

# **Sammamish Rowing Association Rower's Handbook**

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## **1 Introduction to Sammamish Rowing Association**

### **1.1 About SRA**

The Sammamish Rowing Association is a 501 (C) (3) non-profit organization community rowing program. We are the only rowing club on Seattle's Eastside. Formed in 1995, we moved into our current location in 1997 located and have been building our new boathouse since 2011 in West Marymoor Park. Our organization is in partnership with King County Parks and is open to everyone. Members range from beginners to advanced rowers, from juniors to veterans.

As club, we place a special emphasis on adding new members. Our coaches focus on teaching the fundamentals of rowing and making your first rowing experiences positive. We are a fun, friendly group who enjoy the wonderful sport of rowing and each other. Come join us and experience the beauty and fun of rowing.

Up to the minute information about SRA can be found on our Web site [www.sammamishrowing.org](http://www.sammamishrowing.org).

### **1.2 History of the Association**

Ever wonder if those public meetings make a difference? Is there a question in your mind as to whether a few folks with a good idea would ever get help from the local Councils, departments and bureaucracies? Well, the story of Sammamish Rowing should warm your heart.

It was in 1995 that some ex-rowers who had heard about an abandoned boathouse showed up at a Marymoor Master Plan public meeting to ask if it could be opened as a community rowing facility. Over the next year, as we were educated about the many challenges of the mission (such as a sewage treatment plant that needed to be removed and a pristine natural site that needed nurturing), we were also coached, supported and assisted into becoming a partner with King County Parks.

It turned out that they had what we needed: the site, a little money, program expertise and many of the permits and processes. And we had what they needed: Volunteers, time, energy, a little more money and rowing expertise.

With a great deal of cooperation, tolerance and enthusiasm on both sides, SRA and King County Parks have come together to create a community asset and, hopefully, a model for future public/private citizen partnerships which might enable many other activities almost as wonderful as being in a long boat, moving fast over a flat lake on a clear morning.

### **1.3 SRA and US Rowing**

The United States Rowing Association is the governing body for the sport of rowing. Members of US Rowing include clubs, universities, high schools and other rowing organizations and individuals. Sammamish Rowing Association is an organizational member of US Rowing in the Northwest Region. All of our rowers are required to be basic members of US Rowing and sign an annual waiver before participating.

### **1.4 SRA and King County Parks**

SRA is a non-profit organization in partnership with King County Parks. As part of this

partnership, SRA is a good neighbor and steward of King County Parks working to maintain positive relationships with users of King County Parks, the West Marymoor location including the parking lot, trail and dock space and the residence in the nearby neighborhood. SRA assists with maintenance and repairs of the boathouse area. SRA members and rowers respect and follow the rules and regulations as posted by King County Parks.

### **1.5 SRA Organization**

The SRA organization is composed of:

- Board of Directors
- Employees
- Volunteers

#### **1.5.1 Board of Directors**

The Board of Directors manages the direction and financial affairs of the Association. Board members are elected for one, two or three year terms at our annual meeting in January. Board meetings are on the third Wednesday of every month at 6:45pm; see the SRA Web site for directions.

Board officers serve one year terms, and are elected by the board at the first board meeting of the year. The officers are:

#### **President**

The President is the principal executive officer of the Association and presides over all Board and member meetings. The President has the authority to sign legal documents and approve payments. The President is committed to following the mission and goals of the Association.

#### **Vice President**

The Vice President acts as President in the President's absence and assists in his/her duties.

#### **Treasurer**

The Treasurer has general charge of the financial affairs of the Association. The Treasurer monitors the financial condition of the Association and gives a financial report at Board meetings and the annual meeting.

#### **Secretary**

The Secretary keeps minutes of the board meetings and distributes them to all Board members.

#### **Staff Liaison**

The Staff Liaison is the interface between the Board and SRA's employees.

#### **1.5.2 Employees**

SRA has four full-time and several part-time employees.

#### **Executive Director**

SRA's full-time Director is responsible for overseeing the daily operation of the club, staff

and Volunteer Committees. The Director works with the Board to establish the goals and direction of the association and, in turn, uses these goals to drive the operations, scheduling and activities of the association. The Director helps to develop an annual budget, pays expenses and keeps records of all financial transactions.

### **Maintenance and Boathouse Manager**

The Boathouse Manager is responsible for the daily management of the boathouse. This includes maintenance of shells, launches and equipment, purchasing of non-capital goods for the boathouse and maintaining repair and boat damage records.

### **Membership Director**

The Membership Director is responsible for the management of all SRA Members and Independent Rowing Card (IRC) holders. They oversee SRA program registration and compliance by updating safety requirements, attendance, US Rowing liability, and medical forms. They are also responsible for regatta registration along with boat and oar use organization for all masters' and juniors' regattas.

### **Director of Strategic Development**

The Director of Strategic Development identifies and creates opportunities that ensure the long term success and growth of SRA. Areas of focus include program enhancement, coach development, and philanthropic support. The Director of Strategic Development serves as the Chair of the Development Committee and directly oversees all fundraising programs.

**Coaches** SRA employs part-time coaches who are responsible for teaching classes and managing teams. SRA also has volunteer coaches.

### **1.5.3 Volunteers**

SRA is a community rowing program that relies heavily on its volunteer support. All SRA members are encouraged to join in the many activities surrounding the boathouse and our rowing community. Your involvement keeps our club running the way we like it to run, and it is a great way to meet other rowers! Suggestions are always welcome, and members are encouraged to drop into any committee or board meeting.

## 2 Programs and Membership

### 2.1 Overview

The Sammamish Rowing Association was established to provide rowing opportunities for all members of our community, from novices to elite racers. SRA has developed a wide range of programs to accomplish this.

SRA programs fall into three general categories:

- **Classes** – A class is open to anyone with the expertise required by that class; SRA membership is required for all classes except Learn to Row, Row for a Day and Junior Rec.
- **Teams** – Teams are longer-term groups organized around a set of classes. Team members typically take these classes on an ongoing basis. SRA membership is required for all teams.
- **Independent Rowing** – Independent Rowing Cards (IRC) allow rowers to access SRA's small boats outside of regularly scheduled classes and to arrange private boat storage. SRA membership is required for all independent rowing activities.

### 2.2 Responsibilities and Privileges

The main responsibilities of all individual members and class/team participants are to participate in rowing and Association activities, rules and volunteer in areas that lead to the success and development of SRA.

