



Membership Handbook

and

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Safety Manual
for
Alexandria Community Rowing

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HISTORY OF ACR

In 1989, the year after dedication of the new Boathouse, the Alexandria Crew Boosters (ACB) created Alexandria Community Rowing (ACR). Initial membership consisted of a few parents and T.C. Williams coaches (led by the late Tom Burke, Dockmaster Emeritus Royce Drake, Kevin Heanue, Pat Smith, and Steve Weir) who wanted to row. Today's roster still includes parents, as well as former rowers from the Alexandria Schools and community members with no previous connection to the scholastic rowing programs. The current membership is diverse by age, background, profession, rowing experience, and level of fitness; our common bond is the love of rowing.

ACR is a program of the ACB that has access to the Alexandria City Public Schools (ACPS) Dee Campbell Rowing Facility at One Madison Street in Old Town Alexandria, Virginia. ACR's mission is to provide rowing opportunities for various ages and skill levels outside of the Alexandria City Schools rowing program, as well as to provide financial support for the youth scholastic program through the Alexandria Crew Boosters, Inc., a not-for-profit Virginia corporation.

Rowing has a long history in Alexandria, dating back to the late 1800s and the establishment of the Old Dominion Boat Club. In 1947, Julian Whitestone, a Washington policeman, and Jack Franklin, a Navy man, started training young men from George Washington High School and thus began public school rowing in Alexandria.

In 1951, tired of scrounging substandard boats and equipment, Whitestone and Franklin recruited (or as Franklin said, "blackjacked") a group of parents by inviting them down to the boathouse for coffee and cake, raffling a ham for \$400, and forming the Crew Boosters. By 1960, the program had grown to the point that the school system and Crew Boosters took over prime responsibility from the Old Dominion Boat Club; this evolved into the championship T.C. Williams High School rowing program.

GOVERNING DOCUMENT

ACR is a program run by the Alexandria Crew Boosters, Inc. (ACB) a not-for-profit Virginia Corporation, whose operations are governed by a 1997 agreement (the "Governing Document") made between ACB and the School Board of the City of Alexandria ("School Board"). The ACB bylaws were incorporated into the Governing Document. Because of this agreement, ACR is not a "stand-alone" organization, and does not have a legal existence. The salient points of the Governing Document are as follows:

- The School Board owns and controls the use and operation of the Boathouse (which term includes the north structure known as the "Addition" and the south structure known as the "Shed"). However, ACB, after the scholastic program, has the exclusive right to use the Boathouse for the storage of equipment and the operation of its programs.
- ACB is intended to provide financial support for the scholastic program. To that end, all proceeds realized by ACB from ACR and other programs (e.g., novice programs, winter conditioning), in excess of the costs incurred in operating these programs, shall be used to support the scholastic rowing program. However, nothing in the Governing Document shall limit ACB's right to purchase equipment for its own use in the programs and activities it undertakes at the Boathouse.
- In consideration for its right to use the Boathouse, ACB purchases and conveys to the School Board rowing equipment for the scholastic program. When equipment is no longer needed by the scholastic rowing program, the School Board conveys it back to ACB, who may retain it for ACR use or sell it to third parties.
- ACB is ultimately responsible for determining the fees paid by participants in its programs and activities, including ACR.
- ACR's equipment is stored in the main Boathouse, along with the boats and equipment owned by Alexandria City Public Schools (ACPS). The School Board is responsible for maintaining the Boathouse, including structural repairs and maintenance of the docks and ramps. ACR, through ACB, has exclusive right to use the Shed and the Addition. ACB has sole responsibility for the supervision, operation, and management of the Shed and the Addition and for the safekeeping of all equipment stored in the Shed and the Addition.

- Legal title to the Addition (which was completed in February 2000) is held by the School Board. The School Board may terminate the Governing Document if it finds that ACB is not taking reasonable measures to ensure the safety of its program participants or the protection of the facility and does not correct the problem within a reasonable time after written notification from the School Board.

GOVERNING BODIES

The ACB board of directors entrusts the Dockmaster Committee ("DC") to make operational decisions concerning ACR. The DC is nominated by the ACR Steering Committee and serves at the pleasure of the ACB president.

The Dockmaster Committee shall consist of the Operations Dockmaster, the Administrative Dockmaster, and the Programs Dockmaster.

1. The ***Operations Dockmaster*** is responsible for:
 - procuring equipment and supplies,
 - facility operation during program hours,
 - boathouse security,
 - safety,
 - management and assignment of rack space; and
 - dock operations and maintenance.
2. The ***Administrative Dockmaster***, is responsible for:
 - liaising with the Crew Boosters;
 - administering the budget;
 - handling insurance and legal issues;
 - ACR communications and publications;
 - organizing volunteers to help with membership registration; and
 - chairing Steering Committee meetings.

membership participation in managing ACR, a Dockmaster shall, at the end of the first term make the position available to the membership. The Dockmaster may ask the Nominating Committee to include his/her name on the ballot of potential candidates for future consideration. Dockmasters are not required to pay membership fees, but are responsible for paying program and ACB fees.

The ACR Steering Committee

The ACR Steering Committee (SC) shall consist of: the Dockmaster Committee, Secretary, Accountant, and Assistant Accountant; Program Representatives; a Safety Representative, Maintenance/Equipment Representative, Racing Coordinator, Social Coordinator, Website Administrator. Dockmaster Emeriti serve at their pleasure. Special Project Representatives may also be appointed as needed.

