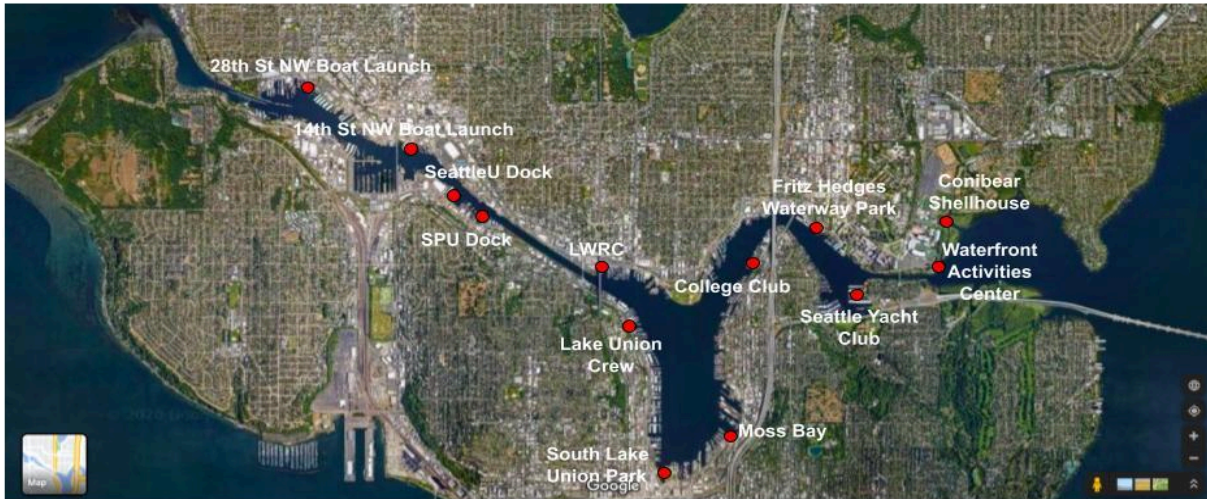
Water Extraction and Access Points

If you need to get to the safety of shore quickly, it's important to know where the main extraction points are. It is also important to know these locations in the event you need to be reached by emergency services.

- In the Shipping Canal
 - Lake Washington Rowing Club
 - Seattle Pacific University dock

- Seattle University dock
- 14th Street NW Boat Launch (north shore)
- 28th St NW Boat Launch (north shore)
- In Union Bay
 - ASUW Shellhouse concrete ramp (wet launch)
 - UW Waterfront Activity Center (WAC)
 - UW Conibear Shellhouse
- Portage Bay
 - Seattle Yacht Club
 - Fritz Hedges Waterway Park (wet launch)
- In South Lake Union
 - Lake Union Crew
 - College Club of Seattle
 - Moss Bay Kayak Rentals (located in Ocean Alexander Marina on the south end of Lake Union)
 - South Lake Union Park (wet launch)
- Lake Washington (N of 520, W shore)
 - Windermere Park (wet launch)
 - Magnuson Park (wet launch)
- Lake Washington (S of 520, W shore)
 - Madison Park (wet launch)

Water Extraction and Access Point Map



Hazards

Fixed Hazards

The following is a list of known hazards along the waterways. Scullers, coxswains and coaches should be aware of and steer clear of these fixed hazards. In darkness, while coaches may use the spotlight to illuminate them and give vocal direction to guide crews, it is the ultimate responsibility of the coxswain or bow person to avoid all navigational hazards.

- The red and green cans east of the Montlake Cut
- Submerged pilings along the south shore between the red can and Fox Point
- The green can at Fox Point
- The red and green cans at the 2k Starting Line
- The white "cigarette" buoys between the starting line and the "light house"
- The yellow concrete speed buoys heading north in Lake Washington
- Shallow shore by Gas Works (especially for propellers)
- Green can at Gas Works
- Ballard Bridge abutments
- Red can in South Lake Union
- Yellow speed buoys in Lake Union
- Submerged pilings along Eastlake shore in South Lake Union
- Red "Pocock Turn" can

Location Hazards: Ballard Locks

The Ballard Locks can be a dangerous location due to heightened pleasure boat traffic, large vessel traffic and swift flow of water. Scullers and crews must not pass the breakwater denoting the start of the Locks.

Dynamic Hazard: Gravel Barges

Daily transit of the Lake Washington Shipping Canal by gravel barges is an example of a dynamic hazard. The gravel barges are relatively quiet, have limited visibility and reduced stopping and turning ability. All athletes should take extra precautions around gravel barges:

- Pull as far to the shore as possible to give gravel barges safe passage.
- Do not attempt to cross in front of a gravel barge. They have limited ability to stop; anything that may cause you to stop rowing (other traffic, a crab, a jumped slide) could be fatal.

- Avoid following in the wake of a gravel barge. The turbulent water can overturn or swamp a rowing shell.
- Tug Operators monitor Channel 16. If you need to communicate with a tug or other commercial vessel, hail them on Channel 16 and agree to switch to a different channel. (See "Radio Use" for more information).
- Using a marine vessel tracker can help predict the path of travel. The "Island Chief" is the most common tug to be pushing a gravel barge.

Bridge Hazards

Bridges present many hazards. Blind spots, abutments and areas that jut out from the plane of boundary are all navigational hazards. Coaches should avoid remaining under bridges with their crews at all costs. Debris has fallen from bridges, damaging rowing equipment. Sadly, people have jumped from every bridge we row under: Montlake, University, I-5, Aurora, Fremont and Ballard.

PERSONNEL

Responsibility Matrix

This matrix outlines the responsibilities for each role at the Pocock Rowing Center.

Athletes maintain the following responsibilities:

- Show up at practice in physical and mental condition for training.
- Abide by the policies and protocols in this manual.
- Report unsafe conditions with the facility, equipment.
- Follow coaches' instructions in the event of an emergency.

Coaches and staff lead the organizational efforts to:

- Educate and train participants in safe practices on and off the water
- Ensure programming is conducted according to this manual.
- Report unsafe conditions with the facility, equipment, launches and vehicles.
- Respond to emergency situations.

The Director of Operations leads the organizational efforts to:

- Maintain First Aid / CPR / AED certifications of staff
- Provide regular opportunities for education and training
- Document incident reports and follow up if necessary
- Communicate pertinent information about current or dangerous conditions to staff.
- Maintain emergency response supplies and equipment.
- Identify and promptly rectify unsafe situations at the facility.
- Ensure equipment, launches and vehicles are maintained.

