DISCIPLINE
Following the rules is up to you and requires discipline.
This discipline will keep you safe!

Discipline to park in the right place, even though no one is watching.
Discipline to carry the boats on and off the rack with care not to damage them.
Discipline to be quiet in the presence of our neighbors.
Discipline to work with the ferries.
Discipline to follow a simple traffic pattern.
General Information
# Boathouse Staff and Hours of Operation

Boathouse hours: Monday-Friday: 5:30 AM - 6:30 PM  Weekends: 6:30 AM - 5:00 PM  
Office hours:  Monday – Friday  8:00-11:00am  

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<tr>
<th>Operations staff emails:</th>
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<tbody>
<tr>
<td>Club Operations</td>
<td>415-461-1431</td>
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<tr>
<td>Sandy Armstrong</td>
<td>Executive Director</td>
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<tr>
<td>Rodrigo Rodrigues</td>
<td>Boatman/Facility Manager</td>
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<tr>
<td>Dan Felling</td>
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<tr>
<td>Laurel Johnson</td>
<td>Operations/Office Manager</td>
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<tr>
<td><strong>Junior Coaches</strong></td>
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<tr>
<td>Sandy Armstrong, Amanda Harvey</td>
<td>Varsity Girls Coach</td>
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<tr>
<td>Skip Kielt, Julian Stephanski</td>
<td>Varsity Boys Coach</td>
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<tr>
<td>Tim Humphrey, Dan Felling, Steve O</td>
<td>Novice Boys Coach</td>
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<tr>
<td>Rodrigo Rodrigues, Laurel Johnson</td>
<td>Novice Girls Coach</td>
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<td><strong>Adult Coaches</strong></td>
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<tr>
<td>Rodrigo Rodrigues</td>
<td>Adv. Men’s Coach</td>
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<td>John Kaitz</td>
<td>Adv. Women’s Coach</td>
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<td>Laurel Johnson</td>
<td>Master B Level Coach</td>
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<tr>
<td>Tom O’Connell</td>
<td>Intermediate Level Coach</td>
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<tr>
<td>Felix Meier</td>
<td>Beg Adult Coach, M2R</td>
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<td>Adv. Alums</td>
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<tr>
<td>Amanda Harvey</td>
<td>Youth Sculling</td>
<td>415-472-7262</td>
</tr>
<tr>
<td>Felix Meier</td>
<td>Adult Sculling</td>
<td>510-316-3035</td>
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</tbody>
</table>
Emergency Phone List

In case of emergency, dial 911

AED’s are located on the table downstairs and on the wall in the erg room.

Boathouse address:

50 Drakes Landing Road, Greenbrae, CA

Waterway location:

Corte Madera Creek, or Larkspur Ferry Channel at Point San Quentin

Emergency Boathouse Phone: 461-UROW (8769) or Dial 911
Phone is located on the wall of the building next to the table between the locker rooms.

Executive Director Cell: 415-279-1431 Sandy Armstrong
Office Phone: 415-461-1431 Coaches Office

Larkspur Ferry Terminal:
Wed – Sat 415-716-8686, Amanda Hogart
Sun – Wed 415-716-7103, Robert Ketchum
Director 415-716-8642, Colin McDermott
Backup Operations Supervisor 415-716-6613 Run terminal
MRA Mission Statement
We are a 501(c)(3) Nonprofit Organization
Tax ID 23-7448092

Continue the legacy of developing highly skilled and competitive rowers, to promote the sport of amateur rowing, and to educate and train individuals, particularly the youth, in the art of rowing.

This allows us, when necessary or required, to prioritize the juniors, competitiveness, and skill level.
Billing

• We bill quarterly: Jan. 1, Apr. 1, July 1, Oct. 1

• Please keep your TeamSnap Roster current

• Active vs. Inactive: If a member uses the club at all during a quarter they are considered active.

• Dues and fees are payable within 30 days upon receipt of invoice. Failure to pay within 30 days shall cause the member to become delinquent. Delinquent members will receive a statement in the mail. After 60 days, delinquent members will not have access to the facility until the balance due is paid in full.

• Bill pay, checks, Venmo
The MRA structure is focused on development in both sweep and sculling

**JUNIORS**
- Varsity
- Novice

**MASTERS**
- Adv. Level - Competitive
  - Regional, National, International
- Master B Level - Competitive
  - Local, Regional
- Intermediate - Competitive and Recreational
  - Local
- Beginner – Competitive and Recreational
  - Local, Novice events

**SCULLING**
- Competitive Youth & Adult
- Recreational Youth & Adult
Program Information
Learning to Row and Joining Marin Rowing

There are two types of rowing: sculling requires an athlete to control two individual oars, one per hand, and can be in a single, double or quad and sweep rowing, where the athlete uses both hands to control one oar, either port or starboard, and requires a pair, four or eight rowers in a shell. Sweep rowing is a team sport that requires individuals to meet on set days at a specific time.

Learn to Row Options:

Sculling Lessons for Adults – Contact: felix@marinrowing.org
Schedule a series of introductory lessons to learn how to row, what equipment is available, and how to be safe on our waterway. Once you complete your lessons, you will be checked out to row on your own. No experience is necessary.

Sculling Lessons for Juniors: There is a long waitlist for this group.
Students must be 12 years or older, and in the 7th grade or above. Everyone starts with a private or semi-private lesson to learn how to row, then they may join our Sunday Youth Sculling Group. Juniors are not allowed to row unsupervised.

Sweep Rowing for Adults
We offer introductory workshops and classes for adults during the summer. Our Adult Novice team begins the first Sunday in October every fall. No experience is necessary for either.

