

HANLAN BOAT CLUB

MEMBER HANDBOOK

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CLUB HISTORY AND ORGANIZATION

Hanlan Boat Club (HBC) has a rich and colourful history on Lake Ontario. The Club was named after the world famous sculler, Edward “Ned” Hanlan. Nick named “The Boy in Blue”, Ned Hanlan’s championship sculling career began in 1873. During the course of his sculling career Ned Hanlan won many sculling championships in North America and England. On November 15, 1880 Ned Hanlan became the World Champion sculler. In 1897, Ned Hanlan retired from competitive rowing and became dedicated to coaching. Ned Hanlan continued to be involved with the competitive rowing community until his death in 1908.

HBC was organized in 1972 by a group of Upper Canada College (UCC) parents who wanted to revive rowing at the School. In 1974, the first Quonset hut was constructed to house Hanlan’s racing shells. From 1974 through to the present day, the Hanlan membership has grown to include Havergal College, the University of Toronto and competitive and masters rowers in the Toronto area. The “boathouse” has grown to two Quonset huts and outdoor storage for racing shells and private singles.

Today, HBC is a not-for-profit corporation whose mission is to provide the opportunity to participate in the sport of rowing to its members. The emphasis of the Club is on competitive rowing. The Club is open to all individuals who sign an application form and pay the appropriate membership fee.

HBC is a member of RowOntario and of Rowing Canada Aviron. All members are registered with those organizations by the Club.

The organization of HBC is governed by HBC By-Law No. 1 that was adopted by the Club in 2001. Members are encouraged to download this document from the HBC web site and to review it along with this Manual. By signing the annual Membership Application form a member is confirming that he/she has reviewed these documents.

Board of Directors

HBC is run by a Board of Directors which is elected for two-year terms. The Board also includes representatives of other HBC stakeholders; namely Havergal College, University of Toronto and Upper Canada College.

The Board Members are listed here:

President	Victor Gustavison
Vice President	Deb Cumming
V.P. Development	Ashley Stanley
Treasurer	Barbara Prevedello
Secretary	Elissa Gallander
Club Captain	Nick Matthews
Member at Large	Sara Erskine
Member at Large	Eric Szonyi
UCC Representative	Brian Pel/Grant Boyd
Havergal Representative	Carolyn Caesar
U of T Representative	Rob Watering

The elected Board members are all volunteers. The Board meets formally at least once per year to approve the fees for the upcoming season. The Board will meet more frequently, as determined necessary by the President, to discuss other business as it arises.

Executive Committee

A sub-group of Board members constitutes the Executive Committee. This is the management committee of the Club.

The Executive Committee are listed here:

President	Victor Gustavison
Vice President	Deb Cumming
Secretary	Elissa Gallander
Treasurer	Barbara Prevedello
Club Captain	Nick Matthews
VP Development	Ashley Stanley

In addition the Club Head Coach is invited to attend most Executive Committee meetings.

The Executive Committee meets throughout the year, as called by the President.

Operations Committee

The Chair is the Club Captain and the members are listed here:

Club Captain	Nick Matthews
Head Coach	Rob Watering
Race Entry Steward	Tom Beshoff
Boat Storage Steward	Harry Vanderlugt
Grounds Steward	Avtar Dhanota & Hugh Fletcher
Safety Steward	
Uniform Steward	Joanne Roberti
Equipment Steward	
OHSF & Toronto	
Waterfront Steward	Stephen Langmead & Steve Staples
Learn-to-Row Steward	Eric Szonyi
Web Master	J C Marly
Social Steward	Andrew Stewart & Paul Wollaston

The members listed here are the 'go-to guys' for each of their areas of responsibility.

Rowing Committee

The role of this committee is to manage the requirements of each of the rowing programs throughout the course of the season. Allocation of Club resources to the different programs will be monitored and reviewed by this committee. It therefore, includes representatives from each of the programs. Individual members are encouraged to speak with their program representatives about any issues that arise. These concerns will be reviewed by the Rowing Committee

The Rowing Committee are:

Club Captain	Nick Matthews
Head Coach	Rob Watering
Sr. Competitive Representative	
Jr Competitive Representative	
Masters Competitive Representative	
Single Scullers Representative	
Recreational Representative	

Coaching Staff

The Head Coach is the only full-time staff member of the Club (the time and responsibilities of the Head Coach are shared with U of T).

The key responsibilities of the Head Coach are:

Develop seasonal plans for the programs offered that identify the number of participants, training programs to be followed, equipment to be used, coaching assignments, competitions to be entered.

Recruit athletes for the HBC competitive programs.

Select and recruit program coaches.

Manage the operation of the rowing programs effectively and efficiently.

Manage camps organized by HBC.

Manage regatta participation by HBC.

As noted above program coaches will be appointed by the Head Coach. These coaches will manage individual programs as assigned by the Head Coach. They are eligible to receive honorariums from the Club.

VOLUNTEERING

HBC is a volunteer-based organization with a variety of committees and individuals who work to improve and maintain the Club community. Without volunteers HBC would not exist! We are always in need of more help and open to ideas of how to make our Club better. So, if you have some spare time and want to get involved, see where you fit in, or propose a new position you would be willing to take on.

