



Kitsap Rowing Association Safety Program

- A. **PURPOSE.** The purpose of the Kitsap Rowing Association (KRA) is to promote and develop recreational and competitive rowing opportunities for residents of the North Kitsap area. The objective of the KRA Safety Program is to allow KRA to accomplish its purpose while ensuring the safety of all rowing event participants and the preservation of all KRA equipment.
- B. **REFERENCES.** Detailed safety-related information is available in the latest version of the following KRA policy and procedures documents. These documents are available on the KRA Team Drive.
1. *Coxswain Manual*
 2. *Launch Operator Manual*
 3. *Emergency Action Plan: On Water Rescue – Medical Emergency*
 4. *Oil and Hazardous Substance Spill Response Procedures*
 5. *Emergency Landing Sites (ELs)*
- C. **RESPONSIBILITIES.** To row safely, every member of KRA must fully embrace the fact that safety is everyone's responsibility. It is critical to develop an environment in which all KRA members are fully knowledgeable of safety-related policies and procedures, and feel empowered, at any time, to voice a safety concern when they see one.
1. **KRA Board.** The KRA Board will review and approve all KRA safety-related policy and procedures documents, and the purchase of safety-related equipment.
 2. **KRA Safety Committee.** The KRA Safety Committee is responsible for developing, implementing, and sustaining safety-related policies and procedures; including the procurement of necessary equipment and supplies, and the delivery of training needed to maintain an effective safety program. Specific duties are listed in the *KRA Safety Committee Job Description*.
 3. **KRA Coaches.** When present, the coach is responsible for the overall safety of a KRA rowing event. Additionally, the coach

- a. Will bring the following equipment on every row:
 - (1) A mobile phone, in a floating waterproof pouch.
 - (2) A life jacket.
 - b. Should be qualified or trained in Cardiopulmonary Resuscitation (CPR) and the use of an Automatic External Defibrillator (AED).
4. **KRA Coxswains.** Safety is the primary, and most important, responsibility of the coxswain. Coxswains are responsible for the safety of the crew and the equipment once they have first taken charge of the crew by calling "hands on" and until the shell is safely back on the rack.

Specific safety-related duties include:

- a. Review KRA's *Coxswain Manual* on at least a yearly basis.
 - b. Accurately and completely maintain the KRA Rowing Logbook for each row.
 - c. Safely direct the movement of the shell on the dock before and after each row.
 - d. Bring the following equipment on every row:
 - (1) A mobile phone, in a floating waterproof pouch.
 - (2) A life jacket.
 - (3) A flashlight during rows in darkness.
 - (4) A fully equipped Coxswain's kit.
 - (5) The ring-bound Emergency Landing Site (ELS) document.
 - e. Put bow lights on all shells that are going out in darkness and limited visibility conditions and remove them upon completion of the practice.
 - f. Keep the shell within hailing distance of the launch at all times.
 - g. Other responsibilities as listed in the KRA *Coxswain Manual*.
5. **KRA Launch Operators.** All KRA launch operators must be certified in accordance with the standards set forth in the KRA *Launch Operator Manual*. During a row, the launch operator will be alert to any situation that might place KRA rowers or shells at

risk and respond accordingly. The launch operator is also solely responsible for the safe navigation of the launch.

Specific safety-related duties include:

- a. Review KRA's *Launch Operator Manual* on at least a yearly basis.
 - b. While underway, the primary function of the launch operator is to provide safety services for the shell(s).
 - c. The launch operator serves as the "eyes for the KRA row." The launch operator is free to concentrate on the bigger picture while the coxswain and the coach are focused on the shell and rowers.
 - d. Maintain situational awareness, understanding the geographical environment, the weather, obstructions in the water, other boats, navigational aids, and Navy restricted areas.
 - e. Follow all Coast Guard small boat regulations and provide all support required to any other mariners in distress.
 - f. Bring the following personal equipment on every row:
 - (1) A mobile phone, in a floating waterproof pouch.
 - (2) A life jacket.
 - g. Should ideally be qualified or trained in CPR and the use of an AED
 - h. Ensure all safety-related equipment listed in the KRA Launch Operator Manual is onboard the launch during every row.
 - i. Ensure appropriate lights are shown in darkness and limited visibility conditions.
 - j. Employ an Engine Cut-off Switch (ECOS) and associated ECOS link (ECOSL -- or "kill cord") as required by the US Coast Guard. For additional information please see the KRA *Launch Operator Manual*.
 - k. Other responsibilities as listed in the KRA *Launch Operator Manual*.
- 6. KRA Crew.** Safety is everyone's responsibility, and it is incumbent upon every crewmember to be familiar with USRowing's safety policies, and KRA's safety-related equipment, policies, and procedures. Thorough knowledge of these safety policies and procedures is essential to feel empowered to immediately identify a safety concern and speak up. In the final estimation, deciding whether a row is safe is everyone's personal

assessment. If a crewmember does not feel conditions are safe for personal reasons, they can withdraw from the row. If a crewmember believes conditions are unsafe for any of the reasons addressed by official safety policies, it is their responsibility to speak up and cancel or terminate the row.

