

WRC Operations Manual

February 2, 2012

Revised October 2015

Introduction (from the By-Laws rev 3/11/2008)

The Wilmington Rowing Center (WRC) is a nonprofit corporation duly chartered under the laws of Delaware for the sport of rowing. Situated on the Christina River, WRC is a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code for qualified amateur athletic organizations.

The principal purposes of the organization are to promote and support an interest in amateur rowing (pursuant to Article III of the Certificate of Incorporation), be it recreational or competitive, and other forms of athletics that are supplementary to this sport.

WRC is committed to making its membership inclusive. No one will be denied membership because of race, color, national origin, age, religion, disability, sexual orientation or sexual identity.

This document supports the operations of the club. It includes policies and rules as adopted by the Board of Directors and documentation of club practices to enhance the understanding of all members.

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GENERAL MEMBER EXPECTATIONS

1. In order to participate in the activities of WRC, a member must be in good standing. “Good standing” is defined as abiding by the policies, rules, and practices of the organization, paying dues and/or fees promptly when invoiced, and exhibiting standards of behavior that show respect for others and a positive regard for the interests and property of the organization.
2. Members are required to be familiar with WRC policies and rules and to comply with these at all times. Violation may lead to termination of membership.
3. Safety is an individual responsibility and the top priority in all WRC activities. All members are expected to think “safety first” and to periodically review safety rules.
4. Members are expected to carry and use their WRC key for boathouse security and personal safety. Doors, gates, and other equipment must be locked when no WRC member is present near the boathouse doors – preferably within sight of the doors. “On the water” is not considered near the boathouse.
5. Members are responsible for the conduct and safety of their guests while on WRC property and while using WRC equipment.
6. Any individual (member, guest, event volunteer, or visitor) participating in on-water activities must have a current signed waiver in place with WRC. Members must sign waivers annually.
7. Mature, safe behavior, good manners, and sportsmanship are expected on the water, at the dock, and in and around the boathouse at all times. All members are expected to be alert and attentive when engaged in WRC activities. Members should strive to prevent accidents and to help others avoid accidents. And offer help whenever a situation calls for it. Unbecoming behavior may result in the loss of membership.
8. WRC is a member-driven organization. All members are expected to donate their time and talents to operate and maintain the equipment, govern the organization, keep the house in good working order, support programs, and other necessary tasks. Every member is expected to spend at least 24 hours a year toward this effort.
9. Rules set forth in this manual do not prohibit the adoption of additional rules issued by the Board of Directors.

SAFETY

The following rules are intended to provide guidance and instruction on safety issues. However, no set of Safety Rules can be created to address all hazardous situations, and neither WRC nor its Board of Directors can ensure the safety of individual rowers.

Overview

Safety is an individual responsibility. Safe conduct and practices in the WRC boathouse and while rowing from the WRC boathouse are prerequisites for membership in WRC.

- Mature, safe behavior, good manners, and sportsmanship are expected on the water, at the dock, and in and around the boathouse at all times.
- All members, coaches, and guests are expected to be alert and attentive when engaged in WRC activities. Members should strive to prevent accidents and to help others avoid accidents. And offer help whenever a situation calls for it.
- Know your physical abilities and limitations. Rowing is a strenuous and difficult sport. Lifting and carrying equipment should be done with care for the rower and the equipment.
- Learn the hazards, anticipate trouble, and take actions to ensure your own safety and the safety of others. Possible hazards/dangers include collision with other boats, running into stationary or floating objects, capsizing, and hypothermia from exposure to cold water or low temperatures, swift currents and tides, lightning, equipment failure, ejection from the shell (projectile “crabs”).

Emergency Procedures

Emergency Phone Numbers:

- Promptly report emergencies to the appropriate agency when assistance is needed.
- Rowers should carry emergency numbers and a cell phone when rowing. (See below)

Emergency	911	Police/Fire/Ambulance
Non-emergency	302-654-5151	City of Wilmington Police
Dangerous motorboat traffic	1-800-523-3336	DNREC Div. of Fish and Wildlife/ Boating Safety

Emergency Situations:

1. Shell overturned/swamped: All occupants should stay with the shell and float to the nearest shore. All other boats should stay nearby until all persons are out of danger before getting help. Members are encouraged to carry charged cell phones in waterproof cases, whistles, or air horns to summon help in an emergency. Waterproof cell phone cases are available at the boathouse.

2. Rower overboard: If the water is cold, it is critical to get rowers out of the water and back to a warm area as soon as possible. Rowers should be aware that victims of hypothermia may lose reasoning abilities without being aware of it.

3. Rescue assistance is required: Use your cell phone to contact emergency personnel or the boathouse depending on severity and urgency. Boathouse responders should deploy the rescue launch located on the dock

General Safety Rules

The following rules apply to both WRC and privately owned shells.

1. Rowing season/times: The WRC dock generally remains in the water year round. However, for safety reasons, rowing in club singles and doubles is prohibited from mid-December to mid-March at the discretion of the Safety Committee. Rowing is permissible at other times—weather, water conditions, and daylight permitting. Rowing with WRC equipment is limited to the period between 30 minutes before sunrise and 30 minutes after sunset.
2. NO ONE, including members, coaches, and guests, may row from/or use WRC facilities for any purpose until they have signed the Waiver/Release form. Members must execute a waiver annually with their membership renewal. Members and lesson participants must also provide evidence of their ability to swim. Inexperienced rowers must be accompanied on the water at all times by an experienced rower.
3. Members, coaches, and guests may use WRC equipment only as approved (see Rowing).
4. Any equipment to be used must be inspected for breakage before use.
5. Damaged WRC equipment may not be used. If you find damage, put the information on the Equipment Status Board and a “Do Not Row” sign on the shell to prevent accidental use and to alert the Equipment Chair.
6. All WRC and private shells launching from the WRC dock must be entered in the Log Book. The log needs to be documented completely, accurately and legibly, including departure time, shell identification, names of crew and rowing plan. Check-in is required upon completion of the row.
7. No shell may be launched if the weather or water conditions are dangerous or threatening. White caps, thunder, lightning, low water temperature, ice, debris, and high wind indicate unsafe conditions.
8. WRC members, coaches and guests are expected to learn basic nautical and rowing terms (for example port, starboard), rowing commands, rules of navigation when encountering large vessels under way, and the characteristics and hazards of the Christina River. Only qualified members may cox or bow a shell without a launch accompanying them (see Rowing Policy).
9. Members, coaches and guests are expected to be aware of their own physical capacities and technical abilities, and should not row if factors such as strong wind or current create a hazard to themselves, to others, or to equipment.

10. In the event of an accident or other unsafe situation occurring with potential for bodily harm or major equipment damage, a safety incident form must be completed as described under the **Equipment** Section of this Manual.




Navigation and On-Water Rules (Navigation rules apply to both WRC owned and private boats unless otherwise specified.)

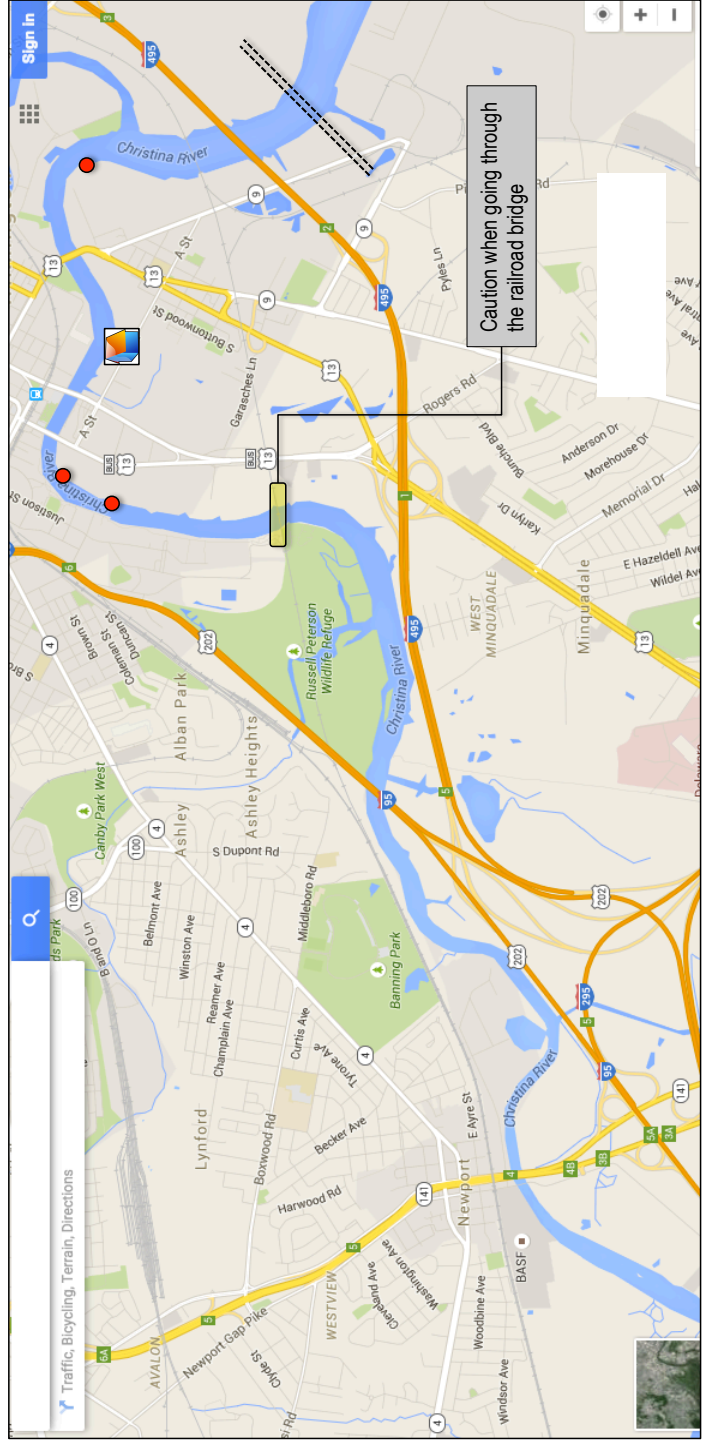
(Refer to map for bridge locations and landmarks):