HBC requires volunteers each rowing season to:

1. Assume various Steward positions with the HBC Operations Committee.
2. Assist with the Learn-to-Row Program.
3. Assisting with assembling Regatta Entries.
4. Assisting With managing Private Boat Storage.
5. Cutting the grass and maintaining the Club grounds.
6. Assisting with Club Facility Maintenance.
7. Assisting with Uniform Orders.
8. Assisting with boat repairs and maintenance (please see the Head Coach for instructions before making any repairs or adjustments to Club equipment).
9. Assisting with external relations with Outer Harbour Sailing Federation ("OHSF") and the Toronto Waterfront Associations.
10. Assisting with the HBC website.
11. Assisting with planning HBC social events.
12. Removing garbage and recycling from the Club grounds (there is no municipal pick-up and members are required to take garbage and recycling home to be picked up with their local disposal services)

Please check the website and the Club emails for other volunteer opportunities.

CLUB PROGRAMS

The Club runs a variety of programs to appeal to the interests and abilities of each member.

A separate pool of racing equipment will be designated for use by members of competitive programs. A witnessed ergometer test is required along with fee payment before this pool of equipment can be used. Ergometer tests must be recent (i.e., must have been completed within 30 days of the start of the season). Unplanned attendance lapses will lead to exclusion from the program.

Senior Competitive

Experience and high levels of self-motivation and self-discipline are required. There is a strict schedule of training. Attendance is mandatory for the on-water practices which are held six mornings per week and for races. Competitive rowing is a team sport. Crew members must depend on each other to perform with success. Secondary workouts are encouraged to achieve full success, but the schedule for this is at the athlete's convenience. To participate in the competitive program and to use the equipment in the competitive equipment pool, an athlete must complete a witnessed, 2000 meter ergometer test.

Junior Competitive

Same as for the Senior Competitive Program.

Masters Competitive

Same as for the Senior Competitive Program, however, mandatory practices are only between four and five days per week for crews. Ergometer test distance is 1000 meters.

Recreational

Rowing experience is required. The Recreational Program has a relaxed schedule and atmosphere. Attendance is up to the athlete.

Learn-to-Row

No rowing experience is necessary. The only requirement is the desire to learn to row.

FEES

Membership Fees

Hanlan Members are required to pay the HBC Membership Fees for their Club Program before being permitted to use any HBC equipment.

The annual membership fees for each Club Program for 2009 are:

Competitive - Junior A, Junior B, Senior A, Senior B, Masters - \$575 + GST

Summer Competitive Student Fee - \$450 + GST (this is only open to students of post-secondary institutions and covers the period from June 1st to the last competition day of the Royal Canadian Henley Regatta for that year).

Recreational - \$475 + GST

Out of Town - \$150 + GST

Learn to Row - \$300 + GST

Fall Rowing (post September 1) - \$290 + GST

Private Boat Storage - \$200 + GST (members only)

Organizational Club Fees

In addition to paying the costs of running and maintaining HBC, a portion of the membership fees for each Club Program also pays the following Organizational Club fees:

Rowing Canada Association¹ - club fee \$300.00
Non-rower \$0.00
Sport rower \$7.00
University rower \$5.00
Competitive rower \$42.00

¹ RCA definitions

Non-rower - coaches, directors, umpires, volunteers

Sport rower - recreational, high school, learn to row, novice, touring, adaptive

University rower - fall rowing for university of Toronto

Competitive rower - adaptive, coxswain, Junior, Senior, Master, U23

Ontario Rowing Association² – club fee \$225.00
Non-rower \$1.00
High School rower \$3.00
Sport rower \$7.00
Competitive rower \$42.00

Should you have paid for a 2009 rowing membership at a different club, these fees will be deducted from your fees at Hanlan Boat Club for the 2009 rowing season. If you paid for membership at a rowing club out of province, your fees will include the Ontario Rowing Association fee only. If you change your rowing status, for example from high school student to competitive, you will pay the difference of the Rowing Canada and Ontario Rowing Association category fees.

Central Ontario Rowing Association – club fee \$50.00

Dominion Day Regatta Association – club fee \$35.00

Refunds

All refunds must be requested in writing to the Executive.

The following percentage of fees will be refunded minus the fees paid to Ontario Rowing Association and Rowing Canada, and a \$60.00 processing fee.

Season / Annual Programs

Before it begins or within the first week of the season – 100% refund may be provided.

After first week or within the fourth week of the season – 75% refund may be provided.

After fourth week or within the sixth week of the season – 50% refund may be provided.

² ORA definitions

Non-rower - coaches, directors, umpires, volunteers

High School rower – spring and fall rowing for a high school

Sport rower – learn to row, novice, recreational, touring, university

Competitive rower – Coxwains, Juniors, Seniors, U23, Masters

After sixth week of the season – no refund will be provided.

Boat storage fees are not refundable.