SRA seeks to provide an atmosphere where anyone can develop their rowing skills to the level they desire and develop a fellowship with other rowers at SRA and within the larger Seattle rowing community. SRA relies heavily upon volunteer support for the rest. Your involvement in boathouse projects, community projects, boathouse care and maintenance and volunteer committees is crucial to the success of SRA.

Members are expected to attend the annual club meeting in January. In addition, all are welcome to attend the monthly Board meetings and volunteer committee meetings.

All rowers receive newsletter emails about upcoming events at SRA. **If your email address changes, please send your new address to the Director.**

Rowers are required to join the US Rowing Association and encouraged to receive its publications. Paid membership in US Rowing is required for participation in Regional and National regattas.

All of our Junior rowers are required to understand and sign our Athlete Code of Conduct before participating on any team. (See Appendix C for more information.)

### 2.3 Membership Details

SRA membership is required for all classes, teams and independent rowers. The only classes not required to have membership are those rowers participating in Learn to Row, Row for a Day and Junior Rec. There are two types of membership: Youth and Adult. Each type is describe below.

### **Youth Membership Benefits**

- Register for classes and gain pre-access to registration before it opens to the public
- Access SRA's gym and exercise equipment as well as bathrooms during normal business hours (between 5am-8:30pm)
- Parent's may vote on club business that is presented at the annual meeting
- Purchase quarterly "Independent Rowing Cards" for checking out small boats and oars for use between 5am-8:30pm
- Rent boat storage space (cost of space rental includes annual Independent Rowing Card for each seat)
  - 1x \$1000
  - 2x \$2000

### **Adult Membership Benefits**

- Register for classes and gain pre-access to registration before it opens to the public
- Access SRA's gym, exercise equipment, conference room, locker rooms, showers and bathrooms 24hours/day
- Vote on club business that is presented at the annual meeting
- Purchase quarterly "Independent Rowing Cards" for checking out small boats and oars
- Rent boat storage space (cost of space rental includes annual Independent Rowing Card for each seat)
  - 1x \$1000
  - 2x \$2000

Memberships are done on a bi-annual basis (January and July).

### **2.3.1 Becoming a Member**

**To be a member you must complete the following:**

1. Register for membership online and pay by credit card or via check to SRA
2. Read the **SRA Rower's Handbook** and watch the US Rowing Safety Video.
3. Sign the online US Rowing Liability Waiver. Enter FTA9E under "Athletes" for the club code. *Note: Our liability insurance is through US Rowing, so to be covered under our insurance, everyone must sign the US Rowing waiver annually. You DO NOT need to pay for an individual US Rowing membership unless you will be racing at a US Rowing sponsored regatta. We will let you know if that is the case.*
4. Complete and turn in a signed float test if you have not already done so. The float test is valid for 5 years.
5. Complete a safety checkout (in person your first time/online if you are renewing)

### **2.3.2 Safety Checkout**

All new members must be checked out by the Director, Head Coach, or other authorized staff member. Safety checkout consists of a review of all safety policies, a tour of the facility, and details on the type and location of all equipment. Returning members must read the handbook and Safety Talking Points and then successfully pass the online quiz. All rowers must acknowledge and sign that they have read the rules and that failure to follow these rules will result in the removal of membership from SRA. Teams and classes will go through the safety talking points and watch the US Rowing Safety Video annually.

### **2.3.3 Independent Rowing Cards (IRC)**

Independent Rowing Cards can be purchased by members who wish to row during non-class times. The IRC can be purchased quarterly. All members with an IRC will have a laminated card that contains the rower's current skill level, emergency information, etc. Every time a rower goes out, he/she must put their card up on the card rack. Please remember to put the cards away when you return from a row.

### **2.3.4 Guest Policy**

Members with an IRC will be provided with two (single use) guest passes each quarter which must be turned in along with the printed US Rowing waiver for each guest. No other guest passes will be available for purchase.

Guests of SRA are subject to the following rules:

1. The guest is expected to follow all SRA procedures, rules, and safety guidelines laid out in the SRA Rower's Handbook.
2. The guest is required to sign a US Rowing Liability Waiver prior to using SRA facilities or boats.
3. The guest is permitted to use the workout facilities with the supervision of the SRA Member
4. The guest is permitted to use club boats only while rowing with an SRA Member with a current Individual Rowing Card (IRC).
5. The guest is permitted to use a private 2-/2x only while rowing with the owner of the boat.
6. The guest is permitted to use a private 1x only if the owner of the boat is present and rowing at the same time.
7. The guest is not permitted to reserve club boats in the reservation book.

The SRA Member and guest must comply with all SRA safety guidelines as laid out in the SRA Member Handbook and IRC Safety Checkout.

## 3 Rules and Regulations

### 3.1 The Why of Rules

The sport of rowing has two key ingredients, people and equipment. Our rules are intended to:

1. Ensure the safety of all rowers
2. Offer a high quality rowing experience
3. Preserve the equipment

Everyone participating in SRA programs must obey a common set of rules and guidelines in order for all of us to achieve these objectives. These are general rules and regulations for all members and rowers to follow at the boathouse. Specific independent and class policies will be addressed in subsequent sections.

### 3.2 Safety Rules

#### Heads Up!

The most fundamental safety rule is to be constantly aware of what is going on around you. **LOOK AROUND** a minimum of once every ten strokes when in an un-coxed boat or if you are a coxswain. In the slough you should look around every 3 strokes. It is easy to get lulled by the rhythmic nature of rowing, but do not let your eyes rest inside the boat. Before you row, look in the card rack and check the class schedule to see what other rowers are out. Keep your eyes open for them when you are on the water. Also be aware that additional rowers may have headed out onto the lake since you left the boathouse.

#### 3.2.1 Traffic Patterns

Most of Lake Sammamish is unrestricted rowing. However, there are a few areas that have fixed rowing traffic patterns (see Appendix A for a traffic pattern map):

#### In Slough

- Keep land to your starboard side at all times (except when docking)
- Stay on the paddle at ALL times
- Northbound traffic (heading back to the dock) has the right of way
- No passing
- Look behind you every three strokes in boats without a coxswain

#### Water Ski Course

- Stop to check for skiers before crossing course at the mouth of the lake
- Do not stop on the course
- Make all adjustments well outside the course

#### On the Lake

- Stay inside the buoys while heading southbound (being careful of sandbar and swimmers near Idylwood)
- Stay outside the buoys while heading northbound. The northbound lane of the traffic



pattern is 3 boat widths wide.

