



CCBH Boathouse Rules and Policies

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Part One: General Boathouse Rules

1. Rowing site and Boathouse users must be either:
 - Members in good standing of CCBH
 - Members of clubs and individuals authorized by CCBH Directors/Board of Directors to use the site.
 - Participants in a program authorized by CCBH.
 - Invited guests of a CCHB member. Note: Guests must complete an CCBH Release of Liability Form and Swim Attestation prior to using CCBH equipment. They must also complete the Online US Rowing Waiver.
2. Coaches shall be responsible for the conduct of their crews. They shall be familiar with the boathouse rules and procedures.

All Student Athletes and member organizations must be SafeSport Certified
3. Coaches and Members (including visitors and guests) will use Online Software to Sign-Up for all boats.
4. Members using the facilities and equipment of the Clubs/Teams do so at their own risk.
5. CCBH is not responsible for the loss of money or property from any part of the Boathouse premises.
6. With the exception of service animals. No pets are permitted in the Boathouse.
7. Smoking is prohibited in the Boathouse.
8. Alcoholic beverages are not permitted without prior permission of the Director/Board of

Directors. No persons shall be permitted to use Club equipment while under the influence of any intoxicant. The use of alcoholic beverages and legally controlled non-prescription drugs is strictly prohibited. Anyone appearing to be under the influence of alcohol or drugs will not be allowed on the rowing site, and repeated offenses will result in revocation of membership and forfeiture of current dues.

9. Parking is permitted in only approved areas, no parking on boat ramp or blocking boats.

10. Inappropriate language and behavior, loud music and horseplay will not be tolerated in and around the boathouse and on the dock.

11. All CCBH Adult members are expected to spend at least 12 hours per year helping in volunteering events and programs.

12. All boathouse doors are to be closed after boats are removed and crews are on the water. The last crew on the water must close the doors. After 8pm doors will be locked.

13. The last crew to leave the bay areas is responsible to close and lock bay doors after all equipment is returned to the boathouse.

14. Each organization must have proper insurance on file. Minimum requirements are stated on the rack agreement.

15. All equipment (oars, slings, etc.) must be stored properly after each use. Equipment left lying around, the boathouse may be discarded at the *vi* discretion of boathouse management.

16. Failure to comply with Membership Guidelines/Boathouse Rules may result in complete or partial loss of membership privileges, or the restriction or suspension of use of the facilities and equipment, without refund of dues or the like, or any part thereof. Ultimate authority for rules enforcement resides with the CCBH Directors.

Disciplinary Actions

Rowers and associated members of Camden County Boathouse who fail to adhere to the rules and policies will be subject to disciplinary actions. Depending on the severity of the violation, disciplinary actions may include, but are not limited to:

- A verbal or written warning of the offense
- Temporary suspension from Camden County Boathouse
- Dismissal from the Camden County Boathouse without refund.
- Reporting to school, local, state, or federal authorities when appropriate.

A. Club Information

1. Clubs must submit, their team's roster and coaching staff prior to the start of, each season (Fall, Spring, and Summer)
2. Contact information for all coaches must be included.
3. All participants must-have a Rack-Storage Agreement on file.
4. All coaches must have Boating Safety Certification on file according to the NJ State Law. Copy Sent to Joseph.calendo@cmdencounty.com
5. All coaches must be CPR/First Aid certified and cards on file.
6. All coaching launches must be properly registered through NJ DMV, or the launch may not be used on the Cooper River. Copy Sent to Joseph.calendo@cmdencounty.com
7. Each club must submit their anticipated practice schedule for each season, including: the time of day, number of boats expected to row and the coach(s) who will be present during that practice time.
8. All clubs must have equipment labeled with team logo.

A) Including Boats, Launches, Oars, Slings, Cox Boxes, labeled with team and club logo. Boats must have team logo on both, port and starboard side of bow

Part Two: Safety/Security

1. The protection of personal health and well-being is of primary importance and should never, under any circumstances, be sacrificed or jeopardized in any way. Equipment should only be used for its intended purpose, not abused, or mistreated, and site users should always strive to protect equipment from damage and neglect.
2. When the dock is open, it does not necessarily mean that it is safe to row. It is the responsibility of every site user and coach to assess all conditions, including, but not limited to weather, water conditions, and lighting conditions.
 - A) Rowing is prohibited on the river outside of boathouse hours. The boathouse is open 5am-8pm during spring, summer, and fall seasons. Winter hours are 9am-4pm.
 - B) In the case of severe weather events (i.e.: storms, flooding, icy conditions, etc.), the river will be closed to rowing. Teams will be notified in advance of any river closures.
 - C) During practice hours, coaches and crews should use their best judgement when determining if conditions are safe and "rowable". Factors to consider are weather conditions (i.e.: precipitation, temperature, wind speed/direction), water conditions (in particular rolling wake or "white caps"), experience of crew, size of shell.

