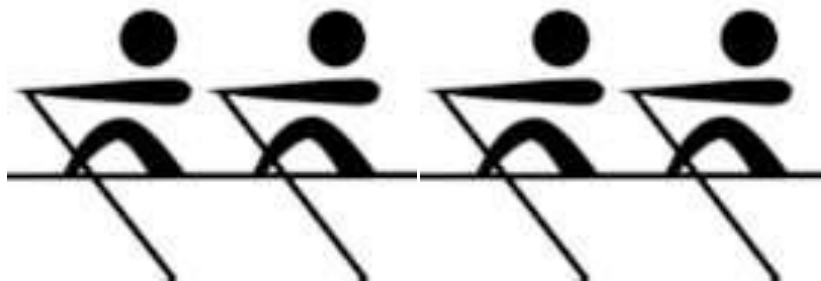




# Newcastle Rowing Club Members Handbook



Edition 05.2 -2022

Newcastle Rowing Club Inc. PO Box 148 Carrington NSW 2294

Boatshed at: - 34 Tully Street Carrington NSW

Website [www.newcastlerowingclub.org.au](http://www.newcastlerowingclub.org.au)

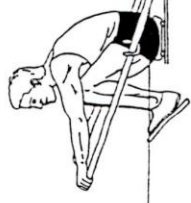
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ABN 34 960 267 295

Reg. No. Y1913914



# BASIC SCULLING TECHNIQUE



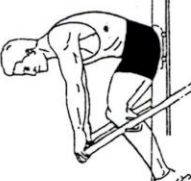
## CATCH

- No stop of the handle or seat.
- Blades 'catch' the water smoothly, continuously and directly.



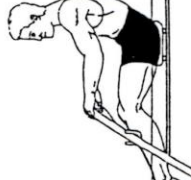
## EARLY DRIVE

- Initial drive with legs through a strong body.
- Shoulders same height.
- Extension of knee and hip joints.



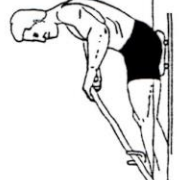
## MID DRIVE

- Legs and body in powerful 'hanging' position - suspension of body weight between handle and feet.
- Arms straight, shoulders directly above seat.



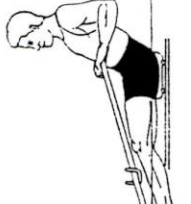
## MID LATE DRIVE

- Hands at 'cross-over' position.
- Shoulders and arms start to draw.
- Shoulders behind the seat.
- Legs work vigorously down.



## LATE DRIVE

- Shoulders behind the seat.
- Shoulders and arms draw in to accelerating handle.
- Attempt to finish handle simultaneously with the leg drive.



## FINISH

- Powerful position of the body, arms and shoulders:
- Wrists flat
- Forearms horizontal
- Elbows/Shoulders pulled back
- Hands ready to circle down.



## RELEASE

- Body does not move.
- Hands move down to release blade, then feather (see GRIP below).
- Shoulders and elbows same as finish.



## HANDS AWAY

- Hands move away approaching the 'CROSS-OVER' (see below).
- Legs straight and relaxed.
- Arms straight and relaxed.



## EARLY RECOVERY

- Body swings over.
- Knees allowed to lift.
- Centre of gravity between seat and feet for stable, balanced position.



## MID RECOVERY

- Forward body swing complete.
- Seat moving at constant speed.
- Blade starts to square
- roll handle into base of fingers.



## LATE RECOVERY

- Body swing complete.
- Arms fully extended, wrists flat.
- Blade almost square.



## FULL REACH

- Full compression forward with:
- Shin vertical
- Chin above knees
- Crest on thighs
- This may be slightly more upright than sweep oar.
- No stop of seat or hands.



## CATCH

- Enter blades in the water with hard lift only - both head and shoulders remain same height.
- Legs compress but not stop.
- Catch is quick but not hard.



GRIP

### DRIVE

- Flat wrist in square (vertical) blade position.
- Handle is held in base of fingers and top of palm.
- Second joint of fingers is most distant from body and half way around the handle.

### RECOVERY

- Wrist is flat in the feathered (horizontal) blade position.
- Handle is rolled out into the fingers AFTER depressing the handle to release the blade from the water - note slight gap between handle and palm.
- Third joint of fingers is most distant from body.

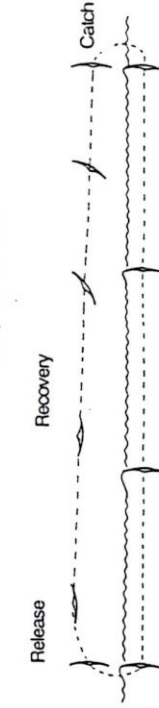


SIDE VIEW:

ABOVE:

### DRIVE PHASE CROSS-OVER

- Left hand is above and slightly astern of the right hand.



Release

Recovery

Catch

Drive

BLADE WORK

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# Welcome to Newcastle Rowing Club!

This handbook is to introduce your club to you.

It contains some rules and procedures for your safety, boat care and club access together with requirements for competing in regional/local, state and national regattas.

The handbook also includes some house rules and an introduction to the club's structures.

As a member of Newcastle Rowing Club, you are encouraged not only to row but to assist and participate the various social and fundraising activities and specific work needed to sustain the club and maintain its equipment, building and grounds.

## Club Structure/Administration

The club is a registered, Incorporated Association (Ref NSW Dept. Fair trading) and is administered in accordance with the Club Constitution (copy on Club Website) by a committee elected at the Annual General Meeting, usually held in August.

The club committee meets monthly, all members welcome.

Committee positions include: -

President, Vice Presidents, Secretary, Assistant Secretary, Treasurer, Club Captain, Boat Captain, Rookie Coordinator, Junior Representative.

