

# LAKE WASHINGTON ROWING CLUB

## Member Packet

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# LAKE WASHINGTON ROWING CLUB

## *MEMBER INFORMATION*

### 1. INTRODUCTION

The purpose of Lake Washington Rowing Club (LWRC) is to promote all facets of the sport of rowing. The activities of the Club take place primarily in the greater Seattle area. These activities include: introducing the public at large to the sport of rowing, coaching and education, sponsorship of local and regional rowing competitions, and training of elite rowers for national and international competitions. The Club is a nonprofit Washington corporation and operates according to the “By-Laws of Lake Washington Rowing Club”.

#### **1.1 History**

LWRC was founded in 1958 to support the efforts of a small group of athletes training for the 1960 Olympic Games. Lake Washington men’s crews won gold medals in the 1960 and 1964 Olympics, as well as in the 1963 Pan American games. Women joined the Club in 1963, and LWRC women represented the USA at the World Championships in 1969. Since the 1970s, LWRC sweep rowers and scullers have competed at national and international events and Club members have been a mainstay in Masters Rowing – a sport that began to grow in the 1980s. While LWRC continues to include members that hold outstanding promise and stature among the rowing community, the stability and continuity of the Club comes from its large base of Masters and recreational rowers.

Members worked for more than 20 years to acquire a permanent boathouse. Groundbreaking for the boathouse finally happened in 1994. In 1995 LWRC realized a longstanding goal with the dedication of a beautiful boathouse on the north shore of Lake Union. This is also one of the largest boathouses in the Puget Sound Area. In addition, the Club continues to maintain the floating boathouse on Garfield Street that was the Club’s first independent home.

#### **1.2 Affiliation**

The United States Rowing Association (USRA) is the governing body for the sport of rowing at the national level. Members of the USRA include universities, clubs, high schools and other rowing organizations and individuals. Lake Washington Rowing Club is a member of the USRA in the Northwest Region. Club members must also join the USRA as individuals to compete in USRA sponsored (most) regattas.

### **1.3 Key Personnel**

LWRC is governed by a Board of Directors consisting of a President, Vice President, Secretary, Treasurer, 2 Co-Captains, and 1 Director-at-Large. The Board hires office personnel to conduct day-to-day business and establish an on-site presence several days of each week. Other part-time personnel, assisted by volunteers, perform club operations, coaching and maintenance activities. Basic rules and procedures of the club, including the officer duties are outlined in the By-Laws of the Lake Washington Rowing Club.

## **2. ROWING AT LWRC**

At LWRC, novice rowers are taught sculling, where each rower uses two oars. Sculling makes symmetrical use of major muscle groups that may require conditioning at the outset of a rowing program. It is an effective way to learn boat handling and rowing technique at their own speed. LWRC also has a variety of sweep rowing classes and competitive programs that are open to members of appropriate ability.

### **2.1 Coaching and Instruction**

Members have access to coaching and instruction, and may participate in recreational or competitive programs. Members pay a program fee to be able to attend any or all of the regular coached programs. If members choose to row on their own, they do not pay a program fee. Fees for the upcoming year are announced at the annual meeting.

Private Lessons are available with approved coaches and guided by the Private Lesson Policy. Coaches must be employees of LWRC to work privately with clients. No independent businesses are allowed without a formal agreement from the LWRC Board of Directors.

If you, as an experienced rower, are ‘teaching’ a non-member(s) how to row you must get permission from the Club Captains, sign a Guest Waiver, use appropriate club boat (double) and flotation device. Novice rowing guests can NOT use a single.

### **2.2 Guest Policy**

Members may bring guests, up to and no more than 3 times a year for each particular guest. All guests must sign a waiver each time they row. Guests must be accompanied by a club member in an appropriate boat that matches skill level. Guests may not row in restricted boats unless specifically permitted by a coach or Board member. If guests indicate further interest in rowing, members should check with the office or a Board member on how to proceed.

## **2.3 Private Boat and Oar Storage**

Rowers wishing to store a private boat(s) may rent a rack or sling on a space-available basis. Contact the office for more information. Members who store their personal boats in either the Fremont or Garfield boathouses must sign and comply with the LWRC Boat Lease Agreement. Rack spaces are not guaranteed and may be relocated within the same boathouse. Club Captains will contact you if your equipment needs to be moved. Private oars may be stored at LWRC free of charge, if there is room. LWRC oars will take priority over private oars, except for those who are paying to store private boats in our boathouses. You may be asked to remove oars if you have multiple sets or be required to store in the rafters.

Members who fail to pay their boat storage fees will be given reasonable time to make good on payment. If unsuccessful, LWRC reserves the right to any private property left in our boathouses.

## **3. RACING**

Members are encouraged to compete at regattas as members of Lake Washington Rowing Club. The club will supply equipment to the extent possible. Members wishing to race in USRA sanctioned regattas must have paid individual dues to the USRA and must purchase LWRC racing uniforms. In addition, members are responsible for paying their own entry fees and any other expenses associated with participating in a regatta. The Club does not pay for coaches to travel to regattas. Members that are participating in a regatta are expected to assist with loading and unloading the boat trailer.

For regattas where entries are restricted, (e.g., Head of the Charles, San Diego Crew Classic, Opening Day), one or more designated Board members will work with the coaches to put together the most competitive teams possible. All members that want to row in these regattas must follow the boating process established for the regatta. The process will be announced in advance via the electronic bulletin and will be posted in the Fremont Boathouse.