*Exceptions may be made due to injury – written request to the executive is necessary and will be reviewed on a case-by-case basis. A doctor’s certification is required.

Learn To Row Programs

A full refund minus \$25.00 processing fee will be given for the two-week LTR session, if the refund request is made prior to the commencement of the program.

Regatta Fees

For the HBC Competitive Club Programs, a portion of the membership fee also pays most of the regattas fees.³ The following is a list of the regatta entries fees per racing shell:

Central Ontario Rowing Association

Fees by boat

Junior/ Senior/ U23		Masters
1X	\$6.00	\$8.00
2X, 2-	\$11.00	\$15.00
4X, 4+, 4-	\$21.00	\$31.00
8+	\$46.00	\$64.00

Ontario Championships

Fees by boat

1X	\$5.00
2X, 2-	\$10.00
4X, 4-	\$20.00
8+	\$45.00

Ontario Master Championships

Flat entry fee \$55.00 / competitor

³ The fees for some of the regattas may not be covered by the membership fees. Competitors should ask their Club Program Coach for a list of any regattas where entry fees are extra.

Henley

Fees by boat

1X	\$55.00
2X, 2-	\$75.00
4X, 4+, 4-	\$95.00
8+	\$125.00

*** In the event that a crew scratches its entry from a regatta, the crew will be responsible for paying the scratch fee for the entry.

*** HBC will pay the entry fees for up to 2 entries per athlete. The costs of any additional entries will be the responsibility of the athletes. The athlete must pay the additional entry fee to the race entry steward prior to the entry being submitted for the regatta.

SAFETY

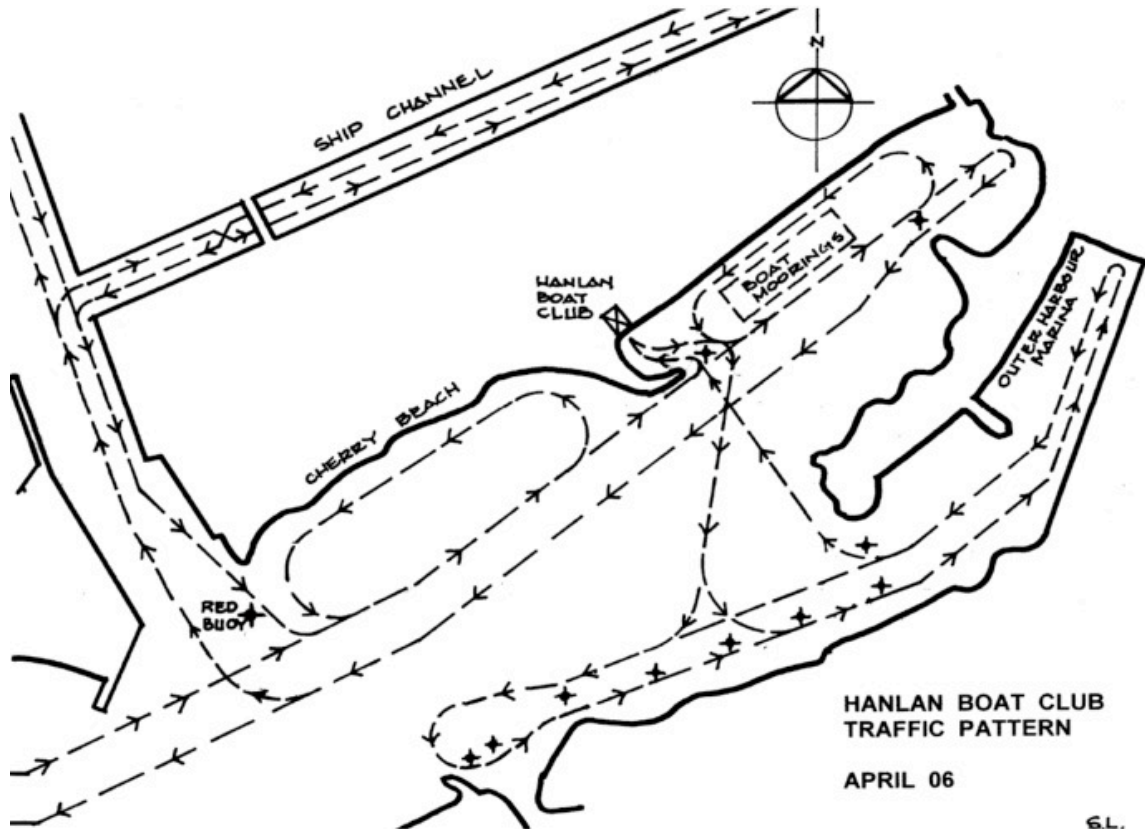
Rowing is a safe sport when all rowers take due care to minimize the risks inherently associated with any outdoor water sport. There is the risk of personal injury from collision and the risk of drowning when rowers find themselves in the water. These risks are heightened in cold water. While contending with difficult weather conditions is part of the sport, safe enjoyment of the sport is of prime importance. Concern for personal safety must be paramount. Before any Hanlan members are permitted on the water, they must read and learn the following safety rules and policies.