Towards this end, the KRA Crew will:

- a. Review the USRowing Association safety video and *Safety Expectations Policy* on at least a yearly basis. Both the video and the policy are available on the USRowing website.
- b. Review KRA's safety policies and procedures on at least a yearly basis.
- c. Inform the coach, coxswain, and/or launch operator if they are uncomfortable going out. No rower should feel they are required to row if they believe conditions are unsafe.
- d. Assume responsibility for checking the safety of the rowing shell before going on the water.
- e. Follow the instructions of the coach, coxswain, and/or launch operator.
- f. Immediately notify the coxswain if they see threatening clouds, changes in wind speed or direction, hear thunder or see lightning, or see a hazard or possible collision which they believe the coxswain does not see.
- g. Provide the Safety Committee with current information on pertinent medical conditions and emergency contact information.
- h. Complete appropriate membership-related forms as required by the KRA Membership Committee.

D. TRAINING.

1. The Safety Committee will review KRA's safety policies and procedures at the beginning of each rowing year. When feasible, first aid, CPR, and AED training will also be conducted.
2. The Safety Committee will conduct a yearly On-the-Water Training Day to practice emergency situations.
3. On a regular basis during regularly scheduled rows, KRA will practice moving rowers between the launch and the shell. These events will be noted in the KRA Rowing Logbook.

E. **POLICIES.**

1. Cancellation policy: A fundamental safety-related decision is deciding when to row and when not to row.

The decision to cancel a row will be made by discussion among the Coach (if present), Coxswain, and Launch Driver for that row. The decision to cancel should be made by 6 pm for an early morning row and a minimum of 2 hours before an evening row. For an evening row, if conditions are uncertain the decision may be deferred to the dock. This will be stated on the calendar. Anyone who decides to withdraw because they are uncomfortable with the conditions or because of a large travel distance should remove their name from the sign up as soon as possible. Remaining crew will meet at the dock and decide whether to row by consensus. A row may be delayed if conditions are predicted to improve.

All notifications will be made through the calendar. The Coach, Launch Driver, or Coxswain will modify the calendar entry to indicate that a row is cancelled or that the decision will be made at the dock, including the reason for the decision. All participants are responsible for checking the calendar before heading to the dock.

a. KRA will not row in the following conditions:

- 1) Lightning forecast or observed.
- 2) Confirmed/forecast winds or gusts greater than twelve miles per hour, or white caps visible. Per the USRowing Safety Guidelines, “do not row in whitecaps or winds of 12 knots or higher under any circumstances.”
- 3) A Small Craft Advisory or Gale Warning is in effect.*
- 4) Wind chill temperatures 35°F or lower at the Poulsbo marina, presence of ice on the dock. A row may commence at a temperature of 35°F if all other conditions are favorable and there is a warming trend.
- 5) The Heat Index based on combined humidity and temperature indicates Extreme Caution or Danger zones. Based on the National Weather Service Heat Index and typical summer humidity levels in Poulsbo, KRA will cancel rows when the Heat Index is 85°F or higher. A row may commence at a HI of 85°F if there is an obvious cooling trend. At air temperatures of 75°F and higher, all participants should wear a hat and bring water onto the boat. The intensity of the row should be reduced and there should be a rest/water break approximately every 15 minutes.

- 6) The local Air Quality Index (AQI) is 151 or greater (categorized as Unhealthy, Very Unhealthy, or Hazardous).
- 7) Extremely low tides (the launch cannot leave or return to the dock when the tide is -1.0 or lower).
- 8) When no qualified coxswain is available for an EIGHT; a FOUR may go out without a coxswain only when an experienced crew and coach is available.
- 9) When no launch or qualified launch operator is available.
- 10) A no contact public health advisory has been issued by the Kitsap Public Health District advising the public to avoid contact with the water in Liberty Bay.

* There are occasions when the Small Craft Advisory effect area (Puget Sound and Hood Canal) is too broad to reflect local conditions in Liberty Bay. When all other parameters are favorable, the decision to row may take into consideration local conditions even in the presence of a SCA.

b. KRA will consider not rowing in the following conditions:

- (1) Reduced visibility (heavy fog, haze, smoke, or driving rain). A rule of thumb is ability/inability to see the Poulsbo Yacht Club from the KRA dock; strongly consider cancelling the row if the Yacht Club is not visible. Fog can also be patchy in Liberty Bay. Consider the possibility of reduced visibility throughout the course of the row and in the possible rowing locations.
 - (2) Low tides that affect access to the marina and dock, especially if the coxswain is inexperienced.
 - (3) Poor air quality. Outdoor activity is not recommended when the AQI is greater than 100 (categorized as Unhealthy for Sensitive Groups).
 - (4) An infectious disease pandemic with health restrictions on public gathering and social distancing.
2. Prior to each row, the coach, coxswain, launch operator will conduct a pre-launch briefing for all participants addressing the following safety-related items: environmental conditions (e.g., wind, tide, temperature, visibility, etc.); moving the shell from the rack to the water; the row plan; and any pertinent safety items. The pre-launch briefing is a great opportunity to address any safety-related questions and concerns.