1. The **Secretary** shall

- Maintain the membership and program participant list;
- Send membership e-mails or mailings, as appropriate;
- Maintain rowing waivers, membership agreements, and volunteer contacts;
- Ensure that meeting minutes are maintained and available;
- Publicize Steering Committee meetings;
- Take minutes at Steering Committee meetings; and
- In conjunction with the DC, keep files of the minutes and other relevant Steering Committee documents.

The Secretary must pay only ½ of the membership fee, but is required to pay all applicable program and Crew Booster fees.

2. The **Accountant** shall:

- Keep track of payments by members;
- Pay bills (with amounts over \$1,500 co-signed by a Dockmaster);

- Develop a monthly statement of expenses and income for monthly review by the Steering Committee, with the help of the Assistant Accountant; and
- Develop a projected budget for the upcoming fiscal year, with the help of the Assistant Accountant.

The Accountant must pay only ½ of the membership fee, but is required to pay all applicable program and Crew Booster fees.

3. The **Assistant Accountant** shall:

- Serve a one-year term;
- Assist the Accountant, as needed, with paying bills and other duties as determined by the Accountant;
- Assist with accounting of dues payments for each program;
- Prepare monthly financial reports for ACB;
- Prepare thank-you letters for donations; and
- Provide new member information to the Secretary.

4. **Program Representatives** shall:

- Recruit coxswains;
- Report equipment problems to the Operations Dockmaster or Maintenance Representative;
- Ensure that boats are signed up for races and that rowers participate in loading/unloading;
- Recruit volunteers for equipment maintenance and repair, clean-up, and trailer driving;
- With the Accountant, ensure that all program participants have paid appropriate membership, Crew Boosters, and/or program fees; and
- Assist with enforcement of safety rules.

5. The **Safety Representative** shall:

- Evaluate and update safety policies;

- Liaise with *Program Representatives* to evaluate condition of equipment (including lights),
- Correct deficiencies as soon as possible, and coordinate necessary purchases with the Operations Dockmaster;
- Communicate safety information to Members through the newsletter, handouts, or bulletin board;
- Maintain first-aid supplies at the boathouse;
- Oversee risk management planning;
- Maintain emergency information on members;
- Maintain accident reports; and
- Coordinate with the Operations Dockmaster.

6. The *Equipment Representative* shall:

- Oversee maintenance and repair of ACR equipment;
- Coordinate volunteers to maintain and repair ACR equipment (including shells, oars, motors, and launches); and
- Coordinate with Operations Dockmaster.

7. The *Racing Coordinator* shall:

- Communicate racing information to Members;
- Collect trailer fees, receipts, and boat-use requests;
- Coordinate use of shells at races and transportation to races;
- Report trailer and/or equipment damage to Operations Dockmaster;
- Recruit and oversee payment of trailer drivers;
- Ensure that ACR boats participate only in events sanctioned by U.S. Rowing.

8. The *Social Coordinator* shall:

- Coordinate and publicize ACR social events; and
- Ensure that everyone is happy and punish those who are not.

9. The *Website Administrator* shall:

- maintain ACR's website, and coordinate with the Secretary, as appropriate, in posting necessary information to the web site.

Dockmaster Emeriti are automatic SC members and may participate in any or all meetings as they deem appropriate.

Special Projects Representatives may be appointed to the Steering Committee from time to time, as needed.

Steering Committee Meetings, decision-making, and authority

The Steering Committee must approve (1) expenditures over \$1,000 (2) program fees, and (3) proposed program structures. The SC also is authorized to appoint individuals to the Steering Committee, enforce ACR Rules, and conduct other significant business. The Steering Committee also may assign costs for lost or damaged equipment. (See Liability on page 13 of this document).

The Steering Committee may not take formal action unless a *quorum* exists. **A quorum shall consist of a majority of the members of the Steering Committee.**

The responsibilities for each Steering Committee position may be redistributed or combined as circumstances require. Steering Committee members may recruit volunteers for subcommittees but shall retain ultimate responsibility for any delegated responsibilities. The Steering Committee shall meet as determined by the DC, and/or as needed

Terms of service on the Steering Committee

Steering Committee members shall serve two-year terms, from December 1 of the first year, until November 30 of the second year. The terms of one half of the SC shall expire each year to ensure continuity of business from year to year. Unless otherwise noted, each SC member will serve a two-year term. A Steering Committee member may serve multiple terms. however, in the interest of encouraging the flow of new ideas and increased volunteer membership participation in managing ACR, a Steering Committee member shall, at the end of two consecutive terms (i.e. 4

years), make the position available to the membership. The Steering Committee member may ask the Nominating Committee to include his/her name on the ballot of potential candidates for future consideration.

Terms to expire in 2018:

- Website Admin.
- Equipment Coordinator
- Treasurer

Terms to expire in 2019:

- Secretary
- Safety Coordinator
- Social and Fundraising Coordinator
- Race Coordinator
- Program Reps

New SC members shall be nominated by a nominating committee and appointed by the existing Steering Committee at the October meeting. A Steering Committee member who may reasonably be adjudged to have left ACR shall be deemed to have resigned from the Steering Committee. A Steering Committee member who has been inactive for one year may reasonably be adjudged to have resigned from the SC. All Steering Committee members are volunteers, paying all dues and program fees assessed to the regular membership.

