

# FORT LANGLEY COMMUNITY ROWING CLUB

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**Rower's handbook**

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## Article I. MEMBERS HANDBOOK

### a) Purpose.

This handbook is intended to assist members and coaches by outlining the procedures and safety guidelines to be followed in the rowing and learn-to-row (LTR) programs.

### b) Volunteers.

Apart from coaching staff, the club has no paid employees. All work to maintain boats, maintain buildings and grounds, arrange coaching and LTR sessions, arrange social events, arrange regattas and maintain the clubs legal standing and accounting requirements is undertaken by club volunteers. It takes hundreds of hours to provide and all members are expected to contribute their time and effort. Make the club yours and don't leave the work to others!

### c) Rowing Hours.

The clubs rowing hours are dawn to dusk. All boats must be off the water by dark.

### d) General Safety Rules.

The club has few rules and all members, coaches and coxswains are expected to use common sense to ensure they use the facilities and shells in a safe manner and with full consideration to the needs of other members and other users of the boathouse and river. Some of the key safety rules are:

Avoid rowing a single (1x) on your own. Make sure there is another shell or safety boat that will stay with you on the water.

Never row in icy, foggy, excessively windy or unsafe conditions. If there is any doubt, don't go out! Save yourself and the equipment for a better day!

Non-keyed members are restricted to rowing during coached rows or when invited by a 'keyed' member taking responsibility for safety and equipment. Only 'keyed' members may use club equipment outside of coached rows.

All rowers must be aware of and follow the flow pattern posted at the club. Stay to the south shore (Fort Langley side) of the channel when moving east, the north (island side) right hand side of the river going west. (Always keep closer to the bank on your left shoulder when rowing.)

Ensure there is a lifejacket (PFD) for each crew member and a whistle in the shell

Do not go outside the channel unless under the guidance of a coach.

The club strongly urges all rowers to obtain and learn to use a rowing mirror. It saves accidents and with practice helps you become a better, stronger rower using less energy and motion in steering a course.

It is good practice to wear bright, visible colors on the water.

No rower is required to row against his/her better judgment. If conditions are questionable no coach, coxswain or crew member should ever 'pressure' another rower to row.

In case of an approaching thunderstorm, get off the water as soon as practical. Never commence a row when thunderstorms are in the area.

Personal safety is paramount and supersedes the safety of equipment. Should unsafe conditions occur while on the water, get to the nearest accessible shoreline or dock. If necessary, leave the shell upside down on the bank or dock above the high-tide line - it can be collected later.

Be aware of the Emergency Action Plan posted at the club and in each coach boat equipment box.

All members should review the RCA Safety Video.

Drink plenty of water before a row and take plenty of drinking water with you when rowing. Heat exhaustion and dehydration are real dangers. A wet hat can help reduce elevated body temperature.

The club strongly encourages warm-up and stretching exercises prior to rowing and a warm-up on the water to reduce risk of strain or other personal injury.

## e) Winter Rules.

The club remains open during the winter but it is expected that all members will use extreme care when rowing during the winter months. An erg room will normally be available and during any period of bad weather, rowers are urged to keep fit with the ergs rather than on the water. When on the water during the winter:

### (a) Dress in layers

**Make sure you read and understand the hyperthermia onset information posted in the Boathouse. IT IS NOT EXAGGERATION!**

Before launching make sure there is a safety boat at the dock ready to go. Make sure you know where the key and gas tank are kept. It is recommended that the gas tank be taken to the dock and the motor test-run prior to launching your shells. (Remember to return the gas tank after your row!)

If there is not a coach boat on the water, maintain a 'buddy system' with at least two shells staying closely together.

In case of an upset, first make sure all crew are safe. If you are in the upset shell, stay with your shell and attempt to swim it to shore. Keep as much of your body out of the water as possible. As soon as it is established that there are no immediate injuries, the 'buddy' shell should return to the club as quickly as possible to get the safety boat - do not attempt a shell-to-shell on water rescue, it is likely to result in both crews in the water.

Crews rowing in winter should take a cell phone in a water-tight bag. In an emergency, call 911 stating the nature of the emergency with information on where Emergency Rescue Teams can get access to the injured person or crew. If on-water emergency help is needed, call \*16 to reach the Canadian Coast Guard

During the winter coaches and safety boat operators must always have a cell phone available.

During the winter all shells must be tied down to the racks. Ensure all shells are secure before leaving the compound.

### (b) Sign-out.

Rowing shells must be signed out before taking them out of the shell bay. This applies to private members boats stored at the club as well as club boats.

Sign out a shell only when your full crew is available and ready to go. Shells are available on a first-come-first-served basis and 'reserving' a preferred shell by signing it out before the full crew is ready to row is inconsiderate to others and not in the spirit of our club.

Non-keyed members are restricted to rowing at coached rows and consequently keyed members not wishing to participate in the coached row are asked to schedule their row at other times when possible. Rowers who are not participating in a coached row should wait until the coach has assigned crews and shells to participants before taking out a shell.

