

ARGONAUT ROWING CLUB - Club Rules

Basic rules are listed below for participating as a member of the Argonaut Rowing Club on the dock, in the boathouse and on the water. These rules have been developed with the safety and convenience of all members in mind. As a member of the Club, you have the responsibility to understand and follow these rules and to do your utmost to ensure everyone else complies as well. Members are required to familiarize themselves with these, other club rules, the Code of Conduct and Club Policies. They are posted on the website and available in the office.

Failure to comply with these rules could result in the suspension or revoking of rowing privileges for each member or full crew as set out in the Penalties and Infractions Policy, including a fine up to \$200 per crew member involved in a preventable accident. If in doubt, please ask the Head Coach, your program representative, or another club official, for clarification. Please ensure that you respect the safety of yourself and others by adhering to all Club Rules and safety policies.

Docks Status

The dock status is determined by the Head and program coaches. The dock status shall be clearly posted on the outside of the boathouse.

1. **Green** - docks are open. See "dock access" for the rules of boating under the green docks status.
2. **Orange** - docks are open, cold water rules in effect. See "dock access" for the rules of boating under this docks status.
3. **Red** - docks are closed. No boat, including privately owned boats may launch from the club docks.

Dock Access

The dock access and equipment usage depends on the docks status, the presence of the coach boats, the crew rank and the daylight situation. In any scenario, only the boats that pass all the safety criteria (see ARC Safety document) are allowed on the water. [Numbers in the table below refer to Crew Ranking (see next page)].

	Dock Status: Green		Dock Status: Orange	
	Daylight	Pre/post daylight	Daylight	Pre/post daylight
A dedicated coach boat is constantly within 50m of the crew, and is only following a single crew.	All crews, including unranked. 1+	All crews, including unranked. 1+	All crews, including unranked. 1+	All crews, including unranked. 1+

	Dock Status: Green		Dock Status: Orange	
A coach boat is following at most two crews . All three vessels are staying within 250m distance.	At least conditional ranking for both crews. 2+	Both crews fully ranked. 3+	At least conditional ranking for both crews. 2+	Both crews ranked. 3+
There are coach boat(s) within 500m of the crew.	Ranked crews only. 3+	Ranked crews only. 3+	Ranked crews only. 3+	Ranked crews only. 3+
There are no coach boats within 250m of the crew.	Ranked crews only. 3+	Ranked crews only. 3+	Special Waiver crews only, stop before the last gap before Ontario Place. 4	Special Waiver crews, and then only in private boats. 4*

In addition to being a subject to possible disciplinary consequences, a crew that does not follow the above rules (e.g., unranked crew goes out alone, in the dark, during cold water rules) will be fully financially liable for any damage to the equipment during such rows, including, but not limited to paying the full insurance deductible cost (currently \$5000.)

Crew Ranking

The crew ranking depends on the crew captain status of the coxswain and bow rower in a coxed boat (e.g., 2+, 4+, 8+), and bow rower in a non-coxed boat (e.g., 1x, 2x, 4x, 2-, 4-).

1. **Unranked.** In a coxed boat, the coxswain does not have a crew captain status. In a non-coxed boat, the bow rower does not have a crew captain status. The duties of the crew captain fall to the coach.
2. **Conditional Ranking.** In a coxed boat, the coxswain has a crew captain status, but the bow rower does not. In addition, if one or both of the crew captains are under boat or full probation, the crew gets the conditional ranking.
3. **Ranked.** Both the coxswain and the bow rower have the crew captain status and neither is on probation.
4. **Special Waiver.** A ranked crew entirely comprising members of age 19 and up, where each crew member has signed a special waiver. See below.

ARC Crew Captain Certification

Rowers, coxswains and coach boat drivers can obtain the crew captain certification. Having both the coxswain and the bow holding crew captain certifications affords the crew ranking that comes with freedoms not afforded to unranked crews. See Crew Ranking above for details.

The crew captain certification consists of passing a written and a practical (on the water) test. Both are administered by a coach, a member of the Rowing Committee or any club member specifically designated by the Rowing Committee or the ARC Safety Director. The written test is presented below. The practical test guidelines are presented below, though the actual procedure is at the tester's discretion.

All crew captain certifications, probations or revocation of the certifications will be recorded and maintained by the club's safety director. The certification needs to be renewed each year.

Coach Boat Driver Certification

1. Must possess a [Toronto Port Authority Power Vessel Operator's Permit](#).
2. Must possess a [Pleasure Craft Operator's Card](#).
3. Must pass a written test for the ARC crew captain certification.