Sweep Rowing for Juniors
We offer recreational summer camps for students 13 years or older and entering 8th grade or above. Tryouts for our Competitive Junior Team (ages 13-18) run every September

If you already know how to row, and want to join MRA…

Sculling:
Schedule a check out lesson with Felix Meier. During this lesson you will learn about MRA equipment and safety, and be asked to demonstrate your proficiency on the water.

Sweep:
At any level of experience, you will first join practice with the Intermediate Team. From there, the staff will work together to make sure you are on the appropriate level team.

Costs to Join:

Initiation Fee: $300- This is a one time fee to join Marin Rowing.

Quarterly Membership Dues: $225 ($75 per month membership fee, and a $10 per quarter equipment fee).

Quarterly Coaching Dues: $225 ($75 per month coaching fee paid by those who are an adult).

Temporary Sculling Membership: $75 per month, not to exceed 3 months. Once the temporary membership time elapses, the above fees apply. Must pay in advance.

Temporary Sweep Membership: $95 per month, not to exceed 3 months. Member must start in the appropriate level of Beginner or Intermediate. Must pay in advance.
MRA has a development system that supports education of the sport, proper technique, and effective training for rowing. If you choose to get involved with the sweep team you can expect a hierarchy of programs and equipment use. A member starts at the Beginning level in October of every year and the following year moves to the Intermediate level. Moving from the Intermediate level to the Master B and Advanced levels require tryouts. If you get to the B or A level and the staff finds that you are falling behind and may need to move back down for more development, he/she will speak with you about spending more time at that lower level.

Each program is limited in size due to the restrictions of the waterway.

**Beginner Level Rowing:**
Tues and Fri 5:30-7:30am and Sat 6:45-8:30am

Requirements: proficiency in sculling, completion of MRA summer program and/or acceptance by coach. This co-ed, coached program focuses on increasing fitness and technical skills, equipment handling, water safety, and novice level racing at local regattas.

**Intermediate Level Rowing:**
Intermediate Team: Tues, Thurs 5:30-7:30am and Sat. 6:30-8:30am
Mid-Morning Team: Mon, Wed and Fri 8:30-10:00am

Requirements: at least 1 year of rowing experience. This co-ed, coached program is for rowers moving up from the beginning level or experienced rowers from another club. Emphasis will be on improving rowing skills and fitness levels. Racing at local regattas is optional. Rowers interested in moving up to the next level should talk with their coach.

**Master Level B**
Wednesday and Friday 5:30 – 7:30am and Sat. 6:30 - 8:30am.

Requirements: at least 1 year of rowing experience and acceptance by coach. A try-out is required to ensure that the athlete is ready to participate at this level. This co-ed, coached program is for rowers moving up from the Intermediate Program or experienced rowers from another club who are interested in competitive rowing. It is a progressive track with a strong focus on technique as well as fitness and competition. Team will race at local regattas, and selection and testing will be required.

**Advanced Level A:**
Women - Monday, Wednesday, Thursday 5:30 – 7:30am, Sat. 6:30 – 8:30am
Men - Tuesday, Wednesday, Thursday 5:20 - 7:00am, Saturday 6:00– 8:30am

Requirements: rowing experience and acceptance by coach. These programs focus on competitive training and racing. Technical ability, fitness level and flexibility must be high. The coach's selections will be based on technique, strength, fitness and commitment. Ergometer tests, additional workouts, land training, weekend time and travel fees are required. A try-out is required to ensure that the athlete is ready to participate at this level and continued participation at this level is not guaranteed. Coaches may ask a participant to move back to the B level for more development or help transition them to the advanced alum team when the time comes that they no longer want to participate at this level.

**Advanced Alum:**
Women: Monday & Friday 7:30am-8:30am
Men: Wednesday 5:30am-7:00am

Requirements: past participation in the advanced level program. This program focuses on continued fitness and technique at a high level but excludes erg testing and selection. Crews can race in coordination with the ED.
Levels of Development

Overview
The following levels are designed to support athlete development with an emphasis on teaching and improving
technical skills, fitness training, increasing strength, flexibility and injury prevention. The focus at the early stages
is on important development of skills, the focus in the later stages is on racing and boat speed. Every level is
important and plays a critical role in the appropriate and safe development of the athlete.

Development Level I – Beginning  This program begins in October of each year.
Basic rowing skills are taught and technical development is encouraged, boat handling skills on land and on the
water are taught, along with water safety, general fitness, flexibility, strength training and injury prevention.
Learning to scull and cox will be included at this level. Following a year in Level I, all athletes move to Level II
– Intermediate. No selection process is required to join the novice team unless the numbers are too high (over 20).
The Beginning Program is coed.

Development Level II – Intermediates (early morning) and M2R’s (mid-morning)
Refining and improving technical skill development is the focus of this level, with an increasing focus on fitness
levels and strength requirements. Basic racing skills are introduced at lower rates. Limited racing at local
regattas is optional. These are coed programs.

**PROGRAM ADVANCEMENT and TRYING OUT FOR THE HIGHER AND MORE
COMPETITIVE LEVELS:**
Following the Intermediate Program, try-outs are required to move into the next levels.
If you are interested in trying out for Level III, talk to your coach to ask if they feel you are ready to move up. If
they agree that you have the skills necessary to safely fit into the next level, they will recommend you to the coach
of that program. You will be given a try-out period where the coach will determine if you have the required skills
needed to move onto the next level.

Development Level III – Master B
The selection process into Level III (Master B) will include a combination of technical ability (do you have a
good basic understanding of the rowing stroke), fitness (erg score), potential (size to strength ratio), coachability
(do you listen, can you make changes) and leadership ability (aka sportsmanship, attitude, team participant).
The focus of Level III is to introduce an athlete, wishing to eventually move up to the Advanced Level, to the
world of selection and expectations. The continued refinement of rowing technique and skills, development of
sport specific training, learning to seat race, erg testing, increased racing skills and higher ratings are the required
focus. The time it will take an athlete to get prepared at this level to move on into Level IV is unknown and
depends on the ability of the athlete. Athletes in this program must continue to work towards improvement and
advancement. Athletes will remain in this program if the higher level programs are full and the timing of moving
up depends on the schedule of the upper program. Coed, with boats separated by gender when available.

