

# Hudson River Rowing Association

## SOP – Part 2. Boathouse Operations Manual

Revisions 10/16/22

Hudson River Rowing Standard Operating Procedures

Part 1. Operational Definitions and Descriptions of Responsibilities

### **Part 2. Boathouse Operations Manual**

Part 3. HRRR Safety Manual

#### **1. Logbook**

All coaches, tenant representatives and all scullers will sign in and out of the logbook in the lobby. The main logbook is to help coaches and rowers operating out of different bays know who is on site, whether they are the ones who are responsible for locking and securing the facility and to facilitate identification of facility issues.

#### **2. Alarm and Gate Protocol**

##### *A) Alarm*

The alarm is turned off by entering the code for your team and then pressing enter. The person who turns the alarm off or on shall note this in the logbook. If the alarm goes off by accident, please call the number posted next to the alarm key pad. Alarm codes are issued by the HRRR Buildings and Grounds Manager. They are changed only after a breach of security as determined by the HRRR Buildings and Grounds Person.

Prior to leaving and setting the alarm, please make a visual check verifying all garage doors are closed. If left up it will prevent the alarm from being set. Also check all the upstairs and river side doors are all completely latched – a loose door will get blown open and trigger the alarm. If a pedestrian door is open, the alarm will not set and it will display a message stating which door is breached. If the alarm display is still showing an error code after you have checked the doors you can hit the reset button and it should allow you to set the alarm. If you still have problems, please make sure you have secured all the doors, note in the logbook that you were unable to set the alarm and contact the HRRR Buildings and Grounds Manager.

##### *B) Gate*

The boathouse property is accessible by car in two (2) places: Water Street and Marist College. Marist maintains the chained openings to the Marist Boathouses and their security office should be called for all issues regarding these chained gates. HRRR maintains the gate at the top of the hill from Water Street.

The gate should be left open during team practice sessions and all coaches and representatives shall use the logbook to determine if the gate should be closed after each session. If another team is on the premises the gate may be left open. The gate should remain closed and locked at all other times.

If a team representative is accessing the facility alone for any reason, the gate should be closed after you have entered the site. Cars that are still on the property should be informed that the gate will be closed and locked.

Please note, the fire department has a key to one lock and therefore, one lock (fire department's lock) should be linked and locked on one of the chain ends while the other lock (HRRR coded lock) on the other end of the chain. Then the HRRR lock should be locked to the fire department lock, making sure to not link the chain.

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### C) *Keys*

Each tenant may receive up to 10 best keys for bays. Each tenant is required to fill out an HRRRA key form. Upon receipt of the best key, a \$25 deposit is required for each key. Each tenant coach is responsible for collecting these best keys and returning them to HRRRA when the coach or member ceases activities with the tenant. Additional keys may be requested for an additional fee.

Once keys are returned and verified by the Building and Grounds Manager, the \$25 deposit shall be refunded to the tenant coach.

### 3. **Waivers**

Anyone that is a member of HRRRA or the scholastic programs held at HRRRA, shall execute a US Rowing Waiver. To do so, you will need to create a userid and password at the US Rowing member site, <https://membership.usrowing.org/>. Based on what organization you are signing up for under USRowing, please contact that organization for it's code.

### 4. **Personal Conduct.**

All users of HRRRA facilities and equipment are expected to treat the premises and other users in a responsible and considerable manner.

- A) Private boats, equipment, or property may only be used with the owner's prior consent. Do not borrow or take equipment other than your own personal equipment without permission.
- B) Do not remove anything other than your own equipment from the boathouse premises without authorization.
- C) HRRRA facilities are tobacco free and all forms of tobacco use is prohibited.
- D) Personal firearms are prohibited on HRRRA premises.
- E) Refrain from excessive noise, foul language or discourteous behavior with the exception of members of law enforcement.
- F) Anyone behaving in an unsafe manner shall not be allowed on HRRRA premises.
- G) Alcohol may not be consumed on premises by any coach, rower or coxswain prior to going on the water. Once alcohol is consumed, the member must remain on land that day.

