

## LAUNCHING PROCEDURES

1. Move on and off dock promptly
2. Follow Coxswain Commands
3. Oars – Place on Oar Rack or Land
4. Shell – Bow Away from Shore
5. Oars – Place in Shell Position
6. Crew – Assume Shell Position
7. Repairs >5 min – Remove Shell from Dock
8. Make Minor Adjustments on the Water

## DOCKING PROCEDURES

1. Follow Coxswain Commands
2. Give Right of Way to Departing Shells
3. Hold East of Bridge for Departing Shells
4. Check Wind Direction
5. Make Best Approach
6. Row Slow
7. Signal for Dock Person to Catch Shell
8. If Bad Approach – Hold Water / Back Off / Try Again

## RIVER TRAFFIC PROCEDURES

1. Follow Coxswain / Launch Driver Commands
2. Row on Right Side of River
3. Right of Way
  - a. Opposite Direction – Port to Port
  - b. Overtaking Another Boat – Pass on Left
  - c. Under Bridge – Single File

**(NO PASSING)**

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## LAUNCH BOAT PROCEDURES

### 1. Before Placing in Water:

- a. Bow Line – Installed
- b. Bow Ballast – Place in Launch
- c. Drain Plug
  - Installed
  - Twist Tight
  - Locked In-Place
- d. Safety Equipment
  - Life Vest / Safety Bag
  - Live Vest Bag
  - Life Jacket / Vest – 1 per person
  - Megaphone
  - Paddle
  - Seat Cushion
  - Water Bailer
  - Coach Bag
- e. Motor
  - Installed
  - Thumb Screws – Tight
  - Auxiliary Motor Cable (ACM) – Attached
- f. Fuel Tank
  - Full
  - Pressure Relief Valve – Open
  - Hose – Attach to Motor

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# LAUNCH BOAT PROCEDURES (cont)

## 2. Placing Boat in Water:

- a. Grasp Bow Line
- b. Ensure Area is Clear
- c. Slide Boat from Dock /Trailer into Water
- d. Tie Off Bow Line to Dock

## 3. Before Starting Motor:

- a. Complete – ‘Before Placing in Water’ & ‘Placing in Water Checklists’
- b. Install Cutoff Switch Lanyard
- c. Set the Lateral Motor Tension
- d. Open the Fuel Tank Pressure Relief Valve
- e. Squeeze the Fuel Tank Primer Ball Until Firm
- f. Set the Transmission to Neutral
- g. Set the Throttle to the Start Position
- h. Clear the Propeller Area from Debris
- i. Pull the Starter Lanyard

<b>COACHES INVENTORY</b>		
<b>Category</b>	<b>Item</b>	<b>Amt</b>
<b>Life Vest / Safety Bag</b>	Life Vest/Safety Bag	1
	Air Horn	1
	Anchor	1
	Emergency Blankets	9
	Emergency Paddle	1
	First Aid Kit	1
	Flashlight	1
	Map (Occoquan)	1
	Throw Rope	1
	Vests	4
	Whistle	1
	Individual Emergency Medical History	laminated pages
<b>Life Vest Bag</b>		
	Life Vest Bag	1
	Vests	6
<b>Coach Bag</b>		
	Bag	1
	Crescent Wrench	1
	Drain Plug	1
	Duct Tape	1
	Flashlight	1
	Gear Wrench 3/4	1
	Gear Wrench 7/16	1
	Medical Supplies	various
	Pliers	1
	Screwdriver-Phillips	1
	Screwdriver-STD	1
	Whistle	1
<b>Separate Items</b>		
	Life Jacket	1
	Megaphone	1
	Paddle	1
	Seat Cushion	1
<b>Motor</b>		
	Nissan/Mercury 9.9	1
	Cut Off Switch	1
	Fuel Tank	1
	Fuel Tank Hose	1
<b>Launch</b>		
	Launch	1
	AMC	1
	Bow Line	1
	Drain Plug	1
<b>COX INVENTORY</b>		
<b>Category</b>	<b>Item</b>	<b>Amt</b>
<b>Cox Box Control Unit</b>		
	Complete Set	1
	<b>Individual Items</b>	
	Cox Box Control Unit	1
	Microphone	1
	Headband	1
	Charger	1
	Carrying Case	1
<b>Separate Items</b>		
	Life Jacket	1
	Whistle	1