Subcommittees are formed for fundraising, sponsorship and social activities, and all club members are invited to participate.

Current committee members are listed/identified on the club notice board.

## Our Annual Regatta

This is our showcase event hosting both Sydney and regional clubs, usually held in November or December each year. The regatta is an excellent opportunity to raise much needed funds and usually receives extensive media coverage. This regatta is conducted under licence from NSW RMS Maritime and the Newcastle City Council. It is supported by the Port of Newcastle, and many local businesses.

All hands-on deck is expected for our hosting of this event each year. The range of duties include canteen, marshalling, boat driving, setup and clean up.

All members are encouraged to seek race sponsorships from new sources as these are not automatically renewed each year.

## Introducing New Members

Club membership may be applied for by any person who fulfils any of the following criteria.

- Experienced rowers may apply for membership upon demonstrating their ability/experience.
- Inexperienced people may apply for membership upon completion of a Rookie (basic introductory rowing) Course and or specified Wave Cutter sessions.
- Inexperienced people that are sponsored by an existing experienced member and have been trained equivalent to the "Rookie Course". This process is usually confined to a member's family or friends.
- Students who have completed 2 Terms of the club's Schools Rowing Programs when operating.

# **NEWCASTLE ROWING CLUB Inc.**

## **OPERATING PLAN**

This plan covers the general activities of the club other than scheduled regattas where specific plans will apply.

### **1. SAFETY**

- The club operates by a set of Safety Rules.
- Novice rowers are only permitted to row under the direct supervision of experienced coaches.
- Rowers are instructed with respect to capsizing and righting of the craft.
- Rowers are trained in the safe operation of the various classes of boat and their proficiency is measured with respect to experience by record.
- Members are encouraged to undertake first aid training; key members are first aid trained.

### **2. AREA of OPERATION**

The club operates from Carrington onto Throsby Creek and the various reaches of Newcastle Harbour including, the North arm of the Hunter River, landing from time to time on public reserve areas adjoining the waterway.

### **3. ACTIVITIES**

The club's operations include the following activities.

- Teaching novice people to row.
- Coaching and training crews for competition.
- Recreational rowing.
- Hosting the club's annual regatta.
- Conducting specific club events.

### **4. TIMES of OPERATION**

The operational times for the club are predominately early morning, however training may be conducted during all daylight hours throughout the year. Nominal operating times 5.00am till 6.00pm AEST depending upon season 365 days per year.

### **5. AQUATIC LICENCE**

The operations of club are in accordance with the navigation rules at set out in the NSW Maritime Boating Handbook. The club's annual regatta and other open events are conducted under specific Aquatic Licenses issued by NSW Maritime Authority, (RMS)

### **6. CLUB COLOURS**

The Club colours are Red White & Blue.

The club zoot suits and RWB horizontal bands with back shorts.

Various club apparel is available.



## Newcastle Rowing Club - Safety Rules

These rules outline the conduct required to ensure safe rowing at Newcastle Rowing Club. It is the individual member's responsibility to be aware of these rules and that other harbour traffic must be considered at all times. **Members are responsible for their own conduct.** All members are required to check in via the NRC Online Boating System.

### Who Is Permitted to Row?

- Any member considered competent in a boat class by the Club Captain & Committee may row at any time in that boat class. Boat classes are Sweep Oar, Single Scull & Multiple Scull.
- Members not competent in a boat class may row in that class under the supervision of a coach or competent member.
- Members must be able to swim 100m in rowing attire and have completed a current safety rules test.
- Members rowing a single scull in the harbour or Hunter River must have passed the capsized test.

### Who Is Not Permitted to Row?

- Any person who cannot swim 100m in rowing attire and novice rowers without supervision.

### When Can You Row?

- Between sunrise and sunset any day of the year provided the weather conditions are suitable.
- Rowing outside these hours, such as before sunrise, requires, fitting of a bow light and to be confined to Throsby Creek upstream of Cowper St bridge between sunset & sunrise.

### When You Cannot Row!

- When the weather is unsuitable, e.g., High winds, rough water, Lightning, thunder, low visibility or fog.

### Where Can You Row?

- The Harbour, the North arm of the Hunter River and on Throsby Creek, refer to training routes diagram.
- The basic traffic rule: always row with your bow side closest to the bank must be adhered to. Ref training routes.
- Boats travelling in opposite directions should only ever pass stroke side to stroke side.
- Junior rowers are not to row into the harbour past the yellow turning marker unless accompanied by a coach or senior rower.

### Where You Cannot Row!

- In the middle of the harbour i.e., in the shipping lanes, or in the Basin.
- Under Hannell St Bridge if the oyster shells can be seen on the piers, it will be too shallow.
- Upstream of Mount Carrington if tide is 0.50m or lower, it is too shallow. Check the Tide Chart.
- On the wrong side of the waterway, i.e. stroke side closest to the bank, or wrong side of noted buoys.
- Within 50 metres of a Tug, moored, stopped or moving.
- Across in front of an oncoming vessel. Rowing craft DO NOT have right of way over any other craft.

### What Equipment do you need?

- Sun Protection: hat, sunglasses, sunscreen 30+, adequate clothing, a full water bottle and footwear.
- Boat and oars to be in good working order with all bungs fitted and heel ties secure. **It is the rower's responsibility to check the boat before taking to the water.** Any damage to equipment must be recorded.

