

Appendix
Aggie Crew Operating Procedures

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“The Aggie Crew follows the guidelines promulgated by USRowing and FISA. USRowing and FISA is a nonprofit membership organization recognized by the United States Olympic Committee as the national governing bodies for the sport of rowing in the United States.”

1. Pre-requisites for Aggie Crew Team

Coaches

- All Coaches must hold current individual membership to USRowing.
- All Coaches must be certified by a nationally recognized agency in First Aid, CPR, AED.
- Current Boater Safety Certification, (TXPWD Safe Boater)
- Any Coach absent from water activities including but not limited to coxing, rowing, instructing for periods longer than 50 days is required to reevaluate and examine waterways, traffic patterns, and new hazards before placing students on the water under their supervision and responsibility.

Rowers

- Each member of the Aggie Crew Team will watch the USRowing “Safety Video” during their first semester and/or before their first water practice in a boat or racing shell.
- Each member of the Aggie Crew Team will identify any and all health concerns to the Coach or Senior Officer.

Swim Test

- Required for all members of the Aggie Crew Team and for participants in KINE 199 Competitive Rowing before their first time in a boat or racing shell.
 - Swim 200 yards continuously using any forward stroke
 - Tread water for 10 minutes
 - Competency in securing a life jacket while in the water treading
- Problems with swimming must be identified and discussed with the Coach or Senior Officer. Special remedial arrangements will be made when needed.

Waivers

- All members of the Aggie Crew Team will complete the “**Student Organization Waiver, Indemnification, and Medical Treatment Authorization Form**” prior to any organized land or water workout.
- Copies of signed waivers will be given to the Assistant Director of Recreational Sports and kept by the Coach or Senior Officer for no less than two (2) years.

2. Reporting and Communications

- Each semester the Coach will go over Crew Safety Procedures and address changes or issues with the Assistant Director of Recreational Sports and the Waterfront Operations Director.
- Each semester the Coach or Senior Officer will inform the Assistant Director of Recreational Sports of intended semester activities including generalized practice and regatta schedules.
- Prior to getting on the water during morning practices, all participating rowers and coxswains will sign in on a daily log located in the Aggie Crew Boat House.
- Any incident that occurs on the water where there is greater than \$500 in damage to property or medical care greater than basic first aid must be reported to the Assistant Director of Recreational Sports, who will inform the Waterfront Operations Director and the Assistant Vice President of Student Affairs, as soon as the situation allows. The Waterfront Operations Director will inform the Waterfront Safety Advisor.

3. Aggie Crew Safe Practice Requirements

General:

- These guidelines provide minimum rowing safety standards. Best practices should be maintained at all times and participants are expected to use their best judgment at all times. Coaches, Designated Person in Charge, Senior Officers, and coxswains are responsible for enforcing safety standards. All crew members are expected to abide by guidelines set forth by this document as well as any safety measures added at a given event or regatta.
- In the absence of a Coach, the Designated Person in Charge will be responsible for the safe conduct of the practice.
- No practice is to be scheduled or shell is to be launched without the presence of a Coach or Designated Person in Charge (PIC) at the launch site.
 - Coaches and PIC's must meet the following criteria
 - First Aid / CPR / AED
 - Texas Boater Safety (Boat TX)
 - Skill Experience Check List (TBD)
- The following items must be present within each shell on the water at all times:
 - Whistle or air horn
 - Cell phone in waterproof pouch
 - PFD's when not accompanied by safety launch.
- At all times when a shell is on the water a safety launch is required to be on the water and trailing the shells.

Exceptions to this requirement will be made if the following conditions are met:

- Daylight only (Sunrise to Sunset) or
- Launch of only 2 shells with a coach/PIC in one of them
 - A flare kit, air horn and whistle are in the boat
 - Coxswain is required to wear an inflatable life vest or equivalent approved flotation device
 - A safety person is designated ashore and the afloat crews notify that person when they depart and return i.e. police or crew team member staying ashore at the practice site.

Rowers and Coxswains

- Any rower or coxswain going out on the water will be responsible for abiding by rules, regulations, and traffic patterns which include those of navigable waters. They should be in good health and properly attired for the current and potential weather and workout conditions.
- In case of an accident, participants should stay with their boat (shell) rather than attempting to swim to shore. The oars as well as the boat (shell), unless seriously damaged, should float.
- Coxswains should receive a full explanation of handling the boat, and all relevant safety procedures. Inexperienced coxswains should be allowed out in boats only if observed by a coach or officer of the team.
- Any person not affiliated with Texas A&M University (employee or student) will not be permitted to use equipment unless prior arrangements and liability

forms are filed with the Coach and the Assistant Director of Recreational Sports.

- Report any and all injuries or boat and equipment damage to the Coach or PIC.

Coaches Responsibilities

- Coaches must evaluate environmental conditions and determine if it is safe for rowers to go out on the water. Boats will not launch in wind higher than 12 kts and/or where water is white capping.
- Weather will be checked (using several online modes) the night before each scheduled water practice as well as right before launching shells the day of practice.
 - On water activities will be curtailed if the following criteria are observed
 - Wind greater than 12 kts as observed at Scholes Field Galveston or white caps observed in the practice area
 - Restricted Visibility
 - Lightning observed or thunder heard
- Use of the racing shells will be during organized team events; they are not for general use by TAMUG students not affiliated with the Aggie Crew Team.
 - Affiliation to the Aggie Crew Team includes signed waivers and payment of semester dues which is determined by the Coach or Senior Officer.
- In the absence of the Coach, a PIC will be in charge as designated by the Coach.
- The Coach will report any and all injuries above basic first aid to the Assistant Director of Recreational Sports.