## **4. MEMBER RESPONSIBILITIES**

### **4.1 Volunteering at LWRC**

LWRC seeks to provide an atmosphere of fellowship and the opportunity to develop one's rowing prowess. Dues are kept as low as possible on the premise that most of the work required to keep the club functioning at an optimal level will be provided by members on a volunteer basis. Club officers are expected to guide committees, not perform all the labor. Each member is required to volunteer at least 10 hours per year. If

you are not able or interested you will be charged \$150 at the end of the calendar year. If you are able to put in a few hours, you will be credited \$15 per hour for those hours. For example, if you can volunteer 2 hours, you will be credited \$30 and charged \$40 instead of the full \$60.

Volunteer hours must be tracked in our online system in MindBody to avoid the abovementioned fees. Volunteer labor is essential to the success of the club, and provides an excellent opportunity to meet other members of the club. Many members have been volunteering more than 100 hours per year, year after year. It is this extra effort that allows LWRC to exist as an autonomous organization.

Opportunities for volunteering are listed under categories in the Tracking System or linked on the LWRC web site: <http://lakewashingtonrowing.com>. There are many jobs available. Try assisting a Learn to Row class, help in the shop, maintain the landscape, clean the docks, help with the launches, clean gym equipment, wash towels, sweep the boat bays, assist with marketing, fundraising, graphic design, accounting, legal or other professional work and most importantly with regatta support.

## **4.2 Contributing and Promoting**

As with most non-profit organizations, LWRC cannot exist on membership dues alone. LWRC relies on its members and friends for contributions of money and materials. Our equipment purchases are almost completely funded by our members. Contributions of cash or stock are welcome at any time. LWRC is a 501 c (3) corporation and contributions may be tax deductible. If you want more information on how to donate stock, please contact the office or Treasurer.

Members can also help the Club by encouraging people to sign up for a Learn to Row class and by recruiting experienced rowers to become new members.

## **4.3 Meetings and Communications**

Members are encouraged to attend the annual meeting in January and other general meetings of the Club, if convened. Members are also invited to attend the monthly Board of Directors Meetings.

In addition to the website, <http://lakewashingtonrowing.com>, LWRC maintains an email distribution list. The office sends out the LWRC e-bulletin to keep people up to date on the latest news and events. The Secretary or volunteers prepare a more extensive newsletter on approximately a quarterly basis. Members are encouraged to read and contribute to the web site, e-bulletin, or quarterly newsletter.

## 5. RULES AND REGULATIONS

The sport of rowing has two key ingredients, people and equipment. The rules of the Club are derived from experience and are intended to preserve the quality of rowing from Club facilities, to ensure the safety of the members and, lastly, to preserve equipment. Feel free to question any rule until you understand the rationale behind it. If for any reason you do not understand a rule, please ask a Board member or the office for clarification as soon as possible. Most rules are in place for your safety and the preservation of equipment. The Board, coaches, and the office are always ready to receive your suggestions regarding the rules.

LWRC strives to develop independent and responsible rowers who can take advantage of the many opportunities offered by the club. Independent rowing requires experience. There are safety, technical, water conditions assessment and other skill sets (include list) that are important to develop before permission will be granted to row in club boats without oversight of a safety launch, coach or group of experienced club members. Club Captains will be responsible for outlining a pathway to meet additional requirements. The requirements will be posted and may be subject to change

### 5.1 Safety

**General Safety Policies** LWRC is a member run boathouse. It's everyone's responsibility to behave safely and ensure others are safe when on the water. If a fellow rower raises a concern about safety, it's important to be open to hearing the concern and try to resolve the issue first with the other party. If it can't be resolved, bring the concern to the Captains for review.

- If concerns are raised more than once about safety, you will need to re-join safety classes and row in coaches classes only for a designated period of time based on the situation
- If equipment is damaged due to a rower's negligence, they may be asked to pay for or defray the costs of repair or pay a deductive. The amount will be determined based on an evaluation of the situation and is at the discretion of the boathouse
- If all previous options have been offered and the unsafe pattern of behavior continues, your rowing privileges may be significantly limited, such as losing bow privileges, or you may be asked to row in coached programs only.

**Weather Conditions** Use common sense. If you see large waves, with or without whitecaps, it is better to wait for calmer weather. Rowing our boats in heavy waves is structurally hard on them, and requires better-than-average technique. If you see fog while already on the water, be prepared to row back to the boathouse as it sometimes rolls in densely. A good rule of thumb, if you cannot see across the lake and especially if you cannot see any bridges, it is too foggy and you should not go out. Dressing in layers

is very important for rowing in the wintertime. Try to use the buddy system for all rows, especially in the winter or cold weather. Be aware of extreme cold or heat when planning to row. It is best to stay inside if the air temperature is near freezing or if environmental pollution is at high levels. This is especially true if you are a novice rower.

**Log Out and In** The principal purpose of the rowing log is to alert others to the possibility that you may be in difficulty somewhere. Always sign out before leaving the boathouse, and sign in when you return. This also ensures that others will leave stretchers outside the bays for incoming boats. We monitor the log to track club boat use.

**Heads 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 while in a blind boat or as a coxswain. It is easy to get lulled by the rhythmic nature of rowing, but do not let your eyes rest inside the boat.

