

Procedure for scheduling rows 2021 (Rev. June 2021)

Preamble

Our scheduling system has changed as health department regulations require us to record who is rowing in every boat and public health measures, specifically Covid-19 vaccination, hand sanitizing and distancing where possible are to be followed.

Hopefully these changes will be limited to the 2021 season.

As guests are presently not allowed, boats will generally be limited to four rowers and a Competent Cox unless there is a trainer present as passenger. Only one inexperienced rower per boat is permitted.

As previously, everyone will be able to see who has signed up for each event.

In order to ensure a Competent Cox for each boat the Calendar Manager will assign the Competent Coxes from the roster, according to their availability and preferences. A cox will be assigned to crew the boats.

For now, a Competent Cox requesting carbon fibre oars in Sea Shadow must indicate this either by posting a separate row or advising the Calendar Manager and prearranging the crew.

A row with less than a full crew may be cancelled at the discretion of the Competent Cox or a board member.

If there is a partial crew all three rowers must be experienced rowers

Elyse Graff, (with Jane Dean as backup), will be the Calendar Manager for the 2021 season

Peter Bell will be the Calendar Administrator for the 2021 season and manage any calendar training

Role of the Calendar Manager

- Post regular schedule rows weekly, allowing adequate time for the crew to manage the boat (launching, retrieving)
- Change posted events in response to decisions to cancel, change the crew, the time or the description
- Keep any records of crew names, dates sent by a Competent Cox
- Assign a Competent Cox to the boat for every regularly scheduled rowing event
- Assist any Competent Cox with a prearranged crew, who is taking a boat outside the regular schedule, by keeping appropriate records

Role of the Competent Cox

- A Competent Cox is welcome to take a boat out outside the regular schedule respecting club protocol and procedures
- A Competent Cox taking a boat outside the regular schedule will keep a record of the date, and the crew names
- Will find a replacement from the Competent Cox roster if unable to cox as scheduled
- If a row must be cancelled at the last minute due to weather or crew issues will notify the crew directly
- **Will always follow the posted row description and restrictions to crew changes at sea**

Role of the Member

- If a member must cancel they will attempt to find a replacement crew and notify the assigned Competent Cox. The row may be cancelled if there is not a full crew
- Members are equally responsible for allowing adequate time to launch and retrieve the boats
- Because the water level is low and the ramp steep, each crew member must be **prepared to get their feet wet during launch and retrieval**

Role of the Board

- Be aware of member and Competent Cox feedback, note any problems, suggestions or concerns and bring the same forward to the board
- Support the Calendar Manager as needed
- It is Jane Wollenberg's role, as Director of New and Prospective Members to assist the Calendar Administrator (Peter Bell) with new member data, calendar links etc

Scheduling Procedure

- The Calendar Manager posts all regular rows and social events for the week
- Once sign up is complete a Competent Cox is assigned to each row from the Competent Cox roster
- Registration is closed twelve hours in advance and once a boat is full
- The Calendar Manager will note any changes on the TeamUp calendar or keep a digital or paper record of the same
- A row cancelled on the TeamUp calendar will generate an email to members
- To begin the season and allow for a smooth scheduling transition, only Tuesdays, Thursdays and Fridays will be posted, (and as **recreational** rows) with other days added as we transition from lockdown to the water

Sample Schedule

Tuesday and Thursday (75 minutes to row)
0745 and 0900 hours

Friday 4:00pm Row (and Pub if preferred)

To Be Added As the Season Unfolds

Row with Carbon Fibre oars, Monday, Friday Training, Wednesday, Recreational

Notes

Coxes will be encouraged to assume a leadership role by:

- Notifying the crew of a last-minute cancellation
- Finding a replacement if they cannot row
- Keeping a record of the date and crew names
- Following the posted row description
- Only permitting crew changes between the stroke and the cox when at sea
- With the assigned mentor supporting new members

To ensure the boats are balanced:

- In rough weather, the decision whether or not to row will rest with the Competent Cox
- New members will be rowing with a mentor until they are deemed competent
- Only one inexperienced member per boat is permitted