Club shells may not be reserved. (For a period up to two weeks prior to the event, members, at their own discretion, will often give shell preference to crews training for an external regatta. They are not required to do this so keep on the good side of your fellow members!)

All club equipment is owned by all club members. Some equipment had been rented from other organizations. Certain equipment has restrictions on weight, size and/or experience level of the rower. Final say on use of equipment is subject to the coach and the directors.

Members are however expected to fully understand how to operate, handle and care for the equipment they use.

### (c) Dock Etiquette and Equipment Care.

The dock is the property of the Township of Langley and is intended as a rowing and paddle sports facility. It is shared with other users of the Rowing Boathouse (UFV/FLYRS/TWU) and the members of Fort Langley Canoe Club in the other boathouse, plan your launch and return so that you tie-up the dock for as short a time as possible.

When handling blades carry a maximum of two sets at a time. Carry them securely in your hands or on shoulders with the blade end forward. Do not carry a bundle under your arm or pile them on your shoulders. To avoid chipping the tips, don't pile blades on the dock. Place them on the dock in their numbered pairs and with the blade tip facing down.

Only use the blades assigned to the shell you are rowing. (It is very frustrating to be searching for the properly set-up blades only to find some other rower has taken the first set that came to hand rather than the assigned set.)

Check that seats, slides and oarlocks are functioning properly. Check tightness of rigger bolts, rigger pins and seat slides. Decide on the rowing seat for each member of the crew and roughly adjust the foot-stretcher and heel height position. (It is frustrating if waiting to launch at the dock while some other crew is still discussing who will row which seat and then waiting further while they each adjust foot stretchers!)

If there is no other crew leaving behind you, check that the boathouse door is locked before you launch.

#### **(d) Handling Shells.**

The coxswain/bow person is in charge on land and water. The coxswain/bow will give preparation instructions followed by execution instructions. Other crew members must avoid distracting comments and/or contradictory commands.

Shells are not heavy. They weigh about 32 lbs per person (a quad weighs about 128 lbs, a double about 64 lbs and a single about 32 lbs) but they are unwieldy. Quads and doubles should be carried by those who are rowing it - extra people should not be needed and may only make an unwieldy shell more complicated to handle. Two people should carry singles.

Carry quads up side down on shoulders with two people at each end of the cockpit area. Carry a double on its side, on shoulders with each person just outside the cockpit area. Singles may be carried further out toward the bow and stern. Never support the weight of a shell from just the bow and stern tips. (Older wooden boats must never be carried outside the cockpit area - the bow and stern sections cannot support the weight of the shell).

Position stretchers to balance and safely support the shell:

- 4x - just forward and astern of riggers 1 and 4
- 1x and 2x - slightly forward and astern of the cockpit
- Check that the fin, rudder and impeller (if equipped) will not catch on the stretcher.

When at the dock, launch with the bow facing upstream. Always return to the dock from downstream of the boathouse. Even the most experienced bow/coxswain cannot dock a shell safely when running with the current.

Keep your toes over the edge of the dock while lowering or raising the shell. Keep the shell level and square to the water while lifting or lowering to ensure that the fin does not hit the edge of the dock. Quads should be lifted or lowered with a firm grip on the gunwales or the inside grips. (Wing rigger shells may be lifted or lowered with a grip on the wing center section mounts (flanges) if preferred.) Singles and doubles should be lifted and lowered with one hand holding the upper part and one hand fully under the shell. (Accidentally dropping the shell during launch or recovery is a major cause of shell damage.)

Keep the shell away from the dock edge at all times. When embarking ensure the rigger mounts are well away from the dock - they will not support your weight when you enter the shell. (Broken rigger mounts from entering the shell too tight to the dock is a major cause of shell damage.)

When leaving the dock or returning always lean away from the dock to avoid touching or dragging the riggers on the dock. Blade tips must be facing down and kept above the dock. Never let blades or riggers drag over the dock. Never drag blades on the dock to slow a shell coming into the dock! If it's a bad landing, go around and try again. (Hitting bows, rigger pins or the bottom of rigger bolts on the dock is a major cause of shell damage. Hitting blade tips on the dock is a major cause of blade damage)

Learn-to-row classes and/or coaching at the dock have priority over other shells launching or returning.

#### **(e) Care and Maintenance of Equipment.**

Report any damage by noting it on the whiteboard and e-mailing the Equipment Manager. Rowers are responsible for assisting the Equipment Manager with repairs.

The club requests that crews responsible for costly damage help pay for repair up to **\$100.00** per crew member. This is a voluntary donation but if not paid, the cost of your accident has to be covered by other club members.

- Check all nuts and bolts prior to and after your row. Never row with a loose rigger or foot-stretcher - it can permanently damage the shell.
- Select a shell suitable to your weight.
- Wash the shell and blades after each row. It is particularly important to wash metal parts both inside and outside the cockpit area of the shell.
- Place the shell right side up in stretchers. Wash the foot stretchers and the inside with fresh water and wipe the seat rails. Shells with ball-bearing seats should have lots of fresh water flooded over the seat wheels/bearings. All metal parts, particularly rigger parts should be thoroughly flooded with fresh water.
- Open vents and turn the shell over being careful not to place excessive weight on the ends. Empty the shell of water by rocking side-to-side while raising and lowering the ends.
- Wash the outside of the hull with mild soap and water.
- check that vents are open.