1. Launching/Docking: As a general rule, shells launch and dock with the bow facing downstream. Weather and current conditions may dictate approaching the dock going upriver. Extreme caution needs be exercised at all times to avoid accidents and damage.
2. Traffic Pattern: The general rule is to travel on the right-hand side (starboard) and stay closer to your starboard shore to avoid collision with boats moving in the opposite direction. Some deep-draft river traffic must stay in the channel and this may require rowers to yield or move to port side (see next rule on Passing)
3. Passing:
 - Boats traveling in opposite directions – Generally oncoming boats pass port-to-port.
 - Boats traveling in the same direction - Boats being overtaken are expected to move close to shore to permit faster boats to pass. Faster boats are expected to pass toward the center of the river.
 - Different rules may apply when sharing the waterway with a large vessel like the Kalmar Nyckel or commercial shipping. (Point 10. for Navigation Around Large Vessels)
 - Navigating Through Bridges:
 - Boats must proceed through the Mill Creek Railroad Bridge above the Shipyard Shops immediately to the right of the center swing bridge pier viewed in the direction of travel going both upstream and downstream. The pier will be on your port side.
 - Boats traveling through the I-95 Bridge should use the 2 right-hand spans.



Map of Christina River – Wilmington, DE

-  = WRC Boat House
-  = Major objects in water to avoid
-  = Boundary – Do not go into port



Map of Christina River V1.0 July 2015

4. Upstream Boundaries: Do not row Quads, Fours, or Eights past the DE141 Bridge at Newport. Singles and Doubles should exercise caution going further than this point with particular attention paid to the tide change.
5. Downstream Boundaries: **Do not row into the Port of Wilmington**; rowers may pass under the I-495 Bridge, then, exercising due caution, begin the process of turning upriver but under no circumstances should any rower/boat navigate past the point of the Lobdell canal which is located about ¼ mile downriver from the I-141 Bridge. Exercise caution when rowing the Brandywine River: do not row Quads, Fours, or Eights into the Brandywine. Do not enter at low tide in a single or a double. Do not proceed further than the old waterworks building below the Market Street Bridge.
6. Continually be aware of hazards such as debris (both floating and fixed debris), sandbars, and change of tide.
7. Daylight Restrictions: Boats may be on the water only 30 minutes before sunrise or 30 minutes after sunset. If a boat will be out past sundown, before sunup, or in limited visibility situations, safety lights must be used at bow and stern. Stay off the river when visibility is poor.
8. Winter Restrictions: WRC owned singles, doubles, and pairs may not be used from December 15 through March 15 because of the hazards of hypothermia. A notice will be posted to this effect. The Safety Committee may alter or extend this prohibition if the water temperature allows for safe rowing conditions.
9. Rowing Alone: Rowing singles alone is discouraged. Remember that the chances of surviving an accident or medical emergency are much higher if another person is available to come to the rescue.
10. Navigating around Large Vessels: Large vessels such as the Kalmar Nyckel or other commercial vessels need to be given the right-of-way. They will blow their horn to indicate where they wish smaller craft to be when passing. One blast means they want your boat on their port side, two blasts means that you need to pass on their starboard side, and five blasts means that you need to get out of their way immediately because there is imminent danger of collision. Rowers, coaches, and coxswains need to understand how to respond when a large vessel approaches bow-to-bow or stern-to-bow. In an emergency situation, the simplest course of action is to simply “get out of the way.” Rowers should become familiar with where these vessels dock, their normal navigation paths (channel), and stay away from prop wash.

Launch Rules

1. Launches may be operated only by members or coaches who are competent to operate. Launch drivers are subject to local laws and licensing requirements (an operator’s license is required for those born after 1/1/78).
2. The Safety Committee will offer periodic training for launch drivers. A list of launch drivers will be maintained by the committee and posted at the boathouse.
3. Launches **MUST** not carry more than capacity (printed on capacity sticker on the inside of the boat).
4. Use of a tether (tying motor to launch) is mandatory when the motor is mounted on the launch.

5. During mounting and dismounting of the outboard motors, the motor must be attached to the dock tether.
6. If a launch will contain only the driver, ballast must be added so that there is some weight in the front of the boat. Weights will be placed on the dock for this purpose. Fuel supply containers SHOULD be placed in front of the operator for the same reason, unless there is at least one other person in the boat.
7. A launch MUST be equipped with a safety bag, charged cell phone in a waterproof case, paddle, throw rope & throw cushion.
8. Launch drivers must observe the no wake zone, be courteous when passing boats, and try to minimize wakes in other locations. The No Wake Zone extends from the port of Wilmington the far end of the Shipyard Shops.
9. Launch Drivers and passengers must always wear a PFD (life jackets located at the safety station).
10. Guest passengers (non-WRC members) MUST wear a PFD and MUST sign a waiver.
11. Launches MUST use lights according to US Coast Guard regulation. An all-around white light is provided for launches that can be installed on the stern. Lights are stored in the boathouse.
12. If motors are equipped with cutoff switches, they must be attached to any solo launch operator.
13. Refueling of gas tanks must follow the protocol outlined in the **Boathouse Section** of this document where additional information on the Gas Shed is outlined.
14. Driving a launch can be dangerous. Drive at your own risk.

Safety Equipment

Members should familiarize themselves with the safety equipment for on water use.

1. Safety bags will be available for launches. Each bag will include 9 life preservers, 9 space blankets or ponchos, a safety throw line, first aid kit, air horn or pea-less whistle (or audible signaling device), cell phone case, fire extinguisher, and tools. Complete bags have a visible inspection seal.
2. Waterproof cell phone cases are available. Each group of shells not accompanied by a launch should carry at least one charged cell phone.
3. Air horns are available, and members are encouraged to carry them.
4. Bow/stern lights for shells are available for times of limited visibility using the convention of "bow blinking, stern steady".
5. All around white lights for launches.
6. A lightning detector, a weather station, and NOAA radio are mounted at the front desk.
7. Scullers should consider using a mirror in the bow position to assist in navigating.

Boathouse and Dock Housekeeping

1. All members should familiarize themselves with the location of the:
 - a. First aid kit,
 - b. Fire extinguishers and their use (training available through the Safety Committee),

- c. AED (auto external defibrillator) and become certified in its use,
 - d. Emergency launch and motor stored on dock during rowing season.
2. All equipment must be stored properly and carefully to avoid accidents, especially shells in high racks, oars, ladders, and lifts. Members are encouraged to ask for help in taking out and putting back equipment to avoid unnecessary injury and shell damage.
3. Tools, oars, and other equipment must not be left on the floor of the bays, on the ramp, or in the area outside the doors, where it may create a tripping hazard.
4. Particular care must be used when taking equipment up and down the ramp. The ramp may be slippery, especially early in the morning.
5. Doors and gates must be locked when no WRC member is present in or near the boathouse. "On the water" is not considered to be near the boathouse. Leaving the facility (including unattended equipment) unsecured will encourage theft and vandalism.
6. Likewise, launches on dock need to be stowed and locked.
7. Carried boats/shells have the right of way. Everyone present in the boathouse area is expected to be alert for boats/shells and stay out of the way.