- Outside of traffic pattern move to your starboard side to avoid any oncoming traffic regardless of the direction you are travelling
- Rowers and coxswains should remain within visual contact of a coach while rowing as part of a class.
- Look behind you every 10 strokes in boats without a coxswain
- Coaches have the authority to vary the traffic pattern during an individual class if the new pattern is clearly communicated to the rowers and appropriately supervised. Attention must be paid to boats not part of the class that may be using the established traffic pattern during class time.

### **At the Dock**

- We are no longer turning around at the dog park. We are now pulling directly in to the dock and spinning the boats on land in front of old boathouse
- Dock is first come first serve basis. Boats that are docking have the right of way over boats that are launching. Boats that are launching should wait until all boats on the water have docked before proceeding to launch.

### **3.2.2 Leave a Record**

If you are rowing without a coach, you must always put your card on the rack and sign out in the logbook before you leave the boathouse. The principal purpose of the rowing logbook is to alert others to the possibility that you may be in difficulty somewhere. Remember to sign in and put away your card when you return.

### **3.2.3 Launches**

Must contain the following whenever used on the water:

- 2 flotation seat pads
- Sealed bag with 9 PFDs (cox + 8 rowers)
- Paddle and bailer
- Ladder
- Megaphone
- Black Tool Box:
  - Emergency space blankets (9)
  - Fire extinguisher
  - Trauma kit/mini first aid kit
  - Tow rope
  - Flashlight
  - Drowning kit

\*Make sure plug is in transom prior to putting launch into the water. Pull plug once launch is back on trailer.

\*Make sure to take gas out when launch is not in use.

\*Make sure to close and lock the gas locker at all times.

\*Make sure there are no feral cats hiding in the launch before putting it in the water.

\*Make sure all cushions, life vests, spot lights and bow lights are returned to the storage room when launch is not in use.

The launches are checked every week by the safety committee. However, it is also your responsibility to check over the launch before putting it into the water. Make sure an experienced person is helping every time a launch is put into the water. Do not put one in if

you do not know how to properly launch the launch or if it appears that the launch trailer is broken.

Individuals should not use the club launches for any reason. Coaches and board members are the only ones permitted to use a launch.

### 3.2.4 Lifejackets

All launches have at least 9 Coast Guard certified lifejackets. If the boat swamps or you flip into the water you will be asked to wear a lifejacket until you are pulled from the water by the safety launch.

SRA provides non-Coast Guard certified lifejackets for rowers taking out singles, doubles and pairs. Life jackets must be worn if any of the following applies:

- You are rowing when it is not fully light outside, OR
- You are rowing alone, OR
- You are under 18 years of age, OR
- The water temperature is less than 60F

If none of the above apply you still **MUST** carry a lifejacket on the water.

To inflate, pull pocket tab down forcefully. If a coach is unaware you have flipped use the whistle in the vest . . . and **STAY WITH THE BOAT!** The fanny pack type life vests also have a tab to pull and once deployed must be turned around to the front. Fanny packs must be worn and cannot be stowed in the boat.

### 3.2.5 Flipping or Swamping

*Updated 6/5/2020 in accordance with 2019 SRA Safety Talking Points*

1. Try and right the boat and re-enter.
2. If unable, **STAY WITH THE BOAT.**
3. If no immediate help will be coming, push the boat to the nearest shore and reenter the boat there.
4. If you are unable to do that, use the whistle to summon help

If you flip boats on a regular basis, then you are probably rowing in boats that are at too high a level. It is very difficult to improve your rowing skills under these circumstances (not to mention that flipping causes a great deal of wear and tear on a boat). Therefore if you flip two times in two months, you must go down a skill level. After you have rowed for a while at the lower level, you can take another skill checkout and be re-certified for your previous level.

If a four or eight is flipped or swamped you must remove the oars, turn over the boat and wait with the boat until the safety launch arrives. **Never** try to swim to shore without the boat. If an individual rower flips out of a multi-person boat then the boat should weigh enough. If possible, the rower should climb back into the shell, or re-enter the shell from the launch.

**\*Always put a note in the comments field of the rowing log when a small boat has been flipped.**

### 3.2.6 Water Hazards

Lake Sammamish is a busy urban lake. You may encounter other shells, canoes, kayaks, motor boats, floating debris, deadheads, and other hazards. Be especially aware of:

- **The waterskiing course.** Water-skiers have the right of way on the course. If a ski boat is on the course, wait until it has passed you and is heading east up the course before crossing.
- **Shoreline hazards.** There are numerous docks, floating swim platforms and buoys along the shore.
- **Buoys/Water monitoring stations.** There are many large buoys on Lake Sammamish. There is also a large floating water monitoring station in the middle of the lake toward Issaquah.

### 3.2.7 Darkness

If any part of the row will be in the dark, attach red/green light to bow and white light to the stern. Safety Committee requires both team rowers and scullers buy their own wearable lights i.e. bicycle lights or headlamps. All boats must have blinking white light in bow and a steady white light in the stern. Boats without these are not allowed to row in the dark. Non-working lights should be hung on the hook labeled “not working”. Extra batteries are provided in the spare parts box and rowers should try to replace batteries before hanging on the “not working” hook. In addition ALL rowers must be in high visibility clothing.

### 3.2.8 Weather

Use common sense and know what you can comfortably handle. Rowing in heavy waves is structurally hard on our boats and requires better than average technique. Rowing is prohibited under the following conditions:

- **Whitecaps.** If there are whitecaps on the lake when you come out of the slough, turn around. If whitecaps develop while you are rowing, head for shore and find calm water or a beach.
- **Thunder and lightning.** Never row when there is the possibility of lightening. Do not start a row if you hear thunder; wait at least 30 minutes. If you hear thunder when you are out on the water, immediately head for shore.
- **Fog.** Do not row in fog. If you cannot see at least 100 yards, then you shouldn't start a row.
- **Freezing temperatures.** Do not row if there is ice at the edges of the water, or ice on the dock, or the potential of ice forming on the dock while rowing.

### 3.2.9 Wakes

Large wakes from motorboats (especially wake boarders) can leave you half-swamped. When possible, turn the boat parallel to oncoming wakes to minimize hull stress and water intake. If swamped in a single or double, try bailing with your water bottle. If that doesn't work, head for shore to empty the boat.

