

Sammamish Rowing Association Rower's Handbook

Contents

1	Introduction to Sammamish Rowing Association	1
1.1	About SRA	1
1.2	History of the Association.....	1
1.3	SRA and USRowing.....	2
1.4	SRA Organization	2
1.4.1	Board of Directors	2
1.4.2	Employees	3
1.4.3	Volunteers.....	3
2	Programs and Membership.....	5
2.5	Overview	5
2.6	Responsibilities and Privileges.....	5
2.7	Class and Team Details	6
2.8	Membership Details	7
2.9	Becoming a Member	8
3	Rules and Regulations.....	9
3.10	The Why of Rules	9
3.11	Safety Rules.....	10
3.12	Boathouse Rules.....	13
3.13	Equipment Rules.....	16
3.14	Regattas – Local and Regional	20
4	Procedure Checklists	22
6	Appendix B: Lake Sammamish Rowing Traffic Patterns	26

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 boathouse in 1997 located in West Marymoor Park and our organization is in partnership with King County Parks. Our club is open to everyone. Members range from beginners to advanced rowers, from juniors to veterans.

As a young 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.srarowing.com.

1.2 History of the Association

Ever wonder if those public meetings ever 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 USRowing

The United States Rowing Association is the governing body for the sport of rowing. Members of USRowing include clubs, universities, high schools and other rowing organizations and individuals. Sammamish Rowing Association is an organizational member of USRowing in the Northwest Region. Many of our rowers are members of USRowing.

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 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 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 and posts them on the SRA web site.

Staff Liaison The Staff Liaison is the interface between the Board and SRA's employees. The Staff Liaison (with Board approval) establishes staff pay and benefits.

1.5.2 Employees

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

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, use these goals to drive the operations, scheduling and activities of the association. The Director develops 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.

Office Manager

The Office Manager is responsible for recording and maintaining all SRA membership and class registration. This position also assists the Director with driving the operations, scheduling and activities of the association established by the Board and Director.

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

Sammamish Rowing Association Rower's Handbook

are always welcome, and members are encouraged to drop into any committee or board meeting.

Volunteer coordination is provided by **Team Volunteers** and **Volunteer Committees**.

Each rowing team has a set of Team Volunteers:

- At least one **Team Captain** who provides leadership and acts as a liaison between the Board, the Director, the coaches and the rowers on that team.

Volunteer Committees focus on a particular area within SRA and provide leadership and coordination for that area. Each committee has a chair person who serves a one year term. All committee contact information is posted on the boathouse notice board and on the SRA Web site.

The volunteer committees are:

Safety Responsibilities include record keeping and maintenance of the: launches, fire extinguishers, first aid kits and other safety items. The committee continues to monitor overall adherence to SRA's safety rules (see the Safety Rules section below).

Community Relations and Advertising

This committee oversees both the external and internal advertising of the association. It promotes adult and junior class growth, communicates race results and other special events to the press, manages the boathouse notice board, maintains promotional materials and assists in establishing relationships with the neighborhood and Marymoor Park. This committee also works with the members to identify areas of success and areas of needed development within the Association.

Social The Social Committee is responsible for promotion of the annual auction and development of all club, family and group activities.

Sculling The Sculling Committee is responsible for maintaining sculler membership at SRA, sculling boat purchase recommendations, proper check out of members, facilitating communication between scullers and developing the competitive sculling program.

Auction The annual Auction, held in late fall, is our primary fundraiser for new equipment. The Auction Committee is responsible for promotion, planning, procurement and set up of this fun social and fundraising event.

2 Programs and Membership

2.6 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** – SRA classes are organized by:
 - Skill level (Novice, Intermediate, Advanced)
 - Age group (Juniors or Adults)
 - Type of rowing (Team, Independent)
 - Meeting time.

A class is open to anyone with the expertise required by that class; SRA membership is not required. Classes meet regularly 2 - 3 times a week. Class sessions vary in duration.

Classes allow rowers to easily try out different rowing experiences. However, class participants cannot use SRA facilities outside of class times. See section 2.3 for details.

- **Teams** – Teams are longer-term groups organized around a set of classes. Team members typically take these classes on an ongoing basis. Teams often hold activities outside of class – social events, off-water training, races, etc. See section 2.3 for details.
- **Individual Membership** – Individual membership allows rowers to access SRA resources outside of regularly scheduled classes. Both sculling and facility-only memberships are available. See section 2.5 for details.