Athlete Safety Program

1. Prohibited Conduct - The WRC and its associated RO's prohibit the following acts:

- Bullying
- Hazing
- Harassment (including Sexual Harassment)
- Emotional Misconduct
- Physical Misconduct
- Sexual Misconduct or Abuse
- Substance Abuse (including Drugs or Alcohol)

The definitions for these prohibited acts are set forth in the US Rowing Athlete Protection Policy found at the US Rowing SafeSport Policies (www.usrowing.org) and under any other applicable policy of the WRC.

Furthermore, prohibited misconduct includes romantic or sexual relationship which arose during the individual's connection to the WRC and/or RO, between athletes and coaches, unless there are relationships where there is no inappropriate disparity of authority. Disparities in authority shall be evaluated pursuant to the US Rowing SafeSport Policies and Delaware law.

The applicable individuals subject to these prohibitions are the following:

- WRC members, RO employees and/or independent contractors.

- WRC and/or RO athletes who participate in or who in the normal course of WRC/RO activities would be expected to participate in, US Rowing registered or branded events.
- Any person the WRC and/or RO authorizes or appoints to a position of authority over WRC/RO athletes.

The process for determining whether a violation of the above prohibited acts has occurred, and the penalties for the violations of conduct set forth above, shall be governed by the WRC and/or RO policies and procedures, including, where applicable, action by a responsible supervising individual or entity, such as the WRC's Board of Directors.

2. Criminal Background Checks

The WRC and/or RO requires a criminal background check for those individuals the WRC/RO has authorized, approved, or appointed to have a position of authority over or to have frequent contact with the WRC/RO athletes who are not family members.

3. Education and Training

The Board of the WRC and/or RO shall designate a person on an annual basis to provide training to any individual having a position of authority over WRC/RO athletes or has frequent contact with the WRC/RO athletes who are not family members.

4. Reporting

All violations of the WRC and/or RO Athlete Safety Program shall be reported to the WRC and/or RO's Board of Directors. The Board of Directors shall be responsible for making any reporting disclosures required by Delaware law.

5. Enforcement

As noted above, the process for determining whether a violation of the above prohibited acts has occurred, and the penalties for the violations of conduct set forth above, shall be governed by the WRC's policies and procedures, including, where applicable, action by a responsible supervising individual or entity, such as the WRC's Board of Directors.

ROWING

The Rowing and Safety Sections are closely related and exist to support members, coaches, and guests to enjoy the sport of rowing to its fullest.

Overview

1. WRC does not assume responsibility for the safety of its members, coaches, and guests. All participants in WRC activities are expected to read and follow WRC safety rules, which are posted at the boathouse.
2. All rowers, including guests, must have an executed USRowing liability waiver on file before launching any equipment from the WRC Boathouse. Additionally:

- a. Members must have a swimming certification form on file as part of the membership process.
 - b. Guests must sign the WRC Guest form which includes a statement of swimming and rowing capability. (See Membership - Guest Policy)
3. Children under 14 are not permitted to row. An adult shall accompany them at all times while on the WRC property.
4. Youths aged 14 to 17 may row only when directly supervised by a coach or experienced rower.
5. Inexperienced rowers must be accompanied on the water at all times by an experienced rower.
6. Rowing with WRC equipment is not permitted when the weather and water conditions are unsuitable for safe rowing. The Safety Committee chairperson may suspend rowing because of such conditions.
7. All rowers must keep a lookout for obstacles in the water, and are encouraged to report major obstacles to the Safety Committee chairperson, and make a note in the log.
8. Mature, safe behavior and good manners are expected on the water, at the dock, and in and around the boathouse at all times. Improper behavior may result in the termination of membership.

Preparing to Row

1. **Assembling a crew.** An important first step in preparing to row is identifying the full crew including the cox/bow person responsible for the row. You should know crew weight, skills and capability, and the number of people who will row.
2. **Selecting an appropriate rowing shell.** WRC recognizes that rowers have different levels of skill, capability and interest in types of rowing. While the club does not have a formal skill assessment process it is important for individuals to understand their level of skill and capability to ensure appropriate selection of equipment and safety in rowing. The goal is to maintain our equipment in optimal condition to support all of our activities.
 - a) Rowers need to respect crew weight, skill level, and river and weather conditions when selecting a shell
 - b) The Rowing, Racing and Equipment committees will maintain a shell usage chart that lists club shells and indicates the rower weight range and possible use restrictions. Certain shells (indicated by a red dot) may be designated by the Equipment committee as requiring clearance before rowing. This is based on age and singularity of the equipment. Use of restricted equipment requires prior approval from the Equipment or Racing Chair. This will insure that equipment utilized for racing stays in optimal condition.
 - c) Coaches and others designated by the Rowing and Racing chair will provide guidance to individuals and crews in making appropriate shell selections.
 - d) If a crew or individual is observed using equipment not appropriate to their skill and/or capability level the coach or designated individuals will approach the rower or crew and direct usage of alternate equipment.

- e) If a club member not specifically designated to provide guidance notes an issue with use of a piece of equipment, they should recommend using different equipment and explain the existence of the club rules. If the situation is not resolved through a polite reminder about the rules, the coach, rowing or racing chair should be notified to follow-up with the individual(s) involved.
- f) Water and weather conditions affect the choice of equipment; even the most skilled and capable rowers should refrain from using restricted equipment in order to minimize damage.
- g) Examples of inappropriate use of equipment
 - i. Crew members exceeding the suggested weight range for a piece of equipment – this puts undue stress on the shell and shortens its life.
 - ii. Crew containing novice rowers using newest or most sophisticated shell when an older or more durable alternative is available. Even if the majority of the crew has the skill and capability to handle the equipment it is advisable to use older equipment when training less experienced rowers.
 - iii. Crew not cleared by the appropriate individuals rows a shell that has been designated as restricted.
 - iv. Crew cleared to use restricted equipment does so when water or weather conditions indicate there is high risk of equipment damage.
- h) Negligent disregard for Skill, Capability, Crew Weight, and water/weather conditions that results in damage to equipment may result in an assessment to the members involved for repair costs.

3. Identifying the Cox/Bow person

- a) WRC equipment and crews will only be coxed/bowed by qualified individuals. The Rowing and Racing Chairpersons are responsible for determining the qualification of coxswains or bow persons. This responsibility can be delegated to a Coxswain Training Coordinator.
- b) The list of currently qualified Coxswains/Bow Persons will be maintained by the Rowing/Racing Chairpersons or by the Coxswain Training Coordinator, and a copy posted in the boathouse.
- c) The only exception to this rule is coxswain/bow seat training. The shells being coxed/bowed by a trainee must be either:
 - i. Accompanied by a launch with a qualified coach, coxswain or bow person, or
 - ii. Have a qualified coxswain/bow person on board in the seat closest to the trainee.
- d) Coxswains are responsible for keeping the charging station in good order. This includes signing out and neatly returning Cox Boxes and headsets to the correct charging station after the row and plugging them in to re-charge for subsequent use.

4. Reserving a Rowing Shell

Members may reserve the use of specific WRC shells at specific times up to four weeks in advance by using the Reservation Book located on the Registration Desk. This policy

applies to all crews and individuals, including those participating in coached practices, lessons, scholastic programs and any WRC-sponsored activities.

- a) Crews and individuals with reservations for equipment have priority over those without reservations. If a reserved shell is not used within 15 minutes of its reserved time, the reservation is voided, and the shell may be used by another individual or crew.
- b) A minimum time of 90 minutes should be allowed between reservations.
- c) In case of scheduling conflicts, problems resulting from unexpected damage, or any other equipment related issues, the Equipment Chair will be the arbiter, assisted by the Racing and Rowing Chairs, as needed.

5. Preparing for Launch

Before moving your shell to the dock, each individual or crew has the responsibility to check that it is safe to row under the prevailing conditions, and that shell and crew are properly prepared for launch. These actions will also minimize time on the dock while launching. This requires:

- a) A final check of weather forecast,
- b) that the shell has been inspected for hull damage and is safe to row,
- c) that all components (seats, foot stretchers, oarlocks, "cookies") hatch covers, are clean, in place, working, properly adjusted or mounted, and that all fasteners are present and tight,
- d) that the shell is properly equipped with running lights (when rowing before sunrise or after sunset) and a working cell phone (if rowing unaccompanied by a launch or by others with a cell phone), and
- e) that oars and any personal items have been placed on the dock prior to carrying the shells to the dock.