Rowers may adjust foot-stretchers; heel heights (if the shell is equipped with flex-feet) oarlock snap washers and blade handle positions. Rowers may not adjust rigger positions, pin positions, heel heights in fixed feet shells or blade collars except on the advice of a coach and approval of the Equipment Manager. Shells are set up to best accommodate all club rowers. Adjusting a shell to a particular requirement or perceived requirement and not returning it to its proper setting is inconsiderate to other club members.

Cannibalizing another shell to replace missing or broken parts is discouraged. Whenever possible replace the missing or broken part. If that is not possible, take another shell but remember to note the problem on the Equipment Damage Report and e-mail the Equipment Manager. If appropriate, place a 'do not row' sign on the problem shell.

At least twice per year all shells are completely stripped, cleaned of all corrosion and re-pitched with worn or broken parts replaced. While this is time consuming it is a very important part of maintaining our club. Shells are scheduled for this regular maintenance on a rotating basis under the supervision of the Equipment Manager. All members are expected to participate when asked.

#### **(f) Care and Maintenance of the Boathouse and Storage Areas**

All Members are expected to help keep the compound clean and tidy.

Make sure equipment is put away properly and in its right place. Rowing shells are marked to show which way they go on the racks - when taking them out, note where they go.

From time to time the Equipment Manager will schedule 'clean-up days' and work teams to help with repairs. All members are expected to participate when asked.

#### **(g) Club 'Key' Certification**

Access to the club facilities is awarded to members able to demonstrate good knowledge of the river and its hazards; an understanding of the proper handling and care of shells and club equipment; and sufficient experience and skill in handling a rowing shell on the water.

A 'key test' will be administered to members who feel they have mastered the necessary skills. To ensure consistency, one coach is asked to take on the administration of all key tests. A guide to the test is available on the club website.

Once 'keyed', members are entitled to use club equipment without supervision provided they adhere to club rules and safety provisions.

## **f) Interacting With Other River Users**

It is very much in the Clubs interest to remain on good terms with all other users of the river.

Club Members and Coaches are not expected to 'police' the river. Ask politely if requesting power boats to slow and reduce their wake. Never get into counter-productive arguments or yelling matches!

For regatta or race events, ask water skiers/wake-boarders to please stop for the 10 to 20 minutes while racing shells go past.

While we do not want club Members to police the river, the laws restricting use of the river tend to be in our favor. If asked:

Canada Shipping Act, Vessel Operation Restriction Regulations (SQR/2008/120), Section 2 Item 7 states "No person shall operate a power driven vessel at speed in excess of 10 km/h within 30m of shore in any of the lakes or rivers of British Columbia"

### **(a) Coach responsibilities**

All coaches must have a minimum NCCP Level1 or LTR Instructor's certification or be actively working on certification.

All coaches must have a 'Pleasure Craft Operator Card' (PCOC) certification

Prior to conducting a row coaches should:

- Meet with the rowers to discuss the type of workout or exercises that will be conducted
- Ensure that rowers know what part of the river is to be used for the row and where to congregate
- Check that all rowers have properly signed out
- Check that weather conditions are suitable for the experience level of the participating rowers
- Check that the coach boat is properly equipped with blankets, oars, required safety equipment, rescue equipment and sufficient life jackets (PFD's).
- Check that there is sufficient gas for the motor and the oil level in the motor is adequate (the red light on Mercury motors must be off; the green light on Honda motors must be on).

When conducting a row, coaches should:

- Wear a life vest or PFD
- Attach the motor kill switch cord to your person
- Have a working cell phone with you in a waterproof bag or container
- Know the number of rowers participating in the row
- Ensure rowers are following the river flow pattern
- Never criticize or contradict another coach - if you find your coaching differs from others, call a coaches meeting to discuss ways to harmonize coaching practices.

The club encourages members to support the future of rowing by becoming a coach or umpire. Funds are available from the club to help with course costs for coach certification or upgrading. Coaches are also encouraged to obtain CPR and First Aid certification, particularly hyperthermia and heat injury training.

### **(b) Coached Rows.**

The secretary, in conjunction with the coaching staff, will schedule Coached Rows. Coached Rows are open to all members and all rowing abilities. During the summer, coached rows will normally run on Saturday mornings, Sunday afternoons and Monday and Thursday evenings.

The Coached Row schedule is posted on the club website and is communicated via the newsletter.

In most cases the coach will assign a 'theme' to the row (Sequence of Motion; Posture; Rhythm and Timing; Balance; Grip; etc.)