Advanced - Level IV   Separate men’s and women’s teams.
The selection process into Level IV (Advanced Level) will include erg score and seat racing comparisons to like
age of +/- 5 years, technical proficiency and coachability, attitude, leadership, team and sportsmanship.
These programs focus on competitive training, selection and racing at an advanced level. Technical proficiency,
fitness levels, strength and flexibility must be high. Ergometer tests, seat racing, additional workouts, land
training, weekend time and travel fees are required. A try-out is required to ensure that the athlete is ready to
participate at this level. Continued participation in this program is subject to evaluation by the coach and members
may be asked to re-develop skills at the B level if necessary.

Advanced Alums   Separate men’s and women’s teams.
The Advanced Alum team is open to anyone who has participated at the Adv. Level and has decided that
participation at that level no longer suits them. Racing is optional and must be coordinated with the ED.
Program Advancement

The following is an outline for you to follow if you are interested in moving up into the next level of your development. There is no limit on the number of times that you can try-out. At any point during this time if you do not understand the timing, the process or how you are doing, talk to your coach. The staff works together to help you set and reach your goals at each level.

If you get to an advanced level and the staff finds that you are falling behind and may need to move back down for more development, he/she will speak with you about moving to spend more time with the basics.

**Step One: Tell your coach you want to try-out.**

Once you understand the levels of development and feel that you are ready to move up, talk to your coach and let them know that this is what you’d like to do. Find a time when the coach can discuss with you whether now is the right time or if you would get more benefit from staying at your current level. Your coach will be able to clarify if your technical skill and fitness level (endurance, strength and coordination) are ready for an advanced level. The coaches will then talk to each other about your intentions.

**Step Two: (Coach may choose to skip step 2 and go right to step 3)**

*Coach comes to your practice to observe you rowing with your team.*

The process continues with the coach of the next level observing you row at practice with your team. He/she will consider all members of the team while on the launch with your coach. The coaches will then discuss among themselves the strengths and weaknesses of whoever has shown interest in moving up and then communicate these thoughts with you. If you are ready to advance you will be asked to try-out with the next level for a period of time. If you are not ready, the coaches will give you feedback and help you set goals for the future. If the coaches feel you aren’t ready, don’t give up! Just keep working towards your improvement.

**AND/OR:**

**Step Three: You are invited to try-out for the team for a defined period of time.**

Some athletes are asked to move-up and try-out without a prior opportunity to be seen by the coach in their program. During this period of time, the athlete will be integrated with the team and observed by the coach to confirm that they are ready for the next level. Your capabilities (boat moving ability, erg scores, technical proficiency, coachability and attitude) and ‘stats’ (age, height, weight) will be compared to others currently on the team. Following your try-out period, one or both coaches will sit down with you to discuss the results of the process. Whether or not you are selected, you will be given honest and productive feedback on your abilities and how you can continue to improve.

**Step Four: You are ready to advance to the next level.**

There are always more details to attend to, however, and you’ll need to understand that you have moved into a new program with new teammates, a new coach and potentially new and different ways of doing things. Keep an open mind and give yourself time to integrate and get used to the new demands and increased skill requirements at the next level.
Club Rules and Guidelines
Parking Agreement with City and Cassidy-Turley
Weekdays 5:30-7:45AM
Weekends all-day
 CLUB RULES

• On January 1 of every year, club members must go on-line to USRowing and sign your yearly waiver and ensure that your Championship Membership is current.
  • Members will be held personally responsible for accidents on the water.

• Adult members are restricted from using the waterway and facility between the hours of 3:30–6:00pm weekdays. This time is reserved for our junior program and is a requirement of our land owner, the City of Larkspur, due to traffic and parking.

• The boathouse closes at 5pm on the weekends.

• Follow the parking agreement and park in reserved spaces only. This is 7-days a week, 24-hours a day.

• Use of the Boat Reservation book is required to use the club sculling boats. The binders are located on the membership table.

• All small and blind boats must sign-out in the log prior to departure.

• Report any damage, boat, or required facility maintenance in the damage/maintenance log located on the membership table.
  • Please leave the boat upright in slings for the repair. Do not row damaged equipment.

• Foot stretchers and riggers should be adjusted either before the boat is brought to the dock, or after launching.

• Boats should be brought down bow first, with launching taking place in the direction of Mt. Tam. Return to the dock is in the same direction, headed upstream.
• Boats that are landing should quickly move to the upstream end of the dock. When landing, give way to boats that have already landed. All crews and scullers should move as quickly on and off the dock as possible.

• Please do not yell at another crew on the dock to move down.

• Please do not leave your boat unattended on the dock.

• You are responsible for damage to club equipment:
  – Assessments, described below, will be made to pay for parts, supplies and outside labor needed to repair damage to club equipment resulting from:
    • Improper boat handling around slings and boathouse racks.
    • Breaking or bending rudders and fins on the dock during launching.
    • Ramming known obstructions including but not limited to bridges, pilings, docks.

• You are responsible for damage to private boats and injury to others.
  – You may personally be held liable for damage and injury to other(s) as a result of your breach of following the traffic pattern and rules of the MRA.

• Assessments will be made to the individual or team program in the case of on water accidents and will be made to the individual crew in the case of accidents on the dock and in the boathouse. The only exception to this is in the case of novice programs where all assessments will be made to the individual program.
• Please clean up after yourself: coffee, water bottles, clothes, etc.
  – Put away your weights, rollers, mats, and balls after use.
  – Ask your team to remove any/all collected debris from the dock and deposit next to ramp.

