

## Opening Procedures: If you are the first staff on at the boathouse...

1. Enter through the main entrance door, closest to the office.
2. Disarm the alarm with your personalized alarm code.
3. 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.
4. If the environmental conditions meet the safety standards listed in step 1, continue with boathouse opening procedure step 5, 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.
5. If the environmental conditions meet the safety standards listed in step one unlock and open the three boat bay doors.
6. 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.
7. Leave the "Dock Closed" sign and chain across the dock ramp until the first program arrives, and replace the sign and chain between groups throughout the day.
8. Attach both hoses to the outside water taps.
9. Ensure wash buckets and brushes are accessible with an adequate amount of marine soap in each (no more than half a cap full for each fresh-start bucket).
10. Clear any clutter on top of the counter outside of the office, utilizing the lost & found or garbage & recycling bins.
11. All three bays need to be swept and mopped on Mondays and Thursdays.
12. Follow "Facilitating Practices" procedural document once a rowing session begins.