3. Dock safety is an ongoing concern, and the KRA dock is probably the most likely place for an accident involving injury to KRA members or damage to KRA equipment. The risk of these accidents can be greatly reduced by adherence to existing KRA policies and procedures, especially the KRA *Coxswain Manual*. It is critical that all rowers follow the coxswain's commands on the dock and not anticipate those commands.
4. Each rower is responsible for checking the whole boat's material readiness and is wholly accountable for checking their own oar, rigging, foot stretchers, seat, and slide. USRowing recommends that while the shell is in the slings prior to launch that the following items are checked:
 5. That nuts on the rigging are tight, and the position of foot stretchers and the smoothness of slide are acceptable.
 6. That the forward end of the slide is blunt and will not gouge calves.
 7. That the heel ties on the rower's shoes are tied, the correct length, and in good condition (or if using mules or quick release shoes, make sure that they are in proper working order).
 8. That the shell's bow ball is securely fastened.
 9. Once in the boat, each rower should make sure their clothing cannot become tangled in the seat or oar handle.
10. The safety launch is KRA's most important item for ensuring rower safety. As such:
 - a. The safety launch must always stay within hailing distance of the shells.
 - b. USRowing advises that when the air temperature is below 40 degrees and/or the water temperature is below 50 degrees, the rescue launch should stay within 100 yards of all shells. This means that if two shells are out, the coxswains need to stay close to one another so the launch can remain with 100 yards of all shells and respond as needed. As the water temperature in Liberty Bay averages below 50 degrees for eight months of the year, the 100-yard distance standard will be in effect for all months except July, August, September, and October.
 - c. A launch will not supervise more than three shells at a time.
 - d. The launch will be equipped with Type II or III life jackets, a throwable Type IV floatation device, a B-II fire extinguisher, an air horn, flares, a flashlight, a throwable rescue line, a first aid kit (including an AED), a megaphone, space blankets, a tool kit, a boathook, and two small oars.
 - e. All personnel in the launch should wear a life jacket.

11. The launch will preferably land before the shells to provide time for the launch operator to begin securing the launch and to ensure a qualified individual is present on the dock to assist landing the shells, as required:
 - a. A qualified individual must be present on the dock to assist when landing an EIGHT.
 - b. A FOUR may land without assistance if conditions are safe to do so.
12. When present, the Coach oversees the row. Launch operators, coxswains, and rowers will follow the directions of the coach, unless those directions violate safety policies and procedures.
13. All rowers must follow the directions or calls of the coxswain when on the dock and on the water.
14. Inexperienced coxswains should not go out with inexperienced crews.
15. New KRA coxswains should familiarize themselves with the KRA *Coxswain Manual*, standard calls, proper rowing terms, and KRA equipment before taking out a crew.
16. The coxswain will wear a life jacket throughout the row.
17. All coaches, launch operators, and coxswains must know the location of any hazards in Liberty Bay, including pilings, private docks, rocks, buoys, and low tide hazards. Safe rows require familiarity with the Port of Poulsbo and Liberty Bay. Towards that end, relevant maps and photographs are attached:
 - a. Figure 1 (Page 16): Liberty Bay
 - b. Figure 2 (Page 17): Port of Poulsbo
 - c. Figure 3 (Page 18): North Liberty Bay “No-Go” Areas (low tide grounding risk).
 - d. KRA has identified 11 Emergency Landing Sites (ELs) in Liberty Bay that are available in any tide condition and are readily available to emergency responders. These sites are listed in Appendix A.
18. The Port of Poulsbo Marina and Liberty Bay are often busy venues with many motorized and non-motorized watercraft present. Great care should be taken by all coaches, launch operators, and coxswains to be aware of nearby boat traffic.
19. When operating in the Port of Poulsbo Marina, crews should be cautious around blind corners created by docks, breakwaters, and boats. Limit speed to no more than five knots (walking pace) while in the marina.

1. Coaches, launch operators, and coxswains should be alert for, and keep away from, water skiers and their tow boats.
2. Coaches, launch drivers, and coxswains should be aware that sailboats under wind power have right of way over rowing shells.
3. The Safety Committee will maintain a current Emergency Contact List. This list will detail pertinent medical information and telephone numbers for an emergency contact for all KRA members. A copy of the list will be kept aboard the safety launch and in the Cox log book in the dock locker.
4. KRA is a Masters rowing club, as such no rower should be under the age of 18. No individuals under the age of 18 are allowed in the launch except in an emergency.
5. Alcohol and marijuana are forbidden aboard KRA boats and in the KRA Clubhouse, except when specifically authorized during KRA-sanctioned events.
6. No weapons, knives (spring-operated or over 4 inches), or firearms of any description are permitted in KRA facilities or boats.

