

WRC Operations Manual

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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, as well as other forms of athletics complementary to this sport.

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

WRC also supports access to rowing for individuals living in poverty through the provision of special discounted or no-cost memberships upon proof of financial hardship.

This document supports the operations of the club. It includes policies and rules adopted by the Board of Directors as well as documentation of club practices.

Table of Contents

- SAFETY..... 5
 - Overview..... 5
 - Emergency Procedures..... 5
 - General Safety Rules 6
 - Navigation and On-Water Rules 7
 - Launch Rules..... 8
 - Safety Equipment 8
 - Boathouse and Dock Housekeeping 9
 - Athlete Safety Program..... 9
- ROWING 10
 - Overview..... 10
 - Preparing to Row..... 10
 - On the Water..... 12
 - After the Row 13
- EQUIPMENT 14
 - General..... 14
 - Shells, Oars, Launches, Ergs, Trailer 14
- BOATHOUSE 16
- LEARN to ROW, COACHING, RACING AND REGATTAS..... 17
 - Learn to Row 17
 - Novice Rowing 18
 - Coaching and Racing..... 18
 - Regattas 19
- MEMBERSHIP 19
 - Application for Membership 19
 - Diversity, Equity, and Inclusion 20
 - Membership Categories..... 21
 - Dues..... 21

| | |
|--|----|
| Guest Policy/Temporary Member..... | 22 |
| Member List..... | 22 |
| Membership Leave of Absence/Waitlist..... | 22 |
| COMMUNICATIONS..... | 23 |
| SCHOLASTIC PROGRAMS..... | 24 |
| CLUB ACTIVITIES..... | 24 |
| Social..... | 25 |
| Awards and Recognition..... | 25 |
| Election Nominating Committee..... | 25 |
| Christina Navy..... | 25 |
| Wilmington Community Rowing Foundation (WCRF)..... | 25 |
| FINANCIAL POLICY AND PRACTICES..... | 26 |
| Annual Budget..... | 26 |
| Financial Review and Accounting Practices..... | 26 |
| Investment Oversight..... | 26 |
| Spending Money on WRC's Behalf..... | 27 |
| Insurance..... | 27 |
| Member Account Management..... | 27 |
| HISTORY AND RECORDS OF WRC..... | 28 |

GENERAL MEMBER EXPECTATIONS

1. 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 them at all times. Violation may lead to termination of membership.
3. Safety is an individual responsibility; all members must think “safety first.”
4. Members are expected to carry their WRC key for boathouse security and personal safety. Doors, gates, and other equipment must be locked when the last person leaves the boathouse.
5. Members are responsible for the conduct and safety of their guests while on WRC property and while using WRC equipment.
6. Individuals participating in on-water activities must have a signed waiver in place with WRC as well as with USRowing.
7. Mature, safe behavior, good manners, and sportsmanship are expected on the water, at the dock, and in and around the boathouse. 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, and support programs. Every member is expected to volunteer at least 24 hours a year toward club needs.

SAFETY

The following rules are intended to provide guidance and instruction on safety issues. However, no set of safety rules can address all hazardous situations. 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 on the water are prerequisites for membership.

- Mature, safe behavior, good manners, and sportsmanship are expected on the water, at the dock, and in and around the boathouse.
- All members, coaches, and guests are expected to be attentive when engaged in WRC activities. Members should strive to prevent accidents, help others avoid accidents, and offer assistance when needed.
- Know your physical abilities and limitations. Rowing is a strenuous 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 dangers include collision with other boats, running into objects, capsizing, hypothermia from exposure to cold water or low temperatures, swift currents and tides, lightning, equipment failure, and ejection from the shell.

Emergency Procedures

Emergency Phone Numbers:

- Promptly report emergencies to the appropriate agency when assistance is needed.
- Carry emergency numbers and a cell phone when rowing.
- Phone numbers are also on the bulletin board at the front desk.

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|-----------------------------|-----------------------|--|
| 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 |
| WRC Boathouse Emergency | 302-652-4357 | |

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 strongly encouraged to carry charged cell phones in waterproof cases, cellular-enabled watches, whistles, or air horns to summon help in an emergency. WRC safety rules mandate that there be at least one cell phone in each boat.