**Traffic Patterns** In general, follow the rules of the road. We refer to [Charley McIntyre's Little Book for Scullers](#) Map for guidance. Here is a short list of traffic concerns:

- When rowing in a narrow space, such as the Ship Canal or Montlake Cut, always keep your boat to starboard, away from centerline.
  - When crossing from one side of the lake or waterways, always row straight across to the other side before fully turning your boat in the direction you want to row. Do not cut diagonally across the waterway. *Especially dangerous is any attempt to shorten your path to the main dock when approaching our cove from the west. A blind corner is created if you steer toward the wherry dock. Any boats leaving our main dock cannot see boats approaching from the west. Alternatively, row under the Aurora Bridge, make sure the cove and main dock are visible and that no oncoming traffic is near, then cross.*
  - The middle of the lake is fair game, so be extra careful for oncoming boats, including powerboats.
  - Avoid congregating under and near all bridges, and do not stop under a bridge.
  - When crossing Lake Union in front of Gas Works, going towards the University Bridge, stay on the south side of the large green buoy, and on returning back towards the Fremont boathouse, stay in between Gas Works and the green buoy.
  - Be aware of the red can buoy near the underside of the I-5 bridge; always go around it, keeping the buoy to starboard (heading east).
  - Also, be aware of all the large buoys in Union Bay.
  - Lastly, during the summer months, sailboat races (Duck Dodge) occur on Tuesday evenings in Lake Union. Avoid Lake Union during this time.
  - Safety materials are available on the LWRC website. Harbor Patrol Guidelines DO NOT enforce the rowing traffic pattern. Small crafts could be anywhere.
- Hazards** Lake Union is a busy urban lake. You may encounter other shells, canoes, kayaks, windsurfers, motorboats, floating debris, barges, fishing nets, and other hazards. **KEEP LOOKING AROUND!**

**Darkness** Always use lights when rowing in the dark. Club Policy requires all club boats that do not already have lights affixed, must have a Non-Flashing Bright Red & Green Bow Light, as well as a Bright White Stern Light. The club provides some lights for member use, primarily for our rowing programs. We expect members to purchase a set for your own use, if rowing in the dark, independent of club programs. Hi-Vis or light-colored outer garments will help you be seen. Avoid wearing black on top. Additional dark/winter season recommendations:

- Row with a friend once the temperature drops below 50 degrees. General rule of thumb is not to row if combined water and air temperature is under 90 degrees Fahrenheit
- Row in an open water boat – a Maas or Bay
- Bring a phone in waterproof bag and a sponge/bailer
- Wear thin neoprene pants and a self-inflating life jacket
- Review US Rowing guidelines on how to self-rescue if you are the one helping a fellow rower who has flipped a boat
- Row closer to shore in case you must get to shore quickly, do not row past the bulkhead on the south side of the Ballard Locks (this is true year-round), do not cut corners or row on the ‘wrong side’ of the waterway
- Bring a towel and extra change of clothing to the boathouse

**Wakes** Large wakes from motorboats can leave you half-swamped. When possible, turn the boat parallel to oncoming wakes of any size to minimize hull stress and water intake. Avoid traveling through the Montlake Cut right after a motorboat; their wakes continue to reflect from wall to wall several times. Avoid rowing behind tugboats even though the water may not appear to be rough. They create strong underwater currents, which can be dangerous. Consider taking (or keep) a large sponge with you in the boat to mop up excess water.

**Incident Reporting** If members are involved in a collision or other kind of accident as part of their rowing activities at LWRC, ***they must fill out an Incident Report Form***, which will be made available by the Club Captains in the Boathouse. These forms will help us with any insurance or legal issues, if needed.

**Open Water Rowing** LWRC has many open water shells that can be used for rowing and racing. Most are equipped with manual bailers, which can be used to flush excess water from the interior of the shell. Open water rowing and racing requires special knowledge for handling rough water and emergencies; you should be an experienced rower with the ability to self-rescue. You must always carry a Personal Floatation Device (PFD), a whistle and a phone/radio for emergency purposes when rowing in open water (Lake Washington, Puget Sound, and other large bodies of water subject to change in conditions). Speak to a Captain or one of the many experienced open water rowers at LWRC for more information before you attempt to leave the calmer inland waters of Seattle. It is best to go out with an experienced open water rower before attempting it yourself.



- Considerations for Racing:
  - Race organizers for open water races may have an additional list of safety requirements so be sure to check the race website in advance of any event
  - First time rowers in open saltwater races must row in a double with an experienced saltwater rower for the first 3 races
  - First time open water rowers should race in a low-risk race first. Captains or race organizers will identify risk levels of each race
- Safety Materials for review:
  - [Cold Water Survival \(ussartf.org\)](http://ussartf.org)
  - [Cold Water Facts | RowSafeUSA.org](http://RowSafeUSA.org)

## 5.2 Use of the Boathouses

**Security - Garfield** Always close and lock the bay doors, the front door and the gate. DO NOT leave the door open for your friends who you think may be coming soon. Upon return, if there is no one else signed out, close and lock the bay doors using both the hook and the floor pins, and make sure that there is nothing left on the dock.

**Security - Fremont** Always close the bay doors, the front door, back door and the gate to the outdoor boat storage area. DO NOT leave the door open for your friends who you think may be coming soon. Leave slings outside the bay doors if there is anyone signed out. Otherwise, make sure all slings are placed inside.

**Attitude** Maintain an open and helpful attitude in the boathouse. If you see someone is having difficulty moving a boat for instance, offer to help him or her. Being helpful includes reminding people the correct procedures for equipment use and staying safe. LWRC expects all members to treat each other with respect. If issues arise that cannot be resolved, contact the office or the Board.

**On the Dock** Please remember that people reside in the houseboats. Keep your voices down and cox boxes turned on low until you have cleared the docks. Move along smartly when launching and landing. Adjust and tie your foot stretchers ON THE WATER if people are waiting. When landing, please be prompt about putting your equipment away. To avoid tripping and falling, observe the following guidelines:

- During peak program hours, oars should be resting at the top of the ramp, along the railing, before and after rowing
- Shoes should be placed under the ramp of the main dock so that they do not become objects to trip over
- Use a light to navigate around the dock

**Shop** The shop is for the use of Sow's Ear Boat Works, which does equipment repair, maintenance and boat building for LWRC. Sow's Ear also does repairs on private equipment by arrangement, subject to availability of time and space. Please do not use

the shop space, tools or equipment without permission from Sows Ear. Do not remove boats from the shop unless asked to do so, as repairs may not be complete. For quick repairs or adjustments, parts and common tools are stored in the North Bay sink area. Do not store personal belongings or boats, or park bikes in the shop area without permission.