Athletes

All athletes must maintain a float test on file with the Pocock Rowing Center.

- Float Tests for adults are a 1-time requirement.
- Float Tests for youth athletes have a 6-year expiration term.

Athletes and families must maintain updated Emergency Contact Information on the registration portal.

Athletes must annually review the [USRowing Safety Video](#) to maintain a working knowledge of emergency recognition and basic responses.

Athletes and members are responsible to read weekly Safety Bulletins published in PRC newsletters.

Adult Independent Rowers: Captains Test

Prior to taking out a boat independently, adult members of the PRC must demonstrate a thorough understanding of safety, traffic patterns and boat handling acumen via the Captains Test. The Captains Test has both a written component and practical portion. This test can be administered by the Executive Director of the PRC or their trained and approved designees, such as coaches, Member Services staff or volunteers.

Heart Health

Rowing is a strenuous activity. Sudden cardiac arrest can occur in young athletes due to previously undiagnosed heart conditions. GPRF recommends that parents consider an ECG for youth athletes. [UW Sports Cardiology](#) and the [Nick of Time Foundation](#) are resources. Adults participating in rowing programs should have clearance from their doctors.

General Personal Precautions

Staff and athletes arriving or departing the facility at any time should exercise caution by remaining aware of their surroundings. Avoiding use of a mobile device significantly improves an individual's ability to remain alert.

Using a "buddy system" is highly recommended to deter unwanted personal interactions.

Utilizing a hands-free headlamp or flashlight during non-daylight hours is recommended to illuminate your immediate area.

Coaches

Certifications and Requirements

1. Adult First Aid/CPR/AED – within 2 weeks of hire. GPRF offers youth staff reimbursement for classes taken from certified providers. Needs updating every 2 years.
2. WA State Boater ID – within 2 weeks of hire; offered online or at local agencies
3. NCSI Background Check – prior to hire; online submission, paid for by the GPRF
4. USOC Safe Sport Certification – prior to hire; online course and exam, free, needs updating every year.
5. PRC Launch Driver Training - to be pursued after the above items are submitted

Coaches are required to be trained and have knowledge in all facets of this operations manual.

- Facilities
- Equipment
- Safety Policies and Protocols

- Emergencies
- Launches
- Vehicles (if applicable)

Coaches are also required to watch the USRowing Safety Video annually.

Launch Drivers

All coaches and volunteers must complete Launch Driver Training under supervision of a Director, Head or Lead Coach with more than 2 years of coaching experience. Much like driving a car, skillful, safe launch driving is a skill acquired over months of practice with direct feedback from more experienced operators.

Launch Driver Training Protocol

Step 1: Complete all certificates required for coaching at the Pocock Rowing Center.

Step 2: Review the following material prior to on-the-water training

1. Launch Safety Pocock Rowing Center Slide Show
2. Launch Training Emergency Scenario worksheet

Step 3: On-the-water training for coaches new to launch driving and/or new to Lake Union.

- I. Initial Launch Driver Training includes:
 - A. Set up of launch: keys, launch safety items, gas, moorage, lights, PFD requirements
 - B. Review of emergency supplies on board each launch. 18 PFDs for water rescue, pump, paddle
 - C. Starting and troubleshooting: kill switch, cold start, vacuumed or unattached gas line/can
 - D. Driving: shifting, stopping/slowing, awareness of wake and noise, proper traffic pattern and yielding, different maneuverability of different launches
 - E. Note hazards and emergency landing points, and how to contact for help
 - F. Post practice: safely docking, proper securing to dock/launches, return gas to locked storage
- II. Secondary Launch Driver Training Includes:
 - A. Multiple ride-alongs with other coaches.

- III. Once familiar with the equipment and waterway, a launch driver will operate the launch and conduct practice under the supervision of a more experienced coach.
 - A. Safely conducts practice: adheres to traffic pattern/yielding, appropriate volume/wake
 - B. Proper time management, runs practice efficiently and returns crews on time to the dock
 - C. Proper docking and post-practice clean up

- IV. For unsupervised use of launches
 - A. Driver must demonstrate they have properly executed the above steps
 - B. Reviews practice pitfalls, lesson learned, and teachable moments with Director of Operations, Head Youth Coach, or Head Adult Coach

COVID PROTOCOLS

Preventative Measures

All athletes, coaches and staff with symptoms, such as cough, fever, sore throat, vomiting, or diarrhea, or other symptoms of COVID-19, should not attend practice, competitions or team / club events. The individual should stay home, and get tested for COVID-19. ([DOH Guidelines for K-12](#) May 23, 2023)

Ventilation

Well ventilated spaces reduce the risk and spread of respiratory-transmitted conditions such as COVID-19. Coaches and athletes are encouraged to maintain well ventilated workout spaces.

Participant Tracking

Coaches are required to track attendance at practice.

Notifications

Employees testing positive for covid are still required to inform their employer, who in turn is required to notify employees, in writing, of the time and location of the exposure. (April 23, 2023, DOH, [April 12, Dept of L & I](#)).

Positive Test

Employees testing positive for COVID-19 should be out of the workplace for 5 days. ([March 21, 2023, CDC](#)). ([Jan 11, 2023: Succinct instructions from King Co Public Health](#))

This also applies to athletes.

Exposure to a known positive individual

Mask for 10 days, test after 5. [\(Aug 24, 2022, CDC\)](#).

Reporting to L and I:

As a community with 50 or more members, we are required to notify the state if there are 2 or more cases within a 14 day period (staff or community members). [\(Post Oct 31, 2022, King Co Health\)](#)

Internal Protocols for GPRF employees:

If you test positive:

1. Notify close contacts and your supervisor
2. Work from home (if able) for 5 days.
3. Mask at work for an additional 5.
4. If symptom-free, OK to return to work if fever-free for 24 hours.

Internal protocol for GPRF supervisors:

If staff test positive, supervisors notify staff with exposure to that individual.

Notification to GPRF Youth Athlete Community

Abiding by the K-12 school requirements, we are still obligated to inform our community (newsletter or dashboard) of current cases of staff or students of positive tests.

Notifications to PRC Adult Athlete Community

While not specifically required to maintain logs and engage contact tracing, DOH requires we maintain a log of cases for staff and "customers" positive tests. [\(July 6, 2022\)](#)

EMERGENCIES

Emergency Preparedness

The Director of Operations, or designee, will maintain the following emergency response equipment and standards of facility.