F. PROCEDURES.

1. Emergency Conditions:

a. Medical Emergencies: See the latest version of the KRA *Emergency Action Plan: On Water Rescue – Medical Emergency.*

b. Weather-Related Health Emergencies:

(1) **Hypothermia** is an extremely serious risk on Liberty Bay. Hypothermia is an extremely dangerous condition that can result from prolonged exposure to extremely cold air or emersion in the water should a boat capsize or an individual go overboard. It is KRA policy that no rowers will launch if the wind chill temperature is 35°F or lower at the Poulsbo marina. National Weather Service forecasts shall be considered to ensure a row is canceled with sufficient time to ensure KRA members do not venture out on potentially icy roads for a row that will be cancelled.

During cold weather, hypothermia will be a consideration in the safety review conducted prior to each row. The launch operator, coxswain, coach, and all rowers should review signs of hypothermia and look out for one another during and immediately after a cold weather row.

All KRA members have the responsibility of being dressed appropriately for cold weather conditions, including considering the use of pogies or gloves. Multiple layers of clothing of a wicking fabric that does not hold water and a warm hat are recommended. Members should keep a dry set of clothes in their car to change

into should they get wet during a row. There is also a box of dry clothing in the Erg Room. A hot shower is available at the Port of Poulsbo restrooms.

Warning signs of hypothermia: Shivering, confusion, loss of coordination, slurred speech, unresponsiveness, exhaustion.

Action: Transfer victim to a warm room or onto the launch as soon as possible. Remove wet clothing and warm the core first (chest, neck, head, groin) using an insulated blanket or by skin-to-skin contact under a blanket. A warm beverage may help increase body temperature. Do not give alcohol. If body temperature is below 95°F or the victim is unconscious, call 911 immediately. Continue warming procedures and administer CPR if needed until emergency services arrive.

(2) **Hyperthermia** occurs when there is an increase in body temperature, usually when the air temperature is above 76 degrees, and the victim is exposed to sun and heat in combination with a decrease in fluids. It may occur when sweat cannot easily evaporate; the body is being heated by the environment; or water loss from sweat and respiration is not replaced, and dehydration occurs. Two serious conditions may result:

(a) Heat exhaustion; as indicated by a throbbing headache, nausea, cool skin, chills, sweating, and weak pulse. Action: drink water, shade from sun, and treat for shock.

(b) Heat Stroke is life threatening; signs are behavior changes, unconsciousness, hot but not sweaty, flushed warm skin and rapid pulse. Action: douse with cool water, shade from sun, fan, ensure the airway is open, get medical assistance as soon as possible.

(c) To avoid these problems in hot and humid weather:

- Maintain a high fluid level. Drink water before leaving the dock and frequently while on the water. Each rower should take an individual water bottle for easy access.
- Avoid sunburn by using sunscreen and wear a hat or visor to keep the sun off the face and out of the eyes.
- Wear light clothing.
- Remain in the shade when off the water.
- Plan activity level consistent with the degree of heat and humidity.

c. **Boat Capsizing, Swamping, or Collision:**

(1) If the shell capsizes, the immediate command should be “Untie!”

- (2) A shell is swamped when the interior water reaches the gunwales. KRA's shells do not have sealed compartments so the flotation ends may cause the boat to break apart. To prevent that from happening, the crew needs to leave the boat in the following manner:
 - (a) The coxswain will command "Way enough! Hold water!"
 - (b) The coxswain will signal the launch and direct the rowers to untie.
 - (c) Unload rowers by pairs, starting in the middle of the boat, as soon as possible to avoid damage to the boat.
 - (d) Pairs should form buddies and keep watch of each other. The coxswain should buddy with the stern pair.
- (3) If the shell capsizes, is involved in a collision, or swamps, the coxswain, coach, launch operator, and rowers will do a head count to account for everyone who was in the shell. Once everyone has been accounted for, the decision needs to be made as to whether to bail out the shell, reboard the rowers and coxswain, and resume the row; or to bring everyone in the water aboard the launch and return them to the KRA dock or take them to the nearest ELS. The risk of hypothermia is the key determinant. There is an extremely high risk of hypothermia when the water temperature is below 50°F. As the water temperature in Liberty Bay averages below 50°F for eight months of the year, hypothermia is a very real concern.

In either case:

- (a) Rowers and the coxswain should stay with the shell and use it as a flotation device until rescued or the shell is bailed out. Under no circumstances should anyone in the water leave the immediate vicinity of the shell. Even if a swamped shell is within a swimmable distance from the shore, no one should try to swim to shore.
 - (b) Individuals in the water should pair up and keep in continuous contact with each other until rescued or the shell is bailed out. The coxswain will work with the launch operator to ensure that everyone is accounted for until the situation is resolved.
- (4) Shells can be replaced but people cannot. If conditions are such that hypothermia is likely, get the wet rowers and coxswains to safety first and then return, with help, to salvage the shell and oars. Other boats in the area may respond and help with the rowers and/or the shell.

