



POLICIES AND PROCEDURES

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WELCOME!

Welcome to the San Diego Rowing Club (SDRC), one of the oldest rowing clubs in the United States, proudly in operation since 1888. The policies in this document are intended to keep the club functioning smoothly and safely and help all members of the club better utilize and share the club's equipment and facilities. If anything in these policies is not clear or you have questions, please ask for clarification. The SDRC Board of Directors, along with all members of the club, share a common goal of helping new members get acquainted with the club and have an enjoyable and fulfilling experience at the San Diego Rowing Club.

GENERAL POLICIES

New Member Orientation

Each new member is required to complete orientation training by an instructor sanctioned by the SDRC Board of Directors before joining SDRC. It is the responsibility of every member to be familiar with and abide by these SDRC Policies, the SDRC Bylaws, and all other rules of SDRC as now in force, or as may be revised or amended by the SDRC Board of Directors in the future.

Code of Conduct

Members, their family members and their guests, as San Diego Rowing Club representatives, are expected to conduct themselves as ladies and gentlemen. Each person is required to act in accordance with the SDRC code of conduct and treat each person with respect and courtesy regardless of their tenure or abilities. Members behavior at the SDRC facilities, regattas and in public reflect on the reputation of SDRC in the San Diego community and the world-wide rowing community.

The Code is based on our understanding that no one should ever sacrifice integrity, or give the impression that they have, even if they believe it would help the SDRC.

Each of us is accountable for our actions, and each of us is responsible for knowing and abiding by the policies that apply to us. Board Members and the Operations Director have a special responsibility, through example and communication, to ensure that staff under their supervision as well as the Membership at large understand and comply with the Code and other relevant policies. Coaches have a similar responsibility for the athletes under their direction.

The Code of Conduct serves as a reference for decisions in a variety of circumstances. No rulebook can anticipate every situation. The personal integrity and behavior of SDRC staff define the character of our Club, and these actions collectively create our reputation. Never underestimate the impact of your conduct on the success of the San Diego Rowing Club.

- The Code applies to all members, managers, coaches, and employees of the San Diego Rowing Club. Some provisions of the Code continue to apply after a relationship here has ended.



- You are required to comply with the terms of the Code of Conduct as a condition of your continued membership or employment at the San Diego Rowing Club.
- If you violate the Code of Conduct, you may be subject to disciplinary action, including termination of membership or employment.
- Sarcasm, insulting, belittling of others or otherwise offensive behavior will not be tolerated. This standard applies to all forms of communication, including personal contact and e-mails. Use age and situation appropriate content and tone in conversations.
- Romantic or sexual relationships, which began during the club relationship, between members or other participants and those individuals (i) with direct supervisory or evaluative control, or (ii) are in a position of power and trust over the member or other participant. Except in circumstances where no imbalance of power exists, coaches have this direct supervisory or evaluative control and are in a position of power and trust over those members or participants they coach. The prohibition on romantic or sexual relationships does not include those relationships where it can be demonstrated that there is no imbalance of power. For example, this prohibition does not apply to a pre-existing relationship between two spouses or life partners.
- The San Diego Rowing Club prohibits retaliation of any kind against members or employees who have made good faith reports of violations of the Code of Conduct. Report violations to the Operations Director or any member of the Board of Directors.
- A member who consistently and deliberately creates conflict and discord within the Club will not be tolerated.
- Obtain, use, and share confidential information about the San Diego Rowing Club Center members, and staff only as needed and where it is part of your job responsibilities.
- Use the SDRC's assets, including voicemail and e-mail, for the conduct of SDRC business and in a manner that does not reflect negatively on the SDRC or its members.
- Conduct your personal business and other activities in such a way as to assure that your interests do not conflict with the interests of the SDRC.
- Gifts and entertainment provided for employees and management by members, parents, and others doing business with the SDRC are generally discouraged. Accept gifts and entertainment under very limited circumstances.
- Compliance with a Drug-free Workplace pursuant to the SDRC lease with the City of San Diego is incorporated herein by reference.
- SDRC employees shall at all times conduct themselves and the operations at the Club in a creditable manner.
- This Code of Conduct and The San Diego Rowing Club Safe Sport Policy are complimentary and applicable.

It is considered a gross violation of this Code of Conduct for any member or employee to request or receive, directly or indirectly, anything of value for or because of his or her vote or influence with respect to any act or proceeding of the SDRC.

- Members and employees shall not have any direct or indirect financial interest, except a remote interest, in any contract, purchase of materials, or activity financed from SDRC funds.



- In the event that a transaction gives the appearance of a conflict, the member or employee shall provide a complete and transparent accounting of the transaction to the Operations Director or the President of the SDRC upon request.
- When in doubt about a situation, discuss it with the Operations Director, a member of the Board, or your coach.

Infractions and Discipline

The SDRC is a Membership organization run on the basis of trust and individual responsibility for one's actions. Coaches, SDRC staff, elected leadership – including elected Junior leadership, or parent chaperones are not 'looking' for behavioral problems, however if, through their own behavior, a Member calls attention to themselves, then supervisory or disciplinary action may be warranted. *Failure to follow Safety and other SDRC Rules and Regulations, boat and launch lighting rules, and other policies and rules can be grounds for discipline including forfeiture of rack space, suspension of member's privileges, coaching privileges, or expulsion from Membership in the SDRC.*

Depending on the severity of an infraction, the President and Board of Directors, and Operations Director have a variety of disciplinary avenues. Each case will be treated individually. In general however, management will follow a progressive system ranging from warnings to termination.