The Nominating Committee

The nominating committee shall be appointed by the Dockmasters Committee and announced at the **August** SC meeting. The committee shall consist of three ACR members to include:

- one DC to chair the committee
- one SC member
- one member not on the SC.

The nominating committee shall solicit interest of the general membership. The committee shall then nominate a candidate to serve in each expiring SC or DC position. Criteria for nomination shall be determined by the committee. The

nominating committee shall report its slate of nominees to the SC at the **October** meeting. If members wish to nominate candidates not on the slate, the SC will also consider those candidates, and by majority vote elect a member to serve each expiring SC or DC position. The new SC shall take office January 1.

MEMBERSHIP RULES

All Members are subject to these Rules, which have been established and may be changed from time to time by the Steering Committee, with the approval of the board of directors of the Crew Boosters.

Membership Privileges

Members shall have the right to use Crew Boosters equipment and the Boathouse in accordance with these Rules.

Members shall have access to the Boathouse (including exercise and dressing facilities) during weekday and weekend program hours from April until mid-November, and shall be included in all ACR social functions, mailings, etc. There is a one-hour period allowed after program hours to use shower and locker room facilities.

Members may participate in a coached program or other program upon payment of the appropriate program fee.

Membership Classifications

- *Full Members.* Persons 18 or over may become Full Members, who are entitled to all benefits, and subject to all duties of membership.
- *Junior Members.* Persons under 18 may become Junior Members. A Junior Member must
 - 1) have a Membership Agreement co-signed by a parent, and
 - 2) be recommended for membership by his/her rowing coach.

Junior Members shall use Crew Boosters equipment only under the supervision of a coach or Full Member authorized by the DC, and shall be subject to other limitations on membership (e.g., priority) described in these Rules.

- *Temporary Members.* At the discretion of the DC, persons may be admitted to ACR Membership for a temporary and/or trial period. Temporary Members shall be required to pay a suitable membership fee to be determined by the

DC. During the period of his/her membership, a Temporary Member shall have the same duties and privileges as a Full Member.

Membership Term

The membership term for *Full Members* is April 1 to March 31 of the next calendar year. Membership may be renewed on a year-to-year basis through payment by the Member, and acceptance by the Steering Committee, of the annual membership fee.

Termination of Membership

If a Member fails to comply with these Rules, the DC may suspend the Member from ACR activities and then, as soon as practical, must convene a meeting of the Steering Committee to discuss the matter. The Steering Committee will rule on whether the Member should be expelled or some other reasonable penalty issued.

When the Steering Committee convenes, the Member in question shall have the right to appear before the Steering Committee and to present evidence as to why expulsion or other penalties are unwarranted.

Upon termination of membership, all rights of the Member under the Membership Agreement are terminated, except that the Member shall remain subject to the decision of the Steering Committee regarding the assessment of charges for the repair of equipment used by the Member.

Fees

Members are generally responsible for membership fees, crew booster fees, and program fees, as applicable.

Membership fees

The amount of the membership fee for Full Members shall be decided annually by the Steering Committee. The membership fee shall not be refundable and shall not be transferable. Annual fees for Full Members are due by April 1 of each year.

However, members may elect to pay membership fees in two installments, in which case payments must be made on April 1 and July 1. The amount payable for each installment will be determined by the Steering Committee. If fees remain unpaid 15 days after one of the installment dates, the names of those members shall be posted, and the DC may suspend membership privileges. The Dockmaster Committee may prorate membership fees for a partial year's membership under exceptional circumstances only. Further, the DC shall have sole discretion over whether a membership fee may be refunded. Membership fees may be refunded, less a

processing fee, if a member requests the refund before April 20th. After April 20th, the Dockmaster Committee may decide, on a case-by-case basis, to grant a pro-rated refund for reasons such as a member's injury, illness, or relocation. Coaching fees are not refundable.

Certain members may receive reduced fees as follows:

- **Active coaches** (minimum 3 days a week) shall receive full membership privileges free of charge. Rack rentals (singles only) are also available free of charge to ACR coaches (this does not include TC Williams coaches unless the coach is also an ACR coach) as space allows.
- **Active coxswains** (minimum 3 days a week) need pay only the prevailing tax-deductible ACB fee to receive full membership privileges.
- **Junior Members, College Students, Temporary Members, and Guest Rowers** shall have, at the discretion of the DC, reduced fees as published on the ACR website (www.rowalexandria.com).
- **Full Members** may have fees waived by the DC in the case of financial hardship.

Crew Boosters fee

Members shall pay the ACB prevailing tax-deductible fee each year. One payment of the ACB fee covers an entire family. The DC may waive the Crew Boosters fee for T.C. Williams High School alumni who are college students and/or actively participating in a national rowing program

Program fees

Members shall pay fees set by the DC to participate in specific programs such as coached programs or winter conditioning. Participants in novice classes are not required to pay the ACR membership, or ACB fees; participants in winter conditioning are not required to pay the ACR membership fee, but must pay the ACB fee.

Membership Agreement.

Each year, all Members must, in addition to paying the membership fee, sign a Membership Agreement attesting that they have received, read, and will abide by the Handbook Rules. Junior Members must have the Membership Agreement co-signed by a parent or guardian.