6. Signing out for the row

- a) All shells launching from the WRC dock must be entered in the Sign-out Log Book on the Registration Desk.
- b) It is important that the sign-out information is complete and legible and that the return of the shell to the boathouse is promptly indicated.
- c) This information is critical in emergency situations and to track equipment usage.

7. Securing the Boathouse and all surrounding areas during the row

- a) The last rower leaving the boathouse is responsible for closing and locking all boathouse bay doors, gas shed, launches and erecting the goose deterrent fence along the dock.
- b) Everyone should carry their key on their person.

8. Launching

- a) Launching of shells is in order of lineup on the ramp.
- b) Rowers shall launch their shells as quickly as possible in order to allow other outgoing and incoming shells to use the dock.

- c) If other rowers are waiting for launch space, tie-in and minor adjustments shall be made on the water.
- d) All shells shall launch from the dock with the bow facing downriver and land at the dock in the same manner, unless strong current and/or winds make it advisable to dock with the bow facing upriver.

On the Water

(See Safety – On Water Rules for detailed information)

1. Traffic Pattern

- The traffic pattern on the Christina River is in a counter-clockwise direction. Shells shall stay to the starboard side of the river, and use starboard-side bridge arches.
- When passing a shell, rowers shall pass on the safer side (port/starboard), taking into account the closeness of the shell to the river bank, accompanying launches, fishing boats and other obstacles.
- When approaching an oncoming shell, a rower shall alert the sculler or coxswain by shouting “Look ahead!” or “Heads up!” if the rower believes that the oncoming shell may run into his/her shell.
- According to US Coast Guard right-of-way rules, vessels with the least maneuverability have the right of way, but always play it safe and take action to avoid all other types of boats.
- Shells without coxswains have right-of-way over shells with coxswains.

2. Rowing Boundaries

- Upstream, the Christina River is navigable up to Churchman’s Marsh. The “upstream” direction is towards the wooden railroad bridges and the town of Newport.
- Downstream, rowers may row as far as the Lobdell Canal just prior to the Port of Wilmington, located just east of the I-495 Bridge. The “downstream” direction is towards the Port of Wilmington.
- If the water level is sufficient (i.e., the tide is not low nor nearing the low point), rowers may row into the Brandywine River. Its entrance is just west of the I-495 Bridge. The Brandywine is navigable up to the condominiums at Superfine Lane, a distance of about 1 mile.

3. Navigating the River

- All rowers and coxswains shall become familiar with the Christina River map (appendix) to learn the hazards and traffic patterns of the river.
- Stay clear of bridge abutments, barges, and other natural and man-made obstacles. Do not turn near any such obstacles.
- If coxing or bowing, make frequent checks on both sides of the shell and to the rear and listen for other river traffic.
- When turning 180 degrees (spinning a shell) on the river, make sure there is sufficient river width and there is no on-coming traffic.

4. Docking

- When docking, crews shall land in such a way as to allow other shells to dock at the same time.

After the Row

1. Upon returning to the boathouse and before the shell is returned to its assigned rack, each individual or crew has the responsibility to assure that the shell is ready and safe to be used again:
 - cleaning the hull, and cleaning the cockpit and tracks if necessary,
 - checking for damage to the hull, rigging, or other parts of the shell,
 - checking for missing parts,
 - reporting any damage or missing parts on the Equipment Status Board at the front of the boathouse, and
 - affixing to the shell a “DO NOT ROW” tag (to be found near the Equipment Status Board), if shell is not safe to be used in the existing condition.
2. Return all equipment (shell, oars, Cox Box) to its proper place. Shells are stored in the house bow first.
3. Sign the crew back-in on the log book.
4. Secure the boathouse when leaving as described in the Boathouse Rules. The last member leaving the boathouse after rowing is responsible for turning off all lights, turning off the hose inside and/or outside the boathouse, locking all boathouse bay doors, gas shed and launches and putting up the goose deterrent fence. Lock things up.

EQUIPMENT

General

WRC provides rowing and rowing related equipment (“equipment”) for its membership. This includes rowing shells, oars, launches, motors, boat trailers , cox boxes, indoor rowing machines, etc. for competitive and recreational use.

1. The Equipment Committee, with the approval of the Board of Directors, is responsible for the acquisition, decommissioning, repair and maintenance, and safekeeping of WRC “equipment”.
2. WRC “equipment” is generally available to all members in good standing except for some equipment that requires special qualifications or skill levels. WRC equipment may also be used by guests and participants in WRC-sponsored programs.
3. All WRC members share in the responsibility for routine care and maintenance of WRC “equipment”. Specifically by:
 - Learning how to handle and use WRC “equipment” correctly and safely, and how to care for the equipment, and how to recognize defects and malfunctions.
 - Promptly reporting equipment problems on the “equipment status board” and attaching a “Do Not Row” sign to the equipment if it is no longer safe to use. The

“equipment status board” and “Do Not Row” signs are located near the boathouse sign-in desk.

- Participating in periodic equipment work sessions.
4. It is the responsibility of the user to check the condition of the equipment before use for any damage, loose connections or missing parts, etc. that might have gone undetected.
 5. Safekeeping of all WRC “equipment” and good housekeeping to prevent accidental loss or theft of equipment.
 6. Normal wear and tear and accidental damage due to water hazards are expected. However, the Board of Directors reserves the right to impose sanctions when applicable WRC rules are persistently ignored and/or to assess the responsible parties for damages in case of damage resulting from gross negligence.
 7. Serious incidents that have resulted, or have had the potential to result, in major damage of WRC “equipment” or personal injury must be reported immediately to the Safety and Equipment Chairs and a formal “Incident Report” must be filed within 24 hours. Forms are available in hardcopy at the boathouse, and electronically in the Yahoo group and on the web site.

Shells

1. All WRC-owned shells are identified by a “WRC” decal and number near the bow. Tags are also posted on each shell rack indicating ownership (WRC or private), type of shell and recommended crew weight.
2. All riggers, foot stretchers and seats of WRC shells are labeled with the bow number and seat location.
3. Only shells appropriate for the average weight, skill and experience of the crew should be used. Coaches or Committee Chairs should be consulted in case of questions.
4. WRC has standard settings for rigging parameters. These settings may not be changed without agreement of the Equipment Chair. Individual adjustments are generally limited to changes that do not require tools (location of foot stretcher, “cookies”).
5. The Equipment Committee may restrict use of some shells for which there would be no ready replacement in case of serious damage. This only applies to a few, typically very new, shells, which will be identified by a red dot near the bow number. They require approval of the Equipment or Racing Chairs prior to being used.
6. Private shells may not be used without the explicit consent of the owner.

Oars

1. WRC oars have blue blades with a white “W” on the front blade face. They are also labeled and numbered on the shafts with white bands. The numbering is by set of sweep or sculling oars.
2. All WRC oars are adjusted to standard WRC settings for each type of oar (sweep or sculling) and blade type (Concept 2 Smoothie or Fat Smoothie). The settings of WRC oars may not be changed without the agreement of the Equipment Chair.
3. The user is responsible for checking the condition of oars before and after use, and for immediately reporting loss or any damage on the Equipment Status Board.

4. All oars without the white WRC label on the shaft are private oars. They are not for general use without the express permission of the owner.

Launches and Engines

1. WRC-owned engines and launches are marked "WRC" and numbered. There is a matching tank for each engine (same color and number tag for engine and tank).
2. WRC launches and engines shall be operated only by qualified persons (see Safety – launch rules).
3. The rowers on whose behalf a launch is deployed shall be responsible for setting up, breaking down, and storing the launch, engine, and associated equipment and supplies.
4. Engine fuel is stored in the fuel/engine shed. Gas tanks shall be returned to storage and secured immediately after use.
5. Any problems with launches or engines are to be recorded immediately on the Equipment Status Board.

Cox Boxes

1. WRC cox boxes and head sets are stored on the charging station in the boathouse. Each cox box has an alphanumeric code and a corresponding charging location. Usage has to be entered in the log chart. The cox box has to be returned to its position on the charging station and plugged in for recharging.
2. Any coxbox malfunctions have to be promptly recorded on the Equipment Status Board.

Indoor Rowing Machines (Ergometers)

1. At the completion of an erg session, the user shall clean the equipment for sanitary and functional reasons and leave it in ready-to-use condition.
2. Any malfunctions or defects shall be reported promptly on the Equipment Status Board.