Safety Rules and Policies

a) Safety on the dock

1. Prior to any rowers using the docks, the rowers must ensure that the docks have been sweep clean of any fowl waste.
2. All gear and equipment must be removed from the docks as quickly as possible following a practice or row. Equipment left on the dock is a hazard to other crews.
3. All crews must dock and launch their boats within 90 seconds as other crews are waiting to dock or launch. Oars should be ready prior to launch.
4. Crews docking have priority over crews launching. If a crew is heading into the dock, please allow it to dock before your crew walks out onto the dock with your boat. In the case of novice crews, please be aware that they may have difficulty docking their boat and assist them where necessary.
5. Coach boats containing a safety bag (PFDs) and paddle must be ready to run before the crews leave the dock. Do not leave the dock without confirming with your coach where on the water your crew will meet the coach to begin the practice.

b) Traffic Pattern



All crews must follow the HBC traffic pattern. The traffic pattern is posted in each boathouse and is available on the website. All coxies and bow-seat rowers should memorize the traffic pattern before heading out each rowing season.

The coxie or a bow-seat in a straight boat is in control of the boat both on and off the water. They must memorize the traffic pattern before leaving the dock and understand how to steer the boat on the water to avoid accidents or collisions.

In addition, no crews or private singles/double are permitted to row between the sail boats located to the east of the HBC docks. This is private property and no HBC boats or members are permitted in this area. **At no time should any shell have a moored sail boat on the port and starboard side of its shell.**

c) Water / weather / visibility conditions

No rowing will take place if the water/weather/visibility conditions are potentially dangerous. The Head Coach will determine if the conditions are unsafe according to the following criteria:

1. No rowing will occur prior to sunrise or after sunset, unless the shell is equipped with a visible white flashing bow light and a red flashing stern light.
2. No rowing will occur when visibility is reduced by fog.
3. No rowing will occur under high winds/heavy currents. Rowing in waves (especially white caps) is dangerous. The waves can easily swamp or capsize a rowing shell.

All crews must be familiar with the current water and wind conditions, and short-term weather forecast (for thunderstorms) prior to launching.

When in doubt, don't go out!

4. Any rowing activities undertaken when the water temperature is below 10 °C must adhere to special Cold Water Rules (see below).

d) Required Safety Equipment

Effective in 1999, Canadian Coast Guard Regulations require rowing shells to have life jackets aboard **unless**:

- it is attended by a safety craft carrying an approved PFD or lifejacket of appropriate size for each member of the crew of the largest vessel being attended; or
- if it is competing or training during a provincially, nationally, or internationally sanctioned regatta or competition.

This means you must have a life-jacket in the rowing shell with you (one per person) or the coach boat beside you must carry them. If the coach boat is more than 500 m from the rowing shell during practice, the rowing shell must carry enough PFDs for all participants in the rowing shell. RCA's official safety guidelines can be downloaded at www.rowingcanada.org.

In addition to life jackets, the Rowing Canada requires the following safety equipment either in the rowing shell or in a coach boat accompanying the rowing shell:

1. one bailer (an empty water bottle is an effective bailer);
2. a whistle or sounding horn; and
3. if operated prior to sunrise or after sunset one navigation light (flashlight).

Failing to carry the required safety equipment may result in the suspension or termination of membership and privileges with HBC.

e) Cold Water Rules

When the water is less than 10 °C, rowers and coxies who enter the water have only a short period of time (a matter of minutes) before they start to suffer from hypothermia and shock. To ensure that crews are safe in these conditions, crews must abide by the following Cold Water Rules:

1. All boats **MUST** be accompanied by a coach boat when the water temperature is below 10 °C as determined by the Club Captain.
2. The number of boats being supervised by a coach boat must be limited to ensure close contact between all crews and the coach boat at all times. The qualifications of the safety boat personnel determine the number of athletes that can be supervised at a time.
3. The coach boat must be equipped with the appropriate number of emergency blankets for the largest crew on the water, as well as a horn/whistle and a flashlight.

Failing to abide by the Cold Water Rules may result in the suspension or termination of membership and privileges with HBC.

As always, the safety of our members is the most important thing!

Emergency Rescue Procedures

a) Rower overboard

If a rower goes overboard, such as when a crab is caught:

1. The coxswain gives the command to stop rowing and then to hold water.
2. The stroke removes his/her oar and directs, but does not throw it, to the person in the water.
3. The crew backs the boat to the person in the water.
4. The coxswain gets hold of the person or lets him/her grasp a rigger. Another rower may be required to enter the water to assist with first aid. Generally, it should be the person who was seated in front or behind the rower who is now in the water.
5. Do not attempt to bring the person aboard if the coach boat is near.

b) Rower unconscious

If a rower has lost consciousness, support him/her in the water until a rescue boat arrives, or help him/her to the bank as fast as possible if no rescue boat is at hand.