• For your health: wipe down your erg before and after use. Wipes are in the ergroom.

• Watch the volume and musical choices in the ergroom. Be thoughtful of others. Wear headphones!

• The locker rooms are professionally cleaned 3x per week. The other 4 days a week they are to be maintained by the membership. Please pick up anything you dropped, make sure to grab all your gear, wipe down the sink area when you are done, and push the waste can down if it is overflowing.

• Look over your equipment each day you use it. Is there damage to the hull? Record equipment damage immediately to the damage log.
  – Leave non-working coxboxes on the table for care and leave a note in the log.

• PFD Life jackets are NOT for sitting on, and must be kept on the launches in their bags. This is a safety issue and coaches must ensure that their rowers do not use life jackets for seats. Use a seat pad or the foam blocks designed for this purpose.

• Take care when moving the singles from side to side. Damage to the hulls of the sweep boats is occurring.
DAILY COACH & TEAM ‘TO DO’ LIST

ON THE DOCK:
• Launch and land quickly; no footboards or rigging changes on the dock!

• Please do not yell at another boat to move out of the way; sweep or sculling.

• It is good practice to check your fuel levels before departing the dock.

• Life jackets are NOT for sitting on, and must be kept on the launches in their bags. This is a safety issue and coaches must ensure that their rowers do not use life jackets for seats. Use a seat pad or the foam blocks designed for this purpose.

• Ask your team to remove any/all collected debris from the dock and deposit next to ramp.

• Always pull the motor up after using the launch. The new motors on the small launches have a toggle switch on the port side of the cowling to the stern that raises and lowers the engine.

• Please make sure the navigation lights are off when you are done with the launch.

• If you remove anything from the first aid kits in the launches, please make a note of it in the damage log so it can be replaced immediately.

EQUIPMENT REPAIR:
• If you need equipment repaired: leave the equipment upright in slings outside. Raining? Leave it in side or upside down outside. Make sure it is not in the bike path.

• If you have a coxbox malfunction: regardless of which component (Box, Mic, Harness) you suspect is malfunctioning, you must put the box AND microphone aside (in the basket next to the men's bathroom), and make a note of which boat you were in and what were the symptoms in the damage log. NOTE: NEVER put the plug in the salt water, that is why the wire corrodes.

ON LAND:
• Please leave the erg bay and weight equipment cleaned up or in better condition than it was found.

• Pick up after yourself in the locker rooms.
Important Protocols & Safety
MRA Adult Member Code of Conduct

“Work Hard and Be Nice.”

The MRA is based on the principle that hard work and humility will bring great reward for individuals, crews, and our entire association. We will all strive to value and respect, in a judgment-free zone, members of the organization regardless of skill level, age, or ability. As members of the MRA, and therefore spokespersons of the organization, we are to represent these values at all times within ourselves, our crew, our team, our boathouse, our local community, and amongst our competitors.

This Code guides our ‘way-of-life’ at Marin Rowing. It underlies our rules and policies for ensuring the safety and well-being of all participants. Following this credo is central to being a member in good standing.

Marin Rowing recognizes that making mistakes, acknowledging them and learning from them are critical parts of the educational experience. We also recognize that, in many instances, corrective action is the best method of disciplining behavior.

If or when there is any disagreement we ask that you bring that concern to the forefront via the reporting procedures outlined below.

Failure to adhere to the conditions and rules of the MRA as outlined will result in disciplinary action. Depending on the severity of the violation, consequences may include a warning, suspension, or expulsion from the club. Marin Rowing grants the executive director broad discretion in choosing and imposing consequences of member violations in communication with the member, coach, staff and board of directors.

**Working Together: The Ultimate Team Structure**

To be successful in achieving our mission, it is essential that members, coaches, staff and the board work together as a cohesive team. We will, individually and collectively, do our part to create and maintain trust, respect, and care throughout the club by accepting responsibility for our own actions.

**Member Behavior**

Members are expected to treat their coach, the staff, and fellow teammates respectfully. Swearing and inappropriate gestures towards anyone are not allowed. Members will base their actions on honesty, integrity, and concern for the welfare of others. In doing so they will not lie, cheat, or steal and will not condone such action on the part of others. Members will look out for the facility and the equipment, doing no harm to either.

**Social Networking**

Marin Rowing members who access social networking sites (Facebook, My Space, Twitter, etc.) should act responsibly and show respect for the rights and feelings of others. Gossip, insults, and libelous, demeaning, or derogatory pictures or comments about others, especially teammates, coaches, staff or Marin Rowing are strictly prohibited. Threatening or harassing statements or pictures are also prohibited. Members and Staff should exercise appropriate discretion when using social networks for personal communications with the knowledge that behavior on social networks may result in disciplinary action.

**Staff Authority**

The MRA grants our coaches and staff the authority to enforce this credo and all rules and regulations of the organization. We expect the staff to call attention to, and to correct, individual or group behavior that is not consistent with this credo. All staff members are entrusted with enforcing rules, policies, and procedures and they have the authority to discipline and ultimately remove members whose behavior is inconsistent with these guidelines, with staff having followed MRA disciplinary procedure outlined above.
Grievance and Disciplinary Reporting Procedure
If any member wishes to report a grievance, or questions the actions of another member, coach, or staff member of the MRA, they can promptly report the facts of their concern and the name of the involved individual(s) to their coach, or any MRA staff member.