Truck / Boat Trailer

1. The WRC truck is managed by the House Chair. Only individuals identified on the club insurance may drive the vehicle.
2. Only persons designated by the House Chair may tow and operate the club trailer. These individuals must be familiar with the procedures for inspecting and towing a large trailer.
3. The driver with assistance from the Racing Chair if requested is responsible for coordinating the loading of shells for a race - including weight distribution, amount of overhang, and inventory of equipment.
4. Shells should not be left unattended on the trailer or slings/portable racks unless properly secured to prevent shell damage or personal injury from unexpected wind gusts.
5. Proper procedures for loading and unloading the trailer shall be used. This includes securing shells in the racks with tie down straps, and securing oars, slings and other equipment to the floor of a trailer.
6. The driver is responsible for final inspection of the loaded trailer including tie down and flagging of shells and proper securing of stowed gear.

7. WRC equipment takes precedence over private equipment in the allocation of space on a club trailer.
8. Owners of private shells are responsible for loading and unloading their own equipment on the trailer. The loading of private equipment onto a WRC trailer is at the discretion of the Racing Chair.
9. The risks and liabilities associated with transportation of private equipment on a club trailer is borne solely by the owner of the private equipment, who shall hold the club harmless in the event of any mishap during transport.
10. Shells returning to the boathouse on the trailer shall be unloaded, re-rigged, and returned to their proper place in the boathouse at the earliest practicable time by the crews who used the transported equipment.

Spare Parts and Tools

WRC keeps a variety of spare parts, hand tools and small power tools for equipment maintenance and repair. They are stored in the boathouse tool room (Werkstatt) and in the area adjacent to it.

- All tools must be returned to their proper storage place immediately after use.
- Other than replacement items like nuts, washers, “cookies”, etc., spare parts that are removed from the tool room shall be reported promptly to the Equipment Chair by leaving a note on the Equipment Status Board.

Equipment Planning and Maintenance Work Sessions

1. The Equipment Committee collects and analyzes annual usage data of shells and develops an annual equipment strategy update with input from all WRC constituencies.
2. Equipment Committee schedules and conducts working sessions for maintenance and repair of equipment where WRC members can learn how to do maintenance and repair and contribute to the upkeep of the WRC equipment.

BOATHOUSE

1. WRC is not responsible for the safety or security of the personal property of members, coaches or guests.
2. The equipment and boathouse shall not be left exposed to vandalism or theft. It is the responsibility of each member to ensure the property is secure.
 - return all equipment to its designated place after use
 - check and lock all boathouse doors
 - turn out the lights
3. Rack space and storage lockers may be available for lease to members. A Boat Rack and Locker Storage Agreement must be completed and fees paid before space and lockers may be used. If equipment is stored in either of these spaces without an agreement in place, the equipment may be moved or disposed of at the discretion of the WRC Board. Selling a shell to another member does not guarantee the rack space to the new owner.

4. The House Chair must approve all changes to the WRC facility. Changes must conform to the lease agreement for the current facility. Maintenance or repairs needed to the facility should be reported to the House Committee.
5. All members in good standing age 18+ are entitled to boathouse keys. Keys shall be returned upon termination of membership. Lost keys will be replaced at a charge of \$10 per key. Keys may be duplicated by the House Committee chairperson only. Members may not give or loan their key to anyone.
6. Members over 18 only may park inside the gated area. Only members will be issued a gate code.
7. All members are required to help maintain a clean boathouse – upkeep of the house is everyone’s responsibility. Aside from routinely cleaning up after one’s self, work parties are scheduled by the house committee throughout the year for keeping the house in good order. These hours should be entered into the volunteer hour’s log located at the front desk.
8. The front desk area of the boathouse includes materials that must be kept in order and up to date. The House Chair may delegate responsibility for these items to a Front Desk Assistant. Items include the Reservation Book, the Rowing Log, the Guest Sign-out Materials, the Volunteer Log, Safety items, and supplies.
9. The Gas Shed is considered part of the boathouse and members must ensure this facility is secured while rowing and when leaving the facility. When accessing items in the gas shed the following procedures must followed:
 - Gas tanks must be refueled on the gravel area outside of the building
 - Motors, tanks, safety bags, safety paddles and other equipment are to be stowed in the assigned areas.

COACHING, RACING AND REGATTAS

Coached Sessions

In addition to a Learn to Row Program, the club offers a variety of coached sessions for experienced rowers who want to improve their rowing technique, prepare for competition, or learn to scull.

- Each year the Racing Chair in consultation with the Rowing Chair engages the services of one or more coaches for several practices each week.
- Information on coached rowing is communicated to the club and it is recommended that an organizational meeting be held in the spring to discuss details of the coached programs.
- Participants must sign up and pay coaching fees in advance for the defined sessions.
- Coxswain fees may also be assessed.

Racing

- Each season’s racing program will vary dependant upon the number of members and their interest level in racing. Some members may choose to work on a crew that

is coached routinely and races routinely in the four or five local sprint and/or head races from June through October.

- Other crews may choose to race only occasionally or sporadically throughout the season or only in sprint or head races.
- The Racing Chair and Rowing Chairs are responsible to hire a coach and organize sessions for members who wish to race or just improve their skills.
- Members will be charged for coaching, coxswains, trailering and regatta registrations.
- The Racing Chair will handle registrations for crews wishing to race in specific regattas.

Regattas

WRC may sponsor regattas. If we do so, they will be run in accordance with USRowing guidelines and recommendations, and they will have as their primary objective the safety and well-being of staff, volunteers, participants and spectators.

1. **Safety** – The regatta will have a Safety Plan (also known as an Incident Action Plan) describing the organization and planning for normal and extraordinary circumstances. This plan will be communicated to the staff/volunteers, participants and any supporting agencies.
2. **Insurance** – The regatta will have liability insurance.
3. **Officials** – USRowing certified officials will be required for any USRowing registered event.
4. **Relation to WRC** – WRC will serve as the sponsoring rowing organization, as an organizational member of USRowing. A committee may be created to organize and run the event, as in the case of the Howard M. Smith Diamond State Masters Regatta®. The working group is the Diamond States Committee, staffed by WRC members and chaired by a WRC Board Member.
5. **Outside Sponsorship** – The regatta committee may seek third-party sponsorship of the event, requesting both financial and goods/services-in-kind support. This support must be reported to the WRC Board of Directors.
6. **Budget** – The WRC Board of Directors or Regatta Committee must produce and present a budget to the Board for review before making commitments for the event.
7. **Finances** – WRC sponsored regattas should attempt to be self-supporting, although some subsidy may be possible at the discretion of the WRC Board of Directors. In the event the regatta does produce net revenue and if a separate accounting system is established, that revenue will be returned to WRC once the books are closed. Every effort must be made to have the books closed within 3 months of the event. In the event the regatta committee needs to consider the purchase of capital equipment greater than \$500 for any individual acquisition or \$2000 in the aggregate, the request for the capital purchase(s) must be presented to the WRC Board of Directors before any commitment to purchase is made by the committee. All invoices for goods or services will be presented to, and paid by, the WRC Treasurer.

8. **Volunteers** – Regatta volunteers can be provided meals, shirts, programs or some memento on modest value. Volunteers will not be paid.
9. **Vendors** – As part of the Outside Sponsorship program, vendors of rowing-related goods or services may be allowed to set up booths at the regatta. Each will be required to have insurance, and to name WRC as an additional named insured.

MEMBERSHIP

Dues for the current year are payable in full on receipt of invoice no later than January 31. Dues must be current in order to row from WRC in club or private equipment. Members with delinquent accounts must contact the treasurer to review their account.

Individuals must be members for 3 months and be current on financial obligations in order to vote on items brought before the membership.

Age for membership is as of actual birth date.

Application for Membership and Membership Levels

Individuals interested in membership may apply on-line at www.wilmingtonrowing.org. Follow the instructions for filling out the membership application and waiver. These can be submitted on-line as per the instructions. A US rowing waiver must also be submitted. This too can be submitted on-line. All under 26 applicants must supply proof of age. A copy of a driver's license will satisfy this request.

A copy of the form is included in Forms Section of this Document. The following language is part of the Membership and Rowing Lesson application.

Indemnification and Release Authorization:

I hereby release and hold harmless the Wilmington Rowing Center and its directors, officers, members, agents, and servants and their assigns, successors, heirs, estates, and executors from any and all losses, claims, damages and liabilities connected with bodily injury, including death, arising from, directly or indirectly, any act, activity, or omission of, for, on behalf of or sponsored by the Wilmington Rowing Center or connected in any way with the Wilmington Rowing Center or its activities.

I further agree to indemnify the Wilmington Rowing Center and its directors, officers, members, agents, and servants for any and all losses, claims, damages, liabilities, attorney's fees, and expenses from, directly or indirectly, any of my acts or omissions.

WRC encourages its members to join the USRowing Association, the national governing body of the sport of rowing. One of the benefits of membership in USRA is personal liability insurance.