### 3.2.10 Safety Review Checkout Meeting

The US Rowing Safety video will be shown to all classes at the start of each season. All rowers are required to see this video and to understand and follow the safety procedures established by the United States Rowing Association. At this time we will also review the SRA specific safety rules established in this handbook.

New independent rowers must attend a safety review checkout where you will see the safety video and review the rules and procedures. Returning IRC holders will be provided with an online link to the US Rowing Safety video and an online quiz that must be completed and passed prior to their card being issued.

### **3.2.11 Ergs and Weights**

All members have access to our ergs and weights. Classes do have priority during their scheduled time slot. Juniors may only access the facility during regular business hours of 5am and 8:30pm

- You must have a partner in order to do any weight lifting
- Wipe down erg handles before use
- Report any damage or issues and put a “Do Not Use” sign on broken equipment
- DO NOT remove ergs from boathouse

## **3.3 Boathouse Rules**

### **3.3.1 Parking Lot Traffic**

Entering and exiting SRA grounds must be as orderly as possible in order to avoid accidents. Please do the following:

- Enter the parking lot through the south gate (furthest from Marymoor) and exit through the north gate (closest to Marymoor).
- Do not take a left turn out of the parking lot.
- Beware of bicyclers, runners, walkers, etc. when exiting the parking lot. Be sure to look both ways.
- Don't ever park on W. Lake Sammamish Parkway, even short-term.
- Please don't drive down the gravel path the boathouse unless you are transporting something too heavy to carry.
- Do not park blocking the entrance to this path; it must remain open for emergency vehicles.
- Be sure to pay your Marymoor Park parking fee (either daily at the pay station or by purchasing a parking pass through Marymoor Park.)

All rowers are highly encouraged to carpool to the boathouse. We have very limited parking. Each team may choose to establish either a carpooling system from Marymoor Park or another location or may double park their own rowers. Please check with your team if there are special considerations regarding parking.

### **3.3.2 Access Code**

New boathouse access codes are given to club members, coaches and board members. The access code will let you into the boathouse via the side door of the boathouse and the second floor door in to the gym.

The access code should not be given to other rowers or friends. Abuse of this rule will lead to your membership being revoked.

### **3.3.3 Boathouse Emergency Response**

#### **1st Aid Supplies**

All first aid supplies are located in the tall white cabinet next to the sculling desk in the boathouse. Please inform a coach if you are injured, so only coaches are in and out of 1st aid supplies.

### **Telephone Procedures**

Emergency script is next to AED cabinet in the foyer. Use that when asked to call 911. There is also a script located by the sculling desk in the boathouse, and in the Safety Manual located in the first aid cabinet. There is a landline phone in the elevator that can be used in case of emergency if a cellphone is not readily available. See Appendix B for script and important numbers.

### **AED**

SRA is part of the **Seattle-King County Community Responder CPR-AED Program**. Our coaches are SRA first responders but should it be necessary to use the AED without a first responder present, call 9-1-1 for instructions. WA has a “Good Samaritan Law” that protects responders unless there is gross negligence or willful or wanton misconduct. Note the posters and protocols by AED, which is currently located in the foyer of the boathouse by the elevator. We encourage all rowers to take CPR AED training.

### **3.3.4 In the Boathouse**

All rowers must be **quiet** in the boathouse when boats are being moved. Please refrain from talking or yelling so that coxswains and/or coaches can be heard when equipment is being moved.

Rowers must behave in a courteous and responsible way towards all other rowers and coaches.

### **Please Lock the Boathouse while Rowing**

Always set up slings outside the boathouse and lock all the boathouse doors (upstairs and downstairs) while you are out rowing. The last person out of the boathouse has the responsibility of securing the boathouse. If you are not sure that you are last person, secure the boathouse anyway (a rower can always use the door code to get in if necessary).

### **Leaving the Boathouse**

Make sure all equipment is properly stored away, all launches are inside the corral with their radios turned off, and all gas containers have been put in the gas locker. All cushions, life vest, spot lights and bow lights have been put in the storage room and the plugs are out.

Be sure to take all clothing, water bottles and other personal items with you when you leave. Put all garbage into the trash bin.

If you are last one out of the boathouse, turn off the interior lights both up and downstairs. Make sure all doors and launch corral are locked.

### **Cleanliness of the Boathouse**

All rowers are responsible for maintaining the cleanliness of the boathouse. This means picking up water bottles, throwing all trash away, as well as putting all equipment back in its proper location. If you do not know where something goes, just ask!

### **Bathrooms**

Please keep them clean. Toilet paper and extra supplies can be found in the white cabinet above the washer dryer. If trash is full please put in a new bag and put the full one in the trash can located by the black box. Locker and shower areas should also be clean at all

times. Please remove all gear from lockers when you leave. No soaps, shampoo, etc. should be left in shower area. Please try and be conscious of our water bill and keep your shower time to a minimum. Don't forget to bring your own towel.

### **Water Bottles**

Do not leave your water bottles lying around on the floor. People have been injured tripping over them. Keep them on your person or in your bag. If you put it down to carry oars or the boat it is almost guaranteed you will forget it and leave it forever behind making it someone else's problem. Please use reusable water bottles and cover any aluminum or heavy bottles with a sock, rubber band or some type of cushion to prevent it from rolling around and causing damage to the interior of the boat. All water bottles left at the boathouse will be discarded.

### **Rodents**

Leave no food, food wrappers or food containers in the boathouse. Take it all with you when you leave.

### **Feral Cats**

SRA does have two feral cats that serve to keep our rodent population down without the use of pesticides and chemicals. Both cats are black and white and you may see them around the boathouse. These are feral meaning they are wild and should not be touched no matter how cute they look. Please don't try to approach the cats and do your best not to frighten them.

### **Pets**

Unauthorized animals are not allowed on SRA property. For the safety of our rowers and because we are in a wetlands which does not allow dogs, please leave your pets at home.

### **3.3.5 At the Dock**

Move along smartly when launching and landing. If other boats want to use the dock, try to launch within 60 seconds of putting your boat in the water. This means making as many adjustments as possible prior to taking it down to the dock, tying in when on the water, etc. When landing, please also be prompt about getting off the dock and putting your equipment away. Please bring down all equipment, water bottles, etc. to the dock before launching the shells so you are not delaying launching of the shells by running back up to the boathouse for something.