Rower and Coxswain Crew Captain Certification

1. Must pass a written test for the ARC crew captain certification. If a test is failed, it can be retaken no sooner than the following day. The certification is valid for the season, unless revoked.
2. After a written test is passed, the person must pass a boat specific, practical (on the water) test. Note that a single practical test may cover multiple boat certifications. In a case of a failure during the practical test, another test can be taken, but only after two additional rowing practices, in the same type of boat that the certification test is being taken. A test can be taken as a part of a regular rowing practice, and may be administered for both coxswain and the bow rower during the same row.
3. A practical test may not cover all the boats the person wants to row in, depending on which boat they take the test in. In that case, the practical test will have to be repeated in the appropriate boat. For example: if a coxswain obtains a 4+ certification by passing a practical test in a 4+. In that scenario, he is not considered a crew captain for in an 8+, and will have to repeat the practical (though not the written) test in an 8+. In another scenario, if a bow rower passes the practical test in a 4x, she can obtain the crew captain certification for 1x, 2x, 4x, 4+ and 8+ with that single test.

Coxswain Certification Table

	Certified 4+	Certified 8+
Pass 4+	✓	
Pass 8+	✓	✓

Bow Rower Certification Table

	Cert 1x	Cert 2x	Cert 4x	Cert 2-	Cert 4-	Cert 4+	Cert 8+
Pass 1x	✓					✓	✓
Pass 2x	✓	✓				✓	✓

	Cert 1x	Cert 2x	Cert 4x	Cert 2-	Cert 4-	Cert 4+	Cert 8+
Pass 4x	✓	✓	✓			✓	✓
Pass 2-				✓		✓	✓
Pass 4-				✓	✓	✓	✓
Pass 4+						✓	✓
Pass 8+						✓	✓

Probation

1. Boat probation refers to a crew captain status under probation for a specific boat. All boat probation refers to a crew captain status under probation for all boats.
2. After passing the practical test, the person in question is on a boat probation until the Rowing Committee approves their certification by a majority vote. All attempts will be made by the Rowing Committee to lift the boat probation on the same day (either by meeting, or by e-vote.) In the absence of an explicit decision, the boat probation is lifted after two more rows following the unranked or conditionally ranked crew.
3. The Rowing Committee can place any crew captain on a boat or all boat probation with a majority vote.
4. The Rowing Committee can revoke any crew captain's certification(s) by a majority vote with a written explanation.
5. Crew captains involved in a collision with a static or a moving object, regardless of the fault, will be placed on an all boat probation. Depending on the severity and type of collision or accident, further actions may be taken under the Penalties and Infractions Policy and Collisions and Investigations Policy, including withdrawing or limiting boat access.
6. Using unassigned or unsafe equipment will lead to crew captains being put on an all boat probation.
7. Improper maintenance of the boat log, unreported equipment damage or collision may lead to crew captain(s) being placed on an all boat probation.
8. A boat, or an all boat probation is automatically lifted after two rows following the activation of the probation status, unless the Rowing Committee votes to revoke the certification. In that case, the practical test will have to be retaken. Note that the two rows in question are done with the crew following the rules for unranked or conditionally ranked crews (see above).

Special Waiver

Some of the activities (e.g., rowing without a coach boat during the cold water rules) are only possible for adult crews that have signed a special waiver. See the "Activity Waiver" at the end of this document.

Equipment Usage

1. Prior to stepping into a boat to row, or using any club facilities and equipment you must have completed a Membership Application Form online and paid membership and RCA/RO fees to

the Club. This applies to all crew members, coxswains and coaches. A Guest must be registered through the Membership Director and pay applicable fees.

2. You must familiarize yourself with, and adhere to Contracts, the Safety Policy, the Harassment Policy and other Club rules and Policies. All policies are posted on the web site with a link on the Home Page "Club Policies, By-laws and Code of Conduct."
3. Crews can use the club equipment only at the times it had been assigned to them by the Rowing Committee, or by a special permission from the Head Coach or the Club Captain. The equipment includes shells, oars, coach boats, etc. Crews found using the unassigned equipment will face sanctions under the Penalties and Infractions Policy.
4. Only the boats that pass the safety inspection can launch. It is the responsibility of the crew captain to make this assessment.
5. Boats cannot be taken out of the boathouse and launched until the full crew is at the docks and ready to row.
6. Boats cannot be rowed with empty seats, unless they are learn-to-row boats.
7. When launching out of the club boathouse, all club boats, or any boats using the club equipment (e.g., oars, riggers, shoes, etc.) must launch onto the water and dock from the water using the club docks.
 - a. Launching and landing shall be done with the bows facing west towards the Humber River.
 - b. Landing boats have priority over the launching boats.
8. Equipment Log:
 - a. Each boat has a separate log book, attached to the rack the boat is on, or the bow rigger. Missing log books should be reported to the Head Coach.
 - b. Each row is recorded by noting the names of the crew captains.
 - c. The crew captains are responsible for the proper maintenance of the log.