Membership Categories

This table summarizes membership categories and privileges as authorized in the by-laws

Membership Type	Annual Dues	Initiation Fee (Bond prior to 2007)	Age	Max #	Voting Privileges	Eligible to Hold Office	WRC Facility & Equipment Access *	Key Issued	Guest Privileges
Adult	Full	Yes	26+	200	Yes	Yes	Full	Yes	Yes
Under 26	Half	No	18-25		No	No	Full	Yes	No
Under 26	Half	No	14-17		No	No	Must be supervised at all times	No	No
Senior (Has been Adult Member for prior 10 yrs)	Half		75+		Yes	Yes	Full	Yes	Yes
Coxswain	\$0	No	14+		No	No	Coxing only - no rowing (for age 18+)	Yes	No
Coxswain with Bond/initiation fee	\$0	Yes	18+		Yes	Yes	Coxing only - no rowing	Yes	No
Life (prior to 1/1/87)	\$0	Yes	NA		Yes	Yes	Full	Yes	Yes
Special (WRC BOD discretion)	\$0	No	NA		No	No	Full	Yes	No

*Includes inside gate parking.

Dues

Adult members pay full annual dues upon receipt of invoice and no later than March 31. For first time applicants joining during the year, dues will be prorated by month, but not to be reduced below one half of the current annual dues. The dues year is the calendar year. Under 26 members pay ½ adult dues in full upon joining, prior to engaging in any WRC activity. Individuals who are currently rowing in a WRC Scholastic Program may join WRC as a Under 26 Member and have the dues amount reduced by the current session scholastic fee that has been received from the sponsoring school.

Initiation (Joining) Fee

A non-refundable initiation (joining) fee is due from all new Adult Full members. This amount may be paid in 2 installments, half at the time of application and half payable with the next full season dues. For members of the same family (spouses, partners, and dependent children) living in the same household, only one Initiation (Joining) Fee payment is required. Coxswain members may elect to pay an initiation fee, enabling them to vote and hold office.

Bond (membership prior to 2007) - Each adult member shall purchase a \$200 refundable bond. For members of the same family (spouses, partners, and dependent children) living in the same household, only one \$200 payment is required. Coxswain members may elect to purchase a bond, enabling them to vote and hold office. Coxswain members within a family with a bond are eligible to vote and hold office without purchasing a separate bond. Bond payment shall be made in full upon joining. Any member who advises WRC in writing that they are resigning and requests refund of their bond in writing within 1 year of their resignation will be repaid the bond after all financial obligations have been met and monies are approved by the Board of Directors. Bonds not claimed within the 1-year time period will revert to the WRC treasury. No bond shall be refunded where a member has been expelled from WRC.

Orientation and Skill Level

New members shall be given an orientation on conduct, rowing technique, and safety prior to using WRC or private equipment.

Members are encouraged to obtain their doctor's approval prior to rowing. All physical training should be commenced gradually.

Individuals that apply for membership with WRC as experienced rowers (not a graduate of a current rowing lesson program) and state that they have prior rowing experience, must provide either a written or verbal reference from an individual that can vouch for their rowing capabilities. If a reference is not available then they are required to row with a seasoned WRC rower to demonstrate their abilities.

New members are encouraged to participate in organized programs with the organization to ensure understanding of safety rules and other WRC practices that support a positive rowing experience.

All members are encouraged to accept an invitation to join the YAHOOGROUP Wilmington Rowing which is the primary communication vehicle used by the club. If you are a member and not currently a part of the yahoo group for members and want to be included, contact the treasurer or the membership chair. More on the YAHOOGROUP and club communication is found in the communications section of this document.

Administration – Officer and Committee Responsibilities

Processes for handling applications for Membership:

- Submitted to PO Box or payment can occur via the PayPal option on the website
- Treasurer collects all payment information for membership file maintained in QuickBooks
- Forward to Membership Chair who then notifies the applicant via email/phone
- Membership Chair contacts interested applicant and arranges introduction and orientation process

Membership enquiries via voice message or email are forwarded to the Membership Chair. Membership Chair will contact the interested party to provide additional information and arrange for a tour or other information including instructions on accessing the application for membership.

Special Member

Individuals may be granted special member status with WRC by vote of the Board of Directors. Any dues amount associated with the specific membership is established as part of the Board Resolution.

- The primary intent for this membership category is to ensure that active volunteers who are not full members are included in our membership listing with USRowing.
- Privileges related to house and equipment access are included in the Board resolution.
- Special Membership is reviewed and voted annually. (Secretary to post as an agenda item at the first Board meeting of the year.)

Guest Policy

An adult member may invite an adult guest to row up to three times in a calendar year at WRC. A guest wishing to row more than three times a year, whether using WRC equipment or private equipment, must apply for WRC membership.

- Guests must be accompanied at all times at the boathouse and on the water by a WRC member.
- Guest and hosting member must sign the guest book prior to rowing.
- Guest rowers must know how to row and how to swim.

- Before rowing, guests must sign a liability waiver which states the guest understands the risks associated with rowing and has the necessary skills. Waivers are found in the Rowing Committee box at the registration desk.
- Members are responsible for ensuring compliance with WRC rules by their guests while on WRC property and while using WRC equipment.
- Members are responsible for any equipment or facilities damage caused by their guests.

Reciprocal Training/Temporary Member

Reciprocal privileges for those visiting the Wilmington area may be granted at the discretion of the Board of Directors. Requests should be addressed to the membership chair who will review with the Board. Specific situations and usual approach include.

- Reciprocal training privileges - in general this involves a WRC Member and a member of another club training together in preparation for competition. Generally there is no fee charged if the person is a full member of another rowing club and the WRC Member is being granted rowing privileges at the other club. If this is an extended training period (longer than 3 weeks) the Board may consider fees similar to the transient membership described in the next section. Specific needs for WRC equipment should be included in the request to honor reciprocal training.
- Transient membership – in some instances a person is in the Wilmington Area for short period of time (generally less than 3 months) and wishes to continue rowing as an individual
 - Preferred approach is to identify a WRC rower who will row at the same time and provide boathouse access and guidance on equipment and safe rowing.
 - A highly qualified rower may be granted a key and access to equipment after a written or verbal reference from a prior coach or assessment and recommendation by the Racing Chair or Rowing Chair or their designee. The Membership Chair will need to be engaged to ensure a proper orientation is completed.
 - Fees: WRC will charge an amount equal to the current initiation fee as a deposit against equipment damage and then a fee for the duration of the rowing – generally a proration of the annual dues for the time the individual will row. The individual will cover any equipment damage costs not covered by insurance should there be an incident.

Member list

The membership list is maintained in the club financial files and includes personal information including address and phone numbers. This list is published to the club on a periodic basis and is for the personal use of club members and is not to be used for commercial purposes.

Practice is to publish email address and phone number information when the list is distributed to the club on a periodic basis.

Membership Leave of Absence

Due to business, health or other personal reasons, a member may find that he or she is unable to fully participate in WRC activities. In this situation, a member may request a leave of absence that will suspend dues payment for the current year.

- The request must be made in writing to the Treasurer or Membership Chair no later than April 30th.
- The Leave of Absence is limited to one year. An individual who does not pay dues after the one year and later wishes to be an active participant may be considered a new member including the initiation fee. (NOTE: A bond holding member who has not received a refund may rejoin without paying the initiation fee. If the bond has been refunded they would be considered a new member and be required to pay the initiation fee in effect.)
- If a person becomes unable to row after April 30th, the request to suspend or refund dues for the year will be handled on a case by case basis. The individual may petition by submitting a formal written request to the Treasurer or the Membership Chair which will be reviewed by the Executive Committee. In general requests made prior to July 1 will be granted refunds based on time rowed in the year. Requests made after July 1 may not be reimbursed depending on the circumstances.
- Members in a Leave of Absence situation who continue to participate by volunteering time and talent to WRC must have a valid USRowing Waiver on file.
- Members on a Leave of Absence will be retained on the WRC roster, receive mailings, and have access to the yahoo group. They will not be eligible to vote on club matters.

Waiting List Policy

A waiting list will be established when the number of active members of the Wilmington Rowing Center reaches the current level authorized in the by-laws. As of 2015, this number is set at 200.

The waiting list exists for those seeking adult membership in the WRC, which may include former members, family members not already included in their families membership, novices who have completed lessons, and those experienced rowers from the community who have no ties to the WRC. Names will be placed on the waiting list in the order in which they are received.

There will be no fee charged for placing a name on the waiting list.

The Membership Committee Chair will notify the Board of Directors when a slot becomes available on the membership roster.