### 5. **Tank Room**

#### A) *Safety and Use*

- i. All HRRRA members and Tenants using the tank room should have a signed waiver on file. Anyone using the tank room must pay any applicable user fees.
- ii. All activities in the tank room shall be supervised by a coach.
- iii. Use caution when entering the seat area of the tank to avoid tripping or falling over oars and rigging.
- iv. This is a dead water tank and the load on the oar is much higher than an oar in a

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boat on the water. Therefore, one should start slowly and keep the stroke rates and pressure low to avoid back injuries. The tanks are designated to work optimally with eight people, when rowing less than eight people the loads on the oars are higher and the athletes should row with extra caution.

- v. ABSOLUTELY NO RACING STARTS OR FULL PRESSURE PIECES. Power output should not exceed  $\frac{3}{4}$  pressure.
- vi. DO NOT attempt stroke rates above 26SPM.
- vii. Sculling and Sweep oars may be used at the same time.
- viii. Sweep oars can be left in the riggers but sculling oars should be taken out after each sculling session. Sweep oars should be pulled out of the water and rested in the opposite oarlock when not in use.
- ix. Sweep oars are starboard or port. The Durham label should face the ceiling when feathered.
- x. The shoes and rigging may be adjusted according to the rower's needs. If the oar is hitting the ridge line of the tank at the catch the shoes should be moved back. Rower's hips should be in line with the rigging.
- xi. A small to moderate amount of water will splash out of the tank. **Any excessive splashing indicates too high a stroke rate or pressure that is too high.**

### B) Tank Maintenance

- i. Wipe down the steel rigging, oars and seats after each use. Sweep any splashed water that has accumulated out the garage door or vacuum up using the dry/vac.
- ii. The garage door should remain closed unless the outside temperature is between 60 and 75 degrees.
- iii. The water level should be  $\frac{1}{2}$  inch above the ridge line. Water may be added if the ridge line is exposed. Do not leave the hose unattended.

### C) Scheduling

The tanks will be scheduled by the HRRA Administrator or HRRA Head Coach on a seasonal basis based on the team size and peak practice times.

- i. PEAK time is divided up evenly between all tenant teams and each team's PEAK tank allotment is determined by their team size in relation to the entire Boathouse population.
- ii. Team size is determined by how many athletes are rowing during the season in question as reported by roster submission and confirmed by signed waivers received or by previous years numbers if roster/waivers are not available by scheduling time.
- iii. Non-peak time is scheduled based on the same ratios, however a team may receive additional non-peak time if the schedule allows after teams are given their allotment.
- iv. Requests for each tenant must be made using the online form by the following dates or requests will not be honored and time will be given on a first come, first served basis.
  1. Spring – February 15
  2. Summer – May 15
  3. Fall – August 15
  4. Winter – November 15

## 6. Hazardous Material and Flammables

All hazardous and flammable materials, including gas and propane tanks, will be stored in

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the brick building or green storage unit behind the boathouse. Please label all tanks put in the gas sheds.

### 7. Bay Management

All of the HRRR boathouse bays are communal in one way or another. To make living together easier, please follow the following guidelines:

- i. Label all of your items (launch dollies, tools, ergs, launches, engines, gas containers, cox boxes, etc.)
- ii. Lock valuable or unmarked items in the storage units that are provided
- iii. Try not to leave boat in slings more than 24 hours. If you need to leave a boat in slings, it should not be left longer than 36 hours, unless approved by HRRR BOD.
- iv. Contain athlete bags and clothing in an unobtrusive location in the bay.
- v. Keep launches clean and make sure launches and dollies are easily maneuvered
- vi. Empty the trash regularly
- vii. If another team's equipment is moved, return it to its location prior to leaving.

#### A) *Handling Rowing Equipment in the Boathouse*

Rowing equipment is vulnerable to damage when it is out of the water. Rowers must exercise maximum care when moving about and handling oars and shells.