- SDRC Members, coaches, professional staff, elected leadership, including elected Junior leadership, or parent chaperones may issue numerous verbal warnings that will not initiate progressive discipline;
- However, if a coach, staff member, parent chaperone, or elected leadership determines that an act is worthy of a higher level of discipline, they will write a report and submit it to the Operations Director. If the Operations Director concurs, the report will be logged and placed in the Member's file as a Documented Offense, and in the case of a Junior Member, notification of the action to the Member's parents;
- A first documented offense will be a verbal warning, including the explanation of the documentation;
- A second documented offense may lead to a suspension of membership privileges for a period of up to 2 weeks. Such a suspension may result in non-participation in practice and/or attendance at regattas;
- A third documented offense may entail suspension of all SDRC membership privileges for a period not less than one month.
- A fourth documented offense may be grounds for termination of membership and privileges;
- Termination or Member expulsion will not generate any refund of dues or fees paid or suspension of any amount due;

The Operations Director (having obtained the authority of the Operations Committee of the Board) will be the primary agent of discipline. A member may appeal the Operations Director's decision to the President. Decisions of the President are final.



Boathouse Access and Security

The boathouse is accessible to members in good standing 24 hours each day. Members in “good standing” are those whose membership has been accepted by the SDRC Board of Directors and who are not in arrears in their dues, fees, or other assessments. To preserve the security of the boathouse and equipment, it is important that you do not share key card with any individual who is not a member of the club. When you leave the boathouse or head out on the water, if no one remains at the boathouse make sure all doors are closed and locked. Make certain that all equipment (hoses, boat slings, oar racks, etc.) has been placed inside the boathouse if you are the last one to leave the boathouse.

Liability for Use of Boats and Equipment

Damage to any club boat, oar, or equipment shall be the responsibility of the person or persons using the equipment at the time the damage occurs. This responsibility includes the handling of boats and equipment in the boathouse, on the water, during transportation to and from regattas and events, and regarding any other function for which boats, oars or equipment are used. The Board of Directors may, at its discretion, assess the cost of damage to those persons determined responsible for the damage. If the damage is substantial, covered by SDRC insurance, and the cost of repair exceeds the current deductible of the applicable insurance policy of the club, if the Board of Directors decides to make an insurance claim, the person shall be responsible for only the cost of the insurance deductible.

MEMBERSHIP, DUES, AND FEES

Membership, Dues and Fees

Membership dues and initiation fees paid to the rowing club are used to meet financial commitments and the needs of the club and its members. The dues and fees schedule and payment of dues is established under the SDRC Bylaws and may be modified or amended by the SDRC Board of Directors. The current schedule of fees and dues, as may be updated periodically, is provided in companion document to these Policies.

Visiting non-member newcomers to SDRC may use the club facilities and equipment free of charge for up to one week, provided they have signed an SDRC Waiver of Liability form. After a period of one week, payment for membership is required for continued use.

SDRC has ten classes of membership. All forms of membership require a signed SDRC Waiver of Liability form.

Regular membership, for set monthly dues, is a full membership for persons at least 28 years of age, and includes for members in good standing all voting privileges with regard to club elections and issues. The standard full membership initiation fee is required.



Junior Program membership, for monthly dues applicable to the Junior program, is a full membership available for persons who are enrolled in the SDRC Junior Crew Program. An initiation fee applicable to the Junior program is required. Once the initiation fee and first month membership dues are paid and for as long as the member remains in good standing, the Junior member is accorded the full benefits of club membership. A Junior member has voting privileges provided that he or she has been a member of SDRC continuously for at least one year and is at least 18 years of age. The Junior Crew Program is a competitive, supervised, coached environment with instruction and racing, generally running concurrently with the school year. A Junior member may elect to continue to row during the summer months, when the program is not running, but must pay membership dues and any applicable fees during those months. Alternatively, a Junior member may decide to suspend membership for the summer months, in which case dues are not owed during the summer months but a discounted re-initiation fee is owed at the beginning of the next Junior program season. If membership is suspended for the summer, the club facilities and equipment are not available at any time for use.

Young Adult membership, for set monthly dues, is a full membership available for persons less than 28 years of age who are not enrolled in the SDRC Junior Crew Program. An initiation fee is required. There are no voting privileges with this category of membership. SDRC reserves the right to limit the number of Young Adult memberships at any time and without notice.

Guest membership serves as a temporary, trial membership or as a temporary membership for out-of-town guests of the club. A guest membership, for a modest one-time fee, is valid for a period for one month and may be taken advantage of only once during any 12-month period. There is no initiation fee, but conversion to a full membership requires the standard full membership initiation fee.

Non-Resident membership is available only to rowers who principally reside outside the county of San Diego. The standard full membership initiation fee is required. Dues are paid annually, but at a reduced rate compared to the Regular membership dues. There are no voting privileges with this category of membership. The family member discount shall apply to this membership category if there is more than one member of the same family as a Non-Resident member.

Young Adult Non-Resident membership is available only to rowers under 28 years of age who principally reside outside the county of San Diego. An initiation fee is required. Dues are paid annually, but at a reduced rate compared to the Young Adult membership dues. There are no voting privileges with this category of membership. The family membership discount shall apply to this membership category if there is more than one member of the same family as a Non-Resident or Young Adult Non-Resident member.

Collegiate membership, for a one-time fixed fee, is a temporary membership available only to bona fide college students and for a duration of only three months during the summer. There is no initiation fee, but may be taken advantage of only once during any 12-month



period. There is no initiation fee, but conversion to a full membership requires the standard full membership initiation fee.

SDRC Juniors Alumni membership is available only to rowers who have been a member of the SDRC Juniors program for at least 1 year, are under 24 years of age, and are bona fide college students attending an education institution outside the county of San Diego. There is no initiation fee. Dues are paid annually, but at a reduced rate compared to the Young Adult membership. There are no voting privileges with this category of membership. Conversion to a full membership requires the standard full membership initiation fee.