When a slot becomes available, the Membership Chair will contact the first person on the waiting list. That person will have two weeks to complete and return the paperwork needed. This includes a Swimming Certification Form, an Application for Membership, an USRowing Waiver Form, and a check for the appropriate amount. If this is not done in the two-week

period, the next person on the list will be invited to join. The original invitee will then be placed on the bottom of the list.

COMMUNICATIONS

Communication to WRC Members occurs in several ways and each person is encouraged to understand the various ways to receive and find information about WRC.

YAHOOGROUPS

Yahogroups and the email functionality within the tool are the primary method used to communicate with WRC Members. The name of the group is Wilmingtonrowing@yahoo.com

This is a “closed” group which includes only individuals associated with WRC. In an effort to protect our WRC Yahoo Group participants from email misuse, broadcast messages should be limited to content that relates to the best interests of our club. If a member would like to communicate with the entire membership distribution, an individual can submit the communication to the email address wilmingtonrowing@yahoo.com.

Please ensure that the communication complies with the following email etiquette:

- Please refrain from religious, commercial or political posting. This forum was created for intra WRC communication.
- No harassment of other members.
- Use “Reply to All” sparingly and only when absolutely necessary. The majority of times, editing down the list of addresses to those to whom your comments directly apply is strongly recommended.
- When responding, always edit the e-mail so it includes only what is required for the clarity of the continuing communication (delete/remove the unnecessary sections of the email chain).
- Use a clear and concise description in the ‘Subject’ line.
- Keep your postings to the subject and provide as much information about your topic as possible.
- Please limit posting attachments.

Committees and sub groups are encouraged to use separate lists when communication to the larger organization is not needed. Separate Yahoo groups can be used for this purpose. Men’s racing has a separate established group. The Yahoogroup functionality also allows for posting of files and pictures that may be accessed by members of the group. More on Yahoogroups is included at the end of this section.

DIRECT EMAIL ACCOUNT
WRCBoard@yahoo.com

The intent of this address is for non-Board members to be able to contact the Board without needing to use an individual address. Members and non-members may contact WRC using this account; it is on the web site as the contact email. This is a standard email account and is monitored by the WRC secretary or her designee.

Emails for specific committees are forwarded to those individuals and stored in files in the account. Emails needing the attention of the entire Board are forwarded to WRCBOARD@yahoo.com. This account can also forward items to WilmingtonRowing@yahoo.com.

NOTE - This account is a member of the WRCBOARD YAHOOGROUP so emails can be sent to that group. If you send to the Board YAHOOGROUP – you have actually already sent an email to this account. If you include this account on any notes sent to the Board YAHOOGROUP – this account will get 2 copies of the email.

WEBSITE

- The club has a web site at www.wilmingtonrowing.org. This is the primary face of the club to the general public and includes information on membership and general activities. The Public Relations chair is responsible for the management of the web site.
- Contact information, calendar of regattas and other events, and various other activities of and information about WRC appears on the website.
- Each Committee Chair on the Board is responsible for, has access to and will be trained in how to add/delete and update information on the website.

FACEBOOK

We have a page on FACEBOOK.

US POSTAL SERVICE MAIL

If you need to send mail to WRC, the Official Club Address is maintained by the Treasurer and is PO Box 3742, Wilmington, DE 19807. Please do not address mail to the boathouse.

There is a mailbox located at the 501 A Street if there is a need for direct delivery to the Boathouse.

Other communication points maintained by WRC include information on REGATTA CENTRAL, Google Maps, ROWERS ALMANAC (bhfinder.com) and other rowing related databases. The mailing address and boathouse location should be listed separately.

A standard stationary template is used for correspondence and is maintained with WRC Forms.

ADDITIONAL INFORMATION ON YAHOOGROUPS

Wilmingtonrowing.org is a closed YAHOOGROUP. Some things to note about groups and closed groups in particular:

- You have to be a member of the group to send to it and it sends to everyone in the group. When a person becomes a member of WRC they are invited to join this group. This allows the Board or any other member of the group to communicate to the entire membership in one email. This group should be used for WRC Business only.
- There is a group moderator designated by the Board. Currently this is the Public Relations Chair with Executive Committee Members as back-up.
- If for some reason a current member is not in the group – they should contact the current group moderator to be re-invited.
- It is important that people have a yahoo account to join these groups rather than being a direct add by the moderator – the individual can then control how they receive messages and even change email accounts. Everyone should log into their Yahoo account periodically or they apparently are inactivated and closed. You will still get email to the last address listed, but your Yahoo ID is no longer valid for maintaining your settings. If you are not getting the invitation to join please check your spam filter. Also make sure that if you have yahoo mail or ymail account that you have settings that allow you to receive invitations.
- If a person is directly addressed on a note and the yahoo group is used – the person will get the email twice (or more if their name is on the address list more than that).

In addition to the message communication function the group has files of key club information including by-laws, Board meeting minutes and other documents. Please note: Pictures can also be posted to be shared with other club members.

- Sent messages are stored in the YAHOOGROUP.
- Any attachments sent with a message are now sent in a virtual format – your email contains a link to the document stored in the Yahoo environment rather than being directly in the email – most of the time this works depending on your local firewall rules.
- Items need to be stored separately as files on the YAHOOGROUP if they need to be retained in this archive.
- Documents should be saved as MS Office 2003 – for example Word documents should be xxx.doc and not xxx.docx (2007 version) or people have trouble opening the files. Or files may be converted to pdf which most systems can open.

WRCBOARD@yahoogroups.com

The intent of this group is to have a quick easy way to address the Board as a Board member. This is a closed YAHOOGROUP composed of the current Board of Directors. You have to be a member to send to it and it sends to everyone in the group. This is the primary method for Board communications. It is a closed group because as an open group it was subject to SPAM.

- The group moderator is the secretary with Mark Peters as back-up. Please note – the account wrcboard@yahoo.com has been set up as a moderator and is used by the secretary if they do not want to use their personal email for WRC business.

- Information on Using Groups also applies.

SCHOLASTIC PROGRAM SPONSORSHIP

We support rowing in the community by sponsoring scholastic (high school and college programs.) These are governed by a formal contract between WRC and the program for each rowing season. Our standard contract is on file in the WRC office.

We charge a fee per participant in line with our costs and shell rental is available at cost. Rack fees for scholastic owned shells are charged at the member fee rate. Our intention is to charge fees that represent cost recovery.

Scholastic programs are expected to understand and abide by the Safety, Rowing and Equipment Policies set forth in this document.

CLUB ACTIVITIES AND PROGRAMS

Social Activities

1. The purpose of the Social Committee is to encourage integration of new members, and to promote, develop, and foster friendships among all WRC members and their families, the greater rowing community, and our friends on the riverfront.
2. The Social Committee will organize and plan 5 events during the rowing season that will be open to all members and their families. These events can be held at the boathouse or other location suitable to the nature of the event.
3. The Social Committee is responsible for planning and organizing the annual banquet. This is usually held in the February-March time frame. Annual awards made by WRC are presented in this forum.
4. Notification of events will be posted on the WRC website calendar, in the boathouse, and emails sent to all members as soon as practically possible. Additional methods of notification are at the discretion of the committee.

Learn to Row

The club offers sweep rowing lessons for non-rowers each year as part of a Learn to Row Program to encourage non-rowers to participate in the sport of rowing and to become members of the organization. The Rowing Chair is responsible for the program and generally has one or more Learn to Row Coordinators who manage the activity.

- Lesson format is generally 6 to 8 sessions. Lessons include a boathouse tour, equipment orientation, viewing of a safety video, a session in the indoor rowing tanks if available for use, and several sessions on the water. Session timing and format is up to the coordinator.

- The sessions are led by a coach or a member with experience in teaching novice rowing.
- Applicants must make an initial non-refundable payment for the lessons as well as submit a swim certification and signed waiver before starting lessons.
- Information on the program is contained on the club web site – www.wilmingtonrowing.org and is also communicated through newsletters, brochures and open house opportunities. Regatta Central may be used to list the program and accept registrations at the discretion of the Coordinator in consultation with the Treasurer.
- At the close of lessons, participants are encouraged to continue rowing by becoming members of WRC. Continued coaching in novice rowing sessions is highly recommended for individuals joining WRC to ensure developing good rowing habits and to promote safety on the water.
- Two Learn To Row sessions may be donated to non profit organizations upon request if approved by the sitting President of WRC.

OTHER PRACTICES

Awards and Recognition

WRC has an annual awards and recognition program. The program is the responsibility of a special committee appointed by the President every year.