- Do not step over shells
- Carry oar blade in the forward position

#### B) *Rack Assignment*

HRRR assigns racks at the beginning of each lease cycle. This does not preclude teams that share a bay from making temporary rack changes on a seasonal basis to accommodate a fellow team's activities as long as both teams agree to the change. When there is a rack shortage, shell storage shall be assigned with the following considerations:

- i. Date of request
- ii. Type and age of shell (newer equipment will be given priority on indoor racks)
- iii. Expected/past frequency of use.
- iv. Size/strength of rowers
- v. Account history

Singles and doubles on any movable rack shall have oarlock foam protectors installed on the oarlocks when the shells are in the boathouse.

#### C) *Adding Shells*

Teams should not add any equipment to their fleet unless they have secured an appropriate long term rack in the boathouse and successfully updated tenant lease.

- i. Tenant coaches shall coordinate with the HRRR BOD if a shell is to be left in slings for more than 3 days.
- ii. All shells in slings within a bay shall be vertically oriented in the same way (ie, all either seats up or hull up, but not mixed). Otherwise, riggers of one shell will hit the hull and the other. The preferred orientation to shells in slings in the bay is seats up.
- iii. When taking down shells from racks, shells in slings in the bay shall be moved as far as necessary if there is insufficient room to bring out shells from the racks.
- iv. Coaches of the last crew into the bay are responsible for bringing inside any shells that have been slung outside.

#### D) *Sling, Rigger and Support Equipment Storage*

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All support equipment shall be stored along walls/fences inside the bay. All loose items shall be containerized or tied together to keep it intact and neat.

### E) *Equipment Maintenance*

Equipment maintenance shall be performed so as to minimize interference with rowing operations. Clean up after maintenance work. Do not leave materials cluttering up the boathouse. Otherwise such materials may be removed.

### F) *Launch Storage*

- a) Launches will be no longer than 14 feet and should be on a launch dolly that is easily maneuverable by two (2) people. Launches stored in the bays shall be kept clean of food, garbage, and standing water. Gas tanks must be removed and stored in the gas shed.
- b) Launches will be stored appropriately in a manner that leaves a three (3) foot aisle to all bay exits and access to fire extinguishers.
- c) Engines that are stored on the floor when not in use will be set along a wall/fence in the bay and will not obstruct exits or access to fire extinguishers. A piece of plastic should be placed underneath any item that contains gas or oil to prevent permanent damage to the concrete.
- d) Launches that are not being used but need to be removed from the bay should not interfere with the exiting, entering or spinning of shells. Moving launches to the perimeter to the grassy areas is the best location for unused launches.

## 8. Boat Lifts and Floor Dollies

There are two (2) boat lifts and at least four (4) shell dollies in each bay. Coaches and athletes shall not use the lifts or dollies for any other purpose than lifting or storing shells (respectively).

### A) *Maintenance*

HRRRA lubes the lifts at the beginning of each season with Teflon spray. If the slides start to stick anytime during the season (usually causing the cable to go slack), please put a note on the lift and notify HRRRA Building and Grounds Manager. Please also notify HRRRA Building and Grounds Manager if the wheels are not responsive.

## 9. Dock Protocol

### A) *Launches*

Safety launches will be carried into the water and put in on the inside of the docks. They will not be dragged across the docks. Each launch should be tied on as far down the dock as possible to allow other launches to be put in. Only put your launch in when you are ready to launch your crews and do not leave your launch in more than 30 minutes before you launch or after you have landed. Do not pull launches in on the river side of the docks. This tears the bumpers off, which protects the shells.

### B) *Direction*

Launching crews shall put in the shell with the bow pointing north and crews should always launch as far north as they can on the dock to allow returning crews enough room to land. Crews shall land from the south and will walk the shell north along the docks to allow for other landing crews.

With the exception of small shells, shells should be on the dock no more than two (2) minutes during high traffic times or inclement weather. In rough water, small shells and novice crews have priority for landing.

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### *C) Roping off the Docks*

We have implemented a process to rope off the docks to assist in preventing the geese from sitting and soiling the docks. As such, when first arriving at the HRRA boathouse, you should lift the plastic pipes on the water's edge of the docks and just move and place the plastic pipes on the back of the docks. The plastic pipes along the inside docks where the launches are placed need to be lifted and placed down on the docks.

