

SAFETY BOAT OPERATIONAL CHECKLIST

PRE LAUNCH

Boathouse

- Sign out boat
- Get kill switch (ensure it is for the correct motor)
- Following supplies:
 - Safety bag – black duffle bag in bay 4 (Note: a copy of the Emergency Action Plan is in the coach bag with the lifejackets. Please double check the bag before leaving the dock.)
 - Life vest for yourself and for your spotter
 - whistle
 - Two way radio (if possible) or cellphone in dry bag on lanyard around your neck
- Get gas from the cage (if it is not already open, get key to open it)
 - ensure you have at least a half tank of gas
 - be sure to take ONLY Hanlan gas cans
 - Make sure it is for the correct motor

At Shore/Dock:

- check the boat:
 - is the plug in and secure (if the plug is not secure the boat can easily fill with water and sink!)
 - 2 – 3 cinder blocks in the bow
 - life ring with line – ensure it is attached to the boat
 - paddle
 - two oars
 - bailer
 - tow rope
 - Megaphone of some type (something to project your voice)
 - Light(s) for boat (in case of fog)
 - Water proof flashlight (optional; but a good idea)
- Always know how many shells will be under your care.
 - Check the roster the night before and on the shore before launching.
 - Avoids the mad panicked scramble of counting bobbing heads on the water.

PREPARING TO LAUNCH

- unlock boat from chain and drag it over to the dock; ensure the water is deep enough to drop the motor in; clip boat to ring on dock
- attach gas to motor – this may feel difficult, you have to push hard to get it to snap in
- pull the arm forward
- ENSURE THE MOTOR IS IN NEUTRAL!

- grasping the motor in one hand, pull the clip underneath and gently drop the motor down into the water. It is heavier than it looks so this may take some effort
- Attach the kill switch to your clothing or life jacket. (Note: This is difficult to do when starting the motor, so you may need to wait until motor is running.)
- pump the gas squeeze box 2 x
- pull the choke out gently – about half way
- stand up in the boat, and grasp the pull cord with both hands – pull hard and quickly to start the motor. This may take a few tries. You may have to let the choke out a bit more if it won't start
- Once the motor is running – LET IT RUN for a good 3 - 5 minutes before you launch just to be sure you are good to go
- Once the motor is running well, push the choke back in
- final check – do you have everything? whistle, life ring, safety duffle? plug is in the boat?
- reattach Kill switch – DO NOT LEAVE THE DOCK AREA WITHOUT THE KILL SWITCH ATTACHED
- ask someone to throw off the bow line – or have the spotter do it while they are getting into the boat

LAUNCH

- To get out of the dock area:
 - put the motor in reverse
 - put one hand on motor other on stick (when driving the Yamaha – it will pop up if you don't hold it down when in reverse)
 - SLOWLY back out of dock area – NO WAKE
 - keep an eye out in ALL directions; be mindful of boats, birds, shallow water
- Once you are clear of the dock and all boats, slowly arc the boat around until you are in a forward facing position
- put the motor in drive and then SLOWLY drive the boat out of the little bay – mindful to not wake anyone

SAFETY WATCH/DRIVING

- Follow the boats at a safe distance – always keep ALL boats in your care in your view; remind rowers as needed to STAY WITHIN 250 Metres
- Look around 360 degrees – boats, debris, other coach boats
 - Try to minimize wake for rowers – do not criss-cross wake! it will cause cross chop which is dangerous for single scullers
- NEVER leave a boat behind you – if the other boats get too far ahead, reel them in; tell them to do loops if necessary until the slower boat catches up
- Spotter assists in watching for other boats, debris – PICK UP debris where possible; if not possible then alert rowers, coaches of the obstacle

EMERGENCY:

• FLIPPED BOAT:

- Instruct all crews to stop rowing.
- Instruct capsized athlete/s to stay with/hang onto the boat.
- If the situation is an eight with an athlete who has been ejected from catching a crab, yell “BLADES UP! BLADES UP” so the ejected athlete is not hit on the head by the oars of fellow crew members, who may still be rowing.
- Approach the flipped boat from downwind.
- Throw a lifejacket or ring to each athlete in the water.
- Slowly approach the capsized athlete/s
- Once close, put motor in neutral.
 - When you are within inches of the athlete quickly flip into reverse then back to neutral to bring the boat to a near stop
 - GRAB THE ATHLETE OUT OF THE WATER – or DIRECT TO THE RETRACTABLE STAIRS ON THE BOW AND PULL THEM OUT
 - NOTE – You will drift a lot so adjust constantly; be prepared to throw the life ring and pull them to the boat if needed.
 - you MUST get them out of the water within minutes to prevent hypothermia
- spotter SHOUTS to rest of fleet to stop; alert them to the accident
- if possible, get the other boats to:
 - come back and just do loops OR
 - if safe, go back to the dock, sticking together as a group near the shoreline OR
 - simply stop and wait (if it is not too cold)
- once in safety boat, cover the athlete in emergency blanket
- return to dock as fast as possible – then activate the EAP if/as needed depending on health status of athlete:
 - if athlete is coherent (not slurring words etc) then simply proceed to assisting with drying off, warm clothes etc
 - if athlete is NOT coherent Medical assistance is Needed IMMEDIATELY
- If hypothermia is an issue or you have more than two athletes in your care, leave the capsized shell behind, marking the spot for another safety boat to retrieve later.
- If it’s warm out and you have only one or two athletes, tow the shell behind you, using your hands or the small tow rope provided in the safety bag. Make sure to check the site for all parts and equipment before you leave the area.

RETURN TO DOCK

- Ensure all boats under your care have returned to Hanlan’s bay
 - Do not leave anyone behind
- then make your way into the bay – cut engine to quarter power – NO WAKE
- as you approach the docks bring it right down to near idle

- turn the boat such that the bow is pointing at the small lighted buoy (between the two docks)
- cut the engine to idle
- when the bow is lined up with the lighted bouy – PULL THE KILL SWITCH to turn off the motor (about 10 - 15 feet from shore, if windy you may need to get closer but watch water depth!)
- then, Immediately lift the motor out of the water – make sure you hear the “click” of the latch catching. This means it is securely out of the water
- if you are not far enough in, then you will need to use the paddle to paddle into the shore
- spotter/you – jump out, grab rope, pull the boat onto shore and then lock the boat to the chain
- once boat is locked to the chain, get back in the boat to do close down procedures

CLOSE DOWN/PUT EVERYTHING AWAY:

- disconnect the gas – this will be tricky, will take some effort to unhook it from the motor
- take everything out of the boat
 - Safety bag
 - gas tank
 - extra life jackets
 - LEAVE paddle and oars in the boat
- Put gas tank back in cage – if you are the last one there, then lock the cage
- return:
 - kill switch to correct hook
 - safety bag to bay 4
 - life jacket to bin in bay 2/3
 - two way radio – if using
- sign back in