All rowers should know life-saving procedures. If necessary, resuscitation should be applied immediately, even while the rower is still in the water. An ambulance should be summoned by the quickest method available.

c) Break-up or sinking

Procedure:

1. The crew must remain in a group, using oars as PFD's, or putting on PFD's if available.
2. No one leaves the group, shell, or flotation device until they are at shore or at the rescue boat. Crews may leave the shell if they can touch bottom and wade to shore, but this must only be done as a group.
3. Use the buddy system, distribute crew evenly on the remains of the hull, encourage one another, and share flotation devices.
4. Account for all crewmembers; keep numbering off.
5. NO ONE ATTEMPTS TO SWIM TO SHORE. Visual perception is dramatically altered in the water and distance seems much shorter than what it really is. Await the arrival of the safety boat, unless the crew can touch bottom and safely wade into shore.

d) Emergency Coach Boat Launch

Inexperienced operators or improperly equipped individuals should not be allowed on the water during rescue operations.

1. Approach site where equipment is disabled, or where there may be rowers in the water into the wind so that the rescuer will not drift down onto, or be blown against the equipment or persons in the water.
2. Assess the situation. Quickly establish the condition of the people in the water, and the severity of the circumstances.
3. Establish verbal contact with those in the water so they can be talked through the rescue quickly. Those in greatest distress or risk should be rescued first.
4. Distribute life vests or PFD'S carried in the coach boat.
5. Do not attempt to bring persons into the coach boat by the stern or anywhere near the engine while the engine is running. Turn off the

engine before attempting to bring any persons into the coach boat. Cold or exhausted rowers will need assistance to enter the launch.

6. Rescue should occur in pairs (buddies). This will prevent an athlete from letting go, until the rescue boat actually rescues the crew.

7. A head count must be conducted on the arrival of the rescue boats at the scene, and must be repeated each time it leaves and returns.

8. Do not overload the launch. Do not exceed its rated capacity; make several trips, if necessary. Proceed to the nearest shore and give those placed onshore directions to the nearest possible assistance.

9. If possible, use a length of rope attached to the coach boat to throw to the rowers in the water to help to pull them in.

e) Calling 911

For any emergency requiring external assistance telephone 911, and state the following:

· Which agency is required (Police, Ambulance, Fire) · Your name · Your location: Hanlan Boat Club, Regatta Road · A concise description of the emergency · Any need for water rescue

The contact information for St. Michael's Hospital is located in the Havergal Boat House.

f) Safety incident reports

All safety incidents must be reported immediately to either the Head Coach or Club Captain, who will make a determination of the seriousness of the incident and report as necessary to the Club Executive.

The form for a Safety Incident report is available on the Club website.

BOAT USAGE POLICY

Purpose

The Boat Usage Policy provides guidelines and direction to HBC coaches and members on boat use and maintenance.

Boat Assignment & Usage Guidelines

In order to row a HBC boat you must:

1. Be a HBC member in good standing.
2. Have received instruction in care and use of equipment.
3. Have been assigned the boat by the Head Coach, the Club Captain, or the appropriate Program Coach.

The following guideline will be used in determining which equipment is appropriate for crews and members:

1. Size and weight of individuals: Rowing shells are built to support specific weights. Using Equipment designed for a lighter crew may cause serious damage to the boat.
2. Rowing experience and competence: The equipment should be matched to the crew's rowing ability.
3. Commitment to training and racing: Crews training and racing for HBC will be given priority at peak training times.
 - 1) Competitive Elite Athletes: Have demonstrated superior rowing and bowing skills. Are committed to training and racing for the HBC for the season at major regattas.
 - 2) Club Competitive: Crews training and racing for the HBC. Boat assignment will be based on rowing ability.
 - 3) Recreational: Crews rowing for fun and fitness. Boat assignment will be based on rowing ability.
 - 4) Learn to Row Participants: Includes participants of all Learn to Row type programs including but not limited to Learn to Row and Youth

Rowing Camps. The Rowing Instructor or Program Coordinator will assign boats to participants.

Boat assignments are at the discretion of the HBC coaches and program coordinators. Members who use boats not assigned to them or without the appropriate permission will be sanctioned up to and including suspension or termination of membership and privileges with HBC.

Boat Assignment Chart

A boat assignment chart will be posted on the HBC website and in each boat house.

Equipment Handling Guidelines

Moving boats

1. When lifting a boat always make sure there are enough people and that they are properly distributed.
2. Always lift boats off the racks, don't slide them off on the gunwales.
3. Watch riggers carefully to make sure they won't hit or scrape anything.
4. When putting a shell on the racks or on stretchers, make sure it isn't resting on any part of the rigger.
5. Lift the boat evenly.
6. Always use a coxswain to move a large boat (4s or 8s). Listen for the coxswain's commands and refrain from unnecessary talking.
7. Never step in the bottom of the shell or drop anything heavy into the bottom of the shell.
8. Before leaving the dock at the beginning of practice, do a quick inspection of seat, rigger, stretchers, etc. to make sure no parts are missing, loose, or broken. Notify coach or supervisory person immediately if there is a problem. Replace missing or broken parts immediately. If something can't be fixed, use a different shell. Never row a damaged shell. Any problems found before and/or after practice should be entered in the log and written on the board in the boathouse.