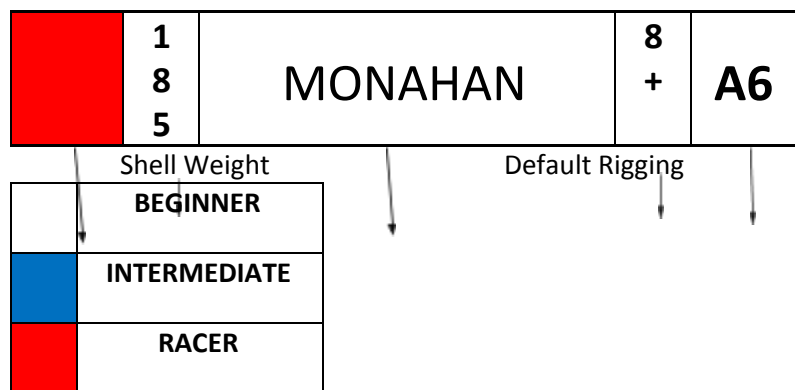
Shoes, extra clothing, etc. must be put on the land side of the dock so they are out of the way of rowers launching their boats.

## **3.4 Equipment Rules**

### **3.4.1 Boat Usage**

SRA IRC holders and teams can use any club single, double or pair that is in their skill category and weight class. Teams are also allowed to use the quads, fours and eights as well. Skill categories are determined by an on-water skill checkout with the Director, Coach or other approved individual. Below is an example of our rack labeling system as well as the three boat levels:

Shell Level	Shell Name	Rack Spot
-------------	------------	-----------



There are several private boats stored in the boathouse. **DO NOT USE** private boats, oars or parts from private boats. When in doubt, do not use it!

### 3.4.2 Quad Policy

Rowers can only use quads when accompanied by an SRA coach providing on-water supervision. Quads for non-class use must be reserved in advance through the Director and arrangements must be made with an SRA coach prior to a row for a private lesson. All rowers in the quad must be SRA members with current IRC's or receive director approval prior to the row.

### 3.4.3 Four Policy

SRA rowers can use club coxed fours under the same policy as the club quads. **Coxless fours are not allowed without DIRECT coach supervision.**

Under special circumstances (i.e. training for an upcoming regatta) rowers are allowed to join a scheduled rowing class when some or all of the rowers are not part of the class. Rowers must have prior director and coach approval/permission. Rowers who are not a regular part of the class must pay a fee equivalent to the cost of one class.

No equipment is to be removed from the boathouse without permission from the Director.

### 3.4.4 Oars

There are both club owned and private oars in the boathouse. Private oars are in the rack in the third bay and to the right of the club oars. Oar storage is assigned so if you would like to store oars at the boathouse please contact the director.

Club oars are organized into sets that have the same length and inboard settings. These settings are clearly marked on the oars. **DO NOT** change the settings of the club oars.

All oars should be carried BLADES FORWARD, TIPS UP, and rested TIPS DOWN while on the dock. Make sure your oar does not get caught on the edge of the dock before launching.

### **3.4.5 Boat Reservations and Priorities**

Team classes have priority use of all club boats.

Current IRC holders can reserve club singles and doubles during non-class times up to 2 weeks in advance via the Reservation Notebook. You forfeit your reservation if you are not in the boathouse within 15 minutes of the start time. Always check the reservation book to see if someone else has signed out the boat.

Races and regattas attended by SRA as a club have the highest priority for equipment use.

Current IRC holders can reserve a club boat for a non-SRA race (such as Sound Rower races). However, permission must be first obtained from the Director and a signed rental agreement is required.

### **3.4.6 Handling Equipment**

Be scrupulous about checking the condition of boats and oars before going out on the water. It is your responsibility to make sure the equipment is working before you go out on the water.

DO NOT change non-adjustable equipment settings – seat track positions, rigger positions, oar length and inboard settings, etc. without Boathouse Manager permission.

#### **Oar Handles/Erg Handles**

Wipe off with disinfectant wipe **before each row/erg**. You may want to have one person wipe off all the oar handles as the rowers carry them out the door. Make sure to throw all wipes in the trash when finished.

#### **Moving Boats**

All boats should be carried very carefully and should not hit any other equipment. If other equipment is hit, that boat will need to review boat handling skills for a portion of the class time.

#### **After the Row**

Wipe down the top and bottom surfaces of the boat with a towel and put the wet towel on one of the drying racks. Also wipe down the tracks with a track rag. Return all equipment and tools to their original location in the boathouse.

### **3.4.7 Out of Order Equipment**

A boat should always have a “tight” and responsive feel. If anything in the boat feels loose or is noisy or has some “give” to it as you row, STOP and FIND OUT what is wrong. If you or the coach knows how to repair it correctly, then fix it.

However, if you or the coach cannot fix the problem, return the equipment to its place in the boathouse. If you are in a class please report directly to your coach. If you are rowing independently all damage should be logged on the clipboard that is hanging on the wall by the shop. Please put a “Do Not Use” sign on the boat if it is not safe to row. Extra spare



parts are available in the parts bin that is hanging on the wall to the right of the shop door. We can only fix the problem if we know about it!

### **Avoidable Equipment Damage**

SRA equipment gets heavy use, and damage from ordinary wear and tear is considered “no fault”, UNLESS you do not report it. However, you may be held liable for any avoidable damage that you cause to SRA equipment. Report all damage immediately

### **3.4.8 Other Equipment**

SRA has ergometers, weights available and bicycles for use by members and class participants at any time, as long as they are not needed for a class. Please do not use the free weights alone, however. You must have a spotter with you whenever you are using free weights.

### **3.5 Regattas – Local and Regional**

A list of the regattas SRA will attend each season can be found in the calendar section of the website.

#### **3.5.1 Entering Regattas**

Entry information for these regattas is distributed to team coaches at least 3 weeks prior to the entry deadline or as soon as they arrive. Independent rowers that wish to race small boats may contact the director for information. All regatta entries must go through SRA. **Please do not send in individual requests, regatta organizing committees will only recognize one contact person from each club.**

Independent rowers who wish to compete in non-SRA regattas (i.e. Sound Rowers races) may do so. Please complete the entry forms yourself and make all arrangements for entry fees, transportation, etc. To reserve a boat for the race please check with the Director.