If attending a Coached Row:

- Arrive 15 minutes ahead of the scheduled time
- Prep a coach boat:
- Plugs in place
- Gas tank full and in the boat
- PFD's in the boat
- Paddles/oars in the boat
- Motor mounted and ready
- Safety equipment checked
- The coach will assign rowers into crews and provide boat assignment
- After launching your shell, stay close to the dock until the coach is off the dock
- Stay within the coaches assigned coaching area. If there are multiple crews the coach may form groups for coaching later in the Coached Row session - get back to the coaching area on time!
- If you leave the Coached Row for any reason, make sure the coach knows
- Follow the coaches directions

If you are not planning to participate:

- Wait until participants are boated before taking out a shell
- Make sure the coach knows you are not a participant
- Row in a different area of the river and avoid conflict with the coached row
- When possible, avoid rowing at Coached Row times

### **(c) Regatta Training**

The secretary, in conjunction with the coaching staff will schedule Regatta Training sessions. Normally held once per week, these sessions are intended for rowers training for competitive events.

Regatta Training sessions are not for the faint of heart! Participants are expected to be sufficiently fit, skilled, and willing to follow the coaches training regimen on and off the water.

In order for the coach to prescribe an effective training program it is preferable for participants to know which regattas they intend to attend. (See regatta section following).

It is preferable (but not essential) for participants to train within a crew. If not in a pre-established crew, arrive early and arrange a crew to row with.

To maximize effective time on the water:

- Arrive early, be ready in a crew with a selected shell out on stretchers and ready to launch prior to the scheduled time
- Prep a coach boat (see above)
- Warm up on an erg or with warm-up exercises prior to the scheduled time
- Follow the coaches instructions
- If you come in early make sure the coach is informed

## (d) Regattas

All Members are encouraged to enter any and all external regattas they wish to enter and feel qualified to attend.

The Club's secretary will establish an annual list of regattas that the club plans to attend as a group. The list will be posted on the website. The regatta coordinator will also advise members on regattas suitable for their skill level.

Members attending regattas are expected to wear club uniforms; to conduct themselves in a manner bringing credit to our club; to have a basic knowledge of the RCA Rules of Racing and to have practiced maneuvering a shell in the manner expected at the start of a race.

Members pay their own cost to attend regattas, sharing the cost of shell transport equally among participants. In most cases, registration fees are due at registration and will be collected from participants in advance. Don't add to the workload by making the Regatta Coordinator 'chase' you for entry fees.

Members attending regattas are expected to de-rig and load their shells onto the trailer as close as practical to the regatta date and to off-load and re-rig shells as soon after the regatta as possible, getting them back in service for other members. Members attending regattas are also expected to take as few shells as possible. It is not acceptable to take away a "preferred" shell when another of the same type would be available to use.

Crews taking shells, blades or other club equipment to a regatta are responsible for that equipment while it is in their care. Make a list of all items as they are loaded into the trailer and make sure the same items are loaded for the return trip!

Trailing is extremely hard on rowing shells, equipment and blades. Always de-rig if trailering more than a few kilometers. The hull must be supported within the cockpit area - not on the deck or splashboard. Tie-downs must be tight but must not put excessive pressure on hulls or decks - knots must not press on the hull. No part of the hull or deck can be allowed to 'vibrate' against a support. Foot stretcher bolts must be thoroughly tightened for short trips and the foot stretcher removed from the shell for longer trips. If there are any loose bolts or parts (on or off the shell) they will almost certainly not be there at the end of the trip! Blades must not rattle around causing chips to the blade tips. If in doubt, have an experienced coach or the Equipment Manager supervise the loading.

## g) Club organization

The club has a volunteer executive group elected annually for a term of one year. All members are strongly encouraged to participate. The Executive group consists of:

**President.** The Club President will exercise general supervision over the affairs of the Club. He/she is responsible for calling and chairing meetings of the Club Officers and Executive and for ensuring that there is Executive support for any major change to the Clubs affairs or finances. The President shall have other powers and other duties as necessary to ensure the long-term viability and success of the club.

**Vice President.** It is the duty of the Club Vice President to support the Club President as requested and to act for the President if the President is absent or unable to perform his/her duties.

**Secretary.** It is the duty of the Secretary to record and to have custody of the minutes of the proceedings of the Club and to keep a file of documents, records, communications and other matters pertaining to the Clubs business.

**Treasurer/Membership Director.** The Treasurer is custodian of the club funds. The Treasurer will maintain bank accounts, will deposit Club monies and will make disbursements as necessary. The Treasurer will maintain records as necessary to comply with the Society Act, prepare an annual budget, make periodic reports to keep the Executive informed of the Clubs financial condition compared to budget, prepare an annual report to the membership and assist in the preparation of grant applications.