9. Be careful when landing at the dock. Remember that the coxswain is in charge. Take the best approach to landing and proceed slowly in order to prevent boat damage. If the first attempt at landing does not go well, let her run, back off and try again. Always try to have someone catch you at the dock.

10. Shells are to be given routine preventive maintenance at least weekly by the crews assigned to row the boat.

11. When transporting shells to regatta remove all seats and rigging. Gunwales should be on foam protectors, never on plain metal. Make sure all shells are secure - boats should not be able to move in any direction during transport. If you do not know how to properly secure the boat, ask for help!

12. Do not place shells on the ground. Shells should be placed on stretchers so they are properly supported. Always walk round a supported shell, never step over a shell.

14. RIGGING IS NOT TO BE CHANGED WITHOUT THE HEAD COACH'S APPROVAL. Please contact the Head Coach or the Club Captain directly if you need information about the rigging process or to discuss specific boats.

Handling oars

1. All oars are marked as matched sets. Use matched sets of oars for the same shell. Sculling oars are to be used only with the shell designated for that set.

2. Do not change oar markings or settings without the Head Coach or Club Captain's approval.

3. Carry oars with blades forward and only carry one or two oars at a time.

4. If an oar is damaged, report it immediately to the Head Coach or the Club Captain.

5. Club sculling oars must be stored at the back of the Havergal Boat House in the designated area.

Coxie Duties and Commands

As the coxie, you are in control of the boat both on and off the water. You are responsible for your own safety and the safety of your crew. All members of the crew are required to listen to you and expect that you will provide them with the necessary instructions and commands to handle the boat safely both on and off the water.

To make life easier for your crew, commands should be given clearly and loudly so that all members of the crew understand what is being asked of them.

In order to give the rowers an opportunity to understand and follow your commands, each time that a command is given it should be repeated as follows:

- State the Command (i.e., all hands on the boat ready to lift)
- State "Are you Ready" (gives the rowers a chance to prepare to execute your command all together)
- State the last part of the Command (i.e., lift)

This way the rowers can execute your commands all together. One rower cannot lift a boat. Only all members of the crew lifting together can safely lift a boat.

Coxie Calls (ie How to get the boat out of the boathouse!)

Boats are stored in the boathouse with their bows facing the water. This means that a boat can be walked directly out of the boathouse and onto the docks for launching. When the boats are coming off the water, the crews must spin the boats so that the stern of the boat heads into the boathouse first.

To take a boat out of the boathouse, have the crew stand next to the boat at their assigned seat. The shells are resting on their gunwales on the rack. The crews will lift the boats off the racks and side step them away from the racks. The crew will then split so that each rower is standing on the opposite side of the boat as their rigger. The boat is then carried on each rowers shoulders out of the boathouse. It is important that the boats are carried by each rower on their shoulder. This evenly distributes the weight of the boat amongst the rowers and puts the least amount of stress on the hull of the boat as it is being carried. The boats are heavy, but when each rower takes their weight a 200+ pound boat can easily be carried by the rowers down to the dock.

If any rowers in your crew are not carrying their weight, please remind them to carry the boat on their shoulders!

Coxie calls for taking the boat out of the boathouse:

- Hands on the boat ready to lift ... are you ready ... lift
- Side step the boat away from the racks ... are you ready ... step
- Lift the boat up to your shoulders ... are you ready ... lift
- Walk the boat forward (out of the boathouse) ... are you ready ... walk
- Walk the boat onto the dock ... are you ready ... walk
- When the boat is clearly on the dock with room at both ends to put the boat into the water "let it run"
- Toes to the edge of the dock
- Ready to lift up over the heads ... are you ready ... lift
- Roll to the waist ... are you ready ... roll
- Set the boat in the water, away from the dock ... are you ready ... launch

To take the Boat out of the water and back into the boathouse:

- Hands on the boat ready to lift to the waist ... are you ready ... lift
- Press the boat over your heads ... are you ready ... press
- Split opposite your rigger ... are you ready ... split
- Walk the boat up the dock ... are you ready ... walk
- When the boat is off the dock it needs to be spun so that the stern goes into the boathouse first. The boats are always spun to the right.
- Spin the bow to the right back towards the water ... are you ready ... spin
- When the boat has spun 180 degrees, "let it run"
- Walk the boat into the boathouse ... are you ready ... walk
- Let it run when the boat is next to its rack
- Ready to lift the boat onto the rack ... are you ready ... lift
- Set the boat on the gunwales ... are you ready ... set

Boat Repairs and Maintenance

The responsibility of boat care and maintenance falls to those crews that row the boat. It is important that your crew take the time to fully review the boat each outing to ensure that all bolts are tightened, all equipment is safe, and general repairs are made in a timely manner. All repairs should be done on the shore, not at the dock.

Replace missing or worn parts if the part is available. If not, do not row the boat as further damage is a possibility, and DO NOT strip parts from another shell.

It is your responsibility to notify the Head Coach and/or the Club Captain of damage and/or missing parts on the boat and to follow-up to make sure the problem is resolved. Crews are encouraged to participate in all maintenance and repair.