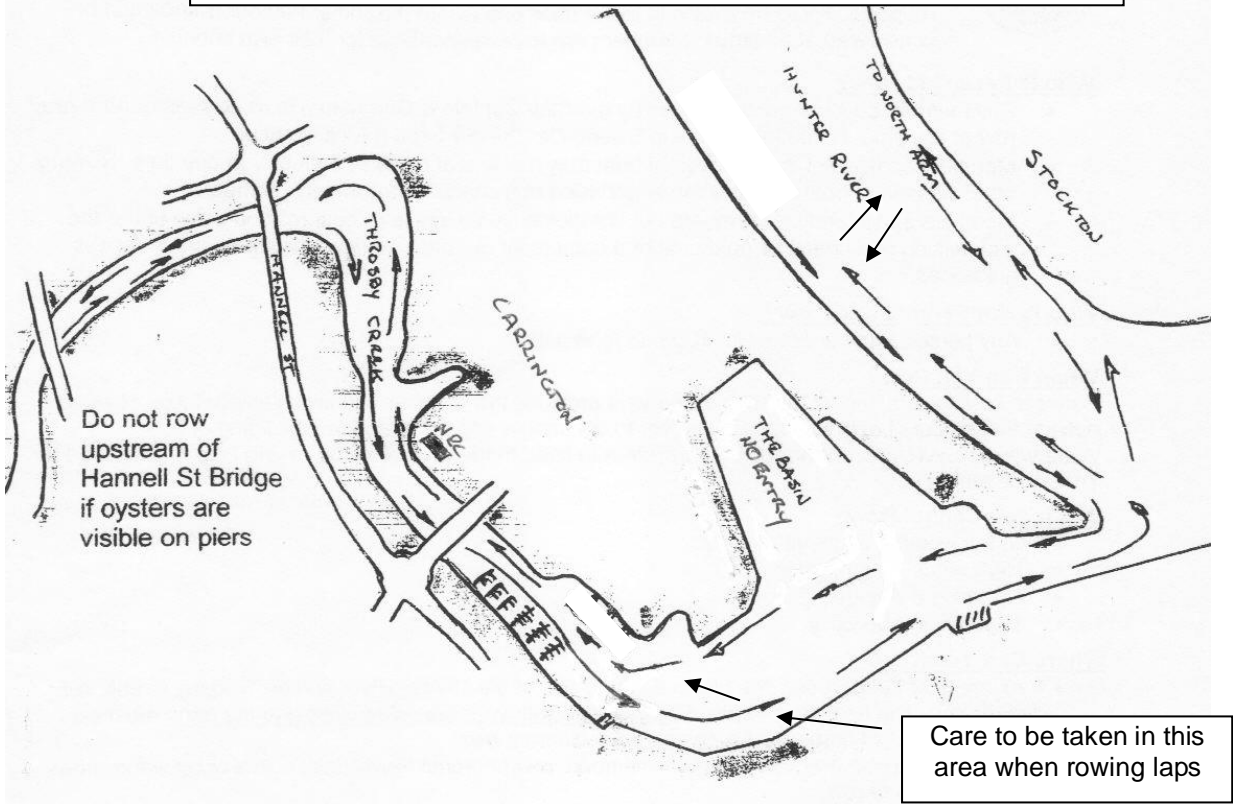
### Hazards. On water: -

- Crossings of a waterway. Always row straight across the waterway when changing direction/sides. This gives maximum visibility of you to others and of them to you. **Diagonal crossing = danger.**
- Wash from powerboats especially tugs - all washes to be approached side on, ref diagram.
- Swirling water from tugs - avoid even if it requires you to wait.
- Other small craft, SUP, kayaks, boats, keep a lookout, be aware when encountering wash from unseen craft.
- Rowing on the wrong side of the waterway i.e. with stroke side closest to the bank.
- **RED BUOY** just downstream of Cowper Street Bridge, to be passed on your Stroke side.
- **GREEN BUOY** just downstream of the Cowper St. Bridge to be passed on your Bow side.
- **YELLOW BUOY** midstream, opposite shed, to be passed on your stroke side at all times.
- Capsized - keep calm, stay with the boat and turn it right way up.