Award/Recognition Opportunities

- Order of the Oar – the club's highest award, given to a member or non-member for long-term extraordinary contribution to the club in support of the sport of rowing. Normally, not more than two OO awards are given in one year, and there is no requirement that one be given if there are no recipients meeting the criteria. The physical award, historically, has been a model WRC oar mounted on a wooden plaque, with a brass plate.
- Friend of Rowing – an award recognizing a member or non-member's significant contribution to the club in support of the sport of rowing. This award can be given for a one-time contribution of major significance, or a long-term contribution worthy of recognition. The number of awards is not limited, and there is no requirement that one be given if there are no recipients meeting the criteria. The physical award, historically, has been a certificate and a gift certificate.
- Other recognition possibilities exist such as Lifetime Achievement. The Awards Committee must define the criteria for the award/recognition in their recommendation to the WRC Board.

Process

- The WRC President appoints an Awards Committee Chairperson from the pool of current members who are past Order of the Oar recipients.

- The Awards Committee Chairperson forms the committee from the pool of current members who are past Order of the Oar recipients.
- The Awards Committee solicits recommendations from the membership on possible award/recognition candidates.
- The Awards Committee considers the recommendations of the membership, and internally generated recommendations, and makes a recommendation.
- The Awards Committee forwards that recommendation to the WRC president for review and approval. The President, if he/she desires, comment on the recommendations and ask for further consideration.
- Once approved, the awards are produced and presented at the Annual Banquet.

Nominating Committee

In line with the by-laws, the President is responsible for appointing a committee to present a slate of candidates for the next year. The committee polls current Board members for interest in continuing to serve on the Board. Candidates' interest for officer and committee roles is included in the slate. This committee is appointed in late summer with responsibility to present a slate of candidates to the current Board by October 1. The current Board will review and recommend to the membership a slate of candidates for the upcoming year for a vote at the Fall Member Meeting.

Board Resolutions

The secretary will maintain a log of Board resolutions and post in a location that members can easily access and review.

Christina Navy

The Christina Navy is group composed of representatives of the organizations operating on the Christina River. WRC will participate in the Christina Navy. Our official representative is usually the Safety Chair.

Wilmington Community Rowing Foundation (WCRF)

WCRF is a separate 501(c)(3) organization established by WRC to support building of a permanent location for rowing on the Christina. A charter of incorporation has been filed with the State of Delaware. The Board of WCRF is appointed by the Board of WRC and the WRC Treasurer is a permanent WCRF Board Member. Funds designated for WCRF are managed within the WRC accounts.

FINANCIAL POLICY AND PRACTICES

WRC is committed to maintaining a strong financial position in line with our mission as an organization and in line with accepted accounting practices for a non-profit organization. This section also applies to financial practices of the Wilmington Community Rowing Foundation.

Annual Budget

- The President or delegate prepares an annual budget in the fall of each year taking into account current financial balances and the needs of WRC Programs. The initial budget is usually presented at the December Board Meeting. The final budget review occurs at the January Board Meeting where the Board votes to recommend adoption by the membership in a formal resolution. Budget is presented to the membership at the Winter Membership meeting.
- Changes to Dues and Fees as defined by the By-Laws must be voted by the membership. This is usually done in conjunction with the adoption of the budget at the Winter Member Meeting.

Financial review and accounting practices

- Financial statements are presented and reviewed at Board meetings. Typically a balance sheet and profit and loss statement are presented for review and other information as requested by the Board.
- The vice-president will review checks and bank statements on a periodic basis as a control measure.
- The treasurer or an approved officer can issue checks of up to \$1000, above that amount the check must be countersigned by second member of the Executive Committee.
- Reserve funds are identified within financial statements and the annual budget process. WRC Funds are invested together.
- Tax Returns are filed as required by law. An accountant, other than the Treasurer, prepares, files and provides an opinion on our accounting.
- Detailed financial procedures are documented and maintained by the treasurer and shared with designated back-up. These include:
 - Maintaining a list of accounts and on-line access information. This is shared with key Executive Committee members as back-up
 - A club owned laptop computer, which houses our financial records and membership list, is controlled by the treasurer. Back-up is done on a regular basis. Another member of the Executive Committee will have access to the back-up information in the event the treasurer is absent or unable to serve.

Investment Oversight

The Executive Committee, at their discretion, may convene a separate Investment Committee to assist in recommending investment options to the treasurer.

Spending money on WRC's behalf

- Authorization to spend. Prior to spending WRC fund the following authorization process for expenses and use of reserves applies:

- If within current approved budget and less than \$300 the committee chair authorizes.
- If within the current budget and greater than \$300 the president approves or refers to the full Board for approval and discussion. Large capital items such as shells should receive full Board approval.
- If outside of the budget or impacting reserve funds requires approval of the Board.
- Payment and Reimbursement practices:
 - Reimbursements for amounts spent on WRC's behalf must be formally requested within 30 days. Receipts and appropriate documentation must be included with the request.
 - Non-Board members must get approval from the committee chair on the request form.
 - The President must approve any reimbursement amount over \$300 before it is submitted to the treasurer.
 - Appropriate committee chairs must approve vendor bills prior to payment by the treasurer.
- Use of Credit and Debit Cards:
 - Treasurer maintains list of individuals holding club credit and debit cards; individuals are briefed on expectations for usage and reporting by the treasurer.
 - Cards may only be used for WRC business.
 - The standard reimbursement process must be followed to document transactions.
 - If the Debit card is used, the treasurer is to be notified at the time of the transaction for amounts over \$200. The Debit card should be used primarily for larger purchases due to the transaction process required in balancing the accounts.

Insurance

WRC maintains appropriate coverage for the type of trade/business in which the club is engaged. The Executive Committee reviews coverage annually. Coverage includes:

- Membership with USROWING including liability
- Building and Property Coverage
- Shell and Equipment Coverage
- Vehicle Coverage for truck and trailer
- Directors and Officers insurance
- Flood Insurance
- Other coverage as needed for events

Member Account Management

The treasurer maintains financial account information for each member. This information also contains the necessary contact information that is used for the membership files.

Dues, fees for boat storage and lockers, program costs (lessons and coaching) are all included in Member Account Statements. The treasurer notifies individuals of amounts due on a regular basis. Invoices are sent in:

- January for Dues and Storage/Locker Fees
- August for Sprint Season Fees and other outstanding balances
- October for Head Race Season Fees and other outstanding balances

Storage Fees – are included the January invoice for the full year, but may be paid in two installments due January 31 and June 31. A reminder is sent for the July amount.

Racing Program Fees - all costs related to racing are recovered from the participants. This includes coaching, entry fees, and trailer/travel costs. Due to the pooled nature of the costs these are billed periodically if not collected at the time of the event.

Members whose accounts are not current must review status and payment plans with the treasurer in order to maintain rowing privileges. Accounts are considered current if all amounts due are paid within 30 days of notice of outstanding balance. It is the responsibility of the member to contact the treasurer. Specific actions for delinquent accounts are defined in the by-laws:

A Member who is delinquent in dues and/or fees for a period of 30 days from the invoice due date is subject to an assessment of a 10% late fee and will be notified by the Treasurer. A period of 30 days from that date of notification is allowed for payment, after which the Member is subject to a suspension of rowing privileges by the Board of Directors. The suspended Member will be notified in writing by certified mail and instructed to return the boathouse key and any other WRC property to the Membership Committee immediately. In the case of indebtedness beyond 90 days from the original invoice due date, a Member will be liable to expulsion, and any private boat or equipment will be removed from the boathouse. Bond money will be retained to pay any indebtedness.

HISTORY AND RECORDS OF WRC

Written records which document the activities, history and background of the WRC organization need to be archived. The Secretary is responsible for managing the archive.

Master copies of these records are to be provided to the Secretary for official files. This information should also be posted for access by members.

Current documents that fall under this practice include:

- WRC Certification of Incorporation (official copy on file with State of Delaware)
- WRC By-Laws
- Other WRC Legal Documents
- Operations Manual
- Record of Insurance Coverage (Policy documents maintained by the Treasurer)
- Minutes of Board of Directors and Member Meetings.
- History of WRC (Word Document)

- New Member Handbook (Word Document)
- LOGO files
- History of Board Membership and Award Winners (Excel Sheet)
- Wilmington Community Rowing Foundation Certificate of Incorporation
- Preliminary Boathouse drawings from 2006

FORMS AVAILABLE IN WRC OFFICE *OR YAHOO FILES*

- Application for Membership including swim certification
- Guest sign-in and log sheet
- Incident Report Form
- Storage and Locker Agreement
- Reservation and Log book forms
- Re-imbusement request form
- Scholastic contracts
- Stationary Template