All participants in SRA programs have access to coached classes, a wide range of boats, ergometers and weight training equipment and other boathouse resources.

2.7 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.

Membership and class fees are designed to be low as possible, only covering basic operational and coaching costs. SRA relies heavily upon volunteer support for the rest. Your involvement in boathouse projects, community projects, boathouse care and maintenance and the Volunteer Committees is crucial to the success of SRA.

Members and class participants 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 weekly emails about upcoming events at SRA. **If your email address changes, please send your new address to the Director.**

Rowers are encouraged to join the USRowing Association and receive its publications. Membership in USRowing is required for participation in Regional and National regattas.

2.8 Class and Team Details

SRA offers the following classes and teams:

Junior Rowing (Ages 13 - 18)

For experienced and inexperienced alike, this team is open to Middle and High School (Grades 7 - 12) students interested in rowing and coxing. Practices include on and off the water training, and provide the opportunity for regatta participation. A strong commitment and attendance is required.

Adult Learn to Row I

This class is for the beginning rower who is looking to learn the art of sculling. No experience is required for this beginning class. Class size is limited and pre-registration is required. New rowers will learn the sculling stroke in boats with four or more people.

Adult Learn to Row II

Rowers who have completed at least one Learn to Row class will advance to Learn to Row II. This class will continue to teach rowing fundamentals, primarily using the sculling stroke while exposing rowers to a variety of different shell sizes.

Experienced Team Rowing

This team will give you the opportunity to improve your skills and ability as a rower. You will be coached on improving technique and additional rowing terminology. Prerequisites for this team: Completion of Novice Adult, or equivalent rowing experience.

Competitive Team Rowing

Perfecting technique and increasing the cardiovascular intensity of each workout will be the primary focus of this team. This team is also for the experienced rower whose focus is competition and a high level of fitness training. A strong commitment and regular attendance are required. Land and water training will be included, and for those who choose to race, workouts will be geared toward regatta preparation. SRA has teams that practice in the morning, mid-day and evenings and weekends.

Sculling Technique Improvement Class

This class is for the intermediate to advanced sculler, who is looking to learn or further develop their sculling skills. Sculling experience is required along with instructor permission. Pre-registration is required.

Competitive Sculling Team

This program is for the competitive sculler. Intensive training and technical work will be the focus of practice two days a week with the third day being a race day, either at SRA or other regattas

See the SRA Web site for a class schedule and information on registering for a class.

2.9 Membership Details

SRA memberships have the following benefits and requirements:

Membership Benefits

- Full time access to the boathouse – boathouse access code for the north garage door and for the back door lockbox.
- Ability to reserve and use club singles and doubles within the member's skill level and weight range.
- 10% discount on all team class fees and a 15% discount on all sculling class fees.
- Guest privileges – you are allowed to bring a guest 2 times per calendar year. A Consent and Release form (available from the SRA Web site) must be signed by the guest. Guest boat usage is limited to the intermediate level equipment.

Memberships are based on a calendar year. New members who join mid-year must pay for the remainder of that year. Returning members must pay for the entire calendar year regardless of date of renewal (unless signing up for Summer Only Membership.) Members may pay quarterly if needed.

SRA offers the following membership programs:

Adult & Junior Individual Membership

Annual Fee: \$308. You are entitled to all privileges of the club and use of all club facilities including the shells, ergs, weights and video equipment for the calendar year.

Family Membership

Annual Fee: \$431. Family membership includes up to two adults and two children. Additional children are \$90 per year. All adults and children receive full club benefits. Each family member must have an individual sculling skill checkout in order to use the sculling equipment. Youth rowers must be 16 years old to row alone, and have a signed Youth Membership waiver on file with SRA.

Summer-Only Membership

3 Month Fee: \$90. Rowers may sign up for membership monthly or in a 3-month block between April and September each year. Rowers must successfully complete online e-checkout or physical checkout (required for all first-time members.) Summer members do not receive class discounts.

Facility-Only Membership

Annual Fee: \$100. Facility-Only membership allows use the boathouse and the land training facilities without access to the sculling equipment. You are still allowed to row sculling boats in any class you participate in. Facility-Only members do not receive the discount on class fees.

Boat Storage

SRA offers private boat storage at an additional fee to existing members. However, all storage slots are taken at this time, and we are planning on using any future spots for club equipment. We will notify members if this situation changes.