- First Aid kits are stocked and easily accessible
- Fire Extinguishers meet SDCI requirements.
- AED's are accessible and regularly tested.
- Basic Emergency response procedures are posted in high-traffic areas
- Fire alarm system is functional with an active monitoring service
- Launches are stocked with safety equipment (see Launch Section).
- Safety notices and protocols are posted and published.

Emergency Responses

Calling 911

Coaches and athletes may encounter emergencies in the boathouse and on the water. Coaches should be ready to call 911 in the event of emergencies or perceived / potential emergencies. On-water emergencies should call 911 or use Channel 16 to summon Harbor Patrol.

Our Physical Location

The Address of the Pocock Rowing Center:
3320 Fuhrman Ave E, 98102.

Be prepared to state the following information

- Your name and location
- The phone number from where the call is being made
- The location of the emergency, including Facility name, Address, Suite or floor of the emergency.
- The type of emergency (Medical, Fire, Criminal Act)
- Other information
 - Number and condition of victims
 - Extent of emergency
- What is needed

First Aid Kit Locations

- (1) Coaches' Office in the cabinet to the left of the refrigerator, large well-stocked kit
- (2) First floor by the Olympic Flag
- (3) Entrance to the work bay, which also has an eye cleaning/rinse station
- (4) Small first aid kit in each launch safety bag with basic items

AED LOCATIONS

- (1) Ground Floor, next to access door
- (2) First floor by the fire pull (on the Olympic Flag wall)
- (3) Second Floor: In the hallway between Suite 200 and 250.
- (4) Mobile Unit: Stored in Back Office. AED is stored in a weatherproof canister designated to be carried on launches during practices or regattas.

Training

The Directors of Operations, Rowing Programs and the Executive Director of the Pocock Rowing Club are responsible for the regular and ongoing safety training of coaches and athletes.

Coach Responsibilities During Emergencies

All coaches are responsible to respond immediately to an emergency that confronts them.

Beyond immediate responsibility for an emergency response, coaches' responsibilities during an emergency are commensurate with their job titles and responsibilities.

- Level 1 Coaches
- Level 2 Coaches
- Level 3 Coaches
- Level 4 Coaches

Specific Emergency Action Plans

Emergency INVOLVING INJURY

- Call 911 – report your location as South Passage Park, Pocock Rowing Center
 - Address: 3320 Fuhrman Ave E. Seattle, WA 98102
 - See water map for address of additional take-out points.
- Ensure immediate safety of all athletes and members

- Call the athlete's emergency contact to inform them of the situation.
- Call Director of Rowing Programs or PRC Executive Director
- If a Youth participant is involved: get Athlete's Medical Release form from the Office. Make a copy and be prepared to present to EMTs.
- If a youth athlete leaves in an ambulance, a coach should ideally go to the hospital to meet the parents and explain what happened and emergency response steps.
- Fill out an incident report - located in the coaching office near the door or online.

Capsizing / Swamping

In the Event of Capsizing or Swamping (single / double)

- Nearest coaching launch attends to the athlete(s) and calls other coaches for assistance as needed for remaining athletes on the water.
- Coaches should prioritize securing the safety of the athlete(s) before attending to equipment.
 - Other coaches may be called to assist with transporting or recovering equipment once the athletes' safety is secure.
 - If the equipment is not rowable due to damage or because the athlete isn't capable of rowing, the shell needs to be transported to the dock.
 - Remove oars and secure to launch
 - The boat may be secured to the launch and slowly towed, or depending on the launch, the boat may be placed on the launch
 - Pump out water before lifting to not put stress on hull
 - Report any damage on iCrew
- If the weather is mild or warm:
 - The capsized athlete(s) may elect to self-rescue if there is no damage to the equipment.
 - If the athlete(s) is unable or unwilling to self-rescue they should use the swim ladder to board the coaching launch. They can then return to the shell if able.
 - The athlete(s) and/or coach should bail water from the shell before the athlete(s) resumes rowing
- If the weather and/or water is BELOW 50 degrees:
 - Coach should distribute lifejackets to the athletes in the water.
 - The capsized athlete(s) should get in the coaching launch as quickly as possible.
 - Coaches should give the athlete(s) an emergency space blanket located in the green launch safety bags.
 - The athlete(s) should be returned to the dock as soon as possible. Staff should immediately take action to prevent possible hypothermia.
 - The athlete(s) should go into a warm place and be given dry clothes and/or blankets.
 - Athletes should not be put in a warm shower.
 - Prioritize warming the athlete's torso first and extremities second.

- Call 911 if the athlete(s) show signs of hypothermia.

In the Event of Capsize or Swamping (four / quad / eight)

- Nearest coaching launch attends to the athlete(s) and calls in assistance as needed for remaining athletes on the water.
- Coaches prioritize securing the safety of the athletes before attending to equipment.
 - Other coaches may be called to assist with transporting or recovering equipment once the athletes' safety is secure.
 - If the equipment is not rowable due to damage or because the athletes aren't capable of rowing, the shell needs to be towed to the dock.
 - Remove oars and secure to launch
 - The boat may be secured to the launch and slowly towed. This will usually require the assistance of additional person(s) to help keep the larger boats properly aligned during towing.
 - It is very hard to steer or reverse a launch towing a 4 or 8, take care with maneuvering and give the launch plenty of room to coast to stop
 - To recover 4 or 8 on the dock, maneuver the launch close enough to pass off the shell to people awaiting to assist on the dock
 - Pump water out of the boat before lifting
 - Report any damage to iCrew
- If the shell has swamped:
 - Athletes should untie their shoes and exit the shell opposite their rigger.
 - Athletes should remove oars from the oarlocks and turn the shell upside down.
 - Athletes should gather at the ends of the shell and use it for flotation until coaches are able to provide life jackets.
 - Coaches should give life jackets to all athletes in the water prior to attempting to get anyone in the launch.
 - Once all athletes have life jackets on they may begin using the swim ladder to board the coaching launch.
 - Coaches should be cognizant of the weather conditions and avoid overloading the launch.
 - Additional launches may be required depending on the number of athletes and size of the launches.
 - If conditions are cold athletes should be given blankets.
 - Once all athletes have been recovered from the water coaches should return to the boathouse as quickly as possible.
 - Notify Harbor Patrol on Channel 16 about the situation.
 - Equipment should be recovered once athletes are safely back on land.
- If the shell capsizes:
 - If the weather is mild or warm:

- The capsized athletes may elect to self-rescue if there is no damage to the equipment.
- If the athletes are unable or unwilling to self-rescue they should get into the coaching launch. They can then return to the shell if able.
- The athletes and/or coach should bail water from the shell before the athletes resume rowing.
- If the weather and/or water is cold:
 - The capsized athletes should get in the coaching launch as quickly as possible.
 - Coaches should give the athletes a wool blanket or emergency space blanket.
 - The athletes should be returned to the dock as soon as possible. Staff should immediately take action to prevent possible hypothermia.
 - The athletes should go into a warm place and given dry clothes and/or blankets.
 - Athletes should not be put in a warm shower.
 - Prioritize warming the athlete's torso first and extremities second.
 - Call 911 if the athlete(s) show signs of hypothermia.