**Equipment Manager.** The Equipment Manager is responsible for the upkeep and maintenance of the club equipment, coach boats, dollies, outboard motors. The Equipment Manager will arrange periodic 'work parties' to clean up the compound and make any necessary repairs. The Equipment Manager will also maintain the coach boats in good working order, taking motors in for annual tune-ups and repair if necessary and ensuring adequate fuel is available. The Equipment Manager will ensure the coach boat launching dollies and the Club trailer is in good working order and is insured and licensed. Will arrange for volunteer members to strip, clean, reassemble and pitch all rowing shells at least once per year, ensuring the shells are in good working order and arranging the replacement of worn or inoperable parts. Will also repair or arrange for repair of damaged shells and blades, will purchase replacements for damaged parts and ensure a supply of parts for replacement of worn parts.



## Article II. In An Emergency.

The actions required in an emergency will always be situation dependent. Calm, measured thinking is required to assess the specifics of the situation, consider the options and implement appropriate action.

The coxswain (bow person in a coxless boat) is always in charge and will first assess the situation and options:

- Determine if there are any seriously injured crew members
- Ensure all crew are conscious and accounted for
- If crew are in the water, do they all have PFD's or at minimum something buoyant to hold onto
- What is the water temperature - how long before hyperthermia complicates the situation
- Determine proximity of a coach boat or other boats able to provide assistance
- Determine the water depth - can the crew wade ashore
- Determine the proximity of a suitable shore or dock
- Assess if the shell is row-able

When there are seriously injured or unconscious crew, getting those people stabilized and ashore at a site accessible to emergency vehicles takes precedence over all else.

- If the injured or unconscious crew is in the water, make sure they have a PFD, are face-up with a clear airway and attempt to stem any serious bleeding.
- It may be necessary to assign another crew member to enter the water to assist the injured or unconscious person. Determine and assign the person most qualified to help - don't have everybody jump in.
- Determine the quickest route to a suitable shore location
- If a coach boat or suitable boat is available it may be quicker to transfer the injured person
- If the shell is row-able it may be quicker to row the person ashore
- If a cell phone is available:
  - call 911 describing the situation and advising where emergency personnel can access the injured person, or
  - Call \*16 on most cell phones to contact the Coast Guard (a Coast Guard Auxiliary vessel is normally located at Crescent Beach)
- The coxswain/bow remains in charge until the injured person is in the care of qualified emergency personnel. Once handed over, document the case for future reference and learning

When there is no injured or unconscious crew but the shell is capsized:

- Ensure all crew are present and accounted for
- Ensure all crew have a PFD or at minimum something buoyant to hold onto
- If the water is extremely cold:
  - Have all crew get as much of their body out of the water as possible. Pull the upper body up over the upturned shell
  - Transfer crew to a coach boat, nearby vessel or get to land as quickly as possible.
- Getting crew warm and dry takes precedence over care of equipment. If necessary leave the shell and blades above the high water mark to be collected later.
- As soon as practical, remove wet clothing and get crew wrapped in dry blankets or dry clothing
- Get crew to a location where they can take a hot shower and get dry clothing
- Do not let people who are shivering or obviously very cold drive home alone
- If the water is warm and there is a nearby shore or dock, have the crew swim the shell ashore. A beach or shallow shore is better to empty and right a shell than a dock
- Remove the blades
- Lift and roll the shell to empty out water
- Determine if the shell is row-able. If so, replace blades and return to the club
- If the shell is not row-able, leave it upturned above the high-water line and arrange for it to be collected later.
- Ensure your crew have a suitable ride home or to a place they can get warm and dry
- If rescue to a coach boat or nearby vessel is deemed preferable to getting the shell to shore:
  - Have the coach boat brought alongside approximately parallel to the shell - always approaching from the down-wind side.
  - Remove blades and pass to the coach boat
  - Ensure the coach boat motor is shut off
  - Transfer crew to the coach boat using the boarding ladder over the transom - settle each crew member in the coach boat before loading the next person. Keep the boat balanced.

- Have two crews attempt to right the shell. Bring it parallel to the coach boat, lift and roll it to let water out. Do not attempt to empty it completely - the object is to get it right-side-up if possible
- Hold a rigger from the side of the coach boat to tow the righted shell along side the coach boat. Do not attempt to re-enter the righted shell from the coach boat.
- If the crew is willing to row the shell back, tow the shell to a suitable beach. Have the crew completely empty the shell (water may have entered the bow and stern compartments) and wet launch in the usual way
- Ensure your crew have a suitable ride home or to a place they can get warm and dry

If there are no injured or unconscious crew and the shell remains upright:

- If a quad is swamped and full to the gunwales there is great danger of it breaking up. If you feel there is danger of it breaking up, assess the situation, the proximity of a coach boat or shore, the water temperature and whether the shell is continuing to take on water.
- If the water is extremely cold or the shore is too far away it may be best to sit the shell up and gently row toward shore or await rescue. Crew safety takes precedence.
- Have all crew wear their PFD's
- Untie or loosen shoes
- Have crew put on any extra clothing available
- Start bailing
- Use a whistle or any device to attract attention
- Keep all crew as much out of the water as possible

If the water temperature is suitable and the shore is within reasonable distance or when rescue within a reasonable time seems unlikely:

- Have all crew wear their PFD's
- Untie or loosen shoes
- Start bailing
- If the shell is continuing to take on water it may be best to 'abandon ship'. If so, have the crew slip gently into the water one at a time. In a quad start with the centre (2 & 3 seats). With 2 & 3 seat in the water it may be possible to gently row the shell ashore towing the crew in the water. If the shell is still taking on water with 2 & 3 seat empty, all crew need to slip into the water and swim the shell ashore or await rescue by a coach boat or other vessel
- If the shell is not taking on more water it may be possible for the crew to bail (use hats, water bottles or any suitable device) while rowing gently to the nearest shore or dock. A shallow beach is preferable to a dock
- Once ashore, remove blades and empty the shell completely (water may have entered the bow and stern compartments)
- Wet-launch in the normal way

Provided it can be kept upright, a double or single can often be bailed out sufficiently to be rowed gently ashore even if the cockpit is swamped. It is less likely that a double or single will break up, but any swamped shell should be brought ashore and emptied as early as possible.

## Article III. Glossary of rowing terms

### a) The Commands

"(#) Fall in/out"	These commands tell the rower(s) either to stop rowing or to start rowing with everyone else – e.g. "Bow pair fall-out, stern pair fall-in".
"Back it"	To have the rowers place their blades at the release position, squared, and push the oar handle towards the stern of the boat. This motion causes the shell to move backwards and is often used to turn a boat as in "Back it on Starboard, row Port".
"Drop"	Used to tell the rowers to place their blades back on the water after the command "let her run".
"Blades in (side)"	Tells the rowers on one side to pull their blades in, in order to prevent hitting an object or another boat in the water, (or to let another crew pass on a narrow river).
"Count Down" (or "number off")	tells the crew to call out their seat number, starting at the bow, when ready to row.
"Down on port/starboard"	Means that the boat is leaning to one side or the other. Rowers must raise their hand on the side that is down.
"Easy" (or "Easy All")	Command to stop rowing.
"Even" (or "even pressure")	this command tells the rowers to pull with even pressure on both sides.
"Give her ten" (or "power ten")	Commands the crew to row 10 strokes of special effort. It is frequently given when a crew is attempting to pass another boat.
"Hands on"	Tells the rowers to grab the boat near the gunwale next to their seats, so that the boat can be lifted or moved.
"Hard on port/starboard" (or "port/starboard pressure" or just "On port/On Starboard))	Rowers harder on that side to help turn the boat
"Heads" or "Heads Up"	Off the water, a shout to alert others to watch out for a boat being carried.
"Hold Water"	Emergency stop. It instructs the rowers to square their blades in the water to stop the boat. Sometimes "Hold Water starboard/port" to hold on that side only to turn the boat.
"In 2..."	Most water commands are appended prior to the command to take place after two strokes. For example "In 2, Power 10" or "In 2, easy all"
"Inside Grip"	A command used when lifting the boat. Grab the boat at the gunwales (or inside the hull of wooden boats) so that you can lift it.
"Let it/her run"	To stop rowing but keeping blades feathered - preferably off the water. This allows the boat to glide for a distance leaving no blade wake in the water. Usually followed by the command "Drop".
"Overhead"	Command to lift the boat, tuning it hull-up over your head.
"Pick it / Picking"	A rapid stroke where rowers use only their arms and use minimal pressure. An effective way to turn a boat.
"Power 10"	The command to take 10 strokes at more than full pressure. Used for passing and gaining water in a race.
"Row" or "Attention, Row"	Begin rowing.
"Roll it"	Tells the crew to flip the boat over, in unison, from above their heads.
"Set it up"	Reminds the rowers to keep the boat on an even keel.
"Settle"	Tells the rowers that the crew is going to bring the stroke rate down for the body of the race, but still maintain the pressure.

"Shoulders, ready, up"	Tells the crew to lift the boat from any position below their shoulders, up to shoulder height. Can be reversed to lower the boat from heads to shoulders, i.e., "Shoulders, ready, down!"
"Spike it Port or Starboard"	A command used if the stern is held by a stake boat. Usually means two seat takes Bow's oar in front of him/her and rows lightly with it to move the shell to port or starboard.
"Split" or "Split from Bow"	Command given when the boat is lifted overhead to move to one side opposite to the side taken by the person in front of you, so the boat can be lowered to shoulders for carrying.
"Squared and buried"	Commands the crew to move to the catch position with blades buried, and be ready to start the row.
"Swing it"	Commands used when carrying a boat to start turning either bow or stern.
"Touch it up / Back it down"	Commands used to move a boat forward (or back) by a given amount (e.g. "Back it down a deck" or "Touch it up a seat" Used by the aligner at the start.
"On the square"	To row without feathering the blades on the recovery.
"Waist"	Tells the crew to lift the shell to their waist or lower it to waist level