#### **3.5.2 Regatta Fees**

Regatta fees are determined by race entry fees plus trailer expenses, food, coaches and other costs.

All fees must be paid prior to the regatta.

#### **3.5.3 Transportation to Regattas**

All SRA equipment will be transported to regattas on the club trailer. Private equipment can be transported to a regatta on the trailer for a fee if there is room.

If you are participating in a regatta you must also participate in the trailer loading and unloading events. It is your responsibility to ensure that the shell you are using is loaded onto the trailer correctly and unloaded and put away properly at the boathouse.

Updated 6.5.2020

## 4 Procedure Checklists

This section contains checklists for the most common SRA procedures.

### 4.1 Classes

#### Classes - Before the Row

- Thoroughly check boats. Make sure rigger nuts and other rigging hardware is secure.
- Check for heel ties.
- Put two gas tanks in each launch the class will use.
- Make sure safety and repair equipment is in all launches.
- Will it be dark during the row? Coxswain and bow rower must wear lights.
- Lock up the boathouse before going onto the water.

#### Classes - After the Row

- Any problems with equipment on the water? Report it in the repair log and put a “Do Not Row” sign on the boat if necessary.
- Wipe down all boats and tracks. Hang the used towels on the drying rack.
- Remove gas from launches.
- Lock the gas locker.
- Bring all launches into the corral if there is not another class after you.
- Put away all SRA equipment you carried out (cox boxes, seat cushions, etc).
- Throw away trash.
- Turn off lights (both upstairs and downstairs).
- All class participants should check that they have all their personal items (clothing, water bottles, etc.) when they leave the boathouse.
- Lock up the boathouse (both upstairs and downstairs).

#### Land Exercises - Before the Workout

- If you are using weights, be sure there is someone in the boathouse at all times

#### Land Exercises - After the Workout

- Return all equipment to the proper location.
- Remove all personal items from the boathouse (clothing, water bottles, etc).
- Throw away trash
- Turn off lights (both upstairs and downstairs).
- Lock up the boathouse (Both upstairs and downstairs).

### 4.2 Individual Rowers

#### Individuals- Before the Row

- Check the reservation book to be sure the boat is available for use if you did not reserve it.
- Sign the Rowing Log with your name, the boat you will be rowing, and the start time of your row.
- Find your card in the IRC box and place it in a slot of the oar handle that is hanging on the board. Please note other rowers and classes that are on the water.
- Take oars, life vest, water bottle, and other items you will need for your row to the dock.
- Put slings up outside the boathouse and put your boat in the slings.

- ☑ If another person is present and available, ask for help getting the boat out of the rack, carrying the boat by the ends, and placing it in the slings. If you are alone, use great caution getting the boat out of the rack and then place it into slings.
- ☑ If it is dark, secure lights on the stern and bow of your boat. Wear a flashing white light on the back of your clothing or head.
- ☑ Thoroughly check your boat for damage and rigging. Make sure rigger nuts and other rigging hardware is secure and that the boat has heel ties.
- ☑ Adjust the foot stretchers and removable rigger spacers.
- ☑ Close and LOCK all bay doors and lock the upstairs and downstairs doors.
- ☑ Take your boat to the dock. If there are other people launching, limit your time on the dock to one minute. Adjust foot stretchers on the water, NOT the dock.

### **Individual Rowers – On the Water**

- ☑ When going through the slough, yield to incoming traffic and stay to the starboard side of the slough.
- ☑ Check the water conditions of the lake before entering. Determine if your skill level and the boat you are using are adequate for the conditions.
- ☑ Stop to check for water skiers before crossing the ski course at the mouth of the lake. If there is a water skier and they are east bound, it is safe to cross. If they are westbound, wait for them to ski around the wooden post and are east bound past your location before crossing.
- ☑ Do not stop on the ski course.
- ☑ Once well past the ski course you may stop and make any adjustments needed.
- ☑ Follow the traffic pattern. Stay along the shore going inside the buoys when southbound and outside the buoys when northbound.
- ☑ Turn around and look often. There are several buoys that need to be avoided, in addition to any other boats that may be on the water.
- ☑ Be aware that there are swimmers near Idylwood. Row wide around Idylwood, especially in the summer.
- ☑ Get to shore if you see lightning while rowing. Head to the closest shore and get off the water. If you see distant lightning, head back to the boathouse immediately.
- ☑ Ensure you stay well hydrated and your temperature is regulated. Carry water and drink often. Wear layered clothing and add or remove as needed to keep your body temperature regulated.
- ☑ If you encounter equipment problems while rowing and there is a coach on the water, try to get their attention in order for them to assist you. All coach's launches are equipped with tools for minor boat repairs (nut tightening, duct taping, etc).
- ☑ If you encounter equipment problems and there is no coach on the water, assess the problem and use your best judgment to determine if you can row back to the boathouse or if you will need to go to shore immediately.
- ☑ If you flip on the water and there is a coach on the lake: Blow the whistle in the life vest and wave your arms to get their attention and have them assist you back into your boat (by climbing into the launch first, then your boat). If you are in the beginner or intermediate level boats, you may attempt to get into the boat on your own.
- ☑ If you flip on the water and there is not a coach on the lake: If you are in a beginner or intermediate level boat, you may attempt to get into the boat on your own. If you are in a racer level boat, you need to swim it to shore. If the temperature is very cold, you will need to flip the boat back over and climb on top, then swim it to shore.

- ☑ When returning to the slough, follow the same procedure for crossing the ski course.
- ☑ Row at a paddle in the slough staying to the starboard side. You have right of way if there is an outbound boat in the slough at the same time.

