



Vancouver Rowing Club

New Rower Safety Orientation Checklist

PRINT CLEARLY!

Date: _____

Rower (full name): _____

Program Coach: _____

Instructions:

1. Program coaches must conduct the safety orientation with all new members.
2. The Orientation Checklist and *Rower's Handbook* can be found in pdf form on the VRC website Rowing>Members' Resources>Documents
3. Coach to provide the orientation to a new rower prior to rowing at VRC. If necessary, a coach may appoint an experienced rower from their program to complete this orientation with the new rower.
4. The checklist below must be completed in its entirety, signed, and dated by the new rower and the coach or the coach's representative.
5. Upon completion, deliver the executed checklist to the VRC administration office for their records.

Coach's Checklist:

Item	Description	✓
1	Explain that rower must have whistle, pfd and be wearing high-visibility colours at all times when on the water, and can only row during daylight hours. <i>(Handbook: Rowers Safety Responsibilities)</i>	
2	Show (visually) and explain the launching/docking and rowing flow-pattern rules. <i>(Handbook: General Safety Considerations – Rowing Flow Pattern)</i>	
3	Explain how to safely handle the rowing shells (in/out of shell bay, in/out of water, on stretchers, etc.) <i>(Handbook: Rowing at VRC – Handling the Shell)</i>	
4	Explain the rules for rowing beyond the float plane docks. <ul style="list-style-type: none">• Must be accompanied by at least one other boat.• Boats must stay within 500 meters of each other.	
5	Explain the rules around rowing outside of designated program time slots. <i>(Handbook: General Safety Considerations – Rowing Flow Pattern – last bullet point)</i>	
6	Explain what to do in the event of an incident or near miss*. <ul style="list-style-type: none">• Try to note details of any other vessel involved (number, name, description).• Immediately complete the Occurrence Form and place in RED binder (note: forms and red binder are located by the sign-out sheets).• Notify your Program Coach and the Vice-Captain of Operations as soon as possible.	
7	Explain what to do in the event of a rower going overboard. <i>(Handbook: Appendix B – Water Emergency Action Plan – steps 1 & 2)</i>	
8	Show (visually) the location of the small first aid kit, phone, and posted emergency numbers located in the Shell Bay.	
9	Explain that a safety boat can only be operated by individuals with a Pleasure Craft Operators Licence. Licences can be obtained online at www.boaterexam.com/canada . <i>(Handbook: Coach's Safety Responsibilities – second bullet point)</i>	
10	Ensure rower is told where the <i>Rower's Handbook</i> resides on the VRC website.	

* A *near miss* is a narrowly avoided collision/accident/incident.

11	<p>In Summary</p> <p>Explain to rower the heightened risk of rowing on Coal Harbour due to the heavy water traffic. Rowers must be extra diligent to ensure safety:</p> <ul style="list-style-type: none"> • Bow/coxswain make frequent shoulder checks. • Follow the rowing flow pattern (including when launching/docking). • Be seen (wear high-visibility colours, only row during daylight hours). • Be alert for other traffic (visual and auditory - e.g. warning whistles some boats make before moving). • Look out for your fellow rowers' safety as well. • Don't assume other traffic follows our course – use caution at all times. 	
----	---	--

General Orientation Items

Other general orientation information should be provided to a new rower, either by the program coach, a member or the Executive, or other designated VRC rowing member.

- Tour of the VRC facility (shell bay, change rooms, gym, ergs, bar/lounge, etc.)
- Rowing shell sign-out book
- VRC rower's emailing distribution list information
- Receiving your FOB
- VRC parking lot rules
- Bike lock-up location and information

Rower Sign-Off

I have been provided with a safety orientation covering the above safety topics (items 1 to 11), and have had the opportunity to ask questions and get clarification where necessary.

Rower Signature: _____

Date: _____

Coach Signature: _____

Date: _____