3. All rowers must know how to swim; each program is responsible for ensuring their athletes have passed a swim test.
4. All organization shall have a signed consent form for all rowing members.
5. Program/club rowers shall always be accompanied by a chase launch. A coach or adult will always remain at the boathouse to supervise land workouts and training when applicable. One launch per 1-2 boats max.
6. CCBH program/club coaches are responsible for completing Boathouse Log & recording attendance.
7. CCBH Members and guests will sign in and out in the Boathouse Log indicating time out and returned and condition of equipment used.
8. All occurrences of personal injury, property or equipment damage, however slight and regardless of whether it occurred before or during the member's use, must be reported immediately on an "Incident Form" and to a CCBH Coach, Security Guard or Director of Rowing. If the property/equipment damage is severe or of a questionable nature that further use of the equipment will compound the damage, clearly label the equipment so it will not be used until repaired. This form may be found in the boathouse.
10. All rowing boats should be wiped down after use and secured in its designated storage rack.
11. Each day, all trash, water bottles, socks, etc., will be picked up around the Boathouse, the dock and placed in appropriate trash receptacles.
12. All CCBH members will ensure no equipment is left outside the Boathouse after practice and rowing. All equipment will be returned and secured in the designated storage area in the boathouse before 8pm.
13. CCBH members ensure the boathouse is secured when leaving the boathouse with fans and lights off; all doors will be closed and locked.
14. Important: Gas tanks, gas containers and oil will not be permitted in Boathouse and will always be stored inside the flammable storage locker at the end of each day. Gas tanks must not be stored on launches and must be put away after use

Part Three: Launching/Landing/ Traffic Rules

1. Dock Launching/Landing/ Traffic:

- a. Crews and boats must use **double docks (large ramp) to launch**. **Returning** crews must use **single ramp dock** as the **return dock** to Boathouse.
- b. All boats will launch with their bows pointed towards start line (rt. 130).
- c. When other crews are waiting to launch, crews should tie in on the water.
- d. Scholastic rowers will be given priority for launching and recovering during scheduled practice times.

Traffic:

1. Waterway Traffic Patterns: All crews and launches traveling upriver towards the start must stay in lanes 0, 1, and 2. All crews and launches traveling downriver towards the finish must stay in lanes 4, 5, and 6. Lane 3 is a "dead lane" and will serve as the line of division between upriver and downriver traffic.
2. Rowing above the Route 130 bridge is at your own risk, but all launches and shells must follow the same counterclockwise pattern as on the course. Crews and launches returning to the course must yield to all traffic on the course before proceeding downriver. Rowing below Cuthbert Blvd. bridge is strictly prohibited as it is too shallow to pass.
3. Right of Way: Slower crews must yield to starboard, or to the shore, as crews/launches overtake them. Overtaking crews/launches shall stay to port. The crew being overtaken must yield to the overtaking crew within 2 boat lengths and yell "Look Ahead" to oncoming crews/launches. Overtaking crews shall not pass between slower crews and the shore. If a crew is stopped for an extended period of time, they must yield to the shore to avoid oncoming traffic.
4. Launching and Docking: All crews launching from the boathouse shall proceed up lane 0 as soon as safety allows. Crews travelling upriver have the right of way. Crews traveling downriver that intend to dock must row past the 1000m mark, stop, turn, row directly across to lane 0 when safety allows, then proceed up lane 0 to the docks. Crews traveling upriver that intend to dock must move into lane 0 and proceed at a low rate in single file to ensure the safety of crews and launches leaving the docks. Returning crews waiting to land shall yield to departing launches and shells and stay towards lane 0.
5. Crossing the river: Crews crossing the river must first observe traffic and yield safely before stopping and turning. If upriver/downriver traffic is clear, the crew should row directly across the river to shore before finishing the turn. All crews must exercise best judgement before safely executing a turn. Here are recommended points to cross the river: 50m beyond the finish line, before the safety line; above the starting line, before the stake boats; past the 1000m mark.
6. During regattas, non-competing crews or launches are not allowed on the river. The boathouse will post and communicate clearly all river closings around regattas.