The “Century Club” membership is available only to rowers who meet both of the following criteria: (1) the years of age as of January 1 of the billing year plus the number of years of SDRC membership in good standing add to at least 100, and (2) the member does not participate in any on-the-water activity as part of SDRC. The standard full membership initiation fee is required. Dues are paid annually, but at a reduced rate of 25% of the Regular membership dues.

Family membership is available to each family member of a regular member in good standing. Family membership, with discounted monthly dues for each family member in addition to the primary member, is a full membership, and includes for members in good standing all voting privileges with regard to club elections and issues. The standard full membership initiation fee is required.

Coach membership is available only to coaches on payroll for the SDRC Juniors program or on payroll for University of San Diego or UC San Diego. Initiation fees and dues are waived for this membership category. There are no voting privileges with this category of membership. If a coach category of membership is converted to another membership category, the initiation fees and dues for that new category shall apply.

Coxswain membership is available to persons who serve as coxswains to the non-Junior program and do not participate on the water in any role except that of coxswain. Such membership may be granted at the discretion of the SDRC Captain. No dues or initiation fee is required. If membership is later converted, initiation fees and dues would apply.

Employee membership is available to persons who are W2 employees of SDRC working 20, or more, hours per month. Initiation fees and dues are waived for this membership category. There are no voting privileges with this category of membership. If an Employee membership is converted to another membership category, the initiation fees and dues for that new category shall apply.

In addition to membership dues and initiation fees, all members are responsible for paying any and all other assessments and fees, such as entry fees, Junior Crew Program fees, clothing/uniform fees, coaching fees, boat trailer expenses, etc. that are a result of their participation in events and other club activities, as well as other assessments that may be levied



by the SDRC Board of Directors as deemed by the Board necessary to maintain and protect the rowing club, including but not limited to repair and/or replacement of equipment.

Membership dues and related fees are due in advance. For membership categories requiring annual payment (e.g., non-resident, century club), payment is due by 1 January of each year. For membership categories that allow monthly payments (e.g., regular, junior non-program), if the member opts for monthly payment, payment will generally be made through an automatic debit of their checking or savings account. Any applicable boat storage fees are charged at the same time.

Private Boat Storage and Fees

Due to limited storage space, only those SDRC members in good standing are eligible for the opportunity to store private boats at the boathouse. If the demand for boat storage exceeds the available space, Members may apply to have their equipment added to the waiting list. The list is prioritized as follows:

1. Boathouse owned equipment
2. Members with an existing boat waiting for a more convenient location
3. Members whose boat is in a storage rack wishing to be moved to an active rack
4. Members who want a rack for a new boat
5. Non-Members who wish to join and bring their equipment

In order to keep members boats accessible the following requirements are expected:

1. Rack spaces and their allocation are at the discretion of the Director of Operations.
2. Rack space does not transfer upon the sale of a boat to a new owner. Be sure that the person, if an SDRC member, understands and discusses this with the Director of Operations prior to sale.
3. If you do not plan to row for 30+ days, please notify the Director of Operations as your boat may be temporarily moved to a storage rack to make room for an actively used boat. Those who are in a temporary space will remain on the waiting list for an active rack location.
4. To maintain your rack space, you must row at least once per month. After 30 days of non-rowing, SDRC may move your boat to a storage rack location.
5. Rack spaces are available for singles (1x) only and one rack space per member.
6. Members with more than one single and/or a double as of May 2020 are grandfathered into this policy and allowed to keep their current storage.

The current schedule of fees for storage, as may be updated periodically by the SDRC Board and which apply to all categories of membership, is provided in a companion document to these Policies. As with any other personal property items left at the boathouse (e.g., boats, sculls/oars, etc.), such items are left at the owner's own risk. SDRC is not responsible for any damage, theft, maintenance, safety, injury, death, or any other liability, costs, or damages consequential or otherwise incurred directly or indirectly associated with or incurred through the use on or off the water, whether authorized or unauthorized, of such items. It is the sole responsibility of the owner to maintain appropriate insurance coverage for all stored personal items.



Private Oars

Private oars are to be labeled with the members name responsible for the oars. The label is to be prominent and on the oar shaft between the collar and the handle. Oars not so labeled may be removed from the boathouse at the discretion of the Captain or Operations Director.

Delinquency

To remain in good standing, a member must pay all applicable dues, fees, and assessments, whether or not he/she actually uses or intends to use the club facilities or equipment. A member is responsible for payment of dues, even if he/she does not receive any invoice or automatic debit. Fees incurred by the club due to bounced checks or bank service fees due to inability to complete the automatic debit will be charged to the member along with an applicable handling fee as determined by the SDRC Board.

Members who have not maintained current their payment of dues, fees, or assessments are considered delinquent. Their names may be posted in the boathouse. Delinquent members may, at the discretion of the SDRC Board, be denied use of the club facilities and equipment until all dues, fees, and assessments are brought current.

Also, any delinquent member may, at the discretion of the SDRC Board, be dropped from the membership roll. The names of such dropped members may be posted in the boathouse. Any member dropped for nonpayment and then seeking reinstatement into the club shall be required to pay the new member initiation fee.

Leaves of Absence

SDRC has a policy of no membership suspensions or “leaves of absence,” except in extraordinary cases as decided by the sole discretion of the SDRC Board upon specific and written request. Reasons for a leave of absence are generally restricted to situations such as medical condition, job transfer, and military assignments. However, none of these situations is a guarantee of leave of absence. Taking a few weeks or months off due to business, family, vacation, or personal reasons will not be considered an adequate circumstance for consideration of leave of absence. Retroactive requests for leaves of absence will not be considered. When granted, leaves of absence will be granted only in writing and for a specified, minimum time based on specified extenuating circumstances.