Guest policy

At the discretion of the DC, prospective members may participate in up to five practice sessions prior to joining ACR. Guests who row for more than five practice sessions may elect to seek Temporary Membership. ACR Members shall not authorize a non-Member to use any ACB equipment. Guests may use ACB equipment only with the permission of the DC. Before going on the water, all guests must sign the U.S. Rowing waiver and provide it to a coach or a Dockmaster. Waiver forms may be obtained from coaches.

Liability

In entering a Membership Agreement, the Member acknowledges that ACB and ACR shall not be responsible for any loss, damage, or injury resulting from the operation of ACB equipment, and the Member (or, in the case of a Junior Member, the Junior Member's parent or guardian) releases ACR, the Steering Committee, ACB, and the ACB board of directors, and all their agents and employees, from any liability associated with the use of Crew Boosters equipment, the Boathouse, the Addition, or the Shed.

Damaged equipment and liability of Members

If rowing equipment is damaged, the Steering Committee shall endeavor to pay for necessary repairs from applicable insurance policies. In the event that insurance coverage is not available for the repair of the equipment, or a deductible is required, the Steering Committee may consider whether to require the Member(s) involved in the accident to pay for the repairs or the deductible.

Standard of negligence

The Steering Committee understands that even experienced, responsible rowers occasionally damage equipment and, accordingly, shall not impose charges if the incident was caused by an accident that could not have reasonably been prevented by the Member. If the equipment damage was avoidable or was caused by the Member's inattentiveness, carelessness, etc., the Member will be required to pay repair costs or deductibles. The Coach and Equipment Maintenance Representative shall determine whether the Member shall be required to pay the repair costs or deductibles.

If a Member disagrees with the Coach and Equipment Maintenance Representative's determination, the Member shall have the right to appear before the Steering Committee to explain the situation and to present evidence as to why

charges should not be levied. The SC shall make the final determination regarding whether charges should be levied against the Member.

The SC's right to levy charges for boat repairs or deductibles extends to individuals who were Members but whose membership was terminated before the matter of charges was resolved. In other words, by joining ACR, the Member agrees that he/she may be held responsible for repair costs or deductibles resulting from an accident involving him/her, even if that Member leaves ACR after such accident. In all cases in which equipment is damaged, regardless of fault, the Member(s) involved shall render appropriate assistance in making repairs.

No Discrimination

Neither ACR nor the Crew Boosters shall discriminate against any individual on the basis of race, color, national origin, religion, age, or sex in any of its programs or activities.

ACR Email Communications

The ACR listserv is designed to serve current ACR members and affiliated ACB members. Use of the listserv is to be limited to business and events of ACR and the local rowing community (local clubs and organizations (US Rowing, Judge-Referee Clinics)). Any current ACR member wishing to use the listserv should email the Secretary at secretary@rowalexandria.com. All messages are subject to approval and editing by the Dockmasters.

BOATHOUSE FACILITY OPERATIONS AND EQUIPMENT

The Boathouse facility is owned by the Alexandria City Public Schools School Board. Accordingly, access to this facility shall be provided only with approval of the DC or Crew Boosters.

NO ONE shall permit unauthorized individuals to have access to the Boathouse.

The **last rower/coach to launch shall** ensure that the front door is locked.

The **last rower/coach to leave the Boathouse shall**

- 1) Close all windows and interior doors (top of stairs and boat bay);
- 2) Turn off all lights, radios and other equipment; and
- 3) **Secure** outside doors.

The combination to the Shed and Addition will be given to ACR Members only at the discretion of the Dockmaster Committee. Members must not disclose the combination to any person not authorized by the Dockmaster Committee. The Shed and Addition doors must be locked when not in immediate use.

Rack Rentals

Boat Racks in the Shed or Addition may be leased at the discretion of the DC. The terms of the lease shall be set forth in an agreement between ACB and the lessee. Individuals who rent rack space must at all times be *Full Members* of ACR. Fees for annual rack rentals will be set by the Steering Committee, and are due by April 1 of each year. However, members may elect to pay rack rental fees in two installments, in which case payments must be made on April 1 and July 1. If rack rental fees remain unpaid 15 days after one of the installment dates, the DC may terminate the rental agreement as detailed in paragraphs 4 and 5 of the **rental agreement form**. The rental agreement form will be supplied by the DC upon rental of a rack space. The DC shall keep a waiting list of individuals who wish to rent rack space.

Dock Rules and General Boathouse Operations

Dock Rules are set by T.C. Williams High School and are as follows:

- 1) The School shall have priority in use of the float, ramp, and apron.
- 2) Blades must be on the dock prior to placing shells in the water.
- 3) Repair or adjustment of shells cannot be made on the dock, float or ramps.
- 4) ACR and other recreational rowers shall yield dock right of use to T.C. Williams and Old Dominion Boat Club rowers during school practices.
- 5) Dock use is limited to persons authorized by the Alexandria City Public Schools.
- 6) A courteous environment should be maintained by all parties.
- 7) Dock rules are subject to change at the discretion of the Principal of T.C. Williams High School.
- 8) Follow the coxswain's or bowman's instructions closely, especially when carrying boats, launching and landing.
- 9) Do not step or put your arm through a rigger when climbing into or out of a boat.