The following is the proper procedure for filing a grievance:
First, a captain or coach should be contacted and given the immediate opportunity to directly address the concerns that have been raised;
The executive director is the next point of contact if the captain or coach is unable to positively resolve the issue in question, or if there is no coach, or if the concern is regarding the coach.
The board of directors will make a final determination of a dispute or grievance only if satisfactory results have not been achieved from the process outlined above.

As a matter of Disciplinary Procedure, staff has the authority and the responsibility to clearly communicate to the individual(s) involved their concern regarding the actions that are under inquiry and how the behavior is not in line with the rules of this organization. Members must take immediate responsibility for their actions. If the behavior does not change, be advised that staff does have the authority to ask you to leave and follow-up with you and the executive director at a later time.

Confidentiality
All information shall be kept confidential to the extent reasonably possible to handle the issue. Witnesses and those interviewed shall be informed of the confidential nature of the issues, and shall be informed that it will be a violation of this policy to disclose the allegation or the nature of the subject matter to others and shall be subject to disciplinary action as defined in this policy.

Retaliation Is Prohibited
The initiation of an allegation will not subject the individual reporting the incident or witnesses to retaliation nor will it affect such person’s dealings with Marin Rowing. It shall be a violation of this policy to engage in such retaliation. An allegation of retaliation shall be considered as a separate incident, shall be investigated, and shall be subject to disciplinary action as defined in this policy.
Injury Prevention and Protocol

Rowing is a high intensity exercise that can create overuse injuries such as tendonitis, and it creates a heavy load on the back that is aggravated by poor technique and a weak core. Lifting boats in and out of the water puts the body at the most risk, lift properly! The following protocol will help:

Marin Rowing would like to keep track of the incidents/injuries that occur both on the water and off so that we can work to minimize these risks. Please fill out an Incident or Injury Report Form immediately following any accident or injury. Forms are located on the table and online.

**Injury Prevention for Athletes:**
- Stop when you feel that you may have an injury and tell your coach immediately.
- Always warm-up prior to start of practice.
- Stretch. See stretching exercises.
  - Hamstring inflexibility is a major cause of back strain and injury in rowing.
  - Post work-out stretching is ideal and generates better results.
  - Strengthen your abs and back. See core strengthening exercises.
  - Use care when lifting the equipment – do not use your back to lift.
  - Use proper technique on the erg and on the water.
  - Erg well before you erg hard. Most injuries to the back are caused by improper erging under too much load for too long. Keep drag factor low (80) with novices. Use the ergs, mirrors and gamut erg as technique learning tools.

**Injury Protocol for Athletes and Coaches**
- This Protocol is a guide for you as soon as you become aware of an injury to an athlete. Rest time and recovery will vary depending on the level of injury or soreness. Always err on the side of safety. Keep an injury log of your athletes. Keep track of what happened, when and how.
- Do not ignore the problem or the athlete. Assume he/she is telling the truth and listen to what they are feeling.
- Discontinue athlete training for the day. If they are on the water send them in without the injured athlete rowing.
- Give them a few days to rest and recover. They can do work that does not use the injury.
- Stay in touch with the athlete
- Suggest they see a PT for an evaluation. TKJ Sports in San Rafael
- On the recommendation of the parent, attending physician, or PT, the athlete can return to rowing.
- Start slowly back into the program. Light erg the first day and use the slider ergs for less impact and load on the lower back.
Blind Boat Rowing
It starts with knowledge, and then requires discipline.

• Safe Blind Boat rowing is not about if you can row well, it’s about if you will follow the rules that will guarantee your safety.

• Be aware of your surroundings. Who is out on the water? What’s the tide doing? What's the weather forecast? Where are the docks?

• Look around EVERY 3-5 strokes. You wouldn’t ride your bike with your eyes closed, would you?

• For many of you, your coach takes the responsibility to manage on-water safety, which allows you to forget its constant presence and importance.

• When you are in a blind boat the responsibility becomes yours.
  – If you are not capable of taking on this responsibility please do not put yourself in this position!
Anticipation of Danger

‘The act of foreseeing, expecting and taking measures against possible future exposure to harm, death, or a thing that causes these.’

BOATERS: Boaters are considered to be any other craft on the water including motorboats, kayaks, canoes, SUPs, swimmers, etc. These boaters are not required to follow our traffic pattern. Motor boats must use the deep water channel in the creek, in both directions, which runs along the docks.

DARK: USE LIGHTS Red/Green on the bow, white on the stern “Boaters” often do not have lights.

FERRY: Know the schedule. It is online and posted on the table. Follow Protocol every piece, every practice, every time. Do not enter the turning basin with 5’ of scheduled departures. Do not go beyond the pilings at Point SQ when a ferry is in sight. Do not row directly behind the ferry’s path as there is a high horizontal wake that follows that will cause damage to the shells and can swamp you.

TRAFFIC PATTERN:
- Stay to starboard at all times
- Leave a buffer lane in the center for launches and passing only.
- Do not cut corners.
- Do not swing wide on tight turns.

TIDE: Check the tide book on the table. Strong tides make the area through the bridges difficult to maneuver for unseasoned crews.

PILINGS: They don’t move. They are in the same place every day. Pay attention. They can cause get damage and harm to boats and individuals.

OBSTACLES: Mud at low tides, docks, rocks in playpen and at pinch point.

WEATHER: Weather conditions can impact you quickly. Be aware of changing weather conditions.
- DO NOT ROW IN THE TULE FOG
- DO NOT ROW IN HIGH WIND/WHITECAPS in the Bay
- DO NOT ROW IF LIGHTNING IS IN THE AREA
Emergency Protocols: On-Land

**DIAL 911**

Phone is located on the wall of the building next to the table between the locker rooms.
The Water Main Shut-off is located outside the building along the West side next to the planter box.
The Main Electrical Box is located on the waterside of the building in the west corner.