Recovery of a Capsized Shell

- Capsized shells may be retrieved once the athletes' safety has been ensured.
- Shells may be towed to the dock with the Emergency Tow Rope found in the coaching "go-bag".
- It is preferable to have two individuals on the launch in a towing situation. One monitors the towed shell; the other drives the launch and maintains a lookout.
- It is preferable to tow a boat bow-first. If a boat has significant bow damage, stern first towing is advised.
- Loop the rope around a wing rigger, or through side mount riggers.
- Leave 10-15 feet of space between the launch and the towed shell.
- At the dock, the shell should be pumped with manual bilge pumps until very little remains in the compartments under the seats, in the foot wells and the bow and stern compartments.
- Extra hands should aid in removing the boat from the water.
- Any large puddles of water in the boathouse should be mopped or squeegeed to avoid slip hazards.

Sudden Cardiac Arrest

Sudden Cardiac Arrest (SCA) is the sudden onset of an abnormal and lethal heart rhythm, causing the heart to stop beating and the individual to collapse.

SCA in young athletes is usually caused by a structural or electrical disorder of the heart. Many of these conditions are inherited (genetic) and can develop as an adolescent or young adult.

SCA is more likely during exercise or physical activity, placing student-athletes with undiagnosed heart conditions at greater risk. SCA also can occur from a direct blow to the chest by a firm projectile (baseball, softball, lacrosse ball, or hockey puck) or by chest contact from another player (called “commotio cordis”).

1. RECOGNIZE Sudden Cardiac Arrest
 - Collapsed and unresponsive
 - Abnormal breathing
 - Seizure-like activity
2. CALL 9-1-1
 - Call for help and for an AED
3. CPR
 - Begin chest compressions
 - Push hard/ push fast (100 per minute)
4. AED
 - Use AED as soon as possible
5. CONTINUE CARE
 - Continue CPR and AED until EMS arrives

Concussion

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move rapidly back and forth. This sudden movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging brain cells.

Concussion Signs Observed

- Can't recall events *prior to* or *after* a hit or fall.
- Appears dazed or stunned.
- Forgets an instruction, is confused about an assignment or position, or is unsure of the game, score, or opponent.
- Moves clumsily.
- Answers questions slowly.
- Loses consciousness (*even briefly*).
- Shows mood, behavior, or personality changes.

Concussion Symptoms Reported

- Headache or “pressure” in head.

- Nausea or vomiting.
- Balance problems or dizziness, or double or blurry vision.
- Bothered by light or noise.
- Feeling sluggish, hazy, foggy, or groggy.
- Confusion, or concentration or memory problems.
- Just not "feeling right," or "feeling down".

Concussion Response

- Remove the Athlete from practice
- Notify the athlete's parents or emergency contact.
- Document the incident as well as the observed signs of concussion.
- The athlete should not drive home from practice.
- The athlete must seek medical care.
- The athlete must be cleared by a doctor before returning to practice.

HEAT-RELATED ILLNESSES

WHAT TO LOOK FOR	WHAT TO DO
HEAT STROKE	
<ul style="list-style-type: none">• High body temperature (103°F or higher)• Hot, red, dry, or damp skin• Fast, strong pulse• Headache• Dizziness• Nausea• Confusion• Losing consciousness (passing out)	<ul style="list-style-type: none">• Call 911 right away-heat stroke is a medical emergency• Move the person to a cooler place• Help lower the person's temperature with cool cloths or a cool bath• Do not give the person anything to drink
HEAT EXHAUSTION	
<ul style="list-style-type: none">• Heavy sweating• Cold, pale, and clammy skin• Fast, weak pulse• Nausea or vomiting• Muscle cramps• Tiredness or weakness• Dizziness• Headache• Fainting (passing out)	<ul style="list-style-type: none">• Move to a cool place• Loosen your clothes• Put cool, wet cloths on your body or take a cool bath• Sip water <p>Get medical help right away if:</p> <ul style="list-style-type: none">• You are throwing up• Your symptoms get worse• Your symptoms last longer than 1 hour
HEAT CRAMPS	
<ul style="list-style-type: none">• Heavy sweating during intense exercise• Muscle pain or spasms	<ul style="list-style-type: none">• Stop physical activity and move to a cool place• Drink water or a sports drink• Wait for cramps to go away before you do any more physical activity <p>Get medical help right away if:</p> <ul style="list-style-type: none">• Cramps last longer than 1 hour• You're on a low-sodium diet• You have heart problems
SUNBURN	
<ul style="list-style-type: none">• Painful, red, and warm skin• Blisters on the skin	<ul style="list-style-type: none">• Stay out of the sun until your sunburn heals• Put cool cloths on sunburned areas or take a cool bath• Put moisturizing lotion on sunburned areas• Do not break blisters
HEAT RASH	
<ul style="list-style-type: none">• Red clusters of small blisters that look like pimples on the skin (usually on the neck, chest, groin, or in elbow creases)	<ul style="list-style-type: none">• Stay in a cool, dry place• Keep the rash dry• Use powder (like baby powder) to soothe the rash



OTHER EMERGENCIES

Responding to the general public

Periodically, coaches may encounter an emergency situation with a member of the general public at or around the Pocock Rowing Center or an offsite GPRF event.

Coaches or athletes ARE obligated to call 911 in the event of an emergency.

As rowing coaches, we are trained in Basic First Aid / CPR / AED. Staff may have advanced lifeguard, water rescue, EMT or wilderness first responder training.