As noted above, a Junior member may decide to suspend membership for the summer months, in which case dues are not owed during the summer months but a discounted re-initiation fee is owed at the beginning of the next Junior program season. This is not considered a leave of absence.

Withdrawal of Membership



A member may withdraw from membership by submitting, in writing to any member of the Board or the boathouse manager, their intention to discontinue membership. Such notice of withdrawal must be received by the club prior to the withdrawal date. Withdrawal dates shall be effective the last calendar day of each month. If a member is in good standing and has paid dues and or boat storage fees annually in advance, the withdrawing member will receive a refund for the amount of dues/fees for the unused period on a pro rata basis, less any outstanding or current dues, fees and assessments. Monthly dues and fees are not eligible for pro rata refunds. Once a member has withdrawn from the club, he/she is no longer a member and is not eligible for any rights or privileges provided to members, including but not limited to voting rights and use of facilities and equipment.

Volunteer Hours

The San Diego Rowing Club requires all annual members to volunteer ten (10) hours per year, pro-rated to the date of membership, to the organization. In lieu of such a time donation, members may donate \$200 to the general fund.

As a 501(c)3 not for profit organization, we rely on volunteers to help run our hosted events, help at community events, and contribute to the general maintenance of the facility and venue. Volunteers help to maintain a dues structure which allows rowing to be financially feasible to a large number of the public and enables SDRC to meet its goals through a variety of community outreach programs and events related to rowing.

There are many opportunities to volunteer at SDRC:

1. Volunteer at any SDRC hosted event during the year.
2. Become an SDRC board member, Committee member or lead a cleanup day. Board members contribute more than 24 hours each per year to SDRC.
3. Help out at events SDRC attends such as the Crew Classic, Fall Classic, Indoor Classic, or Learn to Row Day.
4. Participate in volunteer work days at the boathouse which is announced by email.
5. Help with coordination, setup, and clean up of events in the Garty Pavilion.
6. Participate in raising funds for SDRC and its programs.



San Diego Rowing Club

BOATHOUSE OPERATIONS

Log Books

As of May 2020 SDRC uses an electronic reservation, checkout, and repair log system called iCrew (<https://icrew.club>). All members are given free accounts within iCrew upon joining the club. The paper log books have been retired in lieu of a mobile based system for convenience, no-touch, and paper reduction purposes. The Director of Operations can assist with any training or questions about the operation of iCrew.

Reservations

iCrew supports reservations of club owned boats up to three days in advance. Members are encouraged to make a reasonable number of reservations within that three day period as there are many more members than available boats. From time to time the Board may request specific reservation and use time periods in order to ensure access to the largest possible number of members. Coaches have the ability to override reservations for club programs. Should a conflict arise, please work with the Director of Operations to work towards an equitable resolution. Club boats can be reserved for 1 hour and 45 minutes with a 15 minute break for cleaning and stowage. Private boats may be reserved any number of days in advance for any length of time. Private boats may have multiple owners registered in iCrew.

Check-In and Check-Out

iCrew must be used to check-out and in every time a boat is taken on the water. First, be sure that the boat you are checking out is not reserved by another member. If the person reserving the boat does not claim the boat within 15 minutes of the reserved time, the boat will be available to others on a first come, first served, basis. The lead rower of a multi-person boat must list the participants in the boat at check-out time.

Upon return to the boathouse iCrew must be used to check-in the boat.

This boat usage information provides the Board with valuable information used to determine which boats should be sold, retired, and or purchased. This information is also used to manage Private Boat Storage policies.

Maintenance and Repair

iCrew provides a maintenance and repair reporting function to be used when a boat or equipment is observed to be broken, worn, loose, damaged, or otherwise malfunctioning or not safe. Use this log to specifically and clearly report the items in need of attention so that the problem can be addressed and therefore ready and safe to row for the next member. Every member shares the responsibility for reporting damages and unsafe equipment. Failure to report damage to club boats or equipment for which the member is responsible may result in suspension of club privileges at the discretion of the SDRC Board of Directors.

Boat and Equipment Use and Reservation Policies



Persons taking any boat on the water must have signed a Waiver of Liability form and have successfully completed the new member orientation training.

Open water shells are intended for recreational and training use and may be used by all club members who have been properly instructed in the use of the equipment and have demonstrated at least the minimal level of competence to the SDRC Captain, any club officer, or a club-sanctioned coach/instructor.

Training singles may be used by any rower meeting qualifications for open water shells who, in addition, has authorization from the SDRC Captain.

Racing singles and team boats are for competition and for specific training for competition. These boats require considerable care and maintenance. It is therefore important that members respect the use of racing shells and adhere to the policies described in this document. Use of racing shells is restricted to those members who have authorization from the SDRC Captain.

Junior members shall row only in the boats/equipment for which they have obtained prior authorized by their Junior Crew Program team coach or by the SDRC Captain. Junior members shall not be in a steering position of fours without coxswain or quads without coxswain “blind boats” unless under the immediate and direct supervision of their Junior Crew Program team coach or after prior authorization by the SDRC Captain. Junior members may use singles, doubles, and pairs without coxswain “blind boats” only after prior authorization by their Junior Crew Program team coach or by the SDRC Captain. The use by a Junior member of any shell outside the organized Junior Crew Program workout shall be only with the authorization of the Junior Crew Program team coach or by the SDRC Captain. If a Junior Crew Program uses any boat with coxswain and has the Junior Crew Program team coach’s approval for use of the boat/equipment but the crew will not be under the direct supervision of the coach, the coxswain must be an experienced coxswain approved by the Junior Crew Program team coach and be sufficiently familiar with the rules of rowing, Mission Bay traffic patterns, and all other rules and procedures required individually of every rower.