- 10) Carry oars with blades forward.
- 11) Single scullers, bowmen, and coxswains should look where they are going frequently.
- 12) Carry drinking water in the boat and stay hydrated.
- 13) Shells must have bow balls at all times.
- 14) Never step over a boat; always walk around it

Launching and recovery

Launching is in order of lining up on the ramp. Launch as soon as an area opens up, preferably at the most northerly space available. Carefully place the boat in the water, taking care to place the boat away from the dock edge so as not to damage the fin. Once the shell is in the water, immediately obtain oars and vacate the dock as quickly as possible. Tie in on the water if other rowers are waiting for launch space. Minor adjustments should be made on the water, not at the dock. More extensive work should be done with the boat in slings or on the rack. Please note that no racing or high strokes are permitted in the launch area. Upon return, make sure that oars are not pulled in until all rowers have exited the boat. Then, carefully lift the boat out of the water and clear the dock as quickly as possible.

Traffic patterns

Traffic patterns are defined in the supplementary **Safety Manual for ACR** at the end of this handbook. There is only one exception to the counter clockwise pattern prescribed in the **Safety Manual** for boats heading directly from the boathouse to the marina south of the airport. Heading northward, these boats shall stay as close to the Virginia shore as practicable. North of the power plant, proceed with caution, following the marked channel staying west of all red buoys and red day markers en route to the marina. Boats heading back to the boathouse from the marina shall stay east of ALL day markers and buoys, joining any other southbound traffic from the main channel, being aware of the sunken barge located just east of the red nun buoy.

Launch operations

Launch drivers should have 360 degrees of visibility of the water; the bow should be weighed down so that vision is not impaired. Launch drivers must be certified by a National Association of State Boating Law Administrators (NASBLA) approved boating safety class and have their certificates on file with the Dockmaster for

Programs. Launch capacities should not be exceeded. Use of launches outside of program hours requires DC approval. Gasoline tanks may not be left in the launches. All gasoline cans and tanks must be stored in the lockers.

Rowers' emergency procedures on the water

Stay with the boat and wait for a launch to rescue. Follow instructions given by coaches and coxswains. Oars, while not officially approved, have been used as personal flotation devices by rowers in the absence of a launch. If the shore is close by, rowers may swim to shore with a flotation device. Do not attempt to remove clothing in cold water; even wet clothing will delay the onset of hypothermia.

Equipment

The Alexandria Crew Boosters own certain equipment stored in the Boathouse; other equipment is owned by the School Board, or private individuals. Members may use ACB equipment in accordance with the rules discussed in this document.

From time to time, coaches of the scholastic programs allow ACR to use school boats. Use of these school boats is entirely at the discretion of T.C. Williams High School coaches.

Members may not take any equipment or tools from the premises at any time without express consent of a Dockmaster.

Priority of use

Full Members have priority over Junior Members. **Full members training for a race have priority over other members.** It is incumbent upon those training to ensure that various program coaches are informed to prevent disagreements or misunderstandings about equipment use. In addition, the use of Crew Boosters equipment for race training shall be scheduled in a manner determined by the DC, in conjunction with the appropriate Program Representatives.

Designated programs shall have exclusive use of certain equipment to be designated by the DC and coaches. Sculling programs with approved coaches shall have priority over the general membership in using sculling equipment.

Certain ACR singles may be used only with the permission of the Dockmaster Committee or coach.

Use of Club-owned boats outside of program hours

The use of *sweep boats* and *quads* outside of program hours requires DC authorization. *Singles, Doubles, and Pair rowers* may row outside of program hours provided they are qualified drivers and have passed a flip test administered by an experienced ACR coach or qualified Dockmaster. Note: At least one of the doubles or pairs rowers must be a qualified driver.

To pass the flip test, a rower must be able to get back in the shell after tipping over. Rowers will be expected to pass a flip test every three years.

To pass the qualified driver test, a rower must be able to launch, return to the dock, and steer at a level deemed proficient by the coach or Dockmaster Committee.

Members who row outside of program hours must (1) check with program coaches prior to boat use, and (2) ensure that boats are returned to the dock at least five minutes prior to another rower's designated rowing time.

Rowers using singles and doubles (including rack holders) must sign out and in, in the designated Shed or Addition log book.

Equipment storage

Equipment shall be returned to its proper location after each use. All rowing shells must be placed in their designated racks and wiped down unless otherwise indicated by a coach or DC member.

Shells in the Addition and main Boathouse are to be stored "bow in"; shells in the Shed are to be stored "bow out". Exceptions may be made for bow-rigged singles if practical for other rack users.

NEVER put a shell down anywhere other than in the water, on a rack, or in slings. Broken or damaged equipment should be reported to a program coach, Operations Dockmaster, and/or the Equipment Representative as soon as possible, and no later than the same day in which the damaged has occurred.

To facilitate repair and ensure the safety of others, damaged equipment shall be marked as "unrowable", "damaged, or "not safe".

Equipment alteration

The physical condition of Crew Boosters equipment shall not be altered without the authorization of the DC. Crew Boosters boats may not be rigged to new

specifications, or adjusted, without the permission of the appropriate Program Representative. Rigging specifications on boats owned by the School Board may not be changed without the permission of the T.C.Williams head coach(es) and knowledge of the Operations Dockmaster.