2.10 Becoming a Member

The following steps need to be taken to become a member:

Registration The individual must complete the following forms

- SRA Consent and Release form. Good for 1 year.
- SRA Float test. Good for 5 years. The Float Test must be taken at a pool and signed by a certified Red Cross Lifeguard.
- USRowing waiver- even if an SRA member is **not** a member of USRowing, we still need this waiver to be signed each calendar year for insurance purposes.

- Medical form- members should be sure to list any health concerns and allergies.

These forms can be found on the SRA Web site. Both forms, along with a minimum deposit must be completed before membership is valid.

Safety Checkout

All new members must be checked out by the Director, Head Sculling Coach, or other authorized staff member. Safety checkout consists of a review of all rules, a tour of the facility, details on the type and location of all equipment, and an orientation to the organization of the Association along with a discussion of the SRA rowing safety rules. 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

All returning members must be re-checked out each year via e-checkout, which includes a comprehension exam. Rowers must score 100% on this exam to be considered 're-checked out'. Rowers may take the exam as often as needed to pass with 100%.

Sculling Skill Checkout

All rowers must pass a skill checkout to row a certain level of equipment. This on the water rowing test consists of basic safety, rowing, and equipment handling necessary to row at SRA. To move up in a level, another Sculling Skill Test must be completed. Rowers are not allowed to use equipment that they have not been checked out on.

Additionally, all rowers must pass a flip-test to be eligible for membership. Flip tests are good for five years, and are generally administered in a beginning level sculling class or at a physical sculling checkout.

Admission Once all paperwork and funds are collected, the checkouts are completed, the member will receive the code for the boathouse along with a personalized sculling card located on the sculling desk in the boathouse. The access code is not to be given to any non-members. The access code will be changed at least once every other year.

3 Rules and Regulations

3.11 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. Feel free to question any rule until you understand the rationale behind it. But please observe the rule in the meantime.

These are general rules and regulations for all members and rowers to follow at the boathouse. Specific Sculling and Sweep rules will be addressed in subsequent sections.

3.12 Safety Rules

Head's Up! The most fundamental safety rule is to be constantly aware of what is going on around you. **LOOK AROUND** at least 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 to see what other rowers/classes 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.

Traffic Patterns

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

- **The Dock.** Northbound boats must always row past the dock, turn around and then row into the dock. Stay in order – do not cut ahead unless you get explicit permission from all the boats in front of you. If the dock is full, stay out beyond the dock with at least 10 feet between boats. **Boats that are docking as part of a class always have precedence over boats that are launching as part of a class. Class boats**

that are launching should wait until all boats on the water have docked before proceeding to launch.

- **The Slough.** The slough area is between the dock and the waterskiing course. Be extremely vigilant when rowing in the slough – it can get lots of traffic and is very narrow in the summer when lily pads line both sides.

You **must row on the paddle** at all times when in the slough.

Do not overtake other boats unless you get their explicit permission.

Stay to the starboard side of the slough when you encounter boats going in the opposite direction.

Southbound traffic (*leaving* the slough) has precedence over northbound traffic (*entering* the slough) – northbound traffic should move to the side and let southbound traffic pass if there isn't room for both boats.

- **West side of lake, between the ski course and the Point.** Southbound boats should stay inside the buoys; northbound boats should stay outside the buoys. The northbound lane of the traffic pattern is 3 boat widths wide.

Boats that are outside the traffic pattern must row down the middle of the lake, staying well clear of the traffic pattern.

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.

Launches

All launches should have the following items: Life Jackets, toe line, fire extinguisher, paddle, gas can, megaphone, kill switch, working radio, blanket, first aid kit and tool box.

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.

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 scullers rowing singles and doubles. Any member going out in a single without another rower or coach, regardless of temperature or daylight, must wear a life vest (preferably a fanny pack style if available or the chest style.) Members rowing with other singles or in a double, without a coach, must carry a lifejacket in the boat and do not need to wear it unless needed.

Flipping or Swamping

If a sculler flips out of a Beginning or Intermediate boat you can re-enter it on the water, but you must **never** attempt to re-enter an Advanced or Racer 1x on the water; this will cause significant damage to the boat. You must swim these boats to shore as shown in the safety video and re-enter it from there.

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 sculling 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. Please inform the Director or Sculling Coach if this occurs. 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, undo an oar and gently push it towards the rower so they can use it as their floatation device. 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 sculling boat has been flipped.