**Locker Rooms** LWRC rents lockers for members who want to store personal belongings at the Club. Members who have not rented a locker are responsible for taking their items, including towels, with them. Items left in the locker room will be discarded or put into lost & found. If showering, please turn on the fan. If you are the last person to leave, make sure the shower lights are turned off. Unlike many of the lights, they are not on motion sensors. Our tenant, Holy Names Academy, has priority use of the Women's Locker Room from 3:00-6:15 PM and exclusive use of the Men's Locker Room from 3:00-3:45 PM, Monday through Friday during their school's calendar year.

### 5.3 Use of Equipment

**New Members** Members who are new to LWRC, the waterway, or to rowing singles must take/review safety classes and/or videos provided by USRowing & LWRC

- A safety overview video is provided by LWRC with welcome packet
- On the water safety classes are offered periodically for both new and experienced members to attend
- To learn the waterway, go out with a 'buddy' who can provide an intro

A flip test is required before taking out any boats without a coach (see details on flip tests below).

**Club Equipment** LWRC owns many small boats for club members to use. Our boats are primarily used for our coached programs, member first come/first serve use and racing. Learn more below on our boat policies. Private equipment is marked as private and should never be used without permission of owner.

**Boat Use** Use of any club boat requires that you:

- Be able to safely remove it and return it to its rack
- Be able to maneuver it on the water
- Choose a boat that is appropriate for your weight and size
  - Use of any team boat (except in a coached group) requires approval from a Club Captain. Pathways to independent rowing may include one or all of the following: private or shared lessons with 1 other crew. must be cleared from private coach to row in class. must be able to demonstrate safe steering, ability to not flip

- Small coached class, private or otherwise. Must demonstrate safe steering in small group. Coaches can clear for "independent rowing"
- "independent rowing"= rowing with a group of people. safety vests required if water/air temp below a certain point
- Pairs are very difficult to self rescue if flipped. Independent pairs rowing can occur in summer/spring months only unless permission is received from Captains.

**Skills & Flip Test** The Club requires all members to pass a float, skills & flip test to ensure the safety of our equipment and our members. Tests are proctored by designated personnel and are usually scheduled every 2-3 weeks starting in April. Members are encouraged to take a flip test every 3 years. Additionally, if you are unable to get back in your boat after flipping, the Coaches or Club Captains, at their discretion, can ask you to redo a flip test and may restrict your use of club equipment until you pass. If you are an experienced rower and have taken a flip test elsewhere, please provide documentation or sign a Flip Test Waiver.

Flip tests may ONLY be done in flip test designated boats. There are two possible flip tests available:

- **Open Water Boats** Flip test is done in a Maas Aero. Successful completion allows individuals to row in the open water boats, Aeros or Bays.
- **Racing Singles** Flip test is done in a C single. Successful completion allows individuals to row in the club racing singles and pair/doubles.

**Classes of Equipment** It is very easy to damage racing shells if you do not know how to row and handle them correctly. Hence, there is a hierarchy of equipment designed to allow you to develop skill in boat handling, as well as rowing in stages. You may always row in a boat for which you have passed the skills test; but if you want to learn how to row the next higher level boat, you must do so under the supervision of a coach and then be checked out by the Club Captains or Equipment Manager.

**Singles** There are different classes of singles, each one requiring a certain level of skill. In general, the classes break down into:

1. **Wherry** Everyone is encouraged to row in the wherry, even if experienced. Novices are required to row a wherry to develop the competence and sense of security to pass the boat skills test.
2. **Training single, open water singles** The next step in the progression of sculling is a single. You must pass a skills & flip test to qualify for these boats.
3. **C Single** Once you feel confident in the training single, the C singles (Ariel/Puck) are available for use. Again a coach or Club Captain or Equipment Manager will approve use.
4. **Racing Single** The ultimate challenge for those who want to compete. You must show skill and agility to be able to row these narrow boats. Again, this approval comes from the Club Captains or Equipment Manager.

**Double** After you pass the flip test, you may want to row a double. You will want to have sufficient skill so that you can adjust your technique to that of someone else.

**Triple** We are fortunate to have this uncommon yet fun and fast style of boat. You may row this boat once you have passed a flip test.

**Quad** The fastest sculling boat. You may qualify to bow in this boat once you demonstrate competence in steering.

**Pair** If you would like to row in a pair, there is a dedicated progression to ensure the experience is safe for all:

- Take a private or shared lesson with a coach. The goal is to review steering and get comfortable with your pair partner. Your coach will give you the OK to move on for private lessons into a coached class
- Attend a small group class (check the current programs schedule and email the coach prior to ask if a certain date would be OK to join the class)
- Once the coach has seen you safely steering and handling a pair in their class, they will give you the OK to go out without a launch. You will still need to go out with a buddy boat (a single, another pair, etc. – just any buddy boat)

**Boat Use Categories** Not all club boats are created equal. All boats at LWRC have a tag attached to the rack designating whether it is a private or club boat. All club boats have one of three designations:

- **General Use (Blue Tag)** For everyone who can safely remove and return the boat to its rack and maneuver safely. The boats have a stronger construction and a more forgiving hull design.
- **Limited Use (White Tag)** For experienced rowers only, or for club programs supervised by a coach. Boats are narrower, less stable and of lighter construction. They require greater skill to be able to maneuver the boat under all water conditions. Rowers sitting in bow in a coxless quad must have experience rowing and steering in that position or must be supervised by a coach in a launch.
- **Restricted Use (Red Tag)** By permission of Club Captains or Equipment Manager. A list of those with permission for boat use will be kept by the Club Captains. If you've been given permission for a particular boat in the past, double check with Club Captains if unsure. These boats are for experience rowers who are very skillful in maneuvering fragile boats on the water and handling on and off the rack. Boats are either made of wood, light and less sturdy, and/or are our top racing boats. Rowers sitting in bow in a coxless quad must have experience rowing and steering in that position.