If you are comfortable and trained to provide a response beyond calling 911, you may do so, as long as you do not jeopardize the safety of GPRF / PRC athletes, staff or yourself.

Bystanders rendering aid are covered under the Good Samaritan Laws of Washington State. Contact 911 before providing rescue. Dispatch is trained to aid first responders.

Break-ins / Intruders

If you find evidence of a break-in:

- Call 911; request help to clear the facility
- If 911 can't respond within 30 minutes, you may enter the facility in a group.
- Turn on lights as you go; make noise as you move through the facility.

If you encounter an intruder inside the facility:

- Remain physically distant.
- Speak clearly, loudly and directly.
- Ask the person to leave the facility.
- Give them room, and direction to make their exit.
- Do not engage with them physically.

If you encounter an individual outside the facility, but on the grounds:

- Identify yourself as an employee of the building owner or tenant.
- Speak clearly.
- Ask the person to leave.

- If the person is threatening, remove yourself from the situation and call 911 and your supervisor.

If you encounter an unresponsive individual on the premises

- Approach the individual cautiously, ensuring your own safety.
- Check for responsiveness with a loud noise, shaking their leg or grinding your knuckles on their chest..
- Call 911. Report an unresponsive adult and the address (3320 Fuhrman Ave E)
- Begin chest compressions.

Follow ups:

In any of these cases, you must notify your supervisor or coach and file an incident report. ,

Suicide Attempt from a bridge

Reporting

- Note the location of the victim by triangulating your position against fixed points.
- Call 911 on your cell phone.
- Call Harbor Patrol on Channel 16.
- Be prepared to assist the Dispatcher or responder by identifying the last seen location of the victim.

Ensure a safe scene

- Clear your athletes from the scene. Athletes around the facility should put their equipment away and go indoors.
- Notify other PRC coaches and athletes of the situation.
- Keep on-water crews away from the scene, and out of the potential traffic pattern of the Harbor Patrol rescue boats.

Harbor Patrol / Seattle Fire Response

Harbor Patrol and Seattle Fire will be onsite within 7 minutes. If the victim has jumped from the I-5 Bridge, they will most likely be taken to Ivar's dock, which provides the best entry point for transportation, as well as a stable, secure location for rendering aid. It is possible that the victim is taken to the Pocock Rowing dock.

Coach Rescue Response

Coaches are obligated to call 911. They are not obligated to rescue a victim. If the coach has specialized training and is comfortable attempting a rescue, they may do so, provided they do not place themselves or their athletes in a dangerous situation.

Trauma Response

1. Provide immediate care for witnesses

2. Encourage youth witnesses to call their parents.
3. Dismiss practice.
4. Coaches may listen to, and talk with their athletes in processing the incident.

GPRF / PRC Response

The following steps have been shown to be best practices in these situations.

- The Head Coach or Director of Rowing Programs should schedule a SFD chaplain, (a non-denominational counselor trained in trauma response) to attend the next two days of youth practices to meet with, and be available to talk with the athletes.
- The Head Coach or Director of Rowing Programs should send a communication to all youth team participants and their parents. A compassionate communication detailing what occurred, our immediate response, what families might expect from their children after witnessing an event like this, and presented resources for families to follow up.
- Practice the rest of the week is optional.
- Pocock leadership should reach out to parents of kids who may have been particularly impacted by the incident.
- The Director of Rowing Programs or Operations notifies the senior leadership of the organization. The GPRF Executive Director, Parent Support Team and GPRF Board President.

Staff Care

We all process trauma and grieve in different fashions. Some of us will want to retreat, some to immerse in work, some want to be together, others to be alone; some to talk, others to be silent. The PRC appreciates and respects your position in serving your athletes' needs as a coach and leader while grieving yourselves. If and when you are ready to talk, please be present for one another.

If you would like to speak with a professional to help process this trauma, please speak with, call or email Patty Finney, our Director of Human Resources at hr@pocockfoundation.org. The GPRF will cover the cost of sessions with a therapist or counselor of your choosing.

Oil and Gas Spills on the waterways

Response

Unfortunately, coaches and athletes sometimes encounter oil or gas spills on our waterways. Calling the Environmental Protection Agency's National Response Center is our response: 1-800-424-8802. They will forward the report to the appropriate state agencies to handle the spill.

Be prepared to give the following information:

- Location of spill
- Size of spill

- Wind directions
- Other pertinent information (boats or businesses nearby).

LAUNCHES

When Can a Launch Be Used

Launches are for use by and during GPRF and Pocock Adult Rowing programs or approved private lessons. Launch use is scheduled and published by the Program Directors, Head Coaches and Director of Operations.

Launches for PRC Program Use

Launches are tightly scheduled. In the event of a change to the schedule, Youth and Adult Program Coordinators will work directly with their staff for alternate plans (other launches, land practice).

Launches for Private Lessons

The Pocock Rowing Club offers private lessons as a service to members and non-members. If you are interested in connecting with individuals for private lessons, please contact the PRC Member Services Representative for scheduling and payment.

Private lessons must be coached using a coaching safety launch. Coaches may NOT instruct from a single or within the boat. This is for your and your participants' safety

Private lessons are typically scheduled between the hours of 7:00am-2:00pm, Monday-Friday and on weekends around scheduled programming. Summer hours vary, based on youth programming until noon.

Pocock Youth Rowing offers limited private lessons under special circumstances. Please see the GPRF Youth Coaching Manual for these policies.

Launches for Recreational Use

A launch may be requested for recreational use, however, be aware that any time you are in a launch you are representing the PRC and GPRF. Requests for recreational use must be approved by the Director of Rowing Operations. Launch use for recreational use purposes will not be approved for any holiday or holiday weekend due to safety and liability concerns.

Launch Safety Gear

The Director of Rowing Operations or designee will ensure each launch has, in working order, the following emergency response equipment.

- Registration
- Kill switch
- Navigation lights
- Swim Ladder
- 18 PFD's
- Paddle
- Fire extinguisher
- Bailing pump
- *Radio
- *Safety bag with: knife, 10 mylar blankets, splint and self-adhesive tape, small first aid kit including gloves, flash light, air horn, duct tape, safety line/throw rope, CPR/Face shield, rescue strap
- *Spotlight

** These items are stored in the Coaches' Back Office and must be collected and returned after practice.*

All coaches should also have a charged cell phone in order to activate EMS by calling 911 in the event of an emergency.