- (a) As soon as possible, the launch should begin recovering everyone from the water in accordance with the procedures laid out in paragraph F.1.e below.
- (b) If the shell must be abandoned, notify 911 of its location.
- (c) Once everyone is safe, the launch can return to the site of the incident and recover the shell and oars.
 - i. Use the handpumps in the launch to bail out the shell.
 - ii. Remove the oars and place them in the launch.
 - iii. Return the shell to the KRA dock by towing, having launch occupants hold on to the rigging, or lashing the rigging to the side of the launch.
 - iv. Upon returning to the dock, remove as much of the remaining water from the shell as possible. Lift the shell carefully to avoid injury or damage. A shell full of water is very heavy, so bail it out first, then lift it from the water.
- (5) If conditions permit, and hypothermia is not a concern, use the handpumps in the launch to bail out the shell. Once the shell is bailed out, the coxswain and rowers can reboard and resume the row or return to the dock.

d. Rower ejected from their seat:

- (1) The coxswain will order “Way enough! Hold water!” and summon the launch.
- (2) The launch operator will recover the individual from the water in accordance with the procedures laid out in paragraph F.1.e below.

e. Person in the Water:

- (1) The launch should approach the individual(s) in the water slowly from the leeward side. Keep the outboard propeller away from the people in the water. Turn the engine off, or place it in neutral, prior to bringing people onto the launch.
- (2) The launch operator should distribute life jackets immediately. Due to the hypothermia risk, any individual in the cold waters of Liberty Bay constitutes an emergency for most months of the year. If necessary, call 911 as soon as possible for assistance using the following script:

This is [IDENTIFY YOURSELF] with Kitsap Rowing Association reporting a water emergency. We have [SPECIFY THE NUMBER OF INDIVIDUALS] in the water in Liberty Bay near [APPROXIMATE LOCATION WITH LANDMARKS]. We are taking the individual(s) to [IDENTIFY THE

EMERGENCY LANDING SITE]. Please have emergency medical responders meet us there. [IF A SIGNIFICANT NUMBER OF INDIVIDUALS ARE IN THE WATER REQUEST ON-THE-WATER ASSISTANCE FROM POULSBO FIRE AND POLICE].

- (3) Assist rowers into the launch using the strap if needed; take care to keep the launch balanced.
 - (4) If multiple rowers are in the water get the lightest rower into the launch first. Two people in the launch can then assist the next rower.
 - (5) Check for any injuries and hypothermia. If necessary, take steps to warm the rescued individuals by positioning them out of the wind and covering them with space blankets.
 - (6) Get the individuals back to the KRA dock or the nearest ELS as soon as possible.
 - (7) Maximum safe operating capacity for the launch is six people or a maximum of 900 pounds. DO NOT MAKE THE SITUATION WORSE BY OVERLOADING THE LAUNCH. Request assistance and make as many trips as necessary to get everyone to safety. Assess the physical condition of the people in the water and ensure those most at risk are transported to safety first.
- e. **Grounding:** Groundings rarely result in personal injury but can cause minor to serious equipment damage. In the event of a grounding, personal safety remains a priority, but early attention to minimizing equipment damage is important.
- (1) The coxswains should stop the boat. Assess water depth, the status of hull integrity, the nature of the grounding, and how best to un-ground the boat, prevent it from sinking, and mitigate further damage. Unload the fewest number of people needed to float the boat safely with minimal damage.
 - (2) The launch operator will render assistance taking care not to ground the launch.
- f. **Hull and Mechanical Failure:** Shells can suffer hull, rigging, seat, and foot stretcher failures that make further normal operation of the boat infeasible.
- (1) Rowers will call “Way Enough” and identify the failure to the coxswain and jointly assess the casualty and its resolution. Even with minor mechanical failures, serious thought should be given to carefully returning the boat to the dock for repair.
 - (2) If hull integrity is breached, follow the procedure for a capsized boat if appropriate (paragraph F.1.c above, Boat Capsizing, Swamping, or Collision).

2. **Oil and Hazardous Substance Spills:** See the latest version of the KRA *Oil and Hazardous Substance Spill Response Procedures* document.
3. **Emergency Communications:**
 - a. A mobile phone call to 911 (Kitsap Central Communications – CENCOM) is the primary means of emergency communications for KRA. Towards that end, launch operators, coxswains, and coaches must always have a fully charged mobile phone in a floating waterproof pouch when they are on a row.
 - b. A VHF marine radio is another means of emergency communications.
 - (1) VHF Marine Band Channel 16 is reserved for distress and safety calls and is constantly monitored by Coast Guard Sector Puget Sound in Seattle and other emergency response agencies.
 - (2) There are three types of distress and urgency calls used on maritime VHF radio.
 - (a) MAYDAY involves a life-threatening emergency or a threat to a vessel. When a MAYDAY call is made, the caller requires immediate assistance.
 - (b) PAN PAN is a call made when there is an urgent situation on board a vessel but there is no immediate danger to life or the vessel itself. A PAN PAN call is a request for help. The vessel may be lost, out of gas, or have a non-life-threatening injury or illness onboard.
 - (c) SECURITE is a call made for safety purposes and is often used to issue navigation or meteorological warnings, or any other warning that may concern the safety of life at sea. The Naval Undersea Warfare Center Division Keyport issues SECURITE calls via Channel 16 when it is conducting in-water testing on the Keyport Range.
 - (3) VHF Marine Band Channel 68 is the preferred method for communications during KRA-sponsored regattas.
 - (4) VHF Marine Band Channel 13 is used by commercial, military, and recreational vessels for navigational purposes in the open ocean, bridges, locks, and harbors.
4. **Incidents, Incident Reporting, and Incident Investigation:**
 - a. Incidents are unplanned events that involve personal injury and/or equipment damage. They present an opportunity to self-examine how KRA conducts its business with an eye toward reducing the frequency and/or severity of such events.
 - b. All incidents (boat collision, boat damage, medical illness, or injury, etc.) must be immediately reported to the KRA Board President, the Chairman of the Safety