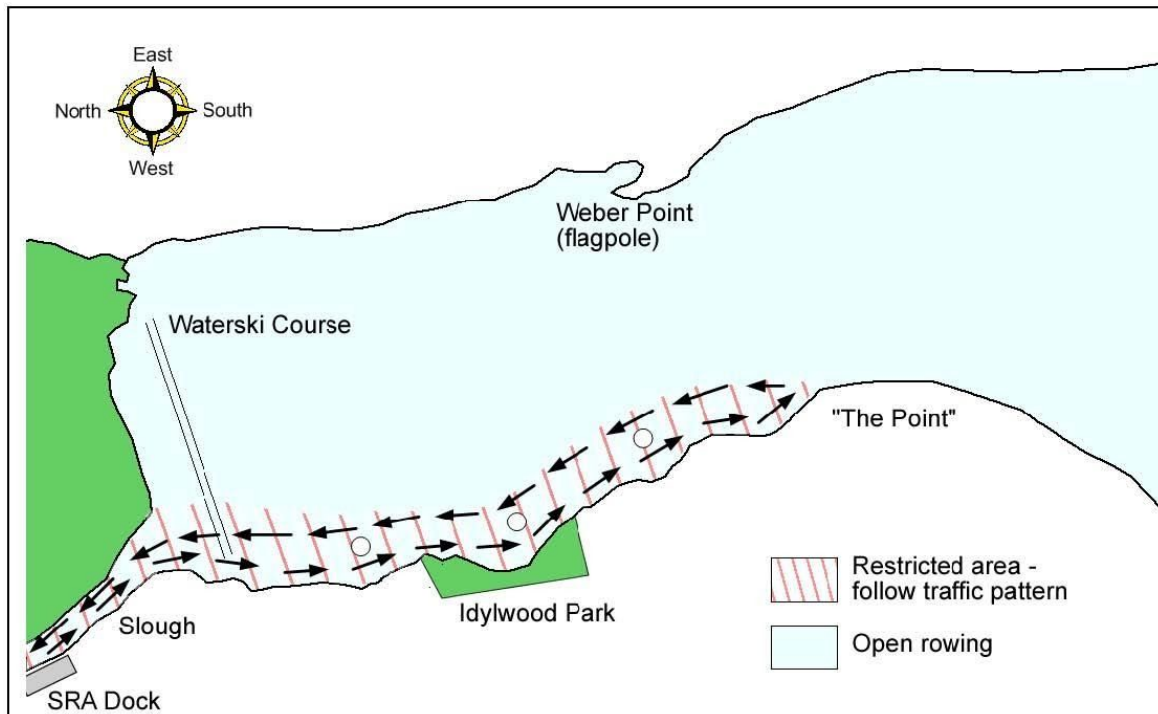
**Individual Rowers - After the Row**

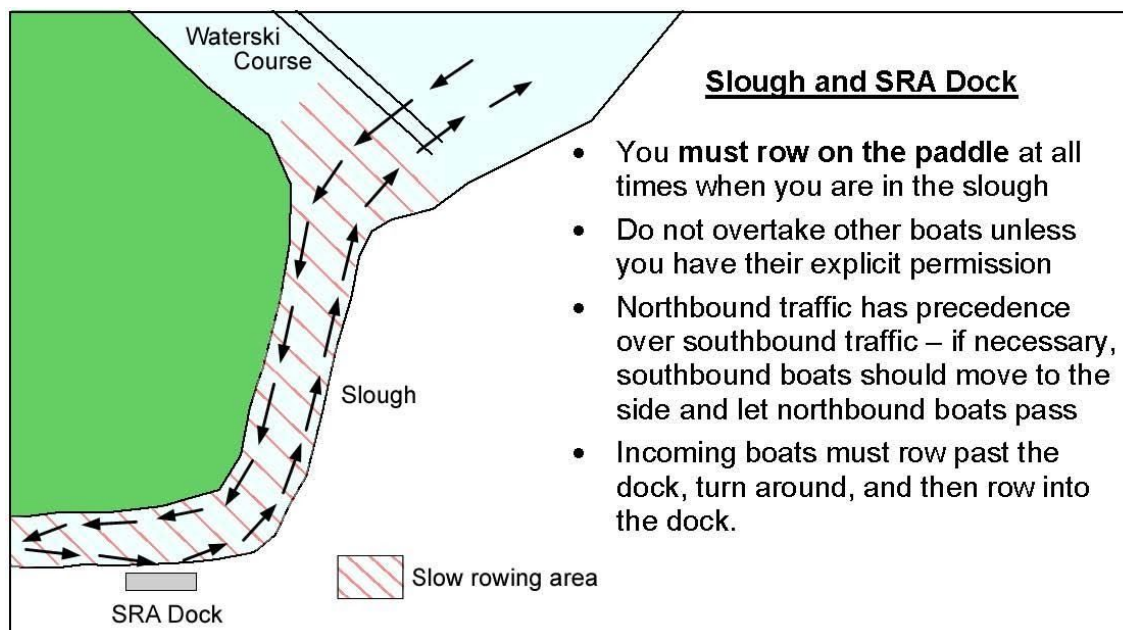
- ☑ Docking is first come first out. You must wait your turn and should never cut in front of any boat. You may ask for permission to dock first and if granted then you may proceed.
- ☑ Limit dock time to one minute. Quickly put oars on the oar rack, get shoes on, and get the boat off the dock.
- ☑ Bring your boat up from the dock and put it in the slings.
- ☑ Open the boathouse, if it is not already.
- ☑ Wipe the boat and tracks down and put lights away if used. Hang the used towel on the drying rack.
- ☑ Put the boat back in the rack where you got it from (very carefully!).
- ☑ Get your oars off the dock and put them away.
- ☑ Put away the life vest.
- ☑ Sign in to the logbook and enter your return time. Add comments if the boat flipped or anything else unusual happened.
- ☑ Report any damage in the logbook and on the Equipment clipboard. If the boat is not rowable, put a DO NOT ROW sign on the boat.
- ☑ Put your card away.
- ☑ Check the dock to see if you left any items on it.
- ☑ Throw away trash
- ☑ Turn off lights (both inside and outside).

## Appendix A: Lake Sammamish Rowing Traffic Patterns

### West side of lake between Waterski Course and "The Point"

- Southbound boats: Stay inside the buoys
- Northbound boats: Stay outside the buoys.
- Outside the pattern: Row in the middle of the lake, well clear of the pattern. Always move to starboard to avoid oncoming boats





### Slough and SRA Dock

### Appendix B: SAMMAMISH ROWING ASSOCIATION EMERGENCY RESPONSE SCRIPT

**EMERGENCIES** requiring assistance from Police, Fire or Aid Units:

1. **Call 9-1-1**
2. Say "My name is \_\_\_\_\_. I am an employee/rower at the Sammamish Rowing Association."
3. Give exact location. (Keep all witnesses and mark water location if incident occurs on the lake.)  
**Sammamish Rowing Association  
5022 West Lake Sammamish Parkway NE  
Boathouse Phone Number – (425) 653-2583  
Located 7/10 mile south of the main entrance to Marymoor Park**
4. Concisely state the nature of the problem
5. Answer questions and stay on the phone
6. If an ambulance/fire truck/police car is dispatched, send 2 people to the gate to meet them.
7. If using VHF radio, **call for emergency assistance on Channel 16** and say "MAYDAY."
8. Notify the Director or Board President about ANY emergency ASAP. If the AED is used, notify the Director or AED Coordinator ASAP. Phone numbers are listed below.
9. Complete a thoroughly detailed incident report. Blank forms are in the SRA Safety binder in the emergency supply cabinet by drinking fountain. Include the victim's emergency contact number, health status, type of injury and physical history. **All youth & adult participants have a medical form in a binder in the emergency supply cabinet.**

#### **FACILITY PROBLEMS:**

- **Call the Director, Boathouse Manager or a Board member at the phone numbers below.**

Please call for any routine or urgent problems that require assistance, such as, help securing the boathouse or a maintenance problem that needs immediate attention.