4. Requirements for Racing Shells

For the safety of all concerned, rowing equipment should be maintained in good working order. Particular attention must be paid to the following:

- Every boat must have a firmly attached bow ball of not less than 4 cm diameter on its bow. Where the construction or nature of the boat is such that the bow is properly protected or its shape does not represent a hazard then this requirement need not apply.
- Heel restraints and “quick-release” mechanisms must be in proper and effective working order in all boats equipped with fitted shoes. These restraints should not allow the heel to lift more than 5 cm.
- For rowing outside of daylight, boats shall be fitted with working lights as required by the inland navigation rules of the road. Each shell will have either red and green sidelights and a stern light or display a white light in enough time to prevent collision.

Excerpt from the Inland Rules of the Road

RULE 25: SAILING VESSELS UNDERWAY AND VESSELS UNDER OARS

- (a) A **sailing vessel underway** shall exhibit:
 - i. **sidelights;**
 - ii. **a sternlight.**
- (b) In a sailing vessel of less than 20 meters in **length** the lights prescribed in paragraph (a) of this Rule may be combined in **one lantern** carried at or near the top of the mast where it can best be seen.
- (c) A sailing vessel **underway** may, in addition to the lights prescribed in paragraph (a) of this Rule, exhibit at or near the top of the mast, where they can best be seen, **two all-round lights in a vertical line**, the upper being red and the lower Green, but these lights shall not be exhibited in conjunction with the combined lantern permitted by paragraph (b) of this Rule.
- (d) A **sailing vessel of less than 7 meters** in length shall, if practicable, exhibit the lights prescribed in paragraph (a) or (b) of this Rule, but if she does not, she shall have ready at hand an electric torch or lighted lantern showing a white light which shall be exhibited in sufficient time to prevent collision.

A **vessel under oars** may exhibit the lights prescribed in this rule for sailing vessels, but if she does not, she shall have ready at hand an electric torch or lighted lantern showing a white light which shall be exhibited in sufficient time to prevent collision.

- (e) A vessel proceeding under sail when also **being propelled by machinery** shall exhibit forward where it can best be seen a conical shape, apex downwards. *A vessel of less than 12 meters in length is not required to exhibit this shape, but may do so.*[\[Inld\]](#)

- If operating in lakes and inland rivers or streams the vessels must be lit in accordance with TPWD requirements for vessels under oars.
 - All oars should be checked to ensure that the “collars” are secure and properly set.
 - Bow and stern compartments should function as individual buoyancy compartments and be checked to insure port covers are installed.

5. Team Travel

- All travel rules from the Office of Student Life apply to team travel.
- In addition, the USRowing “Trailerling” video must be watched prior to allowing an individual to operate a vehicle pulling the boat trailer.

Boat Trailer

- Racing shells require the following attention when loaded on the trailer:
 - Loaded bow forward.
 - Red safety straps attached to protruding stern ends.
 - All 8+ shells only loaded on top two levels.
 - Even distribution of weight and boat sizes on trailer (if only one boat being transported, use of center spaces is required).
 - Rigging straps placed on bow and stern of every boat, and center portions if needed (8+'s only).
 - All seats, hatch covers, and wires must be removed or strapped down during travel.
- Oars, riggers, slings, and additional equipment must be strapped down to center storage areas of trailer.
- Lights must be checked for functionality before leaving and after every stop
- Safety car/van will follow trailer and notify trailer driver if problems are noticed.

6. Boat Maintenance

Daily

- All racing shells and equipment will be washed after each launch/practice.
- All metal parts will be sprayed with vinegar/water solution to prevent corrosion.
- Bolts and fasteners will be checked and tightened during and on conclusion of each practice. Damaged or missing parts will be replaced immediately.
- Boat discrepancies are to be reported on to the Coach or Senior Officer and pulled from use until repaired.

Every Semester

- General maintenance, cleaning and minor repairs (washing, waxing, taping, installation of replacement parts) will be performed by the members of the Aggie Crew Team prior to the start of each season. Major repairs (e.g. fiberglass work, painting) will be performed by a local contractor.
- Periodic maintenance days will be scheduled to repair boats as the conditions warrant.

7. Hurricane Preparation

- All racing shells, oars, boat slings, cox boxes, and rigging equipment will be loaded onto trailer and relocated to a safe location outside the estimated hurricane track.
- Power to Aggie Crew Boat House will be turned off.
- Remaining loose equipment in Aggie Crew Boat House will be secured.
- Spring lines will be attached to each section of dock and secured to bulkheads and pilings.

8. Requirements for Safety Launch

- Always launch and rig the safety boat with:
 - Gas tank
 - Anchor
 - Running lights
 - Spot Light
- Safety equipment
 - Paddle
 - Tow line
 - First aid kit
 - Air horn
 - Bailer
 - Phone
 - Marine radio
 - Emergency Blankets
 - Basic Tool Kit
 - PFD's

9. Safety Launch Operator Requirements

- Complete the Vessel Experience Questionnaire.
- Complete the TPWD or equivalent safe boaters course as approved by the Waterfront Director.
- Complete, under supervision of the Waterfront Director or their designee, the relevant sections of the vessel operator basic training checklist (taking into account the size of the boat and operational area).
- The safety boat will not be taken out without a 2nd person except in the following conditions:
 - In an emergency and no other crew available.
 - On specific authority of the Coach or PIC.
 - When transferring crew/instructors between boats.
 - When instructing on a rowing course.
 - When carrying out maneuvers while under instruction of the Coach or PIC.