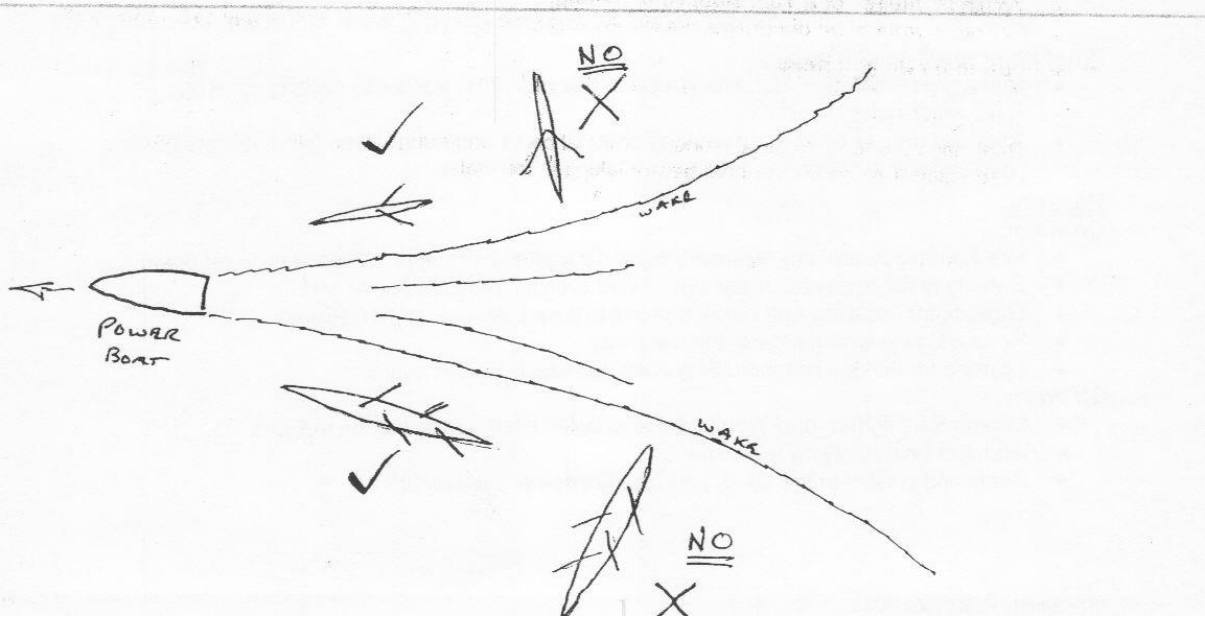
### Off water: -

- Moving from light into dark from outside to inside shed, vision can be reduced. Do not run in the shed.
- Incorrect boat handling technique.
- Boats and riggers in the shed, particularly those at eye height.
- Sharps on Carrington beach - foot wear to be worn between the shed and the beach.
- **Driving in or out of the carpark, beware of pedestrians/small children DRIVE SLOWLY**

**NEWCASTLE ROWING CLUB**  
**Training Routes**  
 Always row with your BOW SIDE CLOSEST to the BANK



**WAVES & WAKES**  
 Power boat wakes and waves must be approached  
**SIDE ON**



### Boatshed Access

The boat shed may be accessed at any time provided a competent responsible member is present. Any member who has issued with a key is considered a responsible member.



### Newcastle Rowing Club Building Key Policy

#### Key Access

Experienced members of the club may apply to the club committee for a boatshed key as follows. The keys issued are marked "G" and open the back entry door, the roller doors, the door between the amenities areas and the boat shed and the gate chains.

- Be a financial member of the club.
- Have at least 50 hours rowing experience.
- Completed the safety test and shed induction.
- Demonstrates knowledge of the club sufficient to be the "responsible member" whenever they are the shed opener.
- Paid required deposit.
- For experienced and competent rowers joining the club or past members who have been absent for over 12 months are required to acquaint themselves with the present club, its policies and rules and members, by regular attendance over a period of 3 months before being eligible.
- Upon cessation of membership any member previously issued with a key is required to return the key to the club.
- **NOTE the shed is to be left locked if there are no members present.**

---

#### Last Person to Leave the Shed, with or without a key!

- |   |
|---|
| <ul style="list-style-type: none"><li>➤ If you are the last to leave, whether or not you have a key, make sure you have: -</li><li>➤ Put the hoses, buckets and any slings and oar racks inside the shed.</li><li>➤ Closed the roller doors, locked in the horizontal bolts and put the padlock on the bottom.</li><li>➤ Turned off the inside taps. (The tap to the bubbler is to be left ON)</li><li>➤ Turned off all the lights, particularly those in the toilets and shower.</li><li>➤ Lock the red door between the boat shed and the amenities area (i.e. press the button in)</li><li>➤ Make sure the external door near the amenities is closed.</li><li>➤ Closed the chain at the driveway.</li></ul> |
|---|

#### Please note if you have a key!

**First person with a key to arrive at the shed is to**

**Unlock the carpark gate leaving the lock OPEN**

**Upon entering the shed unlock the roller doors and hang the lock on the tag to the left of the door with the lock OPEN**

The carpark gate lock and the roller door locks are to be left open so the last person to leave can lock the shed and the carpark, whether they have a key or not!



## Boat Care

### General Boat Care Guidelines

Our boats and oars are specialised sporting equipment, they are easily damaged and expensive. Care in handling both on and off the water is the responsibility of all members

### Before Rowing

Check boat before placing on water that all bungs are fitted and all adjusting screws and nuts are in place. If the boat appears to be incomplete either take steps to rectify before use or report it in the Damage Log and place it out of service.

### After Rowing

- Clean boats thoroughly after each row.
- Wash inside and outside with sponge and detergent.
- Rinse boats thoroughly with fresh water and wipe dry both inside & out.
- Check the working order of the boat you rowed.
- Report all damage whether caused by you or not.



### Maintenance

Boat maintenance is carried out “in house” where possible, by experienced club members and or supporters.

### Records

Records of safety incidents, attendance and maintenance issues are required to be kept for everyone’s safety and management of the club fleet. The record systems are:-

#### **1. Boat Checkout and boat use record –**

The record of who is rowing and what boat is being used is recorded via the. “NRC Online Boating System” To be filled in before taking any boat out and signed off upon safe return by green shading the record cell. This is a requirement for all boats, both club and private.

#### **2. Damage Log –**

All damage to boats and oars is to be recorded via the **Boat Maintenance Log and Damage QR code**, located on the club notice board.

If you damage or find a boat, oars or any equipment damaged, please:

- Record the issue via the QR Code.
- Place an “Out of Service” label on the damaged/broken equipment, so that others don’t use it. The labels are kept in the top draw of cabinet adjacent to the western roller door.

#### **3. Safety Records -**

This book is to record significant safety incidents e.g. a collision with the view of understanding how the incident happened to add to our learning and development of our procedures.

In the event of a collision the steps to follow are: -

- Make sure no one is injured, if injury has occurred attend to it first.
- Assess boat damage and proceed to return the boat/s to the boatshed.
- Report the incident in the Safety Incident Book or in the electronic spreadsheet via the link in the Online Boating System.

## **Boat Access Policy & Boat Booking Rules**

The club owns many boats of various classes viz; singles, doubles fours/quads and the eight. Maintenance of the boats is an ongoing issue with respect to having the boats in the best possible condition for rowing & racing. To this end the club committee has discussed and supports the following rules re the use of boats for training/social rowing.