Maintenance

1. The crew captains are responsible for ensuring that the proper maintenance procedures are being followed.
2. All boats must be wiped down after each row, all equipment returned to the boathouse.
3. The crew captains must immediately report damage to any club equipment (boats, oars, parts, etc.) to the Head Coach and have it recorded in the log book. Crews are responsible for all equipment assigned to them. If you break a boat, you are responsible for reporting it to the Head Coach and Club Captain.
4. Parts must not be removed from any boats. Members found removing or borrowing parts from boats will face sanction under the Penalties and Infractions Policy. If a boat is discovered that needs repairs before it can be rowed, it must be placed on stretchers and repaired or placed back on the racks with a sign describing the damage and stating it must not be rowed. If repairs are needed, the crew captains should inform the Head Coach.

5. If a boat is damaged due to improper maintenance, collision, or other action or inaction by the crew, the said crew may not necessarily get access to another boat while the repairs or maintenance are being performed.
6. The crew captains are responsible for assessing the safety of the equipment (e.g., bow balls, riggers tightened, shoe safety straps, etc.) and reporting any infractions to the Head or program coaches. Unsafe boats are not to be rowed.
7. A boat requiring maintenance or having damage that renders it unrowable, should have a red flag attached to the bow of the boat (if the boat is stored with the stern facing out of the boathouse, it should have the flag attached to the stern), in addition to the issue being reported to the head coach.
8. A boat requiring maintenance that still makes it rowable (e.g., velcro on one of the shoes is not properly holding), should have a yellow flag placed on the bow (stern, if the boat is stored bow first), and the issue reported to the Head coach.

Course

Course Description

1. The course behind the breakwall is more than 4.5km long.
2. Approximate distances, starting at the east end and moving westward:
 - a. Molson Amphitheatre at -300metres
 - b. 0 mark on the shore wall at 0 metres
 - c. First gap at 500m
 - d. Start of the new breakwall at 800m
 - e. End of the fence on the shore at 1000m
 - f. ARC (the "R" boat bay) at 1300m
 - g. West end of the parking lot at 1500m
 - h. Boulevard Club (red roof) at 2000m
 - i. Entering the narrows at 2500m
 - j. Exiting the narrows at 2800m
 - k. Sunnyside Pavilion at 3000m
 - l. Shore coming out at 3500m
 - m. Last gap before Humber at 4000m
 - n. Mouth of the Humber at 4300m
3. Approximate distances, starting at the west end and moving eastwards:
 - a. Mouth of the Humber at -300m
 - b. First gap east of Humber at 0meters
 - c. Next two gaps at 300m and 650m
 - d. Sunnyside Pavilion at 1000m
 - e. Exiting the narrows at 1500m
 - f. Boulevard Club (red roof) at 2000m
 - g. West end of the parking lot at 2500m

- h. Start of the railing past the ARC at 3000m
 - i. Last gap before Ontario Place at 3500m
 - j. Before the West Island bridge at 4000m
4. The Western Beaches Watercourse (dragon boat course) is about 600m long.

Rowing rules of the road (water)

1. Keep to the right at all times.
2. If it is safe to do so, the faster crews pass on the left, towards the middle of the waterway.
3. The slower crews should give way, by stopping and moving to the right, if necessary and safe to do so.
4. If the slower crew does not give way, and the faster crew rows into them, the responsibility for the collision is shared. Somebody else not following the rules is not an excuse for ignoring safety.
5. No overtaking in the narrows. Passing in the opposite direction should be done with extreme caution.
6. Club boats are not allowed outside the breakwall, except experienced and certified crews with a dedicated coach boat.
7. Club boats are not allowed on the Humber River.