**Boat Reservation Systems** The Club Captains or Equipment Manager will provide systems for reserving boats and equipment for practice and regattas. LWRC strives to meet the requests of all members for club boats for practices and regattas. In the case of a conflict, Club Captains will use the Priority Use category (see below) to decide who will

use a boat. Club Captains reserve the right to deny use for many reasons, including but not limited to: your priority use category, regatta racing schedule, transportation concerns, misuse of equipment, LWRC program needs and safety concerns, etc. Reservations Systems may change. Our current systems are:

- **LWRC Programs** have first priority to reserve as many boats as needed for the class, one week in advance (or for a season, if those boats will always be needed). Fill out the **Yellow Reservation Cards** to reserve boats for programs.
- **Members** may reserve the same boat once a week for practice. Fill out the **Pink Reservation Card** and post no earlier than one week before your row.
- **Regatta reservations** can be made online. Go to our website, under For Members/Race Resources, and select the link for the Reservation Form. Fill out all required fields. A completed reservation is not a confirmation. The Club Captains will contact you to confirm your reservation. A **Purple Reservation Card** will be posted by the Club Captains once confirmed.

**Priority Use Categories** If necessary, the use of Club Equipment for practices and races will be prioritized as follows. Regatta use is a higher priority than a Program practice:

- **First Priority:** LWRC Program use or members racing under the LWRC banner.
- **Second Priority:** Composite Crews at Regattas, made up of all LWRC members. As many of our members belong to multiple clubs, some may be racing under a different club name for a particular regatta, yet wish to race with another LWRC member. For example, entry registered as: LWRC/MarthasMoms, LWRC/SoundRowers, or LWRC/CollegeClub.
- **Third Priority:** LWRC members rowing or racing under a different club name
- **Fourth Priority:** Composite Crews made up of LWRC members and other rowers not affiliated with LWRC
- **Fifth Priority:** Other clubs not affiliated with LWRC (rented equipment)

**Handling Equipment** Be scrupulous about the condition of the equipment; it gets a great deal of use. You should get in the habit of examining all of the equipment you are using BEFORE rowing in it. Especially, check all rigger nuts and other rigging hardware. This is also a good time to adjust the foot stretchers.

A boat should always have a 'tight' and responsive feel. If anything in the boat feels loose, is noisy, or has some 'give' to it as you row, STOP and FIND OUT what is wrong. If you know how to repair it correctly, please fix it. Otherwise if you do not know how to repair it, PUT A SIGN ON IT and leave a message in the Damage log (or on the black board at Garfield) explaining what is wrong and for which equipment. Be sure to leave your name in case the repairperson needs to clarify the problem. Damage to equipment that results from ordinary wear and tear will be repaired free of charge, UNLESS you do not report it. If something occurred which resulted in breakage, offering to help repair

the equipment or donate money for the repair will always be appreciated and encouraged - not to mention, it is a great way to learn about the equipment you are rowing. Boat use privileges of responsible parties may also be revoked at the discretion of the Club Captains.

**Oars** Be sure you are clear on which oars are for club use and which ones are privately owned. When carrying oars, the blades should be tips up in front of you where you can see them. Always place your oars TIPS DOWN while on the ground or dock. Similarly, flip your oars over as soon as they come onto the dock. This helps prevent the paint from scraping off and any further abrasions to the blade.

**Cleaning** All boats and oars MUST be wiped down after each row. The local water is dirty, and this helps increase the equipment's life span. Use this time to inspect the hull of the boat for any damages.

**Launch Use** LWRC has safety launches that are used for programs and regattas. Drivers must have a valid Washington State Boaters Card to drive. Use by members is limited but can be requested in the Main Office. A fee, set by the LWRC Board of Directors, will be levied for use, if approved.

**Transporting Club Equipment** Members must be cleared to transport a club boat or equipment, on a personal vehicle or non-LWRC trailer off the premises by the Club Captains or Equipment Manager. Transporting club equipment on personal vehicles is only allowed within a 75 mile radius. Outside of this, equipment can be transported on an approved trailer. You can request exemption with LWRC Captain.

The LWRC captains will inspect all first-time tie downs to ensure safety. In order to be approved, you must:

- Supply your own rack, straps, bow line, stern line, and flag
- Be transporting on an appropriately sized vehicle:
  - 2xs must be transported on vehicles that are at least 16 feet long
  - WA state rules dictate that there can only be a 3 foot overhang off the front of a vehicle and 15 feet off the back (measured from rear axle)
- Have a rack system that prevents the boat from flexing too much (proper span between racks)
- Be able to attach the rack to car/truck
- Safely load and unload the boat from the track
- Appropriately tie the boat to the rack
  - Boat must not be tied town too tight such that it'll be squeezed
  - Straps must not allow contact of metal to boat
  - Stern line for high speed travels and/or longer distance, bow line always required

This safety and tie down check must be done at least one week in advance of any race that you are transporting the equipment to. All equipment should be cleaned and

returned in good order. Equipment that has been rowed in salt water or transported without covers should be thoroughly cleaned with soap and water. If the equipment incurs damage during your transport on a private vehicle, you will be required to pay the LWRC insurance deductible, which is currently \$500.