- **Definition**

Boats will be classified as either **Training/Racing** or **Race Only**, boats.

- **Training/Racing Boats**

Any boat not classified as a Race Only Boat

- **Race Only Boats**

Where there is more than one usable boat in any boat class, then the newest boats in such a class maybe regarded as a **Race Only Boat**.

- **Boat Access**

- **Training/Racing Boats** may be used at any time.

- **Race Only Boats** are to only be used for racing at regattas or for limited training as defined.

### **Boat Booking Rules**

- Club boats are for the use of club members as prescribed in the following rules, for training and competition at scheduled regattas. Use of the boats at scheduled regattas by members has precedence over daily club bookings.  
The use of boats for other than these activities is subject to the approval of the Club Captain and or the Club Committee.
- Bookings for boats are to be made on the club “**NRC Online Boating System**”.
- All Club Boats are listed on the “**NRC Online Boating System**”.
- Boat Bookings can only be made a maximum of 6 days in advance and must display a time.
- In the event that a crew or sculler has not turned up within 10 minutes of the nominated booking time then the booking is forfeited.
- Bookings for Saturday and Sunday mornings, are to be based on an 8:00 am change over time.
- The last person off the water for the day should erase all the bookings for that day.
- The Boat Checkout sheet is to be filled out before you take to the water and signed of when you return.  
This applies to all boats in the shed both club and private boats

- **Boat Allocation Regattas**

- **Allocation of Race Only Boats** at regattas, where two or more crews have entered the same event shall be as follows:

- **Non Championship Regattas**, the allocation of the Race Only Boats will be by random draw, with the proviso that the allocation is also to be on a rotational basis for successive regattas/events so every crew gets an opportunity to race in the boats.
- **Championship Regattas**, boat allocation will be merit based.

**Training** in the Racing Only Boats, will only be permitted for crews who have entered regattas, for the Three-week period prior to the specific regatta.

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## **Privately Owned Boats & Oars**

### **Storage**

Privately owned boats and oars may be, stored in the club’s boat shed (subject to available space and approval) on the condition that the owner/s of the boat and or oars are rowing members of the club for the period that the boat and or oars are stored. A fixed rate rack fee per seat is applicable and payable upon membership renewal. Equipment storage fees are subject to annual review. Social members are not entitled to have a boat or oars stored in the boatshed.

### **Insurance**

Privately owned boats are stored in the club’s boat shed at the owner’s risk.

The club’s insurance does not include privately owned boats or privately owned oars.

Owners should arrange their own insurance, either independently or through the Club’s policy, by arrangement.

### **Use of Privately Owned Boats & Oars**

This equipment is for the use of the owners, other club members are not permitted to use these boats and or oars without express permission of the owner. Arrangements between the equipment owner and any club member are at the owner’s risk.

## Rowing Competition

Australian rowing competition is administered at three levels National, State and Regional

### National

**Rowing Australia (RA)** is the peak body for rowing in Australia, it conducts the National Championship Regatta the Interstate Regatta and National Masters Championship Regatta. RA is responsible for all National team selection including Olympic teams and for the overall policies of administration, coaching accreditation and development. Ref [www.rowingaustralia.com.au](http://www.rowingaustralia.com.au)

### State

**Rowing NSW (RNSW)** is a constituent member of RA and is responsible for the NSW Championship Regatta, the NSW Masters Championship and State Team selection. RNSW also conducts other specific regattas during the season at the Sydney International Regatta Centre (SIRC) and at Taree. viz; The Trickett Grade Championships, The Spring Regatta, The Summer Regatta.

All regattas conducted in NSW are to RNSW policies and rules and administered by use of their "Rowing Manager" software. To be eligible to compete **in any** regatta it is necessary to be a member of RNSW, either as a "Regional Competitor" or "Regional Junior".

All regattas are listed in detail on the RNSW website [www.rowingsw.asn.au](http://www.rowingsw.asn.au)

### Regional

**Central Districts Rowing Association (CDRA)** is an association of the clubs and schools in the region bounded by Port Macquarie to the north, the Central Coast (Hawkesbury River) to the south and Armidale to the west. The member clubs/schools are: -

Armidale, Brisbane Water, Central Coast, Endeavour, Hunter Valley Grammar, Karuah, Lake Macquarie, Manning River, Newcastle, Newcastle Grammar, Newcastle University, Port Macquarie and Upper Hunter.

CDRA administers a series of regional regattas including our annual regatta, (CDRA Sprint Championships). All of the CDRA regattas (usually 9 in a season) are attended by Newcastle Rowing Club.

Newcastle Rowing Club members are encouraged to compete at the level appropriate to their age and ability and to progress through the available levels.

### Regatta Events

Regatta events fall into two distinct categories, **Age** and **Grade**.

- **Age** events are either Age/Open or Masters.
  - **Age/Open** groups are U16, U17, U19, U21, U23, Open

(e.g. A competitor ceases to be U16 on 31<sup>st</sup> December of the year she/he reaches the age of 15 etc.)

Open or Championship events are Open to all/any age competitor.

- **Masters** age categories are

**A= 27-35, B=36-42, C= 43-49, D= 50-54, E= 55-59, F= 60-64, G=65-69, H= 70-74, I= 75 -79, J=80-82, K= 83-85, L= 86-88, M= 89 & Over.**

Masters Crews category are based on the average age of the crew members.