Turning

1. Safety is first priority. If you have to wait before you can safely turn, wait pointing in the correct direction for the side of the course you are on.
2. The convenience of other crews is secondary priority to the safety. If you have to inconvenience a crew in order to turn, make sure it is your own crew that you inconvenience first.
3. Make sure you can complete the turn before you initiate it.
4. The standard places to turn are:
 - a. At Ontario Place, before the gap that takes you under the West Island bridge (this is the first bridge over the course before you enter Ontario Place)
 - b. At the Humber River, right after the last gap, and before the course narrows.
 - c. Between the Boulevard Club and the narrows outside the Palais Royale
 - d. At the end of the railing just east of the rowing club
 - e. At the Molson Amphitheatre inside Ontario Place
5. Turning in other locations should be done with extra caution. The other crews may not be expecting it. In particular, watch out for dragon boat crews, sailboats, etc.

Right of Way

1. When under sail, the sailboats have the right of way.
2. Rowing shells have the right of way over boats (including sailboats) under motor.
3. Following the right of way rules are not a license to crash into somebody that doesn't.

Course Hazards

1. Drain pipe, east of the Humber River.
2. Shallow water
 - a. last stretch of the water before the Humber River
 - b. in the bay east of the narrows, at Palais Royale
 - c. the narrows
 - d. close to the shore just west of the club docks
3. Moorings
 - a. sail boats on both sides, between the club and the narrows.
 - b. dragon boats at Sunnyside
 - c. dragon boats at Palais Royale
4. Floating/moored markers - yes, those giant white things installed by the Toronto Port Authority. People still hit them.
5. Floating debris - keep an eye out, especially after the storm
6. Blind spot - rowing out of the Ontario Place, under the West Island bridge and onto the main course.
7. East end of the Western Beaches Watercourse (dragon boat course) - the wall comes out a great deal.

Coach Boats

1. No coach boats are allowed east of the end of the new breakwall (towards the Ontario Place). If a coach boat must venture into that area, it may do so only with a permission from the Head Coach, do it at idle, along the breakwall and without a noticeable wake. The exceptions are emergency situations when a safety of a crew or equipment is at stake.
2. Coach boat drivers must reduce their speed to no wake, and give way to other crews as they approach. If a coach must pass a crew, they must wait until they can swing wide so as not to wake them. Coach boats may not wake the boats moored at the TSCC and the Boulevard Club. If a coach must race to catch up with their crew, they must go outside the breakwall.

Collisions or Injuries

Collision or injury **MUST BE REPORTED** to the Head Coach or Club Captain, as soon as possible, and in any scenario, always on the same day it occurred. The responsibility for this is with the certified members of the crew (e.g., coxswain, bow rower or the coach). The contact information is posted. An incident form must be completed which may be submitted to Rowing Canada Aviron for insurance purposes.

ARGONAUT ROWING CLUB - Crew Captain Test (sample)

Name: _____ Date: _____

Coach/Program: _____

Dock

1. Which way should the boats point when launching (e.g., bow towards...)?
2. Which way should the boats point when landing?
3. Who has the dock priority - launching or landing crews?

Overall Traffic

4. Describe the overall traffic pattern at the course (e.g., down the middle, stay left, stay right, etc.) (if using left/right, give the answer from the point of view of the direction the boat is travelling).
5. List at least three course locations that require extra caution.
6. How far up the Humber River are the club eights allowed to go? What about the club fours and club doubles?

Turning and Passing

7. You should never pass if it isn't safe to do so. In a safe situation, who has the right of way, the slower crew being passed, or the faster crew doing the passing?
8. On which side of the boat being passed, should the passing occur? (if using left/right, give the answer from the point of view of the direction of the boat travel).
9. List at least two places where you would expect the majority of the crews to turn.
10. List a place where the crews should never turn (except in a case of a dire emergency).

Safety

11. Describe the items that need to be checked to assess the boat water readiness. Note: not the crew safety items (e.g., life vests, whistle, etc.), but the parts of the boat itself.

12. What is the approximate distance from Ontario Place to the club docks? In case of an emergency, how long would it take your crew (please specify a boat type) to get back to the docks?

13. What is the approximate distance from the mouth of the Humber River to the club docks? In case of an emergency, how long would it take your crew (please specify a boat type) to get back to the docks?

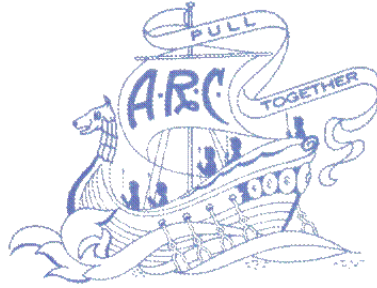
14. How much wake are the coach boats allowed to make east of the gap closest to the Ontario Place?