Please ensure that your boat is wiped off with a towel after each row and washed on a regular basis.

All rowing shells must be returned to the appropriate rack, facing the right direction and stored in a safe, secure manner.

Remember that a damaged boat does not only affect your crew, but also those other members who use the equipment.

Accidents happen but negligence will not be tolerated.

Damage to Equipment Policy

In the event of damage being caused to Club equipment it must be immediately reported to the Club Captain or Head Coach and an Incident Report completed.⁴ Club equipment in this context includes any items that are owned, borrowed, or leased by the Club.

Repairs to the equipment will be estimated and paid for by the Club. However, the individual crewmembers, including coxies, who were using the equipment when the damage was sustained, will be asked for an equal contribution of up to \$250 each to cover the cost of the repairs. Any additional balance will be paid for out of Club funds and/or an insurance claim will be made. In a multi-boat collision all crewmembers and coxies involved will be assessed equally regardless of the damage to each individual shell.

The Club members so assessed will be allowed a period of twenty-one (21) days to make their payment to the Club. Should any payment not be received by then, water privileges will be revoked for that member(s) until payment is received.

⁴ The Incident Report can be downloaded from the Website.

Private Equipment

Many Hanlan members own their own shells and oars. They spend a lot of money purchasing and maintaining their private equipment. This includes paying to use specific racks to store their equipment on.

Please do not use, move or touch any shell or set of oars that are private equipment. If you are not sure whether any shell or set of oars are HBC equipment or private equipment, then do not use the equipment.

Any members caught using private equipment may be sanctioned by the Head Coach or Club Captain.

REGATTA ATTENDANCE

The sprint regatta season is designed to progress from smaller local regattas to the provincial and then national / international regattas. As a club, Hanlan is striving to build a reputation as a strong, competitive club; therefore, it is important to ensure Hanlan athletes are prepared to race at the large, high-profile regattas. It is mandatory to attend at least one CORA before attending the Ontario Championships or Ontario Master Championships, and you must race at the provincial level in order to compete at Henley or any other national / international regatta.

Club covered expenses - In addition to the regatta fees previously listed, Hanlan covers the truck and trailer expenses of transporting Club boats and some privately-owned boats to all regattas being attended by the Club. The expenses include maintenance fees, fuel, and insurance for the truck and trailer and the boats during transportation.

Loading and Unloading - It is the responsibility of each person to ensure all boats they are rowing at a regatta are properly fastened to the trailer, and that all riggers, nuts and bolts, seats, and oars are placed on the trailer for transportation. Only the transportation steward or coach is allowed to move or retie a boat the athletes have tied on the trailer. A boat-tying lesson will be held prior to the first trailer-loading session. Topics to be covered include the proper tying techniques with the various ties, and important facts to remember regarding placement of boats on the trailer. Attendance is mandatory for all athletes who will be placing boats on the Club trailer.

Everyone who uses a boat transported on the trailer is responsible for loading the entire trailer. Do not leave the trailer loading to the crew with the latest race.

Rigging and De-rigging - It is the responsibility of each athlete to ensure all boats they have raced are de-rigged, ready to be loaded on the trailer, and at the appropriate time are available to lift the boat onto the trailer. It is equally the responsibility of each athlete to ensure that those boats are promptly re-rigged and returned to the appropriate location in the boathouse after the trailer's return to Hanlan.

Sport Rowers who do not wish to compete, but would like to partake in other ways at the regattas, are encouraged to attend an umpire clinic and become certified to help run the regattas. It is a great way to be on the water and in the action.

CLUB COACH/SAFETY BOATS

The use of coach/safety boats either by coaches or athletes is under the direction of the Head Coach who will assign them as necessary.

All drivers of Club coach/safety boats must possess a Toronto Port Authority Power Vessel Operators Permit.

The driver must ensure that the boat is equipped with the necessary safety equipment before leaving the dock, including lights outside of daylight hours.

Coach/safety boats should be secured upon return by the driver.

The key for one boat is hanging in the west boathouse and is marked For Emergency. In the event of an on-water emergency, when there are no other coach/safety boats on the scene, any member available should unlock and take that boat to assist with the situation.

ENVIRONMENTAL POLICY

Garbage

Beginning in 2009 HBC is instituting a no disposable food or beverage container policy. This means that no disposable water bottles or other food or beverage containers will be permitted on HBC grounds.

There are several important reasons for this new policy:

1. The City of Toronto has changed its garbage policy that restricts the amount of garbage per household. Hence, the prior practice of members volunteering to remove the HBC garbage and disposing of it with their local garbage pick-up is no longer possible.
2. Ontario Rowing Association is prohibiting disposable water bottles at regattas and encouraging clubs to put in place a similar policy against the use of them at their home club.
3. HBC wants to become an environmentally friendly club. As a club that is located within the Eastern Waterfront Trail and as a tenant of the City of Toronto Parks and Recreation Department, it is especially important for HBC to respect and do its part to improve the environment, and discontinuing the use of disposable water bottles is the first step.