Committee, and the Chairman of the Maintenance Committee (if equipment damage is involved).

- c. All incidents will be thoroughly investigated by the Safety Committee with assistance from the Maintenance Committee if needed. A careful analysis of the incident can help pinpoint the root cause and provides specific lessons for members and coaches to help avoid and/or reduce the severity of future incidents. Periodic review of incident reports reminds us of our policies, the need for safety vigilance, the importance of the launch operator/coach/coxswain team, and the importance of on-scene leadership. The details of the incident, and the resulting investigation, and recommendations to avoid recurrence will be documented via the KRA Incident Report Form (Attached at Appendix B, and available in hardcopy on the dock in the coxswain's logbook) and reported to the KRA Board as soon as possible.

G. Equipment Safety:

1. Properly functioning, well-maintained equipment is essential to the safety of rowers.
2. Rowing with broken equipment may be unsafe and could further damage the equipment. If equipment is broken, do not use it.
3. Rowers are responsible for inspecting the shell prior to rowing; specifically, check bolts, riggers, top nuts, spacers, foot stretchers, etc. for condition and proper functioning. Check equipment periodically during practices or races to ensure everything is in order.
4. Ensure the Maintenance Committee is aware of any equipment issues.

H. Regattas: Regattas or rowing scrimmages sponsored by KRA will follow the provisions of the KRA Safety Program and other safety-related policies and procedures, the latest version of the USRowing *Rules of Rowing*, and US Coast Guard regulations.

1. The United States Coast Guard (USCG) Sector Puget Sound manages marine events (including rowing regattas) in Western Washington under the auspices of Code of Federal Regulations (CFR) 2002, Title 33, Volume 1, Part 100 (Safety of Life on Navigable Waters), Subchapter G -- Regattas and Marine Parades. An application to conduct a marine event must be submitted to Sector Puget Sound at least 135 days prior to the event using Department of Homeland Security form CG-4423 ("Application for Marine Event").
2. The "Application for Marine Event" is the means by which the Coast Guard and Coast Guard Auxiliary can be asked to provide small boats to support a KRA-sponsored regatta or rowing scrimmage. The e-mail used to submit the application to Sector Puget Sound can also be sent to the Poulsbo Police and Fire Departments to alert them to the event and ask them to provide their boats to support KRA.

3. The KRA Safety Committee will publish a Safety Plan for each KRA-sponsored regatta or rowing scrimmage at least two weeks prior to the event.

APPROVAL AND REVIEW

APPROVAL AUTHORITY	KRA BOARD	COMMENT
DATE APPROVED	8 April 2021	
REVIEW AUTHORITY	Safety Committee	
NEXT REVIEW DATE	27 May 2023	