## 6. THE DO'S AND DON'TS OF LWRC

### 6.1 Club Regulations

- DO** Volunteer 10 hours per year.
- DO** Track Volunteer hours. A fee of \$60 will be levied, to your account, for not volunteering. Fees will be set at the beginning of each calendar year.
- DO** Be friendly and considerate.
- DO** Attend club meetings.
- DO NOT** Use a boat that is reserved either for personal, regatta or LWRC program use. Check the equipment board for more information about reserved boats.
- DO NOT** Bring the same guest more than three times per year (temporary members may not bring guests without permission).
- DO NOT** Row a type of boat you have not been approved to row; ask the Club Captains if you are unsure what boat you are qualified for or to advance your status.
- DO NOT** Teach private lessons at LWRC for money. Private lessons are available from LWRC coaches that have been approved. Contact the Office or talk to Club Captains. Rules apply for members wishing to teach, for no money, to non-members as well.
- DO NOT** Row in private boats or with restricted boats and/or oars without approval.
- DO NOT** Store your personal belongings in the locker room, boat bays, shop or in the cubbies. LWRC is not responsible for lost or stolen items.
- DO NOT** Remove club equipment from the boathouses without permission of Club Captains.

## 6.2 Water Safety

- DO** Refer to this guide: <http://lakewashingtonrowing.com/wp-content/uploads/2010/02/Macintyres-little-book-for-sculler-rower.pdf>
- DO** Row in the proper traffic patterns. Avoid Duck Dodge sailors on summer Tuesday evenings.
- DO** Look over your shoulder every 10 strokes or so (this works best if you look when your oars are out of the water, or take a slight pause at the finish). Use a mirror, if you have one, to assist with your steering.
- DO** Be alert for other boats, floatplanes and floating debris.
- DO** Memorize the locations of navigational markers, projecting docks and moored vessels.
- DO** USE LIGHTS at all times in the dark. White lights on the stern. Green/Red lights on the bow.
- DO** Make sure your shoes and oars are not left on the dock. Set oars at the top of the ramp against the railing during peak hours. Set shoes under the ramp. These are both trip hazards.
- DO NOT** Row where the wind or powerboats have made rough water.
- DO NOT** Stop your boat under or near bridges or congested areas. Keep moving until you find a protected area, out of the way of oncoming traffic.
- DO NOT** Cut diagonally across the waterway from the Fremont Bridge, as you head back to the main dock. This is a blind corner. Row to the Aurora Bridge, make sure you can see the cove, the dock and any oncoming traffic before crossing.
- DO NOT** Row in heavy fog or in unhealthy environmental conditions, such as smoke-filled skies.
- DO NOT** Row when temperatures may result in personal injury, such as hypothermia or heat exhaustion. A good rule of thumb is to not row when temperatures are at or below freezing.

## 6.3 Use of the Boathouse

- DO** Keep the bay doors and front entrance of all boathouses and gated areas CLOSED AND LOCKED behind you.



- DO** Enter your name, boat used, and time in and time out in the logbook.
- DO** Help others carry boats whenever needed.
- DO** Return slings to storage racks after use, unless others are still out on the water and need them.
- DO** Move along smartly and quickly when launching or landing on the docks.
- DO NOT** Use the shop or take anything without permission from Sow's Ear Boat Works.
- DO** Your part to help keep the boathouse clean – do not leave your trash and water bottles lying around. A lost & found bin is under the stairwell in the foyer.

## **6.4 Boat Maintenance**

- DO** Keep side nuts and center pins tight. Check them before, during and after your row.
- DO** Check rigger nuts before rowing. Be careful to not over-tighten.
- DO** Watch the oar blades on the dock and ground. TIPS DOWN!
- DO** Remember that equipment damage due to wear and tear will be repaired for free unless you fail to report it. Note the damage in the Damage Log.
- DO** Place the boat on the rack properly. If marked, set boat on the marks. Make sure boat is not going to fall off the rack.
- DO** Wipe down your boat and oars when you are finished rowing, inside and out, with a towel.
- DO** Open all hatches and plugs in the boat after rowing. This allows the shell to dry out between rows if water has become captured in the interior. For boats stored outdoors, opening hatches and plugs will alleviate any pressure that may build during heating and cooling of the outside air.
- DO** Be careful not to damage boats while carrying them. Don't rest fragile decks on your shoulder bones. Hold with the heels of your hands.
- DO NOT** Row with ANY damaged equipment. If you choose to row in a boat that is clearly marked as needing repair you will be personally responsible for paying the insurance deductible. This money will be used to repair further damage as a result of using it without permission.

## 7. BY-LAWS OF LAKE WASHINGTON ROWING CLUB

The following are the restated and effective By-Laws of Lake Washington Rowing Club located at 910 N. Northlake Way, Seattle, Washington, 98103. Lake Washington Rowing Club (also referred herein as “the Club”) is incorporated under the Nonprofit Corporations Act of the State of Washington. These bylaws are restated and effective January 31, 2016.