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.

Darkness Always use lights when rowing in the dark. Club lights are stored under the phone. You must have a bow and stern light in all boats.

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 lightening.** 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 50 yards, then you shouldn't start a row.
- **Freezing temperatures.** Do not row alone if there is snow on the ground or ice at the edges of the water.

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.

Safety Review Checkout Meeting

The USRowing 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.

Independent scullers must attend a safety review checkout meeting once a year, where you will see the safety video and review the rules and procedures.

3.13 Boathouse Rules

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 and exit through the North gate.
- 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.

Key and Access Code

Keys and/or the garage door access code are given to club members, coaches and board members. The key will unlock both gates and the bollards blocking the gravel path to the boathouse. The access code will let you into the boathouse via the big bay

door. The access code will be changed at least once every other year.

Keys must not be copied and the access code should not be given to other rowers or friends. Abuse of this rule will lead to your membership being revoked.

There is key hanging just to the right of the biggest bay door (standing inside the boathouse, looking out) which may be used by any rower in case of emergency. **Rowers should know to use this key to unlock the metal swing gate at the top of the path to allow emergency vehicle access.**

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.

Rower and Launch Cards

Every rower that is allowed to scull independently has 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.

Lock the Boathouse while Rowing

Always set up slings outside the boathouse and lock all three boathouse doors 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 garage door code to get in if necessary).

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.

Leaving the Boathouse

Make sure all equipment is properly stored away, all launches are inside the boathouse with their radios turned off, and all gas containers have been put in the outside locker.

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

If you are last one out of the boathouse, turn off the lights (outside light switch by the big garage door, inside light switch by the rear door). Turn off the boathouse radio. Make sure all three doors are locked.

Cleanliness of the Boathouse

All rowers are responsible for maintaining the cleanliness of the boathouse. This means picking up water bottles, trash, as well as putting all equipment back in its proper location. We do not have any janitorial services; therefore, all rowers must take responsibility for keeping the boathouse clean and organized. If you do not know where something goes, just ask!

Boathouse Cleanups

All rowers are required to participate in at least 2 boathouse cleanups per year. These are scheduled and posted on the Web site and at the boathouse.

3.14 Equipment Rules

Boat Usage SRA members and teams can use any club single or double that is in their skill category and weight class. Teams are allowed to use the fours and eights as well. Skill categories are determined by an on-water skill checkout with the Director or the Sculling Coach or Team Coach. The skill categories are:

- Beginner
- Intermediate
- Advanced

- Racer

See the boat chart in Appendix A for a list of the boats in each category and rules for specific boats.

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

Quad Policy

SRA members can only use club quads when accompanied by a SRA coach providing on-water supervision. Quads must be reserved in advance and arrangements must be made with a SRA coach prior to a row. All rowers in the quad must be SRA members or receive director or coach approval prior to the row. There must be at least two rowers who are at the Advanced level in the boat. Quads must be equipped with a designated radio to communicate to the on-water coach for safety purposes. Junior SRA Members (18 and under) are only permitted to use quads during their scheduled class times.

The quad may launch if a coach is already on the water or intending to launch shortly. The coach must be notified prior to the quad launching. If a coach is already on the water, the quad members must radio her/him to inform them that they are launching. If the quad launches prior to the coach and the coach decides not to take the class out on the water, the coach will notify the quad and the quad must return to the dock. If the quad returns to the dock before the coach, the quad members must radio to the coach to let her/him know they are returning.

Four Policy

SRA members can use club coxed fours under the same policy as the club quads. **Coxless fours are not allowed without DIRECT coach supervision.** In this case a coach must be hired for a private lesson by the rowers.

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 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 or Boathouse Manager.

Oars

All sweep oars are club owned. However, there are both club owned and private sculling oars in the boathouse. Private oars are in the rack furthest from the door. Be sure that you are using club sculling oars – all club oars are painted with club colors.

Club sculling 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.

Sculling oars should be carried **BLADES FORWARD, TIPS UP**, and rested **TIPS UP** while on the dock. Roll your oars to the tips up position when you come onto the dock. This ensures that the oar tips never get dragged along the abrasive no-skid surface (which causes the tips to be literally sanded off the oars over time).

Sweep 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.

Boat Reservations and Priorities

Members can reserve club singles and doubles up to 2 weeks in advance via the Reservation Calendar. 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.