Launches: Personal Floatation Device (PFD) Policy

All individuals operating and passengers on PRC launches including drivers and passengers must wear a PFD. Anyone found not wearing a PFD will receive a warning. Repeated warnings will result in the removal of launch-use privileges.

GPRF Program coaches will be issued a Mustang Survival H.I.T. Auto-Hydrostatic Inflatable PFD. This PFD is the property of the George Pocock Rowing Foundation and must be returned to the Director of Operations or Head Coach if you are no longer engaged as a regular/ongoing program coach at the boathouse.

PFDs for passengers OR substitute coaches are located in the "dungeon" and must be returned at the conclusion of practice.

Float suits: if a coach or passenger is wearing a float/survival suit that is rated as a Type III PFD, they do not need to wear an additional vest.

Launch Megaphones

Coaches must have a working voice amplification device. The GPRF maintains 8 NK "Blue Ocean" Megaphones. These are for general use and are stored in the Coaches' Back Office. After use, batteries should be returned to the chargers.

Seattle Noise Ordinance

Seattle Municipal Code prohibits use of electronically amplified devices prior to 7 AM.

Launch Drivers

Only GPRF approved drivers, or drivers in training with an experienced driver may operate launches. See "Personnel" section for details on launch driver certification.

Launch Keys

Keys are stored in a secure Key Locker mounted on the wall inside the Boat Bay Access Door. Approved Launch Drivers will be provided the access code by their supervisor upon completion of their training.

Launch Gas

Gas is stored in a flammable liquids locker outside the Boat Bay Access Door. Empty gas cans should be placed at the bottom of the locker to the right (west).

Launch Manner of Operation

When you are using a PRC launch, whether for a PRC program, private lesson, or race/scrimmage you are a visible representation of the PRC and the GPRF. Please act and drive responsibly and respectfully.

Launch Use

We maintain a fleet of 8 launches in proper working order. All launch operators play a key role in ensuring the launches are available for use every day. Proper use of the launches also extends the lifespan of the launches and outboard engines. Drivers should follow these guidelines:

1. Throttle up and down smoothly. IE Do not "floor it".
2. Shift gears as smoothly as possible to avoid grinding gears and stressing the transmission system.

3. Except in cases of emergency, do not bring the launch from full speed to an abrupt stop by shifting quickly into reverse. This causes excess wear on the lower units of the outboard motors and reduces their lifespan.
4. Avoid running the propeller over logs or rocks. A bent propeller causes undue stress on the lower unit and transmission.
5. Avoid running the outboard into sandy or muddy areas. Fine materials cause abrasion in the cooling system. Significant amounts of debris can clog the intake; when this happens, the outboard's failsafe device automatically shuts it off.
6. Immediately report any launch damage, malfunctions or abnormal performance through the iCrew app and emailing equipment@pocockfoundation.org.
7. Leave the launch in good condition after use. Remove personal items, coaching items and gas cans. If you have removed debris from the water, put it in the dumpster. Large organic items may be left near the bulkhead on shore.
8. Remove any trip hazards from the launch. Paddles, bumpers and lines should be stored out of the foot paths.

Launch Tie-ups

The launches are moored according to their model, but in no particular order, sideways.

- Launch 1 sits at the north end of the dock.
- Launches 2 and 3 are moored in the middle of the dock.
- Launches 4,5 and 6 are moored at the southeast end of the dock.
- Launches 7 and 8 are moored at the southwest end of the rowing float.

The launches are set with a fixed point on one side and a bungee on the other. This ensures the launches can be moored in any order without removing bungees or ties.

- Launches 1-6: The bungee is on the port side.
- Launches 7-8: The bungee is on the starboard side.

Launch Troubleshooting

Many malfunctions of launches are easily rectified. This checklist may help identify which issues can

Launch ignition switch not firing

- Verify that the throttle is not engaged in either "forward" or "reverse". The launch will not start unless the throttle is in "neutral".
- Verify that the emergency kill switch is engaged.

- Verify that the battery terminals are attached securely.
- If those inspections are unsuccessful, report damage as “Ignition or Battery Issue” on iCrew.

Launch starts, runs for a while, then fails

- Verify the fittings on the fuel lines are securely connected. Sometimes, they appear to be connected, but aren't.
- Switch fuel tank to a fresh one. If this rectifies the issue, it was caused by bad gas, or moisture in the gas tank. Mark the original tank clearly and report the issue on iCrew.

Loud clatter around the outboard, Outboard “jumps” when in reverse.

- Verify that the outboard is securely attached to the transom.

Outboard motor shakes excessively

- The propeller may be bent.
- Report the situation (and describe the sound) on iCrew.

Launch Requirements: Maintenance

The Director of Rowing Operations, or designee, will ensure safety launches are maintained in accordance with industry standards.

- Launches should be checked regularly for
 - Hull integrity
 - Steering ability
 - Engine operability.
 - Lighting functionality
 - “Kill switch” functionality

Radio Operation Protocols

Radio communication takes practice like any other skill to make it smooth and precise. Safety and logistics are really the only reasons for rowing coaches to use VHF radios on the water; it's not the right tool for conveying complex ideas. Keep necessary communication brief and clear.

4 Golden Rules of Radio Communication

1. Clarity: Your voice should be clear. Speak a little slower than normal. Speak in a normal tone. Do not shout. Hold the radio a few inches away.
2. Simplicity: Keep your message simple enough for intended listeners to understand. Only convey one idea at a time.

3. Brevity: Be precise and to the point. Think about what you're going to say before you say it.
4. Security: Do not transmit personal or confidential information on an open channel.

Commonly Used Radio Terminology

General Terms	Meaning
Radio Check	What is my signal strength? Can you hear me?
Go Ahead	You are ready to receive the transmission.
Stand-by	You acknowledge the other party, but are unable to respond immediately.
Roger	Message received and understood.
Copy	Message received and understood.
Negative	Same as "No".
Affirmative	Same as "Yes". Avoid "yup" or "nope" as they are difficult to hear.
Say Again	Re-transmit your message. Do not use the word "repeat".
Over Out	Your message is finished. All conversation is finished, the channel is clear for others to use.
Break, Break, Break	You are interrupting in the middle of communication because you have an emergency.
Loud & Clear	Response to "Radio Check". Means your transmission signal is good.
Come in	You are asking the other party to acknowledge that they hear you.
Wilco	Means "I will comply".
Repeat	Used to indicate you're going to repeat something.