### Article 1. MEMBERSHIP

#### *Article 1.01* Classes of Membership.

**(a)** *THE CLASSES OF MEMBERSHIP SHALL INCLUDE REGULAR MEMBERS, FAMILY MEMBERS, LIFETIME MEMBERS, INACTIVE MEMBERS, AND SUCH OTHER CLASSES OF MEMBERS AS MAY BE ESTABLISHED FROM TIME TO TIME BY THE BOARD OF DIRECTORS. ONLY REGULAR MEMBERS, FAMILY MEMBERS AND LIFETIME MEMBERS SHALL BE ENTITLED TO VOTE UPON ANY MATTER THAT SHALL COME BEFORE THE MEMBERSHIP DURING THE PERIOD FOR WHICH THEY ARE PAID MEMBERS, INCLUDING THE RIGHT TO VOTE FOR DIRECTORS/OFFICERS OF THE CORPORATION OR TO AMEND THESE BY-LAWS OR THE ARTICLES OF INCORPORATION OF THE CORPORATION. MEMBERS SHARING A FAMILY MEMBERSHIP SHALL BE ENTITLED TO SHARE ONE VOTE ON EACH MATTER COMING BEFORE THE MEMBERSHIP.*

*Article 1.02 Privileges of Membership.*

**(a)** *MEMBERS SHALL BE ENTITLED TO THE PRIVILEGES OF THEIR CLASS OF MEMBERSHIP, AS DETERMINED BY THE LWRC BOARD OF DIRECTORS, FOR THE BALANCE OF THE YEAR FOR WHICH THEY HAVE PAID THEIR MEMBERSHIP DUES.*

**(b)** *LIFETIME MEMBERS SHALL HAVE ALL OF THE RIGHTS, PRIVILEGES, AND RESPONSIBILITIES OF REGULAR MEMBERS. CURRENTLY, THE CLUB IS NOT ACCEPTING NEW LIFETIME MEMBERS. ANY PROPOSAL TO ESTABLISH NEW LIFETIME MEMBERS SHALL BE APPROVED BY VOTE OF THE MEMBERSHIP. LIFETIME MEMBERSHIPS SHALL BE PERSONAL TO THE LIFETIME MEMBER AND SHALL NOT BE ASSIGNABLE OR TRANSFERABLE.*

*Article 1.03 Dues.* Dues for all classes of membership shall be established each year for the succeeding year by the Members at the Annual Meeting.

*Article 1.04 Nondiscrimination.* No person shall be denied membership or discriminated against in the use of Club facilities or equipment on the basis of race, creed, color, national origin, religion, gender, or sexual orientation; provided, however, that the policy of nondiscrimination shall in no way prohibit the Club from boating men's and women's crews for training and competition as such.

*Article 1.05 Political Campaigns.* As a non-profit corporation, no activities or money of the Club may be used to participate in any political campaign on behalf

of or in opposition to a candidate for public office or ballot issue or to attempt to influence legislation.

Article 2. MEETINGS

*Article 2.01* Annual Meeting. The Annual Meeting of the Members shall be held during the month of January each year at such time and place in Seattle, Washington, as shall be selected by the Board of Directors.

*Article 2.02* Special Meetings. Special Meetings of the Members may be called by the Board of Directors or by any 20 Regular Members.

*Article 2.03* Notices. The Secretary or designee shall send written or e-mail notice of the time and place of the Annual Meeting and all Special Meetings of the Members to each Member at his or her mailing address or e-mail address as shown on the records of the Club at least 10 days prior to the date set for the meeting.

*Article 2.04* Election of Directors/Officers. The Directors/Officers of the club shall be elected by the voting members at the Annual Meeting as provided for herein and shall take office upon acceptance of the election.

*Article 2.05* Fixing of Dues. Membership dues shall be determined by a vote of the membership.

*Article 2.06* Nominating Committee. The President may, but is not required to, appoint a nominating committee who shall prepare and submit a slate of proposed Directors/Officers for nomination for election at the Annual Meeting.

*Article 2.07* Quorum. One-tenth (1/10) of the voting members shall constitute a quorum for the transaction of business and the holding of elections at any Annual or Special Meeting of Members. Any meeting which has been duly called may be continued from time to time until a quorum is present.

*Article 2.08* Voting Requirements. All business, including the election of Directors/Officers, shall be by voice vote unless two-thirds of those present request that any matter be voted upon by secret written ballot. A bare majority of those present voting in favor of a matter shall be required for its adoption or enactment, except on any matter which involves the dissolution of the corporation or the merger, sale or encumbrance of all or substantially all of the property of the corporation, in which case a two-thirds (2/3) majority shall be required. Directors/Officers of the corporation shall be elected on the basis of a majority of votes cast for the office. Whenever in any election no nominee for office has received a majority of the votes cast for the office the two persons receiving the highest number of votes shall compete in a runoff election to be held at the same meeting. Voting by proxy at any Annual or Special Meeting shall not be permitted except when received in writing or electronically by the Secretary or designee prior to or at the commencement of the meeting, signed by the person giving the proxy, and naming a Member present as the proxy.

Article 3. DIRECTORS/OFFICERS

*Article 3.01* Directors. The affairs of the Club shall be managed by a Board of Directors consisting of seven Regular or Family members who are the elected officers and at-large directors of the Club. At least four members of the Board of Directors must be present to conduct Club Business. The officers of the Club shall be a President, Vice President, Secretary, Treasurer, two Captains and one at-large director. All board members shall serve a term of two years unless a shorter term is needed to backfill a position that was prematurely vacated. The President, Treasurer, and one Captain shall be elected in even years. The Vice President, Secretary, other Captain, and at-large director shall be elected in odd years. Candidates for President should have served on the LWRC Board of Directors for at least one term. The duties of the officers are as hereinafter set forth.

- (a) Duties of the President. The President shall preside at all meetings of the Club and at all meetings of the Directors and shall be an ex-officio member of all committees. The President shall have authority to sign, with the Secretary or any other officer of the Club authorized by the Board, any deed, mortgage, bond, contract or other instrument that the Board has authorized to be executed except where the Board has expressly delegated such authority to some other person. The President shall appoint an Endowment Chair who will be responsible for chairing a committee whose role is to safeguard and guide the use of all endowment and otherwise restricted funds in accordance with their stated purposes. The Endowment Chair will work in conjunction with

the Treasurer in determining the annual contribution to a long-term building and land fund. The President may establish additional committees from time to time to inquire into and report on matters pertaining to the Club and rowing.