**SRA PHONE NUMBERS:**

		<b>Work</b>	<b>Cell</b>
<b>Jennie Proby</b>	Director	(425) 653-2583	(425) 281-8116
<b>Simon Williams</b>	Boathouse Manager		(425) 753-0547
<b>Mark Davies</b>	Board President		(425) 941-5476
<b>Marilyn Proby</b>	AED Coordinator		(425) 753-1428

**MARYMOOR PARK PROPERTY RELATED EMERGENCIES OR ASSISTANCE:**

- **M-F between 6:30 am– 3:00 pm:**  
Norah Robinson (Program Manager) (206) 296-0673
- **After Hours or Weekends:**  
Ask for Parks Duty Officer (206) 296-8100

**OTHER IMPORTANT NUMBERS:**

WA Poison Control Center (24 hour)	1-800-222-1222
King County Animal Control	(206) 296-7387, #2

**Appendix C: Athlete Code of Conduct**

**The Ultimate Team Structure**

To be successful in achieving our mission, it is essential that families, athletes, coaches, staff and the Board work together as a cohesive team. Working together, we will have a strong influence on our relationships that can be based on civility, honesty, and respect, and by helping young people become educated, mature, and responsible young adults. We will, individually and collectively, do our part to create and maintain trust, respect, and care throughout the club by accepting responsibility for our own actions and those of others. We make this commitment to ensure that each of us may grow both in knowledge and in wisdom and that we may leave this organization having enriched it by our presence.

Failure to adhere to the conditions and rules as outlined below will result in disciplinary action.

Depending on the severity of the violation, consequences may include a warning, removal from a race line-up, removal from all regattas until behavior improves, or expulsion from the team. A rower can and will be held financially responsible for any damage that occurs due to disobeying rules. No refunds will be issued in the event that an athlete is removed from the team for a failure to abide by the code of conduct. The Sammamish Rowing Association grants the Head coaches and the Executive Director broad discretion in choosing and imposing consequences of athlete violations.

**Family Responsibility**

Our athletes' safety and wellbeing are of principal concern, whether at the Boathouse, at races, on their school campus, or off campus in their private moments. In this spirit, we ask that SRA families, as members of this community, work cooperatively with SRA to ensure the wellbeing of the athletes who are in our mutual charge. Families must comply with laws designed to safeguard young people, such as those governing health codes and consumption of alcohol and other drugs. SRA presumes the use of common sense and responsibility by SRA parents or guardians. We presume that parties are properly chaperoned; that families confirm where children will be and under what specific conditions; and that athletes are guided to respect and obey the laws of the land and the rules of the Sammamish Rowing Association.



### **Athlete Behavior**

Athletes are the spokespersons for our organization when they represent us in the community, on our lake and in athletic competition. Their actions are viewed by family and friends, opposing rowers, the local community, and the media. Their display of good sportsmanship will show the most positive things about themselves, their team, their coach and our program. Integrity, fairness, and respect are inherent principles of good sportsmanship. With them, the spirit of competition thrives, fueled by honest rivalry, courteous relations and graceful acceptance of the results. Swearing and inappropriate gestures are not allowed. Athletes will base their actions on honesty, integrity, and concern for the welfare of others; in doing so they will not lie, cheat or steal and will not condone such action on the part of others. Athletes will respect both the person, the property of others and the equipment of the rowing club. Athletes will behave respectfully toward one another and towards our competitors. Athletes will refrain from all hazing.

### **Drugs and Alcohol**

The use of alcohol and illegal and performance enhancing drugs is strictly prohibited at all times. Those found in violation of this will be immediately removed from the team.

### **Social Networking**

SRA athletes who access social networking sites (Facebook, My Space, Twitter, etc.) should act responsibly and show respect for the rights and feelings of others. Gossip, insults, and libelous, demeaning, or derogatory pictures or comments about others, especially teammates, coaches or the Sammamish Rowing Association are strictly prohibited. Threatening or harassing statements or pictures are also prohibited. Athletes should exercise appropriate discretion when using social networks for personal communications with the knowledge that behavior on social networks may result in disciplinary action.

## **SRA Athlete Code of Conduct**

As an athlete at the Sammamish Rowing Association I understand that my behavior and conduct is a reflection of the club at all times. I understand that it is a privilege and not my right to be a part of the team. By signing this I agree to the following code of conduct and understand that failing to comply will result in disciplinary actions that can include: my removal from a race line-up, my removal from all regattas until my behavior improves, or expulsion from the team indefinitely.

1. I will refrain from all illegal activities including but not limited to underage drinking, drugs, bullying, harassment (sexual, physical and emotional), or any criminal act.
2. I will protect the team and uphold SRA's values of good sportsmanship, physical fitness, commitment, teamwork, community and camaraderie, respect for our surroundings, and a love of rowing.
3. I will show respect at all times towards coaches, teammates, equipment, the boathouse, my opponents, parents and referees.

4. I will maintain safe and appropriate behavior at all times.

5. I will hold myself responsible for my own actions regardless of any situation or individuals involved.

**Athlete**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_ / \_\_\_\_ / **2016**

As the parent or guardian of an SRA athlete you are a valued member of our community and a representative of our club. Therefore, it is important that you agree to support your athlete in upholding this code of conduct and leading by example. By signing below you are acknowledging your understanding of our code of conduct and the disciplinary actions set forth for failure to comply with it at all times.

**Parent**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_ / \_\_\_\_ / **2016**