Use of club equipment for private lessons

Private lessons may be given using ACR equipment, provided both the coach and student are ACR Full Members, and provided the fees set forth by the SC are fulfilled. If equipment is damaged during a private lesson, ACR's ordinary rules of liability shall govern. (See **Liability** on p. 13 of this document).

RACING

Entering Regattas and Signing up for Boats

Program coaches or members designated by a program coach are responsible for entering their rowers in regattas and paying their own entry fees. Most regatta schedules and entry forms can be found on the web site of the club hosting the regatta. Regatta schedules and entry information may also be found at www.row2k.com, www.roninracing.com, regattacentral.com and on ACR's racing calendar at www.rowalexandria.com.

Uncoached rowers are responsible for their own regatta entries.

Coaches and uncoached members must make requests for club boats in a manner prescribed by the Racing Coordinator 5 weeks in advance of each regatta (except for the Head of the Charles - deadline August 1) in which a member plans to compete.

Boat assignment for races

If there are conflicting requests for the same equipment, the racing coordinator will consult with the coaches, and if necessary with the Dockmasters. All Dockmaster decisions are final.

Considerations for major competitive regattas (Independence Day, Club Nationals, Masters Nationals, Head of the Charles, and Head of the Schuylkill, Head of the Hooch, and Head of the Occoquan) will be determined by

- Who can be most successful at these regattas
- Rower's previous racing records

- Commitment to and time spent training
- Previous boat assignments
- Other relevant facts or circumstances

Considerations for non-major competitive regattas (all regattas not identified above) will be determined as follows:

- Give as many rowers as possible the opportunity to race
- Commitment to and time spent training
- Rower's boat assignments during the season

Practice Before Regattas

Individuals or crews, who are assigned a boat for use during a regatta, may practice in that boat for up to one week prior to the regatta. If racers are scheduled to use a boat normally assigned to other rowers during regular practice, then a different practice boat must be made available to the rowers not racing so that they may continue with their scheduled practice. Additionally, all individuals involved must be in agreement with the switch. Rowers must work this out with each other and are expected to be considerate and fair.

Last minute requests (after the 5-week deadline has already passed) for boats and/or space on the trailer will only be considered if the requested boat is not already being used in the regatta in question and only if there is still room on the trailer, after accommodating all requests submitted on time.

Regatta Captains – Included only for reference

NOTE: THIS SECTION IS NOT IN EFFECT. (In prior years, the Racing Coordinator requested each coach to appoint a Regatta Captain for their team for each principal event that ACR attended. This no longer occurs. However, the duties of a Regatta Captain are included here for informational purposes.

The *Regatta Captain* shall

- Maintain a list of participating rowers;
- Arrange for transportation;
- Maintain an equipment list of items taken from the boathouse;

- Supervise the loading and unloading of boats and equipment;
- Ensure all boats used by their team are properly rigged and cox boxes are returned to their proper racks and plugged in before Monday programs meet;and
- Collect transportation money.

One week prior to a regatta, the *Racing Coordinator* shall notify the *Regatta Captains* of (1) loading and unloading boat times; and (2) fees due per boat. Boat trailer costs will be divided evenly among all the rowers using the trailer. One person in each program or boat (in the case of uncoached rowers) is responsible for collecting money and giving it to the Racing Coordinator.

The *Racing Coordinator* is **not** responsible for (1) working out practice schedules for the boats that will be raced more than once in the same regatta; (2) repairing equipment, or (3) getting rowers to and from regattas.

Finally, upon returning to the Boathouse, all boats must be rerigged and equipment put away before Monday morning program hours.

SAFETY

All rowers and coaches are responsible for adhering to the guidelines in the ***Safety Manual for Alexandria Community Rowing*** provided at the end of this handbook.

ABSENCE OF STATED POLICY

In the absence of a stated policy in these Rules, the DC has discretion in matters involving use of Crew Boosters equipment and Boathouse facilities, until such time as the Steering Committee discusses the matter.

SAFETY MANUAL FOR ALEXANDRIA COMMUNITY ROWING

This addendum to the ACR Handbook establishes the safety and security procedures governing the conduct of rowing programs of Alexandria Community Rowing (ACR).

As with any other physical activity, there are risks involved in rowing. The sport also carries some special risks because it is conducted on the water. Safety is therefore paramount. The safety rules and procedures in this manual are based on long experience and sound practice. They involve everyone in the program – rowers, coaches, and even spectators who may be in the Boathouse or on the dock. The continued safe conduct of all rowing programs in Alexandria is everyone’s responsibility.

Throughout this document, the term “rower” applies to any rower or coxswain who is a member of Alexandria Community Rowing and a participant in an ACR sanctioned rowing program.

Accountability

The Dockmaster Committee is entrusted with responsibility to make operational decisions concerning ACR, including those which are related to safety. This Committee consists of the

- Operations Dockmaster, who is responsible for facility operation during program hours; boathouse security; safety; and dock operations and maintenance;
- Administrative Dockmaster, who is responsible for handling insurance and legal issues and acts as liaison with Alexandria Crew Boosters; and
- Programs Dockmaster, who is responsible for hiring and supervising coaches, including the documentation of coaches’ credentials and safety training; and conducting workshops such as coxswain, water safety, CPR, and First-aid training.