- **Grade Events**

Individual rowers are given a "Grade Score" based on their ability/performance, as races are won the score decreases, and conversely continuous losses will increase the score. Crew grades are the average of the individual scores. The grades and point scores are: -

A Grade 0.00 > 1.2499, B Grade 1.25 > 2.2499, C Grade 2.25 > 3.2499, D Grade 3.25 > 4.00

Novice rowers commence competition with a Grade Point Score of 4.00

### Boat Race Officials. (Starter, Umpires & Referee)

To conduct a regatta requires a starter, umpires and a referee. CDRA requires each club/school entering a regional regatta to provide a Boat Race Official (BRO) to be a member of the BRO panel for the regatta. Newcastle Rowing Club is therefore required to provide a BRO for each regional regatta attended. Members are encouraged to consider undertaking the required training (acting as a trainee at a regatta) to be a BRO to assist our existing BRO's. It may be a case of a family member or friend who would be interested in officiating at a regatta rather than rowing. It is an interesting way to learn about and understand the sport.

## **Attending Regattas and Events**

As a full club member and competitor member of RNSW, you are eligible to enter any scheduled regatta or event in Australia. All club members are encouraged to take part in regattas and events at all levels.

Each season, NRC aims to attend all of the CDRA i.e., regional regattas and specific RNSW regattas as listed on the club noticeboard.

NRC members may enter other scheduled regattas or events, not included in the NRC list, provided sufficient notice is given, all members have the opportunity to enter, and the entries and equipment use are approved by the Club Captain/Committee.

Private boat owners, using their own equipment only, may enter any non-listed regattas or events provided, the Club Captain is advised in time to make the entries where necessary.

### **The basic process for going to a regatta is to: -**

- Submit entries on time as per instructions from the club.
- Load boats onto the club trailer for transport to the regatta site. This requires the removal of the riggers from the boats. The trailer is usually loaded on the Friday before the regatta.
- Towing of the loaded trailer to the regatta site.
- Unloading boats from the trailer and reassemble all boats & riggers.
- Compete in the regatta
- Disassemble boats & riggers and reload onto the club trailer for transport back to the boat shed.
- Tow the trailer and boats back to our boat shed.
- Unload and wash the boats and reassemble riggers and replace on racks.
- Lockup and /celebrate/have a drink/go home.

### **To compete in any regatta, you need to: -**

- Undertake appropriate training
- Be a registered competition member of RNSW
- Have an NRC racing uniform, i.e., zoot suit or singlet.
- Nominate your preferred events. Full details of events are available on the RNSW website. Club Coaches can/will advise re appropriate events.
- Forward details of entry to the Club Captain or via advised process for each regatta. Note the closing time for entries is 5:00pm on the Monday before the regatta date, i.e., all entries must be logged into the RNSW regatta manager by that time, however the club cut off date will be advised.
- Pay the regatta seat and transport fees to the club account as advised when entries are finalised. Regional regatta seat fees are \$6/seat/race. Boat transport cost is \$10/ person /regatta. State regatta seat fees are \$15 to \$30/seat. (Note the seat fees are subject to change)
- Assist with boat loading onto the trailer before the regatta and reassembly at the regatta site.
- After the regatta, reload the boats onto the trailer and then unload, reassemble and replace on racks in the boatshed.

### **Private Boats at Regattas**

Priority is given to transporting Club boats to regattas on the Club's trailer. Where they can be accommodated private boats can also be transported on the club trailer. In the event that the trailer is "Full" the transport of any private boats, is the owner's responsibility.



### **Coaching**

Coaching is available from any of the club coaches for any crew or single sculler, by arrangement with any of the club coaches-just ask.

Specific programs on land and water are run from time to time and any member is welcome to participate.

### **Coxswains**

Coxswains known as "Cox" or "Cox'n" are an essential part of a crew for, Eights, 8+ /Fours, 4+/Quads 4x+.

A good coxswain is an essential, and valuable member of any club, and are much sort after at regattas.

Specific training is available for anyone interested in pursuing this role.

## BOAT HANDLING GUIDELINES

### TAKING THE BOAT FROM THE SHED

- Stand at the same end of the boat as your seat (bow and 2 seats to the bow end - 3 and stroke seats to the stern). Boat carriers must be paired opposite to each other at the ends of the washboard, not near the middle of the boat.
- Pull both sliding racks out fully. Rowers now position themselves on each side of the boat such that rowers stand on the side opposite to their rigger (bow and 3 to the right side when facing the door - 2 and stroke to the left).
- When the instruction is given, lift the boat slightly above the rack and slide the racks in fully. The boat must be held at the same height until told to raise or lower it.
- Keep the boat parallel with the walls of the boatshed at all times. Make certain that no part of your boat comes into contact with any part of another boat or of the shed. Be particularly aware of the ends of the riggers.
- Walk the boat straight out when the instruction is given. Do not turn the boat until the stern is completely outside the shed.

### PUTTING THE BOAT BACK INTO THE SHED

- All boats must be washed with soap and water and rinsed clean and wiped inside and out to remove salt water and sand before being placed in the shed.
- Boats must go stern first into the boatshed. The boat must be lined up in the centre of the doorway and parallel with the sides of the shed before it is walked into the shed.
- Walk the boat slowly into the shed down the centre of the aisle taking care not to make contact with any parts of another boat. Be particularly aware of any riggers protruding into the aisle.
- When the boat is in line with its position on the rack, stop in the centre of the aisle. When instructed, lift the boat to a level slightly above that of the rack. Pull both sliding racks out fully. When instructed, lower the boat onto the racks. Push the racks in fully taking care to keep the boat parallel to the shed walls.