FIGURE 1: Liberty Bay

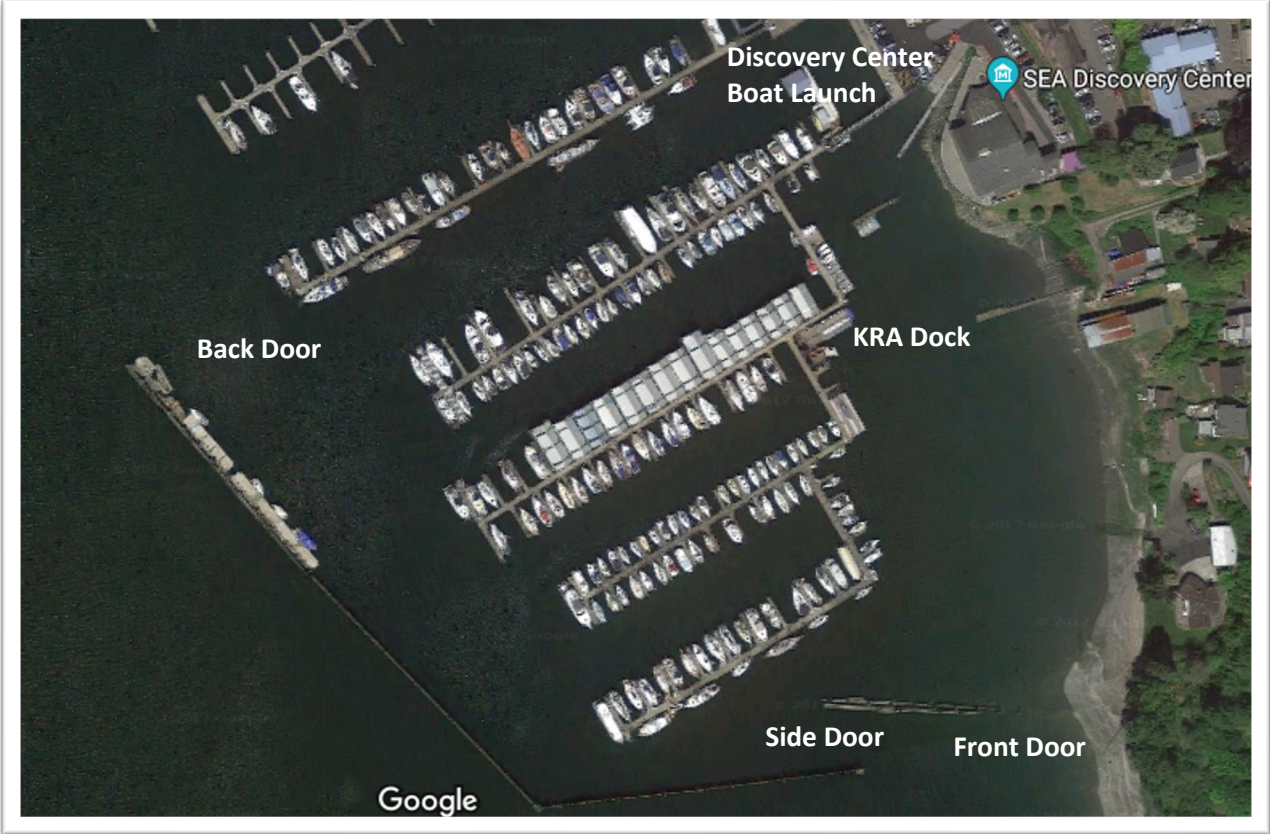


Figure 2: Port of Poulsbo

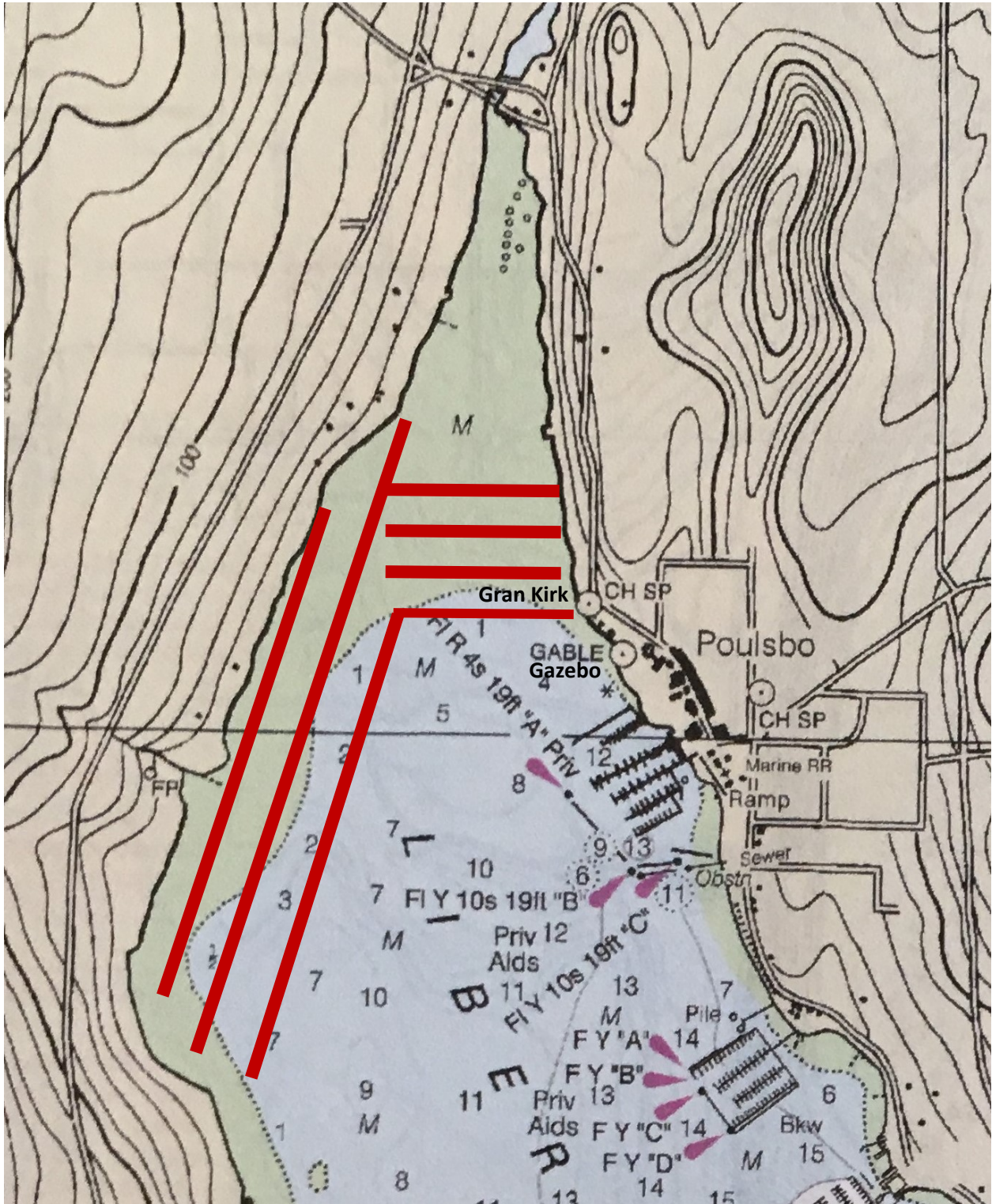


Figure 3: North Liberty Bay “No-Go” Areas (low tide grounding risk)

Appendix A Emergency Landing Sites (ELs)

KRA has identified 13 Emergency Landing Sites (ELs) in Liberty Bay. These sites are available in any tide condition and were selected based on closeness to KRA rowing routes, ease of making a beach or pier landing, and ease of access for Emergency Medical Services (EMS -- normally the Poulsbo Fire Department).

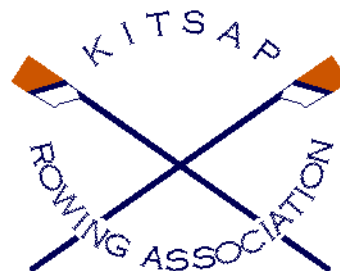
1. The Port of Poulsbo – The Discovery Center Boat Launch, 18743 Front St NE, Poulsbo, WA 98370
2. Oyster Plant Park, 17791 Fjord Dr NE, Poulsbo, WA 98370
3. 17346 Lemolo Shore Drive NE, Poulsbo, WA 98370
4. 17166 Lemolo Shore Drive NE, Poulsbo, WA 98370
5. ~~16379 Norum Road NE, Poulsbo, WA 98370~~ **NOT APPROVED AS OF FEBRUARY 2021**
6. 16005 Norum Road NE, Poulsbo, WA 98370
7. 1700 Yoot Skut Road NE, Poulsbo, WA 98370
8. The Port of Keyport, 15501 Washington Ave NE, Keyport, WA 98345
9. ~~15978 Virginia Point Road NE, Poulsbo, WA 98370~~ **NOT APPROVED AS OF FEBRUARY 2021**
10. 16208 Virginia Point Road NE, Poulsbo, WA 98370
11. 16499 Pearson Point Rd NE, Poulsbo, WA 98370
12. 16575 Pearson Point Rd NE, Poulsbo, WA 98370
13. 17130 Scandia Ct NW, Poulsbo, WA 98370



KRA Emergency Landing Sites (ELs)

Appendix B

Kitsap Rowing Association
P.O. Box 232
Indianola, WA. 98342



DRAFT INCIDENT REPORT FORM

INCIDENT:

1. Date of the Incident:

2. Approximate Time of the Incident:

3. Location of the Incident:

4. List all persons involved:

a. [Boat name]:

- (1) xxx
- (2) xxxx
- (3) xxxx
- (4) xxxx

b. [Boat name]:

- (1) xxx
- (2) xxxx
- (3) xxxx

c. [Boat name]:

- (1) xxxx
- (2) xxxx

d. KRA Launch:

- (1) xxxx
- (2) xxxx

5. Full and detailed description of the incident including injuries and equipment involved:

6. Describe weather and water conditions (best estimate):

7. Describe extent of injuries and emergency action(s) taken:

8. State the extent of the damage:

9. List names and contact details of witnesses

a. xxxx:

- (1) xxx
- (2) xxxx
- (3) xxxx
- (4) xxxx

b. xxxx:

- (1) xxx
- (2) xxxx
- (3) xxxx

c. xxxxx:

- (1) xxxx
- (2) xxxx

d. KRA Launch:

- (1) xxxx
- (2) xxxx

10. Detail the analysis of causal factors; include sources when appropriate (people/organizations consulted).

Xxxxx

11. Provide mitigation to reduce or eliminate the chance of future recurrence and improve the response to an incident. (This may include acquisition of equipment, safety features, training, and/or change in club/rowing procedures.)

a. XXXX

b. XXXX

c. XXXX

12. Safety review.

13. Safety Committee review. This incident report was reviewed and approved by the Safety Committee on DD Month 20xx.

13. Submitted by:

a. **Name:** XXX XXXXX

b. **Title:** Chair, KRA Safety Committee

c. **Signed:** _____

d. **Date of Report:** DD Month 20xx

14. Approved by: The KRA Board, on DD Month 20xx. Board members: XXX XXXXX, President; XXX XXXXX, Vice President; XXX XXXXX, Secretary; XXX XXXXX, Treasurer; XXX XXXXX, Member at Large; XXX XXXXX, Member at Large; XXX XXXXX, Member at Large.