The Programs Dockmaster will ensure that coaches are properly trained. The coaches will inform rowers of all safety rules and procedures and ensure that they observe them at all times. Coaches and the Programs Dockmaster will be alert to safety infractions or unsafe practices, and make corrections as appropriate.

Rowers are responsible for their own safe behavior. They are expected to learn and understand the safety rules and procedures, conduct themselves safely at all times, and to be alert to unsafe conditions or conduct.

The Safety Representative of the ACR Steering Committee shall participate in the meetings of the ACB Safety Committee and serve as liaison between it and ACR; coordinate dock operations related to safety with the Operations Dockmaster; maintain accident reports; communicate with membership regarding safety issues

Use of Boathouse and Equipment

Security

Boathouse access is tightly controlled via combination lock. Combination information should be restricted to Coaches, Dockmasters, and ACB volunteer leads. Combination information should not be shared with student-athletes or adult rowers under any circumstances.

A dockmaster and/or an assistant coach must be on the premises of the Boathouse during program hours to stay in contact via two-way radio / or cellular phone with all boats on the water, and to provide supervision of student-athletes not on the water. ACPS shall provide that staff person during the high school spring season and ACB or ACR shall provide that person during ACB and ACR program hours respectively.

Facility

The Boathouse is a facility of Alexandria City Public Schools (ACPS). Use of the Boathouse and equipment shall be restricted to members of the following groups, in approved programs under the supervision of a coach:

- The T.C. Williams Crew Team, during the spring rowing season;
- Alexandria Community Rowing, during the ACR season; and
- Other youth or adult rowing programs sanctioned by Alexandria Crew Boosters, such as ODBC crew, fall crew, summer crew, and winter conditioning.

No one else is authorized to use the Boathouse without express permission of one of the T.C. Williams head coaches or an officer of Alexandria Crew Boosters. Individual or unsupervised workouts are not permitted at any time. Student rowers

are not permitted in the Boathouse outside of program hours except for activities sanctioned by ACPS or Alexandria Crew Boosters.

An ACR Dockmaster shall be on the premises of the boathouse during program hours to assess weather conditions appropriate for rowing; supervise orderly launching and docking of boats; be available to take communications from coaches on the water; and provide supervision of athletes not on the water.

ACPS shall provide and/or maintain:

- A safety bulletin board in the Boathouse for posting safety rules, safety notices and emergency information;
- First aid kits in the boat bays and workout room. Coaching staff shall inspect the kits monthly and they will be restocked as necessary;
- Fire extinguishers located as required by the City of Alexandria;
- Approved gasoline containers, and gas storage lockers for storage of gasoline when not in use in a launch. Coaching staff is responsible for ensuring gas containers are returned to the storage cabinet after each use.

Logbook Requirements

All scullers and pair rowers (including rack holders) must sign out and sign in the log book. Failure to do so will result in the following penalties within a single rowing season:

- 1) Upon the first infraction, a verbal warning will be given and put in writing by a Dockmaster.
- 2) Upon the second infraction, the rower will be suspended from using any of the club's facilities and equipment for ten calendar days. The suspension will be for thirty calendar days.
- 3) The third infraction will result in expulsion from the club for the rowing season, according to the rules outlined in the ACR Handbook. No refunds.

The steering committee will implement the necessary measures to keep track of the infractions to this rule.

Procedures and Recordkeeping

All rowers shall receive a copy of the Crew Safety Guide at the beginning of the season.

- Before being admitted to an ACR-rowing and ACB-sanctioned program, every rower shall certify that he or she can swim a distance of 100 feet and tread water for two minutes fully clothed.

In order to row an ACR club-owned single without a safety launch present (“unaccompanied”), a single sculler must successfully pass a flip test administered and certified by an ACB or ACR coach or dockmaster. The flip test must be recertified every three years. Any sculler certified up to 2007 must be recertified by 2010. The Safety Coordinator will be responsible for maintaining the flip test requirement log with the Operations Dockmaster keeping a historical record.

- Every rower shall certify that he or she has had a current physical exam and is approved for participation in a physical activity like rowing by a personal physician.
- Each rower shall initial a notation on the ACR registration form acknowledging receipt of the Crew Safety Guide. Coaches shall maintain records indicating that each rower has received safety training. These forms will be kept on file throughout the season.

Safety Training

All coaches shall have completed an approved safety course as required by DC Harbor Police before the beginning of the rowing season, and documentation shall be maintained in the Boathouse. Certifications shall be kept on file at the boathouse by the Programs Dockmaster. Coaches shall conduct a safety briefing for all rowers at the beginning of each season, including the US Rowing safety video. Topics will include:

- Safety rules and procedures
- Rescue procedures in the water, including practice in donning a personal flotation device
- Recognition of unsafe water conditions
- Proper navigation rules and boat handling (Coxswains)

- Safe handling of boats, oars and launches on land
- Hypothermia
- Coxswain training shall be conducted at the start of the season, and periodically as necessary throughout the season. This training may include:
- Recognition of dangerous water and weather conditions
- Safe navigation, including hazards on the Potomac, commercial and sport boat traffic, submerged hazards and floating objects.
- Recognition of landmarks useful in reporting one's position on the Potomac.
- Traffic patterns for crews using the Alexandria Boathouse, and traffic patterns and regulations for other clubs rowing on the Potomac
- Emergency rescue procedures
- Emergency communications
- Any training required by the DC Harbor Police for operators of boats on the Potomac as applicable to crew

Launch Safety on the Water

Emergency Communication

All coaches shall maintain and carry with them a VHF, FM marine radio or cell phone at all times when on the water for the purposes of contacting other coaches or requesting aid in the event of an emergency. All coxswains shall also carry a communication device.