A Boat Use Request form must be submitted by any member wishing to reserve a club boat, oars, or equipment for a regatta. The boat/equipment must not be removed from the boathouse without approval of the request by the SDRC Captain. The Captain has the authority to adjudicate conflicting requests for boat reservations.

Launching

Don’t forget to sign out the boat before launching. If you are not fully confident carrying a single scull by yourself, wait until you can ask someone for help. Make sure the slings you select for supporting the boat are stable and the appropriate size for the boat you are using. Always place the boat in water that is at least knee deep and never let the bottom of the boat, rudder or skeg touch the sand. Keep collars, handles, sleeves out of the sand. Sand is the number one enemy of boats and oars. Never leave a boat unattended on the beach. This means



that you must have oars and everything else you need readily available before setting the boat in the water. Close all vents and plugs before launching from the beach.

Cleaning and Maintaining Boats and Equipment

Before and after each row, inspect all equipment. Be sure all nuts and bolts are tight on foot stretchers, oarlocks, and riggers. Inspect the entire hull, riggers, seats, foot stretchers, tracks, etc. for damage, wear and tear. Report any excessive wear in the Maintenance and Repair Log Book (see above). Keep sand out of the boats. Boats, riggers, and oars must be thoroughly hosed with fresh water to remove all salt water after each use, inside and outside, and then dried off. In addition to rinsing the outside of the hull and the riggers, while the boat is upside down thoroughly spray the inside of the hull, seats, tracks, and foot stretchers. Salt water is extremely corrosive and substantially shortens the lifespan of the equipment. Clean the tracks with a paper towel or rag. Drain all water from the boat. If the boat is taking on water (leaking), report this in the Maintenance and Repair Log Book. Open all vents and plugs and leave the tongues hanging out of the shoes before storing the boat. Single sculls and open water singles are stored in the boathouse bow first, stern out, unless otherwise determined by the SDRC Captain. Team boats are generally stored stern first, bow out, except as designated by the SDRC Captain.

Ergometers

Ergometers are available for use by all club members. Clean the wheels and slide after each use with a soft rag without a harsh cleaner. Wipe down the erg handle and seat with antibacterial cleaner. When not in use, leave the erg handle in the fully retracted position against the fly wheel assembly. Ergometers should be stored upright on end, with the monitor arm folded back. Log any problems with an ergometer in the repairs log book. Be sure to close and fully lock the glass doors to the ergometer room before you leave the area. Sweep any sand that may have accumulated in the ergometer room.

Launches

The launches are the property of the SDRC club and primarily for the use in the Junior Crew Program during the Junior Crew season. Use of a launch for reason other than the Junior program must be coordinated in advance by the SDRC captain, who is responsible for coordinating this with the Junior head coach. Such use will generally involve a use fee, as well as fee for fuel and fuel refilling. Each person using a launch (e.g., Junior coaches, referees for Fall Classic, masters, etc.) must sign out the launch in the launch log when the launch goes out and sign in the launch when it is returned. After each use, the launch, its associated trailer, and specifically the engine must be rinsed with fresh water by whomever uses them. Once a week, the Junior Crew Program coaches are to run the engines with the fresh water hose clamp. Any problem with function of the launches should be noted in the launch log and brought to the attention of the boathouse manager or SDRC captain and the Junior head coach.

Boathouse Maintenance



All members share in the responsibility for keeping the boathouse clean, orderly, and safe. Rinse all the sand from feet and ankles BEFORE entering the boathouse. Never enter the boathouse with sandy feet – sand is the worst enemy of boats, oars, ergometers, other equipment, and the boathouse plumbing. Before taking a shower in the boathouse, rinse the feet again upon entering the bathrooms. If you see sand accumulating in a boat bay or restroom, brooms are available for you to sweep up the sand.

Be sure that boats, launches, oars, slings, towels, oar racks, hoses, etc. are put away in their proper location before leaving the boathouse. Close and lock all doors if you are the last person to leave or head out on the water. Turn off lights and fans when not needed. Pick up trash and place in trash bins. Put recyclables in the recycle bins. If the trash bins or recycle bins in the boathouse are full, take the trash and recyclables to the outdoor bins in the parking lot.

It is everyone's responsibility to report to the boathouse manager any apparent water leaks, water damage, or any other conditions that may require corrective action or attention. If the boathouse manager is not available, non-emergency repairs may be noted in the Maintenance and Repair Log Book. For urgent situations, phone numbers of SDRC Board members are posted over the log book desk.

Rental Lockers

Lockers for rent may be available in the women's restrooms on a first-come first-served basis.

Dogs

The San Diego City Park and Recreation rules regarding dogs on the beach apply to all areas around the boathouse including the sand and public parking lot.

Dogs are not allowed in the boathouse without written approval from the Board, with the exception of service animals. Dogs that are allowed must not be allowed to roam freely in the boathouse during periods when boats are being used as it is a hazard to crews carrying equipment. If your pet leaves any waste, clean it up immediately.

Garty Pavilion

The Garty Pavilion is an asset shared by all club members. Its use is regulated by policies set by the SDRC Board of Directors and implemented by the boathouse manager and Board-designated events coordinator. If you have an interest in using the Garty Pavilion, inquire with the boathouse manager, events coordinator, or a Board member.

SAFETY POLICIES

Please read, understand and follow the SDRC Emergency Action Plan (EAP) posted at the boathouse and available online at <https://sandiegrowing.org/sdrc-emergency-action-plan/> .



Rowing is a high intensity water based sport and the EAP is designed to provide you with a specific plan of action should an emergency issue arise at the boathouse or on the water.

These safety policies are intended to increase the level of safety for SDRC members and for other rowers on Mission Bay. All SDRC members are responsible for knowing and adhering to these policies. SDRC strives to foster a collective awareness of the priority importance of safety with regard to risks, liabilities, and the enjoyment of the sport of rowing – SAFETY IS EVERYONE'S RESPONSIBILITY. Safety policies must be prominently posted and accessible to all SDRC members.