**In case of a MEDICAL EMERGENCY:**
- DIAL 911
- Use appropriate Medical First Aid Kit located on the table between the locker rooms.
- Administer CPR if appropriate.
- An AED is located at the top of the stairs facing the erg room. Look for AED sign.

**In case of an EARTHQUAKE:**
- Do not use the elevator.
- Get away from windows and hanging objects.
- Follow exit signs & exit the building as safely as possible.
- Following the earthquake, turn off all utilities.
- UTILITIES SHUT-OFF is on the wall on the water side of the building in front of the 4+’s rack.

**In case of FIRE:**
- Do not use the elevator.
- Follow exit signs and EVACUATE the building.
- DIAL 911
- Meet at ASSEMBLY AREA on the bike path in front of the MRA dock ramp.
- IF FIRE IS SMALL AND CONTAINED, use fire extinguishers located throughout the building. Extinguishers are located throughout the building.
Simplifying to hands-only CPR

Experts now believe an adult who suddenly collapses due to cardiac arrest has enough air in his lungs and blood during CPR and doesn’t need mouth-to-mouth breathing.

If you see someone collapse ...

... have someone call 911.

Position unresponsive adult.

Press about 2 inches

Begin hands-only CPR with straight arms and forceful compressions at about 100 a minute.

Lift hands slightly after each to allow chest to recoil.

Take turns with a bystander until emergency medical services arrive.

Use an automated external defibrillator if available.

Keep CPR interruptions to a minimum.

SOURCES: University of Arizona Sarver Heart Center; American Heart Association

Check for signs of Sudden Cardiac Arrest:

- Unresponsive
- Not Breathing Normally

1 PULL
2 PLACE
3 PRESS

QUICK REFERENCE GUIDE
The following guidelines are in place to ensure a safe rowing environment for all members. All members must read, understand, and follow these guidelines to remain a member in good standing.

If you choose to disregard these procedures you do so at your own risk, can be held responsible, and may lose your membership privileges.

- Dock and ramp are slippery in the wintertime. No running, no crocs.
- Members must know how to swim.
- Coxswains, Coaches and Launch Riders are to wear a PFD on the water.
- Scullers are recommended to wear a PFD while on the water.
- Be aware of weather conditions:
  - Be aware of the danger of hypothermia when water temperature is below 50°.
  - Do not row in fog unless your visibility is at least 50 yards.
  - Do not row in high wind or whitecaps, particularly in the Bay.
  - Do not row in an electrical storm (lightning)
- When the air temperature is below 40° and/or the water temperature below 50° scullers should use the "buddy" system or be accompanied by a launch.
- Sculling requires a check-out lesson from one of our sculling coaches. Contact Maggie for more information.
- When rowing beyond the ferry terminal towards Point San Quentin, try to stay in the marked ferry channel at all times.
- Do not row past the tripod more than 250m in any direction. There is a shipping channel and the winds can pick up at any time.
- No boats should row past Point San Quentin without a launch or buddy in direct contact. If capsize occurs, get out of the water and onto your shell.
- Stay with your shell and kick to shore if you cannot get back into your shell. Use phone and whistle to attract attention for help.
Safety Guidelines cont..

• Any boats rowing past the ferry terminal without a launch in direct supervision should have the following on board: one cell phone per boat, including the emergency phone numbers.

• Avoid known water and mud hazards, including bridge abutments and channel markers.

• No rower or coxswain should ever leave their flotation device to swim to shore. Stay with your boat. Use the stern as a water board and kick to shore.

• Launches must stay with a capsized sweep or sculling shell and help the rowers safely return to the boathouse.

• Be aware of approaching wakes from other boats.
  – If approaching wakes are higher than the gunwale, the shell should be turned parallel to the wake to avoid having parts of the shell unsupported by the water. Rower(s) should stop rowing and lean away from the approaching wake, with oar(s) on the wake side lifted slightly.
  – If approaching wakes are lower than the gunwale and widely spaced, continue to row without a course adjustment. Deep and closely spaced wakes that are lower than the gunwale may be taken at a 90° angle with the bow directly toward them.

• Display lights on all boats within a half-hour of sundown and sunup and in foggy conditions. On the BOW of the boat place a red/green light, on the STERN of the boat place a white light. Each light should be facing away from the rowers.

• Never row under the Richmond/San Rafael Bridge. Tidal conditions are extremely dangerous through the bridge.
Emergency Protocols: On-Water

If you flip your shell:
Stay with your boat; NEVER leave your flotation device.
- If you cannot get back into your shell, climb onto the stern, with your body out of the water, and kick the shell to shore.
- If you can get back in, row to shore if you feel hypothermic and get out of the water. Leave the boat on land and get help.
- If you can get back in and are not feeling hypothermic, row back to the bths.
- In all cases, attract the attention of another rower or launch by waving, calling out, and/or whistling.

• Everyone is allowed to use a launch in an emergency. See launch us protocols in this handbook.
• Input important emergency numbers into your phone and carry your phone with you.
• Bring a whistle to attract attention.
• All launches carry life jackets and space blankets. If you frequently row alone and in the channel we highly recommend that you purchase and carry a private lifejacket with you.
• For your safety, we recommend that you do not row past SQ without a launch or buddy with you.

If someone in your boat has a medical emergency: call for help, give them the attention they need and return to the boathouse ASAP.

In case of heart attack: see ‘Cardiac Arrest’ protocol and get to closest shore or bths ASAP.
How to Drive a Launch in an Emergency:

The 8 launches at the MRA are always ready to be used. If a launch is out of commission, the key should/will be removed given to the Facilities Manager until the launch is repaired.

The launches all work the same way. Four CAT’s should be docked in the center of the dock behind the back float, two CAT’s at the west end of the dock and two CAT’s at the east end of the dock.