Additional Guidelines

- A coach under 21 years old shall not operate a launch alone.
- Launches shall be driven only by coaches or approved ACB launch drivers holding an approved boating safety course certificate.
- All launch drivers shall always employ a kill switch device while the launch is underway.
- All persons in a launch shall wear an approved personal flotation device at all times while on the water
- No more than three-people are allowed in a launch unless it is involved in a rescue.

- All pairs, fours, quads and eights shall be accompanied by a coach in a launch.
- Singles and doubles shall be accompanied by a launch if the water temperature is below 50 degrees, or the sum of the air and water temperatures is less than 100 degrees Fahrenheit.
- No rowing shells or coached sculls should be more than 250 meters from a coach's launch.

It is the launch driver's responsibility to check that the following equipment is in the launch each time it goes out:

- Approved personal flotation devices (PFDs) for each occupant of the launch and all rowers being coached.
- One Coast Guard approved Type IV throwable PFD
- Paddle
- Anchor

The following additional equipment is recommended

- Water bailer
- Emergency line
- Emergency space blankets
- Air horn or other warning device (whistles)

Athlete Safety

- All coxswains shall wear an approved personal flotation device.;
- Coaches shall ensure that an accurate roster of each crew on the water is posted in the Boathouse before launching (pegboard), including all occupants of launches accompanying the crews.
- All single and double scullers shall sign-out before launching in log books posted in the boathouse shed and addition.

Weather and Water Conditions

- T.C. Williams Coaches, ACB Program Directors and Coaches, and the Dockmaster Committee, shall have ultimate authority to determine whether boats may or may not go on the water for their respective programs.
- Rowing is not allowed when the weather conditions are dangerous such as freezing temperature, high wind, strong current, waves, storm clouds, thunder, lightning or fog indicate a potential hazard to rowers' safety.
 - Boats must return to the dock at the first sound of thunder, sign of lightning, or if fog sets in. If caught in a sudden storm, boats shall be taken ashore to the nearest safe point and wait for the storm to pass.

Boats may return to the water 30 minutes after thunder is last heard or lightning is last seen.

- Coaches shall ensure that all rowers are dressed appropriately, especially during hot or cold weather.
- Shells and launches embarking prior to sunrise must be equipped with bow and stern lights. All boats must be off the water by sunset if not equipped with lights.

Launching and traffic patterns

Head coaches shall ensure that all coaches are aware of the traffic patterns for practice. All boats shall launch from the dock to the north and land at the dock from the south via Oronoco Bay. Northbound boats wishing to enter Oronoco Bay to reach the boathouse shall yield to southbound traffic, and shall cross the southbound traffic lanes only when safe to do so. The traffic pattern for Alexandria crews is counter-clockwise / Stay to the right Boats rowing north should cross the river to the DC/Maryland side; boats rowing south should be closer to the Virginia shore. All boats should maintain adequate spacing as conditions and traffic dictate

When rowing south under the Woodrow Wilson Bridge, southbound rowers should pass through the first span arch, and northbound rowers shall pass through any accessible span eastward (toward /Maryland) beginning with the draw span, When rowing north, especially under the 14th Street Bridge and beyond, coaches and rowers should follow the traffic patterns established by the Potomac River Safety Committee.

Crews participating in regattas shall be governed by the safety rules in the current edition of the Rules of Rowing of the United States Rowing Association, and by the rules of the regatta.

Standard Operating Procedures for Responding to Emergencies on the Water

1. Any coach with an emergency situation on-the-water should notify all other coaches by radio/or cell phone of the situation. They should identify the type of emergency, location, and whether additional help is needed. If an emergency situation poses an immediate threat to life or property, call 911 or the DC Harbor Police.

2. If a coach is nearby and hears the emergency call, the coach will notify all other coaches by radio that he/she will respond to the emergency. The coach responding will then identify a “lead boat” among his/her crews to take charge of the group.
3. This “lead boat” will lead all of the boats left to either (1) join the closest coached rowing group or (2) return to the boathouse using the normal traffic pattern.
4. The responding coach will inform other coaches, by radio, of his/her crews’ location, the number and type of boats (e.g., 8+, 4+, 4x, 2x,) in the group, and the lead boat’s name.
5. The coach will then respond to the emergency on-the-water.
6. Once all boats, rowers, coaches, and launches have been accounted for, the coaches may close the boathouse.

Transportation

All transportation to ACR-sanctioned regattas is at the rower’s own risk and responsibility. Boats shall be transported only on the TC Williams boat trailers, towed by drivers approved by both ACR and Alexandria Crew Boosters. Under agreement with ACPS and ACB, ACR will take responsibility for boats and trailers while using these trailers. Drivers shall comply with all motor vehicle laws.

Conclusion

This manual is intended only to set forth safety and security procedures governing the conduct of Alexandria Community Rowing, and is not intended to establish a general or legal standard of care. The procedures in this Manual may be modified from time to time, without notice, as ACPS, ACB or ACR deem appropriate.