## b) The Equipment / Parts of the boat

Backstay	A brace which is part of some riggers which extends toward the bow from the top of the pin.
Backstop	The stop mechanism on the seat slides which prevents the rower's seat from falling off the sliding tracks at the back end (towards the boat's bow) of the slide tracks.
Blade	The spoon or hatchet shaped end of the oar or sweep.
" <a href="#">Bowloader</a> " Bow-loader / bow-coxed	when a coxswain is placed in a seat partially enclosed in the bow of the shell.
" <a href="#">Bow (ship)</a> " Bow	the front section of a shell.
Bow ball	an essential small, soft ball at the boat's bow. Primarily intended for safety but also useful in deciding which boat crossed the finish line first in very close races.
Bow number	a card holding the number assigned to the boat for a race.
Canvas	The deck of the bow and stern of the boat, which were traditionally made from canvas. (Sometimes used to describe the distance of a deck as in "Won by a canvas")
Cleaver blade	Modern oar blades that have a more rectangular hatchet-shape. (also <i>hatchet blade</i> )
Collar / Button	A wide plastic ring placed around the sleeve of an oar. The button stops the oar from slipping through the oarlock.
" <a href="#">Cox box</a> " Cox box	Portable voice amplifier; may also incorporate digital readouts displaying stroke rate, boat speed and times.
Double (or Double Scull)	A rowing shell set up for two rowers using two blades each. Written 2x.
Eight	A rowing shell set up to be rowed by eight people using sweep oars. Written 8+
" <a href="#">Indoor rower</a> " Ergo-meter (or erg)	an indoor rowing machine.
Foot stretcher	an adjustable footplate which allows the rower to easily adjust his or her physical position relative to the slide and the oarlock.
Four	A rowing shell set up to be rowed by four people using sweep oars. Written 4+ if a coxswain is also included or 4- if without a coxswain.

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Front-stop	The stop mechanism on the seat slides which prevents the rower's seat from falling off the sliding tracks at the front end (towards the boat's stern) of the slide tracks.
Gate	Bar across the top of rowlock, secured with a nut, which prevents the oar from coming out of the rowlock.
" <a href="#">Gunwale</a> " Gunwales	(pronounced: gunnels) the top rail of the shell
Handle	The part of the oar that the rowers hold and pull with during the stroke.
Hatchet blade	Modern oar blades that have a rectangular hatchet-shape
" <a href="#">Hull (watercraft)</a> " Hull	the actual body of the shell.
Inboard	The length of the oar shaft measured from the button to the handle.
" <a href="#">Keelson</a> "	A structure timber resembling the keel, but on the inside of the shell.
Knees	Strengthened ribs to which side-mounted riggers are attached
Lines	The ropes held by the coxswain to control the rudder.
Loom	The shaft of the oar between the blade and the handle.
Macon blade	Traditional U-shaped oar blade. (also <i>spoon blade</i> )
<a href="#">Oarlock</a>	The rectangular lock at the end of the rigger which physically attaches the oar to the boat. The oarlock also allows the rower to rotate the oar blade between the "square" and "feather" positions.
Octuple (or Octuple Scull)	A rowing shell set up to be rowed by eight people using two oars each. Rarely used in North America. Written 8x+
Outboard	The length of the oar shaft measured from the button to the tip of the blade.
Pair	Rowing shell set up for two rowers using sweep oars. Written 2- (or 2+ in the relatively rare case of a pair with coxswain)
Pin	The vertical metal rod on which the rowlock rotates.
Pogies/Poagies	A type of mitten with holes on each end, which allow the rower to grip the oar with bare hands while also warming the hands.
<a href="#">Port or Portside</a>	The left side of the boat when facing forward. (Stroke-side in UK/Aus)
Quad (or Quadruple Scull)	A rowing shell set up to be rowed by four people using two oars each. Written 4x if without a coxswain or 4x+ when a coxswain is also included.
Ribs	The name given to that part of the boat to which the skin of the hull is attached. They are typically made of wood, aluminum or composite materials and provide structural integrity. The riggers bolt to the ribs.
<a href="#">Rigger</a>	A projection from the side (gunwale) of a shell. The oarlock is attached to the far end of the rigger away from the boat.
<a href="#">Rudder</a>	At the stern or adjacent to the skeg and used by the coxswain (or in coxless boats, by a rower using a "toe") to steer the boat via attached cables.
Scull	(a) An oar made to be used in a sculling boat where each rower has two oars, one per hand (b) A boat (shell) that is propelled using sculling oars, e.g., a "single scull,"
Seat	Molded seat mounted on wheels, single action or double action. Single action is fixed bearing wheel, double action is wheel on axle that rolls on track and rolls on horns of seat.
<a href="#">Seating</a>	Seating positions in a racing shell are numbered from the bow to the stern. Generally the foremost rower is called the "Bow" and the aft-most rower the "Stroke". So for instance the crew of an eight would number off from the bow: "Bow", "Two", "Three", "Four", "Five", "Six", "Seven", "Stroke".