Emergency Use of the VHF Radio

WHEN to Make an Emergency Call

MAYDAY, MAYDAY, MAYDAY (pronounced "MAY-DAY" and always spoken three times): This is the international 'distress' signal that is only used to indicate that the vessel is threatened by grave and imminent life-threatening distress and that immediate assistance is required.

PAN-PAN, PAN-PAN, PAN-PAN (pronounced "PAHN-PAHN" and always spoken three times): This is the 'urgency' signal and is used when the safety of the vessel or a person is at risk, but for the time being, does not pose immediate danger to anyone's life or to the vessel itself. It says 'a serious situation is developing, we need help but there isn't a grave and imminent danger to the boat or anyone on board.'

Bottom Line If you feel your life is in jeopardy, call Mayday. If you need immediate assistance to deal with a serious situation that is not life-threatening, call Pan-Pan. A distress call of 'Pan-Pan' can be subsequently upgraded to a 'Mayday' call if the situation worsens and lives become endangered.

HOW to Make an Emergency Call

1. Speak SLOWLY, CLEARLY, & CALMLY
2. Make sure the communication equipment is ON.
3. Select VHF Channel 16.
4. Press microphone button and calmly say, "MAYDAY - MAYDAY - MAYDAY This is Pocock Launch ____, Pocock Launch ____, Pocock Launch ____. Over."
5. Release the microphone button briefly, and wait for an acknowledgement. If no answer, repeat Step 3.
6. If still no answer, or if the Coast Guard or another vessel responds, say, "MAYDAY, This is Pocock Launch ____."
7. State Your Location Twice (latitude & longitude or range & bearing from a known point)
8. State the Nature of Your Distress and the Assistance that you need (i.e. medical, water rescue, etc.)
9. State the Number of People On Board and the Number of Injuries, if any
10. State Condition of Vessel
11. Describe vessel. Length: _____ft. Hull Material: _____ Color: _____

12. Describe lifesaving equipment.
13. Say, "I will be listening on VHF Channel 16/71 (or other channel being monitored)."
14. End by saying, "This is Pocock Launch __."
15. If the situation permits, stand by the radio for further communication with the Coast Guard or another vessel. If no one answers, repeat the above, then try on another channel.

Communicating with Commercial Vessels

As regular users of the waterways, we often encounter commercial vessels such as tugs, fishing vessels or passenger boats. Clear communication with these vessels can help ensure safe passage, notification of intended travel and address unusual or emergency situations.

1. Identify the vessel you wish to communicate with by type and name.
2. Hail the vessel on Channel 16 by type and name. If the name is not clear, identify the vessel by purpose and location.
3. ("Tugboat Island Chief" or "Fishing vessel transiting the Montlake Cut")
4. Identify yourself. ("This is rowing safety Launch 6 from Pocock.")
5. Identify your location. ("I am 200 yards from your starboard stern")
6. Once connected, agree on a working channel and switch your conversation there.
7. Discuss what is needed (passing arrangements, intentions, stopping, etc.)
8. Return your VHF Radio to Channel 16 for monitoring.

Local Use Channels

Pocock	71
Holy Names	77
College Club / Seattle Prep	82
UW	68/69
Seattle Pacific University	9
LWRC	68
Seattle Bridges	13

Radio Use Tips

There is a moment after you press the transmit button before your voice will be heard, so take a half second before you speak. This is why it's common to repeat the first word or name of the person or vessel you're trying to reach; the first time might not be transmitted.

The antenna on VHF radios send signals in a 360 degree disk. It works best when you hold the radio straight up and down and a few inches away from your face.

If water gets into the microphone, it can garble the voice signal. Tap the mic face down on your hand to clear it and then try again.

If there is wind on your microphone, it will garble your transmission. Shield your microphone from the wind. Shield with your hand or by turning your back to the wind.

Make sure your radio is in a spot where the call button isn't going to be pushed inadvertently. This will block the channel for everyone.

VEHICLES

General Rules of Use of GPRF Truck and Trailers

Prior to Use

- Schedule your use on the [GPRF Truck Calendar](#). Be specific about time and destination.
- Address conflicts with other users well in advance of potential conflicts.
- Plan your route before departing. Check traffic and any toll obligations. Research parking situation at destination. Check weather and road conditions on your route and at destination.
- Do not consume alcohol before using GPRF or rented vehicles.
- Be sure any load is secure. Strap or bungee all loose items in the bed of the truck or trailer.
- Fill the fuel tank prior to departure if it is less than half full, ideally before hitching up to the trailer.
- Ensure registration and insurance cards are in the vehicle.
- Check truck and trailer tires for damage, punctures, blisters or sidewall scrapes.
- Ensure the truck engine is operating smoothly.
- Check lights on the truck and trailer for full operation.
- Adjust mirrors if needed.
- Check connection of the hitch to the receiver.
- Check the security of the ball on the hitch.
- Check the connection of the trailer on the ball. It should be locked in place.
- Trailer emergency brake cable should be securely attached to the receiver, NOT the chains. Ideally, it should be attached to the pin securing the hitch to the receiver.
- Check connection of chains to the receiver.
- Remove wheel chocks.

During Use

- No use of your phone while driving.
- Minimize distractions while driving.
- Observe all posted speed limits and other traffic laws.
- Drive defensively. Signal with early warnings. Avoid abrupt lane changes.
- Communicate delays in arrival time to interested parties.
- Be proactive around merge lanes to avoid sudden maneuvers.

After Use

- Replace wheel chocks when the trailer is parked.

- Fill the fuel tank if it is less than half full.
- Fill GPRF Truck with 87 Octane unleaded fuel.
- Remove personal items from the vehicle.
- Remove trash from the cab and bed of the truck.
- Neatly store straps, emergency gear, hitches or other equipment.
- Report any damage to the truck or trailer to Facilities@pocockfoundatio.org.
- Report any vehicle malfunctions including strange noises, rattles, shakes or non-functioning lights.
- Report any incidents or out-of-the-ordinary occurrences to your supervisor. (e.g. Witness accident)
- Save gas, toll or other receipts for timely filing of expense reports or reimbursement requests.
- Place wheel chocks before unhitching any trailer. Wheel chocks should be placed on the downhill side of the trailer tires on both sides of the trailer.