Part Four: Equipment Access/Usage Rules

1. Rowing hours and Boathouse hours shall be set and posted by the CCBH Directors and may be revised from time to time.
2. All rowers using Team and Club equipment are responsible for the safe use and care of the equipment while they are using it. Careless or negligent use of Club/Team equipment by a member may result in suspension of rowing privileges at the discretion of the CCBH Rowing Director.
3. CCBH Members will only use equipment identified by their team or clubs
4. All members and crews using any equipment in the Boathouse, including private equipment, shall record such in the equipment use logbook. Boats may be moved to less desirable racks to make room for those who are active. Boats and shells will be subject for removal if teams do not meet the require active use criteria and rack fee requirements.
 - A) Private and club members-
 - a. Storage is for January 1, until December 31. Storage is for active rowers and clubs only and boats must be used a minimum of twenty times per month. Rowing members must be in good standing with their club for three years. Failure to meet this requirement will result in the immediate loss of rack space and fees for the current year. Permittee will be put on the waiting list for the following year. Boats may be moved to less desirable racks to make room for those who are active
 - B) For more info, please see Private/Club Boat Storage Application
5. Teams and Clubs shall inspect equipment before and after each use. Do not use anything in damaged or questionable condition. If the damage has not been previously noted in the logbook.
6. Members and Clubs shall assume responsibility for their own safety while on the water.
7. Wash and wipe down the outside hull of all boats and oars after each use. Wash the inside of boats after use and wipe down seat tracks. Wash the oars.
8. Close oarlocks before putting boats back in their racks.
9. Crews/scullers removing boats from the Boathouse have the right of way over crews bringing boats back to the boathouse.
10. When a crew is moving a boat, one individual needs to take responsibility for coxing the boat to/from the Boathouse.
11. All shells must be equipped with a bow ball.
12. All shells that row in darkness shall have fixed, flashing lights, bow and stern.

13. Each launch shall be clearly marked in 3" high letters with the name of the club, school, college, or university to which it belongs. All launches must be equipped with all lights, bow and Stern

14. Launches must be equipped with 9 approved life jackets and one for each person in the launch.

15.. Launches must be equipped with all equipment required by the United States Coast Guard and the New Jersey Fish & Game Commission, including red and green lights and a white light.

15. Each organization shall assure motor launches are operated by persons familiar with the equipment and the rules and courtesies of the river.

16. All launches shall be maintained and operated in accordance with local safety laws and regulations.

17. All motorboats must have 360 degrees of visibility.

18. All motorboat drivers shall keep their wash to a minimum when passing other boats and shall proceed past docks/slips at idling speeds with no wash.

19. Any launch, new or used, brought to the river must be wakeless, whether purchased by, donated to or found by a club or its tenant.

20. No trolling motors brought to the river shall be in excess of 25 HP.

21. Each organization shall ensure the safety of its equipment.

22. Each rower should be aware of basic shell safety and check equipment before leaving the dock.

23. All teams must inspect and realign all goose lines after each row and use of the docks.

Part Four: Sculling Equipment Procedures

1. Boat Handling and Checkout:

1. Check that slings are in stable condition before using them. Broken ones can collapse / be blown over.
2. When handling a boat, never allow the hull or riggers to bump or touch anything. All hulls and riggers are fragile and easily damaged.
3. Before launching, check that the following are in good working order:
 - Oar blades and tips have no splits or other breaks.
 - Sliding seats move freely on tracks.
 - Foot stretchers are firmly attached on both sides and in the middle.

- Note: Damage to the foot stretcher will occur if all three bolts do not tighten firmly and the foot stretcher can move. If you cannot use your normal or an alternative position, do not row the boat.

2. Singles

1. Whenever there are others around, have someone help you take out and put away a single, because there is a much lesser chance for damage. If no one else is available it is permissible to do so alone, but only if you can comfortably handle the boat alone; otherwise wait.
2. If you are handling a boat alone, always place the boat in slings and roll it over. Do so by lifting the bow or stern with the other end in the sling. Otherwise, there is a chance of damaging the rigging.
3. Inside the Boathouse, replace singles the way you found them: bow out towards the water and upside down.

3. Launching:

1. Step into the boat only on the frame structure beneath the seat tracks. Put your foot in the center at the end nearest the foot stretcher. Never put any weight on the hull, or any part of the frame structure beneath the seat or it will break. Learn to get in and out of the boat primarily on one leg, balancing yourself with your hands on the oar handles and dock or gunwales.
2. Push off or walk yourself off the dock with your hands, not the oar.

4. Handling boats on the water:

1. Never hit anything with the boat or oars. Damage will result and you will probably tip over.
2. Stay well away, 50 feet or more, from all shores.
3. Look over both shoulders frequently, every 10 strokes, to avoid hitting anything. Be especially on the lookout for other boats.