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<a href="#">Shell</a>	The boat used for rowing.
Shoulders	Load bearing supports that mount riggers and attach to keel of boat. (also <i>knee</i> )
Single (or Single scull)	A rowing shell for one person. Written 1x
<a href="#">Skeg</a> (or fin)	Thin piece of flat metal or plastic that helps stabilize the shell in the water.
Slides (or tracks)	Hollow rails upon which a rower or sculler's sliding seat will roll.
Slings (or stretchers)	Folding, portable temporary boat holders. Two are required to hold a boat.
Smoothie	A blade design in which the face of the oar blade is smooth, without the traditional central spine.
Speed coach	A device mounted on the keel that determines the boat's speed based on the speed of a small propeller.
Spoon blade	Traditional U-shaped oar blade. (also <i>Macon blade</i> )
<a href="#">Starboard</a> (or Starboard side)	The right side of the boat when facing forward. (Bow-side in UK/Aus)
Starting gate	A structure at the starting line of a race. The shell is "backed" into the starting gate. Once in the gates a mechanism, or person lying on the starting gate, holds the stern of the shell.
<a href="#">Stern</a>	The rear section of a shell.
Swivel	Alternate term for the rowlock/oarlock.
<a href="#">Top-Nut</a>	<u>nut</u> which screws onto the top of the pin holding the Rowlock/oarlock in place.
Tracks	(see <i>Slides</i> )

## c) The Stroke

Air stroke	To take a stroke without the blade having been placed in the water, resulting in a complete lack of power.
Backsplash	This term is in reference to the water thrown back toward the bow direction by the blade as it enters the water. Less is best.
Backwater	To propel the shell backwards.
Body Angle	Amount of forward lean of rower's body from hips at the catch.
Bury the blade	Submerge the blade totally in the water.
Catch	The part of the stroke at which the oar blade enters the water and the drive begins.
Catch point	Where the blade enters the water.
Check	The amount of interruption of the forward movement--usually occurs at the catch and sometimes at the release.
Crab	A rowing error where the rower is unable to timely remove or release the oar blade from the water and the oar blade acts as a brake on the boat until it is removed from the water. This results in slowing the boat down. A severe crab can even eject a rower out of the shell or make the boat capsize
Drive	The propulsive portion of the stroke from the time the oar blade enters the water ('catch') until it is removed from the water ('release').
Feather	To turn the oar so that its blade is parallel with the water (opposite of <i>square</i> ).
Finish	That portion of the pull-through just as the oar is taken from the water.
Hands away	At the close of the drive phase, the hands move away from the body.
Hanging at the catch	The blade is hesitating at the catch point, before entering the water. Not desirable.

Hot seating	When two crews share the same shell during a regatta and switch crews without taking the shell out of the water.
Inside hand	In sweep rowing, the oarsmen's hand nearest the oar lock. This is the feathering hand.
Jumping the slide	A problem where the seat becomes derailed from the track while rowing. Usually caused by poor technique.
Lay-back	What the rowers have when they sit with their legs flat and lean towards the bow of the boat with their body.
Leg Drive	Power applied to the stroke, at the catch, by the force of driving the legs down.
Missing water	A technical fault where the rower begins the drive before the catch is complete.
Pause Drill	Rowing with a pause between each stroke. The coxswain or coach giving commands will indicate where in the stroke this pause should be taken.
Pitch	The angle between a "squared" blade and a line perpendicular to the water's surface.
Puddles	Disturbances made by an oar blade pulled through the water. The farther the puddles are pushed past the stern of the boat before each catch, the more "run" the boat is getting.
Pull through	The portion of the stroke from the catch to the finish (when the oar is in the water). This is the propulsive part of the stroke.
Rate or Stroke rate	the number of strokes executed per minute by a crew.
Ratio	The relationship between the time taken during the propulsive and recovery phases of a rowing or sculling action.
Recovery	The non-work phase of the stroke where the rower returns the oar from the release to the catch.
Release	At the end of the drive portion of the stroke. It is when the oar blade is removed (or released) from the water.
Run	Distance a shell travels during each stroke.
Rushing	Term for when rowers move too quickly along their tracks into the catch. The boat will lose the feeling that it is gliding or "running."
Set	The balance of the boat. Affected by handle heights, rowers leaning, and timing, all of which affect the boat's balance.
Shooting your slide	Term used for when an oarsman's seat moves toward the bow faster than his shoulders.
Skying	Term used to describe a blade that is too high off the surface of the water during the recovery. The rower's hands are too low causing an upset to the balance of the boat (the "set").
Split time (split)	Amount of time it takes to row 500 meters.
Square	To turn the oar so that its blade is perpendicular to the water (opposite of <i>feather</i> ).
Stroke	a) One complete cycle through the rowing process. b) The rower in the stern of a multi-person shell, whose timing is followed by the other rowers.
Stroke rate	the number of strokes executed per minute by a crew.
Three-quarter/Half/Quarter slide	Shortened strokes, often used during the start of a race or in a warm-up.
Washing out	When an oar blade comes out of the water during drive and creates surface wash that causes the shell to lose power and become unsteady.

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*It is acceptable for the bow or coxswain to hand over responsibility to a more qualified person (e.g. a coach at the scene) but in doing so must make sure the transfer is fully understood by both people and acknowledged.*