Hazardous Materials

All hazardous waste should be removed from HBC grounds by those that brought the materials onto the grounds. This includes batteries, fuels, paints and other household cleaning products.

Under no circumstances should these materials ever be disposed of into the lake.

ATHLETE CODE OF CONDUCT

Code of Conduct:

As a member or program participant of the HBC I pledge to follow this Athlete Code of Conduct.

1. I am an ambassador of HBC and shall maintain high standards of moral and ethical conduct, which includes self-control, responsible behaviour, and consideration for the physical and emotional well being of others.
2. I will treat others with respect and expect to be treated with respect in return.
3. I will respect an individual's dignity and acknowledge that verbal or physical behaviour that constitutes harassment, intimidation, bullying or abuse are unacceptable.
4. I will uphold the generally accepted standards of fair play and exhibit a high level of sportsmanship and team spirit.
5. I will be modest in victory and gracious in defeat.
6. I will refrain from using profane, insulting, or otherwise offensive language.
7. I will abide by the HBC Member Handbook.
8. I will not possess or use any illegal drugs and if under the age of 19 will not possess or use alcohol or tobacco in any form during any activity associated with HBC.
9. I will reimburse the cost of any damage to equipment or any other property in accordance with the Damage to Equipment policy
10. I acknowledge that the HBC Coaching staff is responsible for the athletes.

A breach of any part of this Code of Conduct is sufficient grounds for an athlete to be withdrawn from a program or event and be sent home at his or her expense. Athletes may have their water privileges suspended or revoked at the discretion of the Executive Committee.

Members will be asked to sign the Code of Conduct as well as the Waiver prior to being permitted on the water at the beginning of the rowing season.

HARASSMENT POLICY

As a member of Rowing Canada Aviron HBC subscribes to the principles laid out in the Respectful Workplace Policy. The full text of this may be seen by downloading the document from

http://www.rowingcanada.org/member_services/policies

Any complaints about harassment should be brought to the attention of the Club Captain who will bring that to the Executive for investigation and resolution.

FREQUENTLY ASKED QUESTIONS

1. What Types of Boats are Used?

There are two types of rowing boats (shells), sweep shells and sculling shells.

In sweep rowing, each rower handles a single oar while in sculling the rower uses two oars, or sculls.

The hull of each shell is only about 1/8th to ¼ of an inch thick. This makes the shell as light weight as possible but it also makes it fragile and susceptible to damage. As such, when getting in and out of any rowing shell rowers must never step in the bottom of the shell. Always step onto the foot plate.

Each rower sits in the shell with their back to the direction the boat travels in. This means that rowers are unable to see where they are going unless they turn around. In 8+ and 4+ boats, the shells are directed by coxies that sit at the front of the boat with his/her back facing the direction the boat is travelling towards. In straight boats, there is no coxie and the person sitting in the bow of the boat is responsible for steering the boat. The bow-seat must turn around frequently to make sure that the shell is still on course and that no other shells or obstacles are in the shells way.

2. When is the Rowing Season?

The rowing season runs from May to October each year depending on the Club Program. Please visit the HBC website to find out when each Club Program begins.

3. How do I Join the Club?

All new rowers must take a Learn-to-Row Program before they are permitted on the water. Please visit the HBC website to find out when the next Learn-to-Row begins.

If you have completed a Learn-to-Row sessions at another club, you do not need take the Learn-to-Row Program at HBC. However, you must

provide confirmation that you have completed a Learn-to-Row Program prior to being permitted on the water.

For experienced or competitive rowers, you can try out for the Competitive or Masters Programs, or you can continue to develop your skills within the Recreational Program.

4. What Equipment Can I Use?

HBC has Club shells and oars that can be used by members. To receive a boat allocation, please speak to your Program Co-ordinator. You can only use the boat assigned to you. Taking out another crew's boat will result in sanctions.

Limited storage is also available for members who wish to store a private single or double. Please contact the Boat Storage Steward for information on storing private equipment.

CHECKLIST OF MEMBER RESPONSIBILITIES

- ✓ All members must sign the Application Form and Code of Conduct and pay the full fees for their Program before they are permitted on the water.
- ✓ All members must be physically fit to participate in the Program they join. If you are unsure of whether your physical fitness meets the requirements for your Program, please see the Head Coach.
- ✓ Be familiar with all HBC Policies and Guidelines set out in the Members Handbook.
- ✓ Each crew is responsible for having the necessary safety equipment accessible to them on the water (either in a coach boat accompanying the crew or in the rowing shell).
- ✓ Cleaning the docks (removing fowl waste and other hazards on the docks).
- ✓ Returning all Club equipment to its allocated spots in the boat houses (ie: stretchers, oars and shells).
- ✓ Wiping down the shells after use and participating in a weekly inspection and cleaning of the crews' shells.
- ✓ Picking up any garbage or recycling mistakenly left by other members.
- ✓ Volunteering for HBC Committees in which the members have any special interest or expertise. Any member that sees other volunteer opportunities based on their knowledge or background are encouraged to speak with the Club Captain to donate their time and expertise.