



VERO BEACH ROWING MEMBER HANDBOOK

PART ONE: General Rules

PART TWO: Safety and Security

PART THREE: Equipment Access and Usage Rules

PART FOUR: Equipment Procedures

PART ONE: GENERAL RULES

- Adult members are expected to spend at least 12 hours per year helping in the repair and maintenance of facilities and equipment, and/or volunteering in events and programs.
- Facilities users must be:
 - Member in good standing of VBR
 - Members of crews and individuals authorized by VBR Board of Directors (VBR BOD) or Director of Rowing (DOR)
 - Participants in a program authorized by VBR BOD or DOR
 - Invited guest of VBR member. Note: Guest must complete VBR Release of Liability Form and Swim Attestation prior to using VBR equipment. (Found at www.verobeachrowing.org > Adult Rowing > Sign up > Guest Rower)
- Coaches shall be responsible for the conduct of their crew and be familiar with facility rules and procedures.
- Members and guests will use facilities at their own risk.
- VBR is not responsible for the loss of personal property or money from the facilities
- Smoking or use of non-prescribed illicit drugs are prohibited at the facility
- Alcohol is not permitted without prior permission of the VBR BOD. Permit to serve/offer alcohol will be requested from City of Vero Beach for an event including alcohol. Alcohol use not permitted by any member while in the visibility of Youth Team members.
- No persons are permitted to use Club Equipment while under the influence of any intoxicant
- Sport Safety behavior will be followed at all times; inappropriate language and bullying will not be tolerated.
- Facilities access will be according to policies established by the VBR BOD. This policy shall be reviewed at the time of the General Membership Annual Meeting and may be revised during the membership year. Coaches and VBR BOD shall have free access as necessary. Other members shall be granted access after payment of any membership fees and sign-off of Handbook
- Failure to comply with Handbook Rules may result in complete or partial loss of membership privileges, or the restriction or suspension of use of the facilities and equipment, without refund of dues or the like, or any part thereof. Ultimate authority for rules and enforcement resides with the VBR BOD

PART TWO: SAFETY AND SECURITY

- The protection of personal health and well being is of primary importance. Members shall assume responsibility for their own safety while on the water. Equipment should only be used for its intended purpose, and site users should always strive to protect equipment from damage and neglect.
- It is the responsibility of every site user and coach to assess all conditions, including, but not limited to weather, water conditions and lightning conditions.

- Dock launching/landing:
 - Launching boats have the right of way; 90 second rule suggested during congested times
 - When launching, waiting crews wait in boatyard, not the street if immediate launch space is not available
 - Push away from dock as soon as possible when crews are waiting
 - Any coached row session has priority for launching
 - When returning to the dock, if there is no dock space, wait in approach section of the lagoon
 - Upon return to dock, when crews are waiting, “walk” your boat down to the east end of the dock, exit as soon as possible, 90 second rule suggested during congested times
- Youth rowers shall always be accompanied by a chase launch except in the event of a Youth private lesson, or a single boat (2X, 2-, or 4X, 4+), the Coach may fill a seat and provide coaching while in the boat. ***Parental permission must be obtained prior to session.*** The coach will have a cell phone in a protective waterproof case and secured to prevent loss overboard, for use in case of an emergency. A coach will always remain at the facility to supervise land workouts and training for youth members when applicable.
- When using Club equipment, members must sign out using IRownow.com. As a courtesy, advise launch and return using TeamSnap
- All occurrences of personal injury, property or equipment damage, however slight, must be reported immediately to a VBR Coach, Equipment Manager, or Board Member. Clearly label equipment that you deem unusable so it will not be used again until repaired.
- Anyone appearing to be under the influence of alcohol or drugs will not be allowed on the rowing site. Repeated offenses will result in revocation of membership and forfeiture of current dues.
- All equipment should be rinsed, soaped, and rinsed again before returning equipment to its storage location. Ensure oar locks are closed before storing boat. Empty water buckets and turn upside down, and return sponges to clothesline.
- All trash, recycle material will be picked up around the property and the dock and placed in appropriate receptacles.
- All clothing will be picked up and stored in a designated location.
- All members are responsible for ensuring that all equipment is stored in the appropriate location and the facility is securely locked prior to leaving.
- Gas tanks, gas containers and oil will always be stored away from electronic equipment, at a location designated.