Members can reserve a club boat for a non-SRA race (such as Sound Rower races). However, permission must be first obtained from the Director.

Team classes have priority use of eights and fours. Learn to Row classes have priority use of beginner-level singles, doubles and all quads (except racer-level.)

Members have priority to reserve the use of singles and doubles over team classes (classes must check the reservation calendar before taking out sculling equipment.)

However, sculling classes and Junior classes have priority over members for sculling equipment. Members **MUST** obtain coach permission to use a boat that is reserved for class use prior to launching.

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.

Scullers, please move all launches or other equipment out of the way before trying to carry a shell. If need be put slings in the boathouse to help you remove a shell. Do not lift a shell if you are going to hit any other equipment.

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

Put the boat in the slings you left outside the boathouse. Wipe down the top and bottom surfaces of the boat with a towel and put the wet towel on one of the drying racks. Return all equipment and tools to their original location in the boathouse.

Towels do need to be washed at least once a week. Please take it upon yourself to wash them once in a while.

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 can't fix the problem, return the equipment to its place in the boathouse and put a “DO NOT USE” sign on it. Put an entry into the repair log explaining what is wrong. Be sure to leave your name in case the repairperson needs to clarify the problem.

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.

Other Equipment

SRA has ergometers and free weights available for use by members and class participants at any time, as long as they are not needed for a class.

Please don't use the free weights alone, however. Someone should spot you or be in the boathouse whenever you are using weights.

3.15 Regattas – Local and Regional

Entry Forms

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

Entry forms for these regattas are distributed to team coaches at least 3 weeks prior to the entry deadline or as soon as they arrive. Members that wish to race sculling boats are also encouraged to sign up. However, 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.**

Entry forms must be turned in to the Director (or listed person) by the posted deadline. You will be notified of the regatta fee and expected to pay that fee before the regatta.

Members 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.

Regatta Fees

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

Class coaches and Team Captains will be notified of the per person regatta fee at least two weeks prior to the regatta. All fees must be turned in to the Director prior to the regatta.

Boat Selection and Reservations

Coaches and members should specify their first and second choices of boats and oars for each race, and their top priority race.

In the case of equipment conflicts, we will try to get everyone their desired equipment for their top priority race.

You will only be able to race equipment that you are checked out to row.

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 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.

4 Procedure Checklists

This section contains checklists for the most common SRA procedures.

Classes - Before the Row

- Thoroughly check boats. Make sure rigger nuts and other rigging hardware is secure.
- Put two gas tanks in each launch the class will use.
- Make sure safety and repair equipment is in all launches.
- Coxswains should carry a tool pouch.
- Will it be dark during the row? Coxswain and bow rower must wear lights.
- Put launch cards in the card rack.
- 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. Hang the used towels on the drying rack.
- Remove gas from launches and turn off the launch radio.
- Lock the gas locker.
- Bring all launches into the boathouse if there isn't another class after you.
- Put away all SRA equipment you carried out (cox boxes, seat cushions, etc).
- Remove launch cards from the card rack.
- Throw away trash.
- Turn off lights (both inside and outside) and the radio.
- 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.
- Lock the parking lot gates if you are the last class of the day.

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 (ergs stacked, weight in racks).
- Remove all personal items from the boathouse (clothing, water bottles, etc).
- Throw away trash
- Turn off lights (both inside and outside) and the radio
- Check that you have all your personal items (clothing, water bottles, etc) when they leave the boathouse.
- Lock up the boathouse.
- Lock the parking lot gates if you are the last one out of the boathouse in the evening.

Individual Rowers - 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 members card box and place it in a slot of the oar handle that is hanging on the message board. Please note other rowers and classes that are on the water.
- ☑ Move launches out of the boathouse if needed for accessing boats. The launches may remain outdoors during your row.
- ☑ 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 tow 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 light on the back of your clothing.
- ☑ Thoroughly check your boat for damage and rigging. Make sure rigger nuts and other rigging hardware is secure.
- ☑ Adjust the footstretches and removable rigger spacers.
- ☑ If no one else is at the boathouse, close and LOCK all bay doors and lock the main door entrance.
- ☑ Use the port-a-potty if necessary.
- ☑ Take your boat to the dock. If rowing a double, spin the boat before heading to the dock. If there are other people launching, limit your time on the dock to one minute. Adjust footstretches 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 past the ski course you may stop and make any adjustments needed.
- ☑ Follow the traffic pattern. Scullers are to stay along the shore going inside the buoys when southbound and outside the buoys when northbound. Stay clear of the center of the lake. This area is reserved for the classes and especially the sweep boats.
- ☑ 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.