The keys and seat pads for the launches are found in the bench of each launch.

To put the engine down into the water use the up/down electronic switch on the throttle lever or on the right back side of the engine.

Gas is already on each launch and refilled by the Boatman. Each launch is equipped with two 6-gallon tanks. If the gas line is not hooked up, or you need to switch tanks the gas line can be attached via quick release. To connect the quick release pull back on the metal ring, push onto the metal connection on tank and release the metal ring.

Put the key in the ignition, put the throttle in neutral and lift the black lever. Turn the key and push it in. The engine will turn over and start up. Once the engine has started, adjust the lever so that the engine runs at a high idle and let it warm-up for 30 seconds or so. Engines will take a little longer to start and warm-up in the early mornings.

Push the lever all the way down. Unhook the launch from the dock and push off. Take hold of the throttle and squeeze the red lever up, put the throttle into reverse by pulling the throttle back towards the stern of the boat. The further you pull the handle, the faster the boat will go.

When you are ready to move forward, squeeze the red lever in your hand and push the throttle forward towards the bow. Again, the further you push the throttle forward the faster you will go.

These CATs have BIG turning radius. Do not get too close to something and expect to turn quickly.

There are NO BRAKES. Throwing the engine into reverse to stop will damage the gearing, so please think ahead and move slowly around your crews.

There are throw ropes, paddles, hand pumps, life jackets, emergency blankets and anchors in each boat.

To tow another launch, hook the launches together with the hooks that hook the boats to the dock. Once connected lift the engine of the launch you are towing out of the water and proceed back to the dock slowly.
Ferry Protocol

Because Larkspur ferries are limited to a narrow channel and are restricted in maneuverability, they have the right-of-way in Corte Madera Channel.

- Do not enter the turning basin if it is occupied or is about to be occupied by the ferry, and never race across the bow or stern of a ferry while it is approaching the turning basin. 5’ is a good buffer.

- Boats are not allowed to be past SQ Point or channel markers 9&10 when a ferry is in that area, or approaching that area.

- If a ferry is approaching your shell and traveling in the same direction as you are, hold a steady course to the right of the channel markers. When the ferry gets within 300 meters bring the shells to a complete stop and allow the ferry to pass.

- If the ferry is traveling in the opposite direction than you are, hold a steady course to the right just outside the channel marker. When the ferry gets within 300 meters bring the shell to a complete stop and allow the ferry to pass.
RULE 9: Narrow Channels – Corte Madera Channel

• A vessel proceeding along the course of a narrow channel or fairway shall keep as near to the outer limit of the channel which lies on her starboard side as is safe and practicable.

• A vessel of less than 65’ in length or a sailing vessel shall not impede the passage of a vessel which can safely navigate only within a narrow channel.

• A vessel shall not cross a narrow channel if such crossing impedes the passage of a vessel which can safely navigate only within such channel or fairway. The latter vessel may use the sound signal prescribed in Rule 34.

RULE 6: Safe Speed

• Every vessel shall at all times proceed at a safe speed so that she can take proper and effective action to avoid collision and be stopped within a distance appropriate to the prevailing circumstances and conditions. In determining a safe speed the following factors shall be among those taken into account: weather, density of traffic, radar.
Counter Clockwise Traffic Pattern

- Serious injury can and will result from irresponsible boat handling and steering on the water. Individuals are responsible for personal injury and damage. The MRA does not take responsibility for your actions.
- Stay to starboard side with buffer lane open.
- Do not cut corners, do not drift wide.
- Pay attention to others. Watch for rowers, docks, and pilings.
- Accident Reports have proven that most collisions occur at turns on the waterway. Be additional aware at these points.
Bridges

Right of way
Bay Traffic Map and Lanes
Use of Blind Boats

1x, 2x, 2-, 4x, 4-

All blind boat users must be checked-out by a sculling coach prior to using these type of equipment.

The 4-'s are not for the use of the general membership: Adv. Level and Juniors only.

1. Safety First:
Rowing blind boats is a privilege, and requires a very high level of skill and experience to ensure safety for the members in the boats, and of other boaters and rowers sharing the water. The most important consideration is safety, and, in the event that safety is, at any time and for any reason, in question, the rule is that no rowing shall take place.

2. Approved Expert Steersmen:
In order to be added to the list of expert steersmen/women, your coach and/or Sandy must both pre-approve the name of the proposed added steersman/women. In the that the steersman/women is no longer approved, he/she will be removed from the list.

3. Rowing on the Bay:
No more than two (2) straight fours or quads may row side by side in the Bay at any time without a launch in direct contact.

In the event there is/are an additional four(s) or quads, either:
a. There must be a launch accompanying the practice.
b. The four(s)/quads must row in separate flights so that no more than two are rowing side by side.

a. Outbound: Side by side Fours/Quads between the Ferry Basin and San Quentin Point must head out in lanes zero and minus 1 (0 and -1) and a single four/quad must be in lane zero (0), unless in the opinion of the person in charge of the practice those lanes are too shallow, in which case lanes 1 and 2 may be safely used.
b. Inbound: Side by side Fours/quads between San Quentin Point and the Ferry Basin must head in in either lanes zero and 1, or 1 and 2 whichever is safest. A single four/quad can be in lane zero or one (0 or 1).

4. Rowing on the Creek:
No more than Two (2) straight fours may row side by side on the Creek at any time. Except on Monday mornings, Fours shall always row single file on the Creek unless there is a launch accompanying the practice.

On Monday mornings, in the event there is a tide that, at any time during the practice, will be less than + 1 foot, straight fours must row single file in the creek.
Permit Conditions for Marin Rowing Association

The permit shall apply only to catamaran-type coaching launches with motors not exceeding 25 horsepower.

Speaker systems shall be installed in the eight-oared boats.