Safety Committee and Safety Officer

The SDRC Safety Committee comprises at least three members, consisting of the club Captain, a Junior Crew Program representative designated by the Junior Parent Steering Committee, and at least one representative designated by the SDRC Board of Directors. One member of this Committee is designated by the SDRC Board as the SDRC Safety Officer, who will represent SDRC in meetings with other Mission Bay rowing organizations regarding matters of rowing safety. The Safety Committee is responsible for the establishment, at least annual review, updating, and enforcement of the safety policies described herein this policy. The Safety Committee reports to the SDRC Board of Directors.

Complaints, Incident Reports, and Incident Log

The Safety Committee encourages prompt reporting of all non-trivial incidents in violation of the SDRC safety policy. Telephone and email contact information for the Safety Officer shall be made readily available, including on the SDRC website and via prominent posting in the boathouse. An Incident Report Form will be completed for non-trivial complaints/incidents, and shall include information about the reporter, the person taking the report, the date and time of report and of the incident, and a description of the incident. The Safety Committee shall investigate all such complaints/incidents (including the interviewing of witnesses, etc.) and make a determination of any wrongdoing and determine what, if any, remedial action is required. Such action may consist of re-training parties at fault, enforcement penalties, and/or amendment the SDRC Safety Policies. The final, completed Incidence Report will record all actions taken and will be maintained on file at SDRC. At the time of completion of the report, the complaint/incident will be recorded in an SDRC Incident Log. The primary objective of this process is to prevent subsequent incidents and to increase the level of safety.

Procedure for the Enforcement of Safety Policies

The Safety Committee is charged with enforcement of SDRC safety policies. Violations of the policies are taken very seriously. Violations considered by the SDRC Captain to represent substantial risk may result in disciplinary action. Such violations may include, but are not limited to, infractions such as non-adherence to traffic pattern, rowing without a light in low-light conditions, etc. Within any six-month period, at the discretion of the SDRC Captain, the first violation will result in a warning to the responsible party(ies), the second violation will



result in a two-week suspension of all on-the-water activities, and the third violation (and subsequent violations) will result in a two-month suspension of all on-the-water responsibilities. If the violation is limited to a steering/ traffic pattern infraction, at the discretion of the Captain, the suspension may be limited to only prohibition from steering any boat (single scull or team boat). Disciplinary actions may be appealed only to the SDRC Board of Directors, whose decision is final.

Traffic Pattern

All rowers, coxswains and coaches must know and obey the Mission Bay traffic patterns and rules at all times. The traffic pattern is represented on the Rower's Map of Mission Bay. Specific instruction on traffic pattern is governed by the Mission Bay Traffic Pattern & Rules, developed through a collaborative effort of all rowing organizations on Mission Bay. (Note that during Crew Classic week, the traffic pattern is reversed for areas of the bay east of the two Ingraham Street bridges.)

All shells and launches must leave to port the buoys marking mid-channels and the center of the bay (and mid-channels and the center of the bay where no such buoys are present). When entering and leaving the boathouse cove, boats will reduce power to the paddle, always leave the cove buoys to port, and beware of other boats that are entering or leaving the cove. Do not cut corners that violate the traffic pattern, such as the north end of Fiesta Island.

Boats in the traffic pattern and following the direction of the main channels have the right of way. Boats crossing these channels must always yield. For clarification on the main channels, refer to the Rower's Map. Slower-moving boats should generally keep to the outside of the main channels.

Exercise caution and good judgment when stopping on the water. Rather than stopping in the traffic lane, pull to the shore side so that other boats may more easily pass. Don't stop in blind areas where visibility is impaired, such as close to bridges or around corners. Don't resume rowing in front of moving boats in a fashion that would require those boats to alter course or speed.

Yield the right of way to crews that are racing or doing power pieces.

Never cross near to a boat's bow without prior permission from that boat.

Bow rowers in coxswain-less boats must be experienced rowers who are knowledgeable about Mission Bay traffic patterns who have been signed off by the club Captain or an SDRC-designated coach for the responsibility of steering a team boat.

In bow loaded boats, the coxswain and bow rower must be in communication regarding potential traffic hazards. Inexperienced coxswains should be allowed to cox boats only if appropriately observed by an experienced coach.



Stay out of swimming areas and watch out for swimmers and other low-profile watercrafts, such as surfboarders and paddle boarders.

Beware that powerboats may not obey or be aware of the traffic pattern. Don't insist on exercising the right of way and do assume that other boats do not see you. Be safe!

All boats going on the water must be signed out and in the boathouse in the sign-out logbook.

Coaches and Launches

Coaches are responsible for those persons under their authority and should ensure those persons are informed of and abide by all safety procedures. Coaches are responsible for the evaluation and determination of environmental conditions regarding whether or not it is safe to be on the water.

Launch drivers must be experienced in the safety operation of such engine-powered water craft.

All coaching boats will carry the minimum safety aids: a bailer or pump, horn or audible warning device capable of attracting attention over a distance of at least 200 meters, a grab line of at least 15 meters including a knot tied at one end to assist throwing, thermal/exposure blanket or appropriate material to reduce wind-chill and counteract hypothermia, an appropriate number of life-buoys/life-jackets/flotation devices, basic first-aid kit, a sharp knife or similar cutting tool, paddle, a working cell phone, and an anchor and anchor line. In low-light conditions, appropriate lights on the boats and a waterproof flashlight are required.

It is advisable although not required that life-jackets/buoyancy aids be worn at all times by all on board a coaching boat. If only one person is onboard, it is mandatory that such a device be worn at all times, that such devices be at least partially inflated, and that a kill-switch controlling the engine be operational.