(b) Duties of the Vice President. The Vice President shall preside at all meetings of the Club when the President is absent, and shall assume all duties of the President in the management of the Club when the President is absent or incapacitated for a prolonged period of time as determined by the Board of Directors and shall automatically succeed to the office of the President upon the President's resignation or removal from office.

(c) Duties of the Secretary. The Secretary shall keep the minutes of the meetings of the Directors and the Members and shall prepare and distribute a periodic newsletter to the Members. The Secretary or designee shall mail or email notices of meetings to the Members. The Secretary shall also be the Club historian.

(d) Duties of the Treasurer. The Treasurer or designee shall keep the membership records and accounts of all Members and shall collect all bills and pay all expenses of the Club. The Treasurer or designee shall deposit all monies of the Club in a depository approved by the Directors. The Treasurer or designee shall prepare and maintain an operating budget, including a contribution to a long-term building and land fund to be determined each year in conjunction with the

Endowment Committee. The Treasurer shall report the financial condition of the Club at each meeting and shall present a financial statement of the condition of the Club at the Annual Meeting. The Treasurer or designee shall maintain the Club asset list and be responsible for preparation of IRS form 990.

- (e) Duties of the Captains. The Captains shall be responsible for the oversight of repair and maintenance of all boats and equipment. The Captains shall establish rules for the use of boats and equipment, designate Members to check out other Members in the different types of boats, and reserve boats for racing and training. The Captains are authorized to deny use of Club boats and equipment to any Member. The Captains are responsible for organization, communication, boatings, club boat use, and transportation for competitions.
- (f) Duties of the at-large-director. The at-large-director shall participate in board meetings and other board discussions related to Club policy and activity. The at-large-director may be asked to lead a committee or otherwise perform special tasks as needs arise.
- (g) Board Compensation. No officer/director may receive compensation from the Club for duties as an officer/director. This does not preclude reimbursement for approved expenses related to Club business.

*Article 3.02* Authority of the Board. In carrying out the management of the Club, the Board of Directors may establish such Rules and Regulations as it deems necessary for the conduct of Club Members and the use and management



of Club boats and equipment. The Board of Directors shall have the power to establish committees, hire staff, and procure whatever services are necessary for effective operation of the Club. The Board of Directors shall have the power to suspend Members for violation of Club Rules and Regulations and to terminate or expel members whenever in their judgment the conduct of the Member so requires.

*Article 3.03* Removal of Officers. Any officer may be removed by a vote of two-thirds of the Regular Members present at any special meeting called for that purpose.

*Article 3.04* Vacancies. Any vacancy arising in any office or among the Board of Directors shall be filled by appointment of a successor, except the office of President, by the Board of Directors.

Article 4. CLUB COLORS / EMBLEMS

*Article 4.01* Colors. The Club colors shall be blue (Pantone 7460C) and white.

*Article 4.02* Emblem. Emblems and pennants shall contain the letters “LWRC” in the Club blue against a white field with a single Macon oar passing through the right side of the “W” as shown on the front page of these by-laws. The Board of Directors shall approve all changes to the Club logo.

*Article 4.03* Uniforms. The Board of Directors may establish rules and regulations for selecting and wearing of Club uniforms.

Article 5. AMENDMENT OF BY-LAWS

*Article 5.01* Amendments. These by-laws may be amended or revised by two-thirds of the Regular Members present at any annual or special meeting, the notice of which has set forth the nature of the proposed amendment.

THIS IS TO CERTIFY that the foregoing restated By-Laws of the Lake Washington Rowing Club constitute the restated and amended By-Laws of the Club as of January 31, 2016.

Secretary: Marilynn Goo

Attest: K.C. Dietz, President

## Private Lesson Policy

### General

1. All private lessons conducted at the Lake Washington Rowing Club must be coordinated through the LWRC office. The club manager will maintain a list of persons authorized to teach private lessons. All coaches must be enrolled on the LWRC payroll. LWRC prohibits coaches to teach private lessons as a separate business at LWRC.
2. Coaches must complete an orientation on the use of launch and safety equipment prior to giving their first lesson. They must have a clear understanding of the waterways and the traffic patterns and “danger zones.” A coach must be CPR/First Aid certified and have a current certification card on file. LWRC will pay for certification if coach is approved to teach private lessons or is coaching in one of our regular programs. An instructor must have a current WA State boater’s card.
3. Private lessons (90 minutes) will be offered through our current online scheduler. There will be separate prices for members and non-members. Current pricing and coaching rates will be determined by LWRC Board of Directors. The rate for the client will be posted on our LWRC web site and/or online scheduler. Once the client has purchased a lesson or lessons, they will contact the coach they would like to work with.
4. Coaches, once contacted, should verify that the client has turned in their required paperwork to the office. If paperwork still needs to be submitted, collection is due before the lesson begins.
5. In order to avoid conflicts with launch use, coaches are required to schedule the use of a launch for a private lesson with the current Launch Manager or use any launch scheduling tools that are made available.
6. Private Lessons will be capped at 6 clients and must not interfere with any club programs use of equipment or launches.
7. Be sure that clients are rowing in appropriate “level” equipment.

### Liability

1. Personal flotation devices are required in launches and may be required in small boats.

2. Non-members must submit the signed liability waiver and float test forms prior to going out on the water. In some cases, the coach may require that the student pass a flip test.
3. Coaches shall include a review of safety guidelines as part of the first lesson.
4. Private lessons for non-members shall be conducted during daylight hours.