



St. Michael's
University School

COMMUNITY
ROWING CENTRE



Facilitating Practices (On-Shore Staff):

1. Ensure that there are safe environmental conditions to row in:
 - a. Crews are not able to row if the temperature is below 1 degree Celsius;
 - b. Crews are not able to row for 30 minutes after a lightning storm;
 - c. Crews are not able to row if the wind speed is above 25 km/hr (13.5 knots/hr) or predicted to reach as much during the scheduled session;
 - i. Check the following websites for current and trending conditions:
 1. <http://www.theweathernetwork.com/weather/canada/british-columbia/victoria>;
 2. <http://www.bigwavedave.ca/latest.php>
 - a. Check Victoria Harbour and Esquimalt links.
2. If the environmental conditions meet the safety standards listed in step 1, continue with boathouse opening procedure step 3, listed below. If the environmental conditions do not meet the safety standards listed in step 1, replace the “Dock Closed” sign with the “Dock Closed Due to Weather” sign and do not allow anyone to leave the SMUS RC dock.
3. If the environmental conditions meet the safety standards listed in step 1 unlock and open the three boat bay doors, if they are not already unlocked and open.
4. Wheel all the Carolina Skiffs outside:
 - a. Prepare the required number of Carolina Skiffs needed for the first rowing session, ensuring that there is at most a 12:1 athlete to coach ratio, confirming that each boat has:
 - i. A full gas tank;
 - ii. A safety paddle;
 - iii. A marine safety kit;
 - iv. A life jacket dry-bag with 10 key-ring PFDs; and
 - v. That the plugs are in the sterns of the boats.
 - b. Launch the Carolina Skiffs independently if the tide allows, if not, wait until program participants arrive to lend a hand.
 - c. Put one additional fully equipped Carolina Skiff in for emergency use only.
 - d. Start and run all Carolina Skiffs for 5 minutes before the first rower leaves the dock.
 - e. Wheel the remaining Carolina Skiffs onto the north side of the upper dock with the sterns of the boats hanging over the water.
5. Provide keys, where applicable, to coaches for console driven coach boats.
6. Ensure that each coach is wearing a PFD and has a functioning radio, turned on and set to CH 69 Alpha.
7. Turn on a radio, set it to CH 69 Alpha, and keep it on your person the entire time a coach or athlete is on the water – actively responding to session needs.
8. Ensure that all rowing boats have properly logged their session in the log book.

9. Watch over, and provide guidance if needed, to the rowers as they launch from the dock, ensuring athlete and equipment safety.
10. Conduct a radio check with the coaches before the first rowing shell leaves the dock.
 - a. Use a script similar to: "This is a radio check for SMUS Rowing Coaches", and wait for a complete roll-call.
 - b. If a coach does not respond, follow up with a specific call to that coach, ie: "Dock to George, come in George." Continue with this call every 30 seconds until the coach responds.
 - c. If the coach still does not respond, send a spare radio out to the coach in another coach boat or by calling the coach into the dock using a cell phone.
11. Provide prompt and courteous customer service and equipment support, including any necessary tools from the workshop.
12. Be available to coaches in the case that a rowing boat needs to come into the dock early.
13. Be available to coaches in the case that they experience mechanical difficulties with their boat.
14. Watch over, and provide guidance if needed, to the rowers as they return to the dock, ensuring athlete and equipment safety.
15. Check the log book to ensure that all boats have returned safely, and ensure that athletes properly log back in.
16. Facilitate the proper washing and care of the rowing equipment before it is returned to its proper place in the boat house.
17. Facilitate the removal of coach boats from the water, unless specifically requested by program leads for later in the day:
 - a. Match red trailers to red boats and blue trailers to blue boats;
 - b. Once the boat has been pulled from the water, but before it is placed on the trailer, remove stern plugs to allow excess water to drain from the boat. Once the plugs are out the boats can be loaded onto the trailer and replaced into the boat house. Leave the plugs in the bottom of the boat.
 - c. Remove the life jacket dry-bags from the coach boats and replace them, open and standing upright, to the 1-2-3 Room;
 - d. Remove gas tanks from coach boats and place them in the gas shed; and
 - e. Return 3 coach boats to Bay 3, 3 coach boats to Bay 2 and 4 coach boats to Bay 1.
18. Repeat these steps for each user group through the day, ensuring that SMUS RC equipment is never left out unattended and vulnerable to damage or theft.
19. Following the final user group, follow the "Closing Procedures" document.