Shells, Oars, Sculls, and Other Equipment

All shells must have a firmly attached bow ball not less than 4 cm in diameter.

All shells with fitted shoes must have heel restraints for quick-release that do not allow the heel to lift more than 5 cm (2 inches) off the footplate.

Rowers have the responsibility of inspecting their shells, oars, sculls, riggers, oar locks, seats, slide tracks, foot stretchers, nuts, bolts, etc. prior to each use. Equipment that is inspected regularly and maintained in good working order is important for safety. Report damaged or severely worn equipment in the maintenance log book so that repair/replacement can be addressed. Mark boats that are unsafe to row with an out-of-service placard or sign.

While on the water, it is never acceptable to use headphones, ear phones, ear plugs, or any other device that impairs hearing.



It is recommended that single scullers who are not accompanied by any other boat on the water take a personal floatation device.

Low Light Conditions and Lights on Boats

In reduced light conditions (including at minimum any time of day outside civil twilight), boats shall be fitted with lights that allow the boat to be reasonably visible to other boats. Such lights will include, at a minimum, a light on the bow. An additional light, on the stern, is encouraged. These rules are not intended to supersede applicable local and/or national waterway rules and authorities. It is the responsibility of the individual rower, not SDRC, to have lights available for such conditions.

Capsizing and Emergency Rules

All new members will be required to demonstrate the ability to swim at least 50 meters or tread water, or provide signed documentation of such proficiency.

Upon capsizing, persons must stay with the capsized boat and use the boat for flotation; do not attempt to swim to shore without the boat.

In the event of cold-water immersion, to retard loss of body heat the person should keep his/her clothes on (except for heavy items that may drag down the person) until the person is removed from the water. Appropriate medical aid should be summoned.

In cold conditions, especially, cold and wet conditions, rowers should be appropriately attired and on the alert for early warning symptoms of hypothermia.

In hot weather, rowers should proactively stay aggressively hydrated to prevent dehydration medical conditions.

Assessment of Safe Weather Conditions

All rowers, coxswains and coaches bear responsibility for not going out on the water if environmental conditions are not safe.

In the event of fog, the lights on the Ingraham Street bridge on the opposite side of the bay must be visible from the boathouse, or else rowing is not permitted.

Rowing is not recommended in winds creating anything more than rare whitecaps, and definitely not permitted in conditions of frequent whitecaps with any spray.

Rowing is not permitted during electrical storms. If there is lightning, thunder, or hail is standing on end, rowing is not permitted; if already on the water in such conditions, head for the



nearest shore and, if the storm is upon you, take the boat ashore and wait for the storm to pass. Be aware that carbon fiber is highly conductive to electricity; if appropriate, ground the boat and move away from it.

If rowing in cold, wet conditions, appropriate attire must be worn and precautions exercised to prevent hypothermia.

The water quality of Mission Bay may be, at times, not conducive to rowing with regard to unacceptable risk of contagious diseases and other health issues.

Remember that weather conditions may worsen after launching and must be continually re-assessed. Be safe, not sorry!

Health and Hygiene

Basic personal hygiene rules and common sense are helpful in keeping rowers healthy. Club members should keep hands clean by washing thoroughly with soap and water; keep cuts, scrapes and other wounds clean and covered with a bandage until healed; avoid contact with other person's wounds and bandages; and avoid sharing personal items such as razors and towels. See a physician if you think you may have a Staphylococcal or other infection. The Captain is responsible for enforcing a policy of periodic cleaning of club oar handles.

Training of Members

At the time of membership initiation, all members new to SDRC will be trained regarding the SDRC policies and sign documentation of their training and understanding of such policies. All SDRC members are responsible for maintaining a current knowledge of all policies. At the discretion of the Safety Committee, mandatory re-training of an individual member or all members may be required.

All SDRC members bear full individual responsibility for assuring that they possess the health, skills, strength, and agility required to safely perform all the activities related to rowing in which they choose to engage. Rowing is strenuous exercise and it is the responsibility of each member to consult a physician, if appropriate, before embarking on a rowing program. All members are responsible for being appropriately attired for such activities.



VEHICLE USAGE POLICY

The Vehicle Usage Policy provides guidelines and direction to the San Diego Rowing Club (SDRC) Operations Director and Captain when determining who is eligible to use any and all SDRC vehicles and for what purpose. SDRC owns one vehicle, a 2016 Ford F250 truck, the main use of which is to transport SDRC boats and equipment to rowing regattas and training events.

Sponsored Events

Events supported by the SDRC and scheduled as part of the SDRC regatta calendar. The SDRC may cover a portion of the costs for the truck, trailer, boats and equipment to these events. Transportation costs include fuel and accommodations for the driver. Athletes attending these events are expected to pay a fee, generally small, to offset the costs of equipment travel. Any fees will be communicated to the athletes prior to the event.

The Operations Director and Captain, with input from the coaching staff, will use best efforts to identify SDRC sponsored events for each upcoming fiscal year prior to November 1st to ensure the estimated costs are included in the yearly budget. Such events historically include, but are not limited to *The Christmas Regatta*, *Royal Canadian Henley*, *NWIRA Championship Regatta*, *HOCR*, and *Masters Nationals*.

Non-Sponsored Events

Events that generally attract a smaller group of SDRC athletes and are not identified as SDRC sponsored events for the fiscal year. The following are some guidelines to be considered when evaluating truck usage:

All athletes are representing SDRC.

- All SDRC club members are welcome to attend the event. SDRC's attendance and participation in the event must be open to all SDRC athletes and advertised a minimum of 15 days before the event (via email to all members and information on bulletin board at Club).
- SDRC athletes attending the event cover all fuel and other charges associated with the event.
- SDRC athletes using the truck are required to pay for an oil change upon return.