5. Docking:

- a. Row slowly around the docks coming in and look over your shoulders constantly. Other sculler and sweep crews will be around the docks. A frequent cause of boat damage is hitting the bow on the dock coming in too fast or not aimed properly
- b. Step out of the boat as you step in, one foot on only the center of the frame structure beneath the seat and towards the foot stretchers.
- c. Place the oars tip up and out of the way of foot traffic.

- d. Be sure the seat will not fall out of the tracks when the boat is picked up and turned over. If it will not stay in the tracks, take it out before you roll the boat and replace it when the boat is in the racks.
- e. Put boats & oars away carefully; don't rush. Carry oars one in each hand, blades forward, hit nothing.

Part Five: Sweep Equipment Procedures

1. Coaches and coxswains are responsible for the proper and safe handling of sweep boats on and off the water. This includes moving the boats in and out of the boathouse, on the docks and while rowing. Whenever a boat is being handled, all rowers must be quiet and attentive to the task.
2. Check that slings are in stable condition before you use them. Do not use weakened or broken slings; place them in the boathouse for repair.
3. Each rower must check that the condition of the seat and tracks are in good working condition. Do not use seats that don't slide freely; ask the cox or coach to get one that does. If the seat will not stay in the tracks when the boat is upside down, take it out before turning the boat over so it will not fall out and break.
4. Each rower must check that the foot stretchers are in good condition. All three fastening pins must tighten firmly; if the stretcher moves on the pins or if one pin is missing, it will rapidly wear and break. If all three pins will not fasten in the position you like, use a position where they will; do not row with a pin loose or unfastened.
5. Coaches and coxswains must notify the boatman promptly of needed repairs, especially seats and foot stretchers, so that damage will not become worse. Leave broken parts on the workbench with a note identifying the boat and the problem.
6. When getting in a boat at the dock, move the boat out and away from the dock a foot or more so that when rowers step in, the riggers are not pressing down hard on the dock. They are not meant to take weight this way and it strains the hull.
7. Do not wear shoes in the foot stretchers if your feet are small. This quickly wears and breaks the rowing shoe. Wear as many socks as you need to.
8. Always hold the oars tip up when on, leaving or approaching the docks. This minimizes the chance of blade breakage.
9. Be constantly alert for other boats, pilings and buoys on the water.
10. Stay well away - 50 feet or more - from all shores at all times.
11. Wash and wipe down boats and oars after each use.

Part Six: Trailers

1. No overnight parking is permitted in the park or directly behind ceremony area
2. Trailer loading/unloading must be cleared through the boathouse office so that ample space can be provided. In case of an event, keeping the parking lot free for a trailer will not be possible. Please check to be sure no event is taking place at the time of loading/unloading.
3. When an event is taking place, all trailers must be parked on North Park Drive, loaded/unloaded and then moved away from the front of the boathouse
4. All trailers must be unloaded and removed from the boathouse parking lot within 24 hours of returning from an away regatta if no event is occurring
5. Trailers can only be unloaded when a member of the boathouse staff is on site to allow for entrance to the building.

Reporting Issues:

1. If an issue or accident should occur on the river, please fill out a River Incident Report (available at the Boathouse front desk). This information will be used for following up if necessary, by safety committee, and to improve safety for all those who use the river.
2. In the event of an emergency, call the proper authorities (911) and report to the front desk Security at the Boathouse for assistance.

Indemnification:

The County of Camden, Cooper River does not carry insurance covering the property of the Permittee and as such will not be responsible for any injuries or property damage resulting in, caused by, or arising out of the use of the facilities on the river and Permittee does hereby release and discharge the County of Camden, Cooper River, and/ or their agents, servants or employees from any and all liability from loss, injury (including death), or for damages to persons or property sustained while in or on the premises of Camden County, including fire, theft, vandalism, windstorm, high or low waters, hail, rain, ice, collision or accident or any other act of God, or by the negligence or intentional acts of third persons. Permittee expressly releases The County of Camden, Camden Cooper River from all responsibility whatsoever in connection with Permittee and Permittee's property and acknowledges that Permittee's use of the rack(s) shall be solely at Permittee's risk. In the event of any loss and/or the contents thereof, Permittee shall look solely to his insurance coverage, if any, and shall make no claim whatsoever against The County of Camden, Camden County Boathouse.

Permittee(s) certify that the agreement and rules have been read and the terms and conditions set forth herein are fully understood. If you are non-compliant with the affirmation rules and regulations the Camden County Boathouse has the right to refusal of future use.

signature of main contact

Date

signature of boathouse staff

Date