PART THREE: EQUIPMENT ACCESS/USAGE RULES

- Boats and equipment not owned by VBR may be stored in the facility upon application to and approval of DOR. Privately owned equipment over which the owner(s) maintain control as to use shall not be insured by VBR and will be subject to storage fees.
- Careless or negligent use of VBR equipment by a member may result in suspension of rowing privileges at the discretion of VBR BOD. At the discretion of DOR and/or VBR BOD, members may be liable for damage to VBR equipment
- Members may only use equipment identified for their ability. DOR and/or Assistant Coach(s) will approve proficiency in the below categories
 - Single
 - Bow double
 - Bow quad
 - Cox sweep boat
- Coached programs will have priority access to equipment; however a coached program may not use all equipment. VBR BOD will resolve any disputes.
- All 4+ and 8+ will be rowed with a proficient coxswain as approved by DOR
- Any member(s) wishing to use VBR equipment for racing must apply to DOR at least three weeks prior to race date.
- Stored boats not consistently used may be moved to a less desirable rack to make room for those boats that are active

- Members shall inspect equipment before and after each use. Any damaged or questionable condition equipment may not be used. Notification to Equipment Manager and/or Coaches is necessary
- Crews removing boats from the facility have the right of way over crews bringing boats back to the facility.
- When a crew is moving a boat, one individual needs to take responsibility for coxing the boat to/from the water

PART FOUR: EQUIPMENT PROCEDURES

- Boat Handling and check out
 - Check that slings are stable
 - Avoid allowing hull or riggers to touch anything
 - Before launching, check the following are in good working order:
 - Oar blades and tips have no splits or cracks
 - Sliding seats move freely on tracks
 - Foot stretchers are firmly attached on both sides and in the middle
- Coaches/coxswains/bow person are responsible for proper and safe handling to/from water. Coxswains should position themselves “following” the boat, holding the bow or stern, to coach rowers safely and so that their voice can be heard.
- Singles:
 - Rower should ask for assistance to/from water if other rowers are available to help.
 - Check for the safe condition of the foot stretcher, seat and rigger
- Sweep Boats:
 - Each rower is responsible for the safe condition of their individual foot stretcher, seat, and rigger
 - Boat should be pushed away from the dock a few inches to avoid riggers being pressed against the dock
- Launching:
 - Step into the boat only on the deck structure beneath the seat. Never put weight on the hull or any part of the frame. Primarily use one leg to enter/exit the boat, holding oar handle/s in one hand while holding the rigger or gunwales with the other hand for stabilization
 - Oar blades should be tip DOWN while on the dock
 - Street shoes should not be worn inside boat shoes. Water shoes/slippers are OK if bottoms are clean of dirt/shells
- On the water:
 - Avoid hitting anything (river bottom, river signs, markers, pilings, buoys, shore) or any other boat
 - While in any Club vessel, rowing inside the Intercoastal Waterway (ICW) Main Channel (between the channel markers) is prohibited, except to cross through while enroute to the dock and acceptable rowing area along the shoreline.
 - Stay at least 50 feet away from all shorelines.
 - Private boat owners should enter the ICW at their own risk.
 - All rowers are required to wear headlamps or to affix navigational lights before sunrise or after sunset. Bow lights are green (starboard side) and red (port side), stern light is white.
 - Members are prohibited from rowing any equipment, Club or privately owned, in conditions that the VBR DOR or Coach has determined to be unsafe.
 - As bow, look over both shoulders frequently enough to avoid any hazards, or use a mirror.
 - When passing another boat moving in the opposite direction while on the river and out of the channel, passing should be port to port. (Follow the “rules of the road”)
- Docking:
 - Row SLOWLY towards the dock, looking over your shoulder frequently. Bow person/coxswain may be responsible for damage to boat due to irresponsible docking

All members are encouraged to pass the free on-line Boating Safety course for Florida, found at
<http://www.boatus.org/free/>