### PLACING THE BOAT ON THE WATER

- With rowers evenly spaced on both sides of the boat, lower the boat to waist level.
- Roll the land side of the boat up so that the rowers on that side can put their shoulders under the washboard to support the full weight of the boat in the half-rolled position. These rowers then take hold of the framework of the boat (not the stretchers).
- The riverside rowers duck under the boat to stand on the opposite side and take hold of the framework.
- The boat is walked towards the water in the half-rolled position. The boat is carried forward until the water is deep enough for the boat to float freely without the fin and rudder hitting the bottom.
- The boat is rolled down to be level with the water as it is lowered. The cox'n should guide the stern of the boat towards the water to protect the fin and rudder.
- The rowers whose riggers are on the land side of the boat hold the boat by the outer end of their riggers while the other rowers collect the blades. The boat must be held parallel to the bank at all times.
- NOTE: When walking in the water you should always wear some form of foot covering, as there may be sharps present.

**TAKING THE BOAT FROM THE WATER**

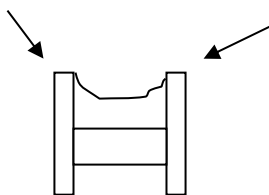
- The rowers take hold of the framework (not the stretchers), lift the boat from the water and hold it horizontally at waist level.
  - The boat is half-rolled so that the side away from the rowers rolls up to be supported on the rower’s shoulders. The rowers back away from the water so that there is enough room on the other side of the boat for rowers to stand.
  - Half of the rowers duck under the boat to take hold of the gunwale on the other side. (The usual policy is that rowers carry the boat on the opposite side to their rigger)
  - The roll is completed by being lowered from the shoulders so that it is upside down at waist level.
  - Boat carriers must be paired opposite to each other at the ends of the washboard, not near the middle of the boat (unless they are additional carriers to the normal crew).
- The boat is carried up to the shed either at waist level or at shoulder height.

**OAR HANDLING**

- Oars are stored in hanging racks. Oars are best held in one hand at the balance point with the arms hanging straight down - not bent. Oars are carried horizontally with the blades in front of the carrier.
- At the water, place the oars on the ground or against the bank so that the sleeves and buttons are suspended above the ground. This is to prevent abrasive sand or grit from getting on the surfaces which turn in the gate.
- Where an oar comes in contact with the ground or a wall, it should always be rested on the back of the blade with the curvature facing up or out.
- At the boat, rowers should hold their oars upright until they are placed in the gates or across the boat. (Oars held horizontally get in the way of rowers’ movement).
- Oars are carried to the water before the boat is carried down. Oars are to be left near the point where the boat will be placed in the water but far enough from the edge of the water as to be out of the area of boat movement.
- Oars are to be replaced in the shed after the boat has been taken up. They are to be washed before being put in the racks.

**PUTTING THE BOAT ON TRESTLES (Slings)**

- Walk the boat up beside the trestles, parallel to them and to one side.
- Lift the boat above the top of the trestles and walk it sideways over the trestles, then lower it. Keep the boat level and parallel at all times.
- Don’t make any of these movements until each specific instruction is given. The fragile curved hulls of boats are very vulnerable to being punctured by trestle uprights. See sketch below.



**ROWING SYMBOLS**

<b>Boat Type (Sculling)</b>	<b>Symbol</b>	<b>Boat Type (Sweep Oar)</b>	<b>Symbol</b>
Single scull	1x	Coxless pair	2-
Double scull	2x	Coxless four	4-
Quad scull (coxless)	4x	Coxed four	4+
Quad scull (coxed)	4x+	Coxed Eight	8+

## DICTIONARY OF ROWING TERMS

<u>BACK CHOCKS</u>	Small blocks located at the bow end of the slide which prevent the seat from slipping out. The position in which a rower sits with legs fully extended.
<u>BACKING</u>	The process of taking short reverse strokes at back chocks to make the boat move backwards. The recovery is made with the concave surface of the blade facing the water.
<u>BACKSTAY</u>	Metal brace supporting the top of the pin - found in most sweep oared boats but unusual in sculling boats.
<u>BLADE</u>	Specifically, the painted spoon on the end of an oar or scull, or generally, the oar or scull itself. Blade types are Macon (symmetrical) and Cleaver (asymmetrical).
<u>BOW</u>	The front end of the boat to which the bow ball is attached. The rower sitting in the front seat of the boat.
<u>BOW PAIR</u>	The two rowers nearest the bow (bow and 2).
<u>BOWSIDE</u>	The starboard side of the boat - the right side looking towards the bow.
<u>BUTTON</u>	The flat plastic ring around the oar which prevents the oar from slipping through the gate.
<u>CANVAS</u>	The flat (usually cloth) decking at the bow and stern of the boat.
<u>CATCH</u>	The point of the stroke where the blade enters the water.
<u>CHECKING</u>	The process of stopping the boat by gradually turning the blade from feathered to square in the water.
<u>COX'N</u>	The non-rowing person steering the boat. (cox'n is short for coxswain).
<u>CRAB</u>	The action whereby the oar is caught in the water, causing a break in the rower's rhythm.
<u>FEATHER</u>	The position of the blade during the recovery when it is horizontal, parallel to the surface of the water.
<u>FINISH</u>	The point of the stroke where the blade leaves the water.
<u>FRONT CHOCKS</u>	Small blocks located at the stern end of the slide which prevent the seat from slipping out. The position in which a rower sits with shins vertical.
<u>GATE</u>	The plastic, swiveling bracket located at the end of the rigger through which the oar passes.
<u>GUNWALE</u>	The top edge of the washboard (pronounced as gunnel).
<u>HULL</u>	The curved outer skin of the boat. Do not stand on the hull as it is fragile.
<u>KEEL</u>	The raised batten running down the centerline of the boat on which a rower may stand.
<u>LANE NUMBER</u>	A plastic number which is carried in a bracket at the bow of the boat indicating the racing lane in which the crew has been drawn. Lane number 1 is always on the left hand side of the course looking from the start towards the finish.
<u>OAR</u>	The 4-metre-long lever held in both hands which is used in rowing a sweep oared boat.
<u>PIN</u>	The upright metal shaft on which the gate swivels.
<u>PITCH</u>	The angle at which a squared blade leans away from the vertical. To set the angle (pitch) of the blade.
<u>RATING</u>	The number of strokes per minute (a standard racing rating is 34).
<u>REPORT TIME</u>	The deadline by which crews must have reported to the starter - 5 minutes before the starting time of a race as listed in the draw. A member of the crew must speak to the starter so that he is aware of the crew's intention to start.
<u>RIGGER</u>	The metal framework bolted onto the side of the boat which supports the oar.
<u>SCULL</u>	One of a pair of 3-metre-long levers held in each hand which are used for propelling a sculling boat. To propel a boat using two sculls. A boat propelled by sculling (commonly used in reference to a single scull).
<u>SLIDE</u>	The pair of rails supporting the seat.
<u>SQUARE</u>	The position of the blade during the stroke when it is vertical, at right angles to the surface of the water.
<u>STROKE</u>	A single cycle of the movement of the oar. The rower sitting in the stern-most seat of the boat who sets the rowing rhythm.
<u>STROKESIDE</u>	The port side of the boat - the left side looking towards the bow
<u>SNEAK</u>	V shaped section of the washboard at the front of the cockpit.
<u>STERN</u>	The back end of the boat.
<u>STERN PAIR</u>	The two rowers nearest the stern (3 [or 7] and stroke).
<u>STRETCHER</u>	The movable bar across the boat to which the shoes are attached.
<u>TOUCHING</u>	The process of taking short strokes using arms only.
<u>WASHBOARD</u>	The top section of each side of the boat to which the riggers are bolt