Such events could include, but are not limited to *a Spring Regatta*, *NWIRA regattas not included in the SDRC Sponsored Events and SDRC training camps outside of San Diego*.



Other Events

Events that generally are limited to a small group of SDRC athletes and may include non-SDRC athletes and are not identified as SDRC sponsored events for the fiscal year. The following are some guidelines to be considered when evaluating truck usage:

- Majority of participants are SDRC members.
- Some athletes may or may not be representing the SDRC, but are SDRC members.
- Event may be only available to specific SDRC athletes by invite only, not open to the entire membership.
- SDRC would charge a fee for the wear and tear of the truck, for the use of the trailer and other equipment approved by the SDRC Captain.
- Groups or athletes would be responsible for all expenses related to the event, including fuel and accommodations of driver.
- Group using the truck is required to pay for an oil change upon return.

Additional Information

All requests must be submitted to the Operations Director 30 days prior to the event in order to ensure timely turnaround of requests.

SDRC may choose to combine levels of usage when it is beneficial to the groups involved. This might include:

- Attending an event combined with pick-up or delivery of equipment.
- Shared usage with another club or organization where space is rented to another group or organization.

The Operations Director has the authority to endorse vehicle usage for groups for any events Sponsored and Non-Sponsored Events. Other events must be approved by the SDRC Board prior to the event. All other requests that don't fall into categories aforementioned must be approved by the SDRC Board 30 days prior to the event or as early as possible. The Captain, Operations Director may use his/her discretion on truck usage for SDRC related activities (such as equipment pick-up or drop-off, sandbag transport, etc.)

All drivers of the vehicle will need to be approved by the Operations Director and shall be approved by our Insurance Carrier and included on the policy.. Drivers will be expected to have a valid credit card and driver's license and be a minimum of 25 years of age. Co-drivers are encouraged for shift driving. All trailer drivers will read, understand, and sign the SDRC Trailer Driver Policy.

Damage

In all cases the SDRC will ensure that the vehicle is in good working order prior to the event. This entails one complete tune up at the beginning of each rowing season (month of September). If repairs must be made during Sponsored Events, SDRC will assume all costs of repairs. If



repairs must be made during non-Sponsored or Other events, the Operations Director will determine whether or not the damage was due to “wear and tear”, in which case the SDRC will absorb the cost, or if the damage was caused due to negligent use by the driver/group, in which case the group will have to assume all costs of repairs. For non-Sponsored and Other events, the participants must be prepared for major repairs (i.e. have a credit card) as the SDRC will only reimburse the cost of repairs after the return of the truck. SDRC reserves the right to decide on reimbursement over a term of two weeks from the date of return.

DONATIONS POLICY

Whereas the San Diego Rowing Club (SDRC), a 501(c)(3) charitable organization, has promoted rowing for over 125 years and, as a competitive club, has strived to make rowing accessible to rowers of all ages and abilities, SDRC continues to grow its membership placing strains on its equipment and space;

And whereas accepting donations of money, equipment or services in-kind is not prohibited by the by-laws;

Donations will be accepted in accordance with the policy below.

General Provisions

1. The SDRC Board reserves the right to accept or decline any donation offer.
2. The donor(s) intentions should align with the mission and values of SDRC.
3. The donor(s) must be identified to the President of SDRC Board even if the donor(s) wish the donation to remain anonymous from the SDRC membership.
4. SDRC retains all rights of ownership for all rowing equipment and noncash donations for the purpose of insurance, maintenance, storage, retrofitting, allocation, upgrades, and sale or disposal.

Donations of Rowing Equipment

1. Where the donation is a boat or other piece of rowing equipment, the acceptance of the donation must be voted on by the SDRC Board.
2. The donor’s request to direct priority usage of the equipment will be honored subject to the discretion of the Operations Director and the Captain.
3. The use of the rowing equipment will not be exclusive to any program.
4. The use of the rowing equipment will be consistent with the SDRC use policies (e.g., seasonal, ability, etc.)
5. The donor(s) may have naming rights upon the donation of a boat, provided that the SDRC Board approves the submitted boat name.



Financial Donations

1. Restricted financial donations:
 - a. may be directed by the donor(s) to a program and/or capital purchase and/or award and/or project
 - b. if directed towards the purchase of rowing equipment, the policy for Donations of Rowing Equipment will apply
 - c. will be subject to SDRC Board approval for consistency with an existing or planned program, capital purchase, award or project, and for feasibility of the restriction.
 - d. will be accounted for as operating income/restricted donations.
 - e. timing and use is solely at the discretion of the SDRC Board which will strive to be fiscally responsible and maximize the impact of the donation.
2. Undirected financial donations:
 - a. A financial donation not otherwise restricted by the donor(s) will be recorded as operating income/donations.

Other Donations

1. The SDRC Board will vote upon accepting donations of other materials, equipment, supplies or services in-kind (e.g., vehicles, lumber, computer services).
2. Donations of services in-kind are not intended to displace SDRC employees.

Recognition of Donor(s)

1. The SDRC Board will respect the right of donor(s) to remain anonymous from the SDRC membership.
2. Donor(s) not requesting anonymity may be recognized on the SDRC website, at the Juniors and/or Masters Banquet and Annual General Meeting.
3. Where the donation is a boat, the donor(s) will be invited to the boat christening ceremony.

Tax Receipts

1. SDRC, a 501(c)(3) charitable organization, will provide a charitable tax receipt to donor(s) on SDRC letterhead containing the following:
 - a. the amount of cash contribution
 - b. a description (but not the value) of noncash contribution
 - c. a statement that no goods or services were provided by SDRC in return for the contribution, if that was the case
 - d. a description and good faith estimate of the value of goods or services, if any, that SDRC provided in return for the contribution