During weekdays, use of the catamaran-type coaching launches shall not begin prior to 7:00 a.m. and shall not proceed prior to 8:00 a.m. on weekends. Launch activities shall cease at 6:30 p.m. on weekdays and at 5pm on weekends.

When and where possible, vessels should be positioned in the middle of the waterway for even distribution of wake.

Coach launches shall not exceed the speed of the rowing team unless absolutely necessary. Any increased speed should be performed gradually and in a safe manner, not to exceed 2 miles per hour above rowing team’s speed.

The permit shall only be valid for Corte Madera Creek from its mouth at the Larkspur Ferry Terminal to the Bon Air Bridge.

Liability insurance acceptable to the City Manager shall be secured, naming the City as a co-insured.

This permit shall be valid for three years from the date of issuance and may be renewed if requested by the Rowing Association.

Noise levels shall be kept to a minimum.

Coaches must read and accept these conditions on a yearly basis.

Violation of the above conditions may be cause for revocation of the permit, after a hearing before City Council.

This statement of conditions will be valid through March 31, 2020.

Dan Schwarz
Larkspur City Manager
June 8, 2017
QUIET ZONES

We row within a community of residents who live on the water. Be respectful and keep quiet around creek side homes at all times.
Noise Ordinance

Marin County, California
Noise Ordinance

LOUD AND UNNECESSARY NOISES:

(3) **Loud speakers, amplifiers, etc.** Using, operating or permitting to be played, used, or operated of any musical instrument, loud speaker, sound amplifier, or other machine or device, or combination thereof, for the producing or reproducing of sound in such manner as to disturb the peace, quiet and comfort of the neighboring inhabitants or at any time with louder volume than is necessary for convenient hearing for the person or persons who are in the room, vehicle or location in which such machine or device is operated and who are voluntary listeners thereto. The operation of any such instrument, loud speaker, sound amplifier, or other machine or device, or combination thereof, between the hours of eleven p.m. and seven a.m. in such a manner as to be plainly audible at a distance of fifty yards from the building, structure or vehicle in which it is located shall be prima facie evidence of a violation of this section;

(4) **Yelling, shouting, etc.** Yelling, shouting, hooting, whistling, or singing on public roads between the hours of eleven p.m. and seven a.m. so as to annoy or disturb the quiet, comfort, or repose of persons in any dwelling, hotel or other type of residence in the vicinity. (Ord. 1707 § 1 (part); June 3, 1969).

**PRIOR TO 7AM WEEKDAYS AND 8AM WEEKENDS:**
SILENCE ON THE CREEK AND IN THE PLAYPEN FOR SCULLERS, CREWS, AND COACHES

**AFTER 7AM WEEKDAYS AND 8AM WEEKENDS:**
QUIET ON THE CREEK AND IN THE PLAYPEN FOR SCULLERS, CREWS, AND COACHES

ALWAYS SPEAK AWAY FROM HOUSES TOWARDS THE FERRY TERMINAL
Hypothermia

Depending on severity, Call 911 or bring the member to the hospital right away

As a precaution:
Do not row in cotton in cold weather, wear wool!
Carry a whistle with you.

Hypothermia is defined as a body core temperature less than 35 degrees Celsius.
The core temperature leads to rapid heat loss, avoid if possible.

GET OUT OF THE WATER AND GET ON TOP ON YOUR BOAT
DO NOT SWIM TO SHORE WITHOUT YOUR FLOATATION DEVICE
Get to shelter, a nearby home, or the bths ASAP.

Body Temp. Signs and Symptoms

37.5: Normal
36.0: Feel Cold
Seek dry shelter, replace wet clothing with dry, including socks, gloves, hat,
over neck, insulate whole body including head.
35.0: Shivering
Exercise but avoid sweating. External warmth (bath) ONLY if core temp. is above 35 C.
Warm sweet drinks and food (high calorie).

BODY CORE TEMPERATURE BELOW 35 C = HYPOTHERMIA = HOSPITAL
NO EXERCISE, HANDLE GENTLY, REST, NO EXTERNAL WATER HEATING
CALL 911 GET HELP. Subject may appear drunk.

34.0: Clumsy: Add WARMTH (jacket).
Irrational: Warm sweet drinks and calories.
Confused: Internal warming via warm moist air (exhaled air, steam) or warm moist
oxygen.

33.0: Muscle Stiffness: Monitor pulse and breathing: Restrict all activity, lie down with feet
slightly raised.

32.0 Shivering Stops, Collapse: GET TO HOSPITAL–URGENT CALL 911
31.0 Semi Conscious: Nothing by mouth: Check airway remains open.
30.0 Unconscious
29.0 Slow Pulse and Breathing: Slow mouth to mouth breathing at victim’s own rate.
28.0 Cardiac Arrest: Check airway: CPR w/ mouth to mouth breathing: Aim for CPR rates of
12-15 breaths/min. Continue for as long as you can or until paramedics arrive.
Hypothermia In Water

DO NOT SWIM TO SHORE WITHOUT YOUR FLOATATION DEVICE

Do not remove clothing or shoes, they provide insulation (a jacket can trap air and assists floating).

Carry a WHISTLE with you!

Hypothermia is defined as a body core temperature less than 35 degrees Celsius. Decreased consciousness occurs when the core temperature falls to approximately 32 to 30 degrees.

Heart failure is the usual cause of death when the core temperature cools to below 30 degrees. The body loses heat to the water about 30 times faster than in air.

The positions HELP and HUDDLE are designed to reduce body heat loss in water.

Arms close to sides of the chest, legs crossed & pulled up closing the groin area.

In the huddle position, keep close together and still - to keep colder water out. The huddle helps small children survive longer!
WORK HARD
and
BE NICE

GO MARIN!