If you are the last one at the HRRA boathouse, you must make sure plastic pipes with the ropes are placed back around the docks. They should be placed in the same manner as pulled out.

## **10. Athlete Supervision**

### *A) Athlete Pick-up and Drop-off*

All athletes and their guardians shall be instructed to use the gravel parking lot for parking and pick-up and drop-off at the southern end of the building. No coach shall leave before all of their junior athletes are picked up. Adult team coaches should not leave until all athletes have departed, if they are the last coach on site.

### *B) Land*

Each team will provide adult supervision for all juniors while on land or using any part of the facilities. Coxswains are not considered supervision while using the tank or regatta room.

### *C) Adjacent Properties*

Athletes will use sidewalks where possible and run single file when on roads when running on city streets or on the Marist campus. No athlete will trespass on private property, including all residences or any railroad property, including all train tracks.

## **11. Parking**

### *A) Trailer*

Trailer parking is available for one shell trailer per team. During the summer, fall and winter, the trailers should be parked parallel to the river along the southern edge of the parking lot. During the spring, trailers should be parked just north of the boathouse on the Vassar open area.

### *B) Coach Spots*

The parking spots behind the boathouse are reserved for coaches and key personnel. All other boathouse users are restricted from parking in these spots. Other restrictions will be determined on a seasonal basis.

### *C) Athlete*

Athletes will park in the gravel lot south of the boathouse. Athletes and their rides will never park by the Vassar boathouses, along the road or on the empty lot north of the HRRA boathouse. Drivers picking up athletes will meet the athlete at the southern end of the parking lot. There will be no picking up or dropping off along the road behind the boathouse and absolutely no double parking.

#### *i. Parking is never allowed:*

1. On the concrete aprons adjacent to the HRRA boathouse

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2. In any area blocking egress from the doors of the HRRR boathouse.
3. In the dock area
4. In any place that would restrict movements of shells on land.
5. In front of the Vassar Buildings
6. Along the sides of the access roads or Water Street

### D) *Race Day*

HRRR shall provide volunteers to control spectator parking for HRRR rowing events.

### E) *Food Trailer*

Food trailers shall be stored offsite during the active season. They may be stored from November to February in the gravel parking lot. They should never be parked on the Vassar property to the north of the HRRR boathouse.

### F) *Speed*

Maximum vehicle speed allowed in the parking lot is 15 MPH. Any member of the HRRR boathouse violating this rule or driving recklessly in any other way on HRRR or Vassar property will lose their on-site parking privileges.

## 12. Emergency Supplies

### A) *AED*

There is an AED in the lobby near the parking lot doors. The box does not automatically call 911 and therefore 911 must be called using a cell phone. There is an Emergency Call box underneath the porch, if a cell phone is not available. Some tenant programs have an AED device inside the bay for use during the spring season of rowing.

### B) *First Aid Kits*

Each team must supply their own first aid kits for use in their bay.

### C) *Emergency Call Box*

There is an emergency call box that directly calls 911 and provides the HRRR boathouse address to emergency personnel. When calling 911, you **MUST REQUEST “Dutchess County 911”**. If one uses their cell phone to call 911, the boathouse address needs to be provided and can be found on the front and back door taped to the window.

### D) *Incident Reports*

A HRRR boathouse incident form, attached herein in Appendix A, should be filled out and filed in HRRR Google Docs whenever an athlete/coach are injured while using the HRRR boathouse facilities, whenever a boat (shell or launch) flips, is swamped or is forced to make an emergency landing, or when equipment has been damaged or any other significant damage to equipment (e.g. greater than lost skeg). During the scholastic season(s) coaches will complete a school incident report and a copy of such form shall be provided to HRRR Administrator or HRRR Director of Rowing or designated HRRR member. During all other seasons, HRRR coach will complete the incident report form and provide HRRR Director of Rowing or designated HRRR member so that it can be filed in HRRR Google Drives for a period of 3 years.