Checklists

The truck and trailer should be equipped with:

- Registration for truck and trailer
- Insurance card for truck and trailer
- Tire pressure gauge
- First Aid Kit
- Jack
- Wheel Chocks
- Spare tire for truck
- Spare tire for trailer
- Tire iron (wrench for removing lug nuts)
- File folder or envelope to collect receipts from travel

The Erg Ed Trailer should be equipped with:

- Hitch with 2" Ball
- Pin + cotter pin
- (5) 12' Straps
- "D Batteries"
- Teacher support materials

The Shell Trailer should be equipped with

- Hitch with 2 3/8" Ball
- Pin + cotter pin

Equipment List for Regattas

- Travel First Aid Kit
- All hulls
- All riggers (including alternate sweep or sculling riggers)
- All hardware and boat components
- All oars
- All seats (seats bungeed down)
- Regatta box (including spare parts, tools, steering gear, etc)
- Cox boxes and headsets
- Bow numbers
- Extra straps
- Slings and lowboys (boat stands)
- Tents / tables as needed
- Foam for boat decks support and protection
- Zip ties
- Stern flags

- Tools / Toolboxes

Emergencies

Truck break-down

- Remain calm
- Drive the truck to a secure location well off the shoulder of the road.
- Do not get out of the truck if unsafe conditions exist. (i.e. heavy traffic, downed power lines, etc.)
- Call 911 if you are stuck in the cab of the truck for any reason.
- Note exact location of vehicle.
- If it is unsafe for you to remain with the vehicle for any reason, call a ride to take you to a public place (or home).
- Report the breakdown immediately to your supervisor.
- Work with your supervisor for a ride home or back to the PRC.
- Assist supervisor or facilities staff with towing or other service request.

Minor Accident

- Follow the instructions above.
- Exchange insurance information with other parties
- File a police report
- Report the accident to your supervisor immediately.

Major Accident

- Remain calm.
- Get to a safe location (out of traffic, away from spilled fuel or liquids, away from fires etc.)
- Call 911 to report the accident to police.
- Render first aid to others, if needed and you are capable. 911 Dispatcher may be a help.
- Cooperate with police or first responders.
- Report the accident to your supervisor as soon as safely possible.

Rendering Aid to Others

- In the course of GPRF work you may come upon an accident or other incident requiring aid to be rendered. These guidelines are not intended to override common sense and careful analysis of dangers present.
- Call 911 to report the location and nature of the accident or situation.
- Before acting further, thoroughly evaluate the scene for signs of imminent danger.
- If the scene is safe, and you are trained and comfortable in rendering aid, you may elect to do so.
- Bystanders are protected from legal liability in case of unsuccessful efforts by the WA state "Good Samaritan Law".

Long Distance Trailering

General Rules of the Road

- Get 7-8 hours of sleep per night
- Avoid driving past 9:00 PM or before 4:30 AM.
- Avoid unnecessary detours off the freeway. If you have an off-route outing, unhook the trailer.
- The "Trucker Path" app is a great resource for finding trailer-safe fuel and hotel stops.

Truck Operation

- Use Tow/Haul mode at all times.
- Tow/Haul mode gives extra RPM on uphill climbs and uses engine compression to brake on downhills, preventing brake burnout on the truck and trailer.
- Use "gain" to adjust electric trailer brakes to match the load.
- Too little "gain" will overuse the truck brakes, taking longer to brake, increasing chances of fishtailing and overburdening the truck brakes.
- Too much "gain" will put too much braking power on the trailer, increasing chances of fishtailing and an uncomfortable "bucking" in the truck.

Truck Fueling

- Diesel only in Enterprise Rental truck
- Refill Diesel Exhaust Fluid (DEF) before empty. Truck will not operate without it.
- Carry extra DEF to avoid breakdowns.
- Truck stops / RV fuel stations only.
- Call ahead and / or scout fuel and hotel stops via Google Maps for suitability.

- Fuel up with 80 - 100 miles left in anticipated "Miles to Empty".
- Use a spotter when pulling in / out of gas stations or hotels.
- Local / regional trips: Always fuel up before departure (without trailer).

Tires

- Inspect truck and trailer tires at each gas stop.
- Review for "blisters" in sidewalls, nails, uneven wear of tread.
- Check Air pressure at the start of the day and each gas / rest stop after noon.
- Trailer tires: Not to exceed 80 PSI. 76-78 is good for travel
- Truck tires: Front: 70 PSI; Rear: 78 PSI (80 Max)

Hotels

- Call ahead for reservations and to confirm parking availability and information for a 75-foot long trailer.
- Holiday Inn Express is suitable, comfortable and clean.
- Budget – average \$150 / night (incl tax).
- Free breakfast – bonus!

Weather Conditions

- Check the weather every 2 hours.
- Avoid storm cells.
- Driving around major cells or storms is a possibility.
- Hunker down – rest area or truck stop.
- Stop if winds are over 25 MPH or blowing the trailer around significantly.
- Slow to 50 MPH if winds are between 10 and 20 MPH

Notes from the road:

- Florida / Georgia: Reckless drivers, speed limit enforcement
- High wind possibility in Illinois, Iowa, Nebraska, South Dakota, Wyoming, Montana,
- Winds less in the early AM, later afternoon.
- Scout toll roads along expected route; be prepared with either cash or the transponder.

Overnight or other Parking

- Secure vehicle. Don't leave valuables in the cab of truck.
- Leaving the truck attached to the trailer is perfectly acceptable.

- Place chocks on the downhill side of the trailer tires. Use chocks on both sides of the truck.
- For breaks longer than 4 hours, use the block and jack to raise the tongue of the trailer, taking weight off the rear suspension of the truck.

Loading

- 8's and top rack boats should be strapped at 3 points of contact. The forward station should be double strapped.
- Check straps at every stop.
- Load oars forward on the trailer to increase tongue weight.
- Supplement with sand bags to increase tongue weight if needed. This will help reduce "sway" in the truck / trailer combination.

General Cautionary Notes

- Right lane cruising in heavy traffic will help avoid dangerous lane changes.
- Major cities have traffic, parking and fuel issues (e.g. Tampa, Atlanta, St Louis, KC, Chicago, Detroit, etc.)
- Transit big cities either during off hours, or use US Highway cutoffs.
- Do not fuel up in cities. Fuel up before reaching major metropolitan areas.

High Danger Areas

- On ramps: Prepare to drive below suggested speed limit for on-ramps, especially "wrap-around" ramps.
- Mountainous areas: Beware of momentum going downhill, around curves. Maintain conservative speeds to limit "out of control" turns.
- If commercial trucks are all pulling off the road, you should too.