Sammamish Rowing Association Rower's Handbook

- ☑ Be aware that there are swimmers near Idlywood. Row wide around Idlywood, 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.
- ☑ 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 temperate 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 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 level boat, you may attempt to get into the boat on your own. If you are in an advanced or racer level boat, you need to swim it to shore. If the temperature is very cold, you will need to flip the boat 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.

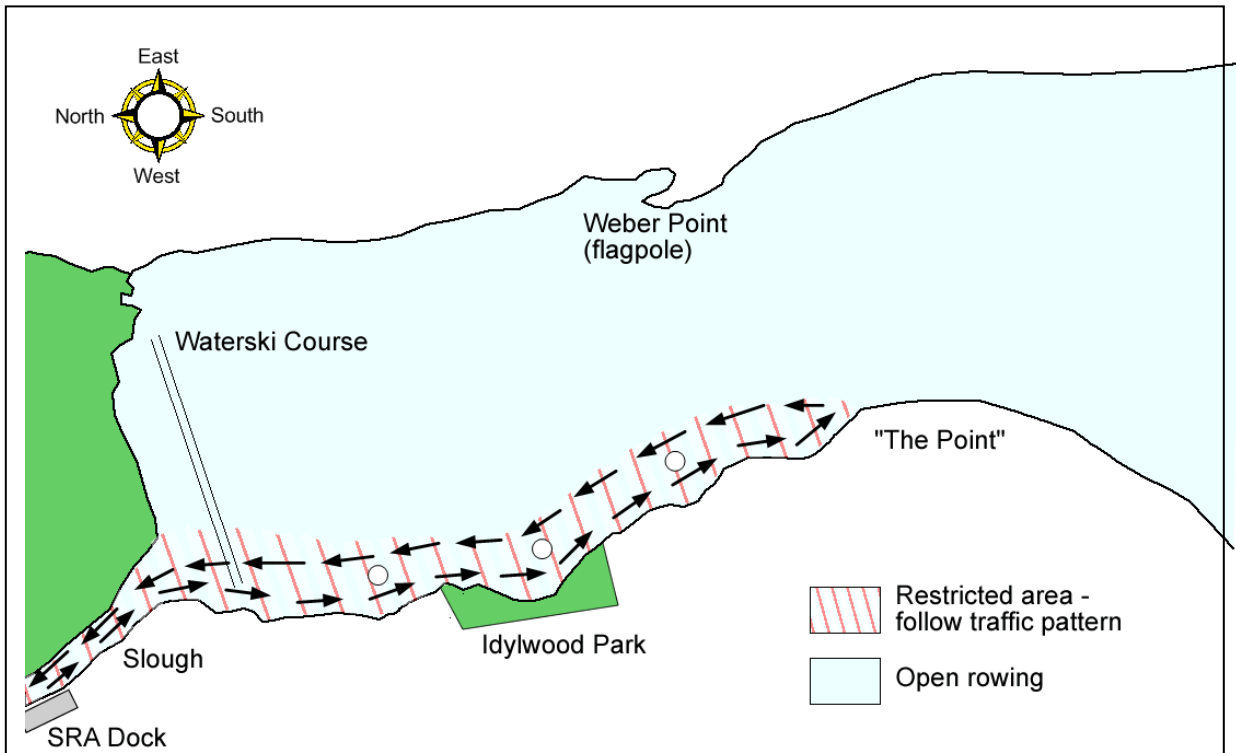
Individual Rowers - After the Row

- ☑ Docking is first come first out. You must wait your turn and should never cut in front of a bigger 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 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!). If rowing a double, you need to spin the boat first before entering the boathouse.
- ☑ 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.

Sammamish Rowing Association Rower's Handbook

- Report any damage in the Rowers log and in the Equipment log. If the boat is unrowable, put a DO NOT ROW sign on the boat.
- Put your card away.
- Return any launches to the boathouse, if they were taken out to access a shell.
- Consider taking 5 minutes to stretch your muscles.
- Check the dock to see if you left any items on it.
- Throw away trash
- Turn off lights (both inside and outside) and the radio.
- If you are rowing in the evening and are the last person to leave the boathouse and there are no other cars in the parking lot besides yours, lock the gate.

5 Appendix B: 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.