15. Sort these in the order of right of way: A) coxless rowing boat; B) sailboat under sail; C) boat under motor power.

Office Use Only

Checked By: _____

Result (Pass or Fail): _____



ARGONAUT ROWING CLUB

ACTIVITY WAIVER

Please print the following information:

Name: _____

Address: _____

Phone: _____ Email: _____

Activity: _____

Date: _____

Terms and conditions:

1. I agree to hold harmless and release the Argonaut Rowing Club ("ARC") from any injury, damage or loss **HOWEVER CAUSED** sustained by myself.
2. I agree to conduct myself in a manner consistent with the rules of conduct of the ARC and the applicable laws of the jurisdiction in which I am.
3. I agree to abide by the Club Code of Conduct, all rules, the By-laws and Policies of the ARC including the safety rules and guidelines of the ARC and of the Canadian Coast Guard. I agree that a violation of the safety rules and guidelines may result in the suspension or termination of my membership and privileges with the Argonaut Rowing Club.
4. I agree and acknowledge that I undertake any activity, including rowing, weight and fitness training entirely at my own risk, and that I am medically fit to undertake such activity.
5. I agree that the ARC is not responsible for any personal injury sustained by myself or any other person, or for the loss or damage to any property which I have brought to the premises including but not limited to single or double shells, whether caused by theft, during transportation or by any other cause, including negligence of the ARC or any of its members, coaches, servants, agents or contractors.
6. I agree to hold the ARC harmless for any personal injury sustained by myself or any other person while I am being transported in the ARC's truck, in a car or bus rented by the ARC for the purpose of traveling to and or from any Regatta or other event, either in Canada or in the United States of America.

I have read all of the above terms and conditions, and I understand them and agree to abide by them.

Signature: _____ Date _____

Practical Test (sample)

Name: _____

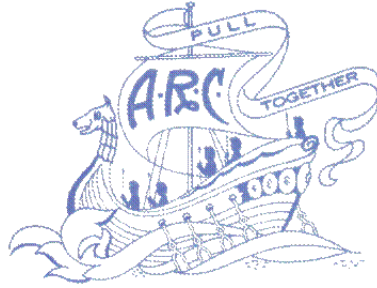
Date: _____

Test Administered By: _____

Result (Pass or Fail): _____

While it is under the full discretion of the examiner what and how is evaluated, here are some of the skills they may consider when evaluating the person taking the practical test.

1. Crew "control"
 - a. Calls to and from the boat
 - b. Getting in and out of the boathouse
 - c. Calls on the dock
 - d. Calls on the water
 - e. Emergency stop
2. Safety
 - a. Carrying to the dock
 - b. On the dock
 - c. Checking the boat for safety, including extra equipment (PFD, etc.)
3. Traffic Pattern
 - a. Launching and landing
 - b. Hazard awareness and avoidance
 - c. Consistent and predictable course
4. Turning
 - a. Safety, location, speed
5. Passing
 - a. Safety, appropriate places
 - b. Correct calls
 - c. Notifying the other crew
 - d. Correct side



ARGONAUT ROWING CLUB

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Address: _____

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Terms and conditions:

7. I agree to hold harmless and release the Argonaut Rowing Club ("ARC") from any injury, damage or loss **HOWEVER CAUSED** sustained by myself.
8. I agree to conduct myself in a manner consistent with the rules of conduct of the ARC and the applicable laws of the jurisdiction in which I am.
9. I agree to abide by the Club Code of Conduct, all rules, the By-laws and Policies of the ARC including the safety rules and guidelines of the ARC and of the Canadian Coast Guard. I agree that a violation of the safety rules and guidelines may result in the suspension or termination of my membership and privileges with the Argonaut Rowing Club.
10. I agree and acknowledge that I undertake any activity, including rowing, weight and fitness training entirely at my own risk, and that I am medically fit to undertake such activity.
11. I agree that the ARC is not responsible for any personal injury sustained by myself or any other person, or for the loss or damage to any property which I have brought to the premises including but not limited to single or double shells, whether caused by theft, during transportation or by any other cause, including negligence of the ARC or any of its members, coaches, servants, agents or contractors.
12. I agree to hold the ARC harmless for any personal injury sustained by myself or any other person while I am being transported in the ARC's truck, in a car or bus rented by the ARC for the purpose of traveling to and or from any Regatta or other event, either in Canada or in the United States of America.

I have read all of the above terms and conditions, and I understand them and agree to abide by them.

Signature: _____ Date _____