## ROWING COMMANDS

Most rowing commands are made up of three parts, the 1st describes the action to be carried out, the 2nd makes the rower ready to begin and the 3rd indicates when the action is to start. The 3 parts are always said in the same rhythm so that the rowers respond by starting the action with the beginning of the sound of the 3rd part.

### TAKING THE BOAT FROM THE SHED

“HANDS ON - TOGETHER – LIFT”

The rowers take hold of the gunwales of the boat and lift it above the rack, keeping it parallel to the wall and floor.

“TO THE WAIST - TOGETHER – LOWER”

“TO THE SHOULDERS - TOGETHER – LIFT”

“WALK IT OUT”

} The boat is positioned in the best carrying position.

### PLACING THE BOAT ON THE WATER

“ROLL IT UP ON THE LAND SIDE - TOGETHER – ROLL”

The rowers on the side away from the water raise the gunwale onto their shoulders to support the boat in the half-rolled position.

“(BOWSIDE) COME UNDER”

The nominated rowers on the water side duck under the boat to the opposite side and take hold of the framework.

“TO THE WATER - TOGETHER – LOWER”

Holding the framework, the boat is lowered onto the water.

“(BOWSIDE) HOLD THE BOAT - (STROKESIDE) GET THE BLADES”

The boat is held by the end of the riggers.

“HOLD THE BOAT (BOWSIDE)/(STROKESIDE), ONE FOOT ON THE KEEL TOGETHER – STEP”

(Stroke side) rowers get into the boat while bow side rowers hold the boat steady.

### TAKING THE BOAT FROM THE WATER

“HANDS ON - TOGETHER – LIFT”

The rowers take hold of the framework (not the stretchers), the boat is lifted from the water and held horizontally at waist level.

“ROLL IT UP TO THE SHOULDERS - TOGETHER – ROLL”

The boat is half-rolled so that the side away from the rowers rolls up to be supported on their shoulders.

“(BOWSIDE) UNDER”

The nominated rowers duck under the boat to take hold of the gunwale on the other side.

“COMPLETE THE ROLL - TOGETHER – ROLL”

The raised side of the boat is lowered from the shoulders so that it is upside down at waist level.

“TO THE SHOULDERS - TOGETHER – LIFT”

The boat is raised to the shoulders.

### INSTRUCTIONS IN THE BOAT

“FIX UP - NUMBER OFF WHEN READY”

When stretchers and clothing are correctly adjusted the crewmembers number off in numerical order if they are ready.

“FULL SLIDE ROWING - FROM THE BACKCHOCKS - ARE YOU READY – ROW”

Rowers begin continuous rowing from back chocks by sliding forward together in rowing rhythm to the front chocks with their blades on the water, square up and take the stroke.

“COME FORWARD - ARE YOU READY – ROW”

Rowers move to the front chocks position, square their blades in the water then start rowing together.

“EASY ALL”

Rowers complete the stroke they have started and stop at back chocks with their blades feathered above the water.

“Easy” is said as the blades enter the water at the catch. “All” is said as the blades leave the water at the finish.

“REST”

The blades are lowered to sit feathered on the water, supporting the boat in a level position.

“CHECK IT ALL”

The blades are rolled steadily from the feathered position on the surface of the water to square in the water in order to stop the boat.

“CHECK IT HARD”

The blades are rolled quickly in the water and held hard against the movement of the boat to stop the boat quickly.

“TOUCH IT (STERN PAIR) - ARE YOU READY – ROW”

The nominated rowers row together at back chocks to move the boat forward a short distance.

Used to move the boat under starters instruction at the beginning of a race.

“BACK IT DOWN (STERN PAIR) - ARE YOU READY – ROW”

The nominated rowers back their blades together at back chocks to move the boat backwards a short distance.

“TOUCH IT (BOWSIDE) BACK IT (STROKESIDE) - ARE YOU READY – ROW”

(Bow side) start with their arms straight, (stroke side) start with their hands at their body. (Turns the boat on the spot).