If there is any incident documented and is on the grounds of HRRR where the security cameras have recorded, the security recording should be downloaded and stored in Google Drive.

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A report shall be filled out and submitted to HRRRA in the event of any of the following:

- when a person goes in the water
- when an emergency signal (5 blasts on the horn) is sounded by anyone)
- when a crew boat is in the path of a freighter or barge causing the freighter or barge to stop or suddenly change course to avoid you
- when oar or shell touches any commercial vessel or pleasure boat navigating the river.
- When a shell loses control as a result of a wake
- when there is a confrontation with other river users
- when 911, an ambulance or police are called for any reason
- the HRRRA BOD will outline an other safety incidents or illegal activity that requires an HRRRA Incident Report to be filed.

### 13. Communal Spaces

#### A) *Lobby Bulletin Board*

Each tenant team has been given an equal portion of the tenant bulletin board in the lobby to promote their fundraisers, activities and articles or photos about their teams. Please do not post any items in any other part of the lobby, bathrooms, tank room, stairwell, regatta room or in any windows. Any items placed in any of these areas will be removed.

#### B) *Photographs and Plaques*

HRRRA would like to celebrate all of our regional team's successes over the years by encouraging teams that have medaled at select regattas to provide a framed photo of the team/individual or plaque for display in the boathouse lobby. HRRRA will hang items as approved by HRRRA BOD.

#### C) *Boathouse Cleanliness*

All boathouse users shall return equipment to its proper location, wipe down the shells, blades and ergs after use and clean up any standing water. Assist in maintaining the premises by properly disposing of rubbish.

Organizations shall be responsible for keeping their assigned spaces clean and regularly empty all trash receptacles. Communal space cleaning shall be accomplished by the organizations and individuals most associated with the space.

Daily grounds and dock cleaning may be scheduled on a seasonal basis to ensure an equitable distribution of responsibility for the overall cleanliness of the communal areas.

HRRRA contracts with a private company for weekly cleaning of the bathrooms and lobby and monthly cleaning of the regatta room.

#### D) *Water Bottles*

HRRRA's preferred policy is for all athletes to use re-usable water bottles and each team should provide a clean receptacle for water bottle storage during the rowing season.

### 14. Winter Use

#### A) *Water Shut Down*

The water to Bays 1 to 5 is shut off and the pipes drained each November, the day the docks are removed from the water. Notice of the shut off will be sent to each affiliated

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representative a week prior to the shut off.

### B) *Thermostats*

The thermostats for the tank room, lobby and regatta room are kept at a steady temperature and no one should change the settings if the heater in the coaches room is used, please turn it down before leaving.

The tank room is heated and cooled and therefore, the garage door should NOT be left open when the outside temperature is below 60 degrees or above 70 degrees.

### C) *Snow Removal*

HRRA contracts with a private plow company to plow the asphalt parking lot and emergency access around the buildings. Vassar is responsible for plowing the road from Hoffman St to our property line (just north of the boathouse). In some cases, HRRA plowing cannot be done until Vassar completes their portion.

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### APPENDIX A HRRRA Incident Report

PLEASE RETURN COMPLETE FORM TO:  
HRRRA Administrator  
PO BOX 506  
Poughkeepsie, NY 12602

PLEASE PRINT LEGIBLY

Name: \_\_\_\_\_ M/F \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Parent/Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Coaches Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Tenant Affiliation: \_\_\_\_\_

Location: \_\_\_\_\_ Date of Accident: \_\_\_\_\_

Give a brief description of the accident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was first aid treatment administered? \_\_\_\_\_ If yes, by whom? \_\_\_\_\_

Describe the care given: \_\_\_\_\_  
\_\_\_\_\_

Was family member or emergency contact called? \_\_\_\_\_

Reporter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Participant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To be signed by a parent/guardian if a minor.

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Below needs to be returned to the coach before the next game or practice

My child, \_\_\_\_\_, does/does NOT have my permission to return to row/practice.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/guardian signature

\*If doctor's care was provided due to said injury, a signed medical release is required by HRRRA before the youth may return to row.