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 December 15 to March 15, 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 until they have signed the waiver/release form. Members and lesson participants must provide evidence of their ability to swim, and 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.
4. All equipment must be inspected for breakage before use.
5. Damaged WRC equipment may not be used. If you find damage, note the information on the Equipment Status Board; place a “Do Not Row” sign on the shell; and alert the Equipment Chair immediately by email or text.
6. All WRC and private shells launching from the WRC dock must be entered in the log book, including departure time, shell identification, names of crew, and rowing direction. Check-in is required upon completion of the row.
7. No shell may be launched if the weather and water conditions are dangerous or threatening. White caps, thunder, lightning, low water temperature, ice, debris, and high winds indicate unsafe conditions.
8. Consult the weather station at the front desk and/or weather and tide apps before launching.
9. WRC members, coaches, and guests are expected to learn basic nautical and rowing terms and commands, rules of navigation when encountering large vessels under way, and the characteristics and hazards of the Christina River. Only qualified members certified by the Rowing or Racing Chair may cox or bow a shell without a launch accompanying them.
10. Members, coaches, and guests are expected to be aware of their own physical 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.
11. If an accident or unsafe situation involving bodily harm or major equipment damage has occurred, a safety incident form (found on the WRC website) must be completed. It is sent automatically to the Safety and Equipment committees.

12. Members who contract COVID must follow the guidelines on the WRC website and at coronavirus.delaware.gov.
13. In the case of a COVID outbreak at the boathouse, members are expected to contact their fellow members and the Safety Committee and to follow quarantine recommendations.

Navigation and On-Water Rules

1. Launching/Docking: As a general rule, shells launch and dock with the bow facing downstream; however, weather and current conditions may dictate approaching the dock going upriver. Exercise caution to avoid accidents and damage.
2. Traffic Pattern: The general rule is to travel on the starboard side and stay closer to your starboard shore to avoid collision with boats moving in the opposite direction. However, some deep-draft river traffic must stay in the channel, requiring rowers to yield or move to port side.
3. Passing:
 - Boats traveling in opposite directions generally pass each other port to port.
 - For boats traveling in the same direction, those 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.
 - Navigating through bridges:
 - Boats must proceed through the Mill Creek Railroad Bridge above the Shipyard Shops on the shore side of the center swing bridge pier. The pier will be on your port side as you travel upriver. Boats traveling through the I-95 Bridge should use the 2 spans closest to the shore.
4. Upstream Boundaries: Do not row fours, quads, or eights past the DE141 Bridge at Newport. Singles and doubles should exercise caution when going further.
5. Downstream Boundaries: **Do not row into the Port of Wilmington.** Rowers may pass under the I-495 Bridge but continue no further than the Lobdell Canal, which is about ¼ mile downriver from the I-495 Bridge. Exercise caution when rowing on the Brandywine River, especially at low tide. Do not row further than the old waterworks building below the Market Street Bridge.
6. Be aware of hazards such as debris (both floating and fixed), sandbars, and change of tide.
7. Daylight Restrictions: Boats may be on the water 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.
8. Winter Restrictions: WRC-owned singles, doubles, and pairs may not be used from December 15 through March 15. The Safety Committee may alter this rule if the water temperature allows for safe conditions.
9. Rowing Alone: Rowing in singles alone is discouraged. The chances of surviving an accident or medical emergency are much higher if at least one other person is available to come to the rescue. Please use the 4-Oar Rule if you go out.
10. Navigating around Large Vessels: Large vessels such as the Kalmar Nyckel need to be

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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, the simplest course of action is to simply “get out of the way.” Rowers should become familiar with where these vessels dock and stay away from prop wash.

Motorboat Launch Rules

1. Motorboat launches may be operated only by members or coaches who are trained to do so. 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.
3. Launches MUST not carry more than the stated capacity, which is printed on the 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 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 unless there is at least one other person in the boat.
7. A launch MUST be equipped with a safety bag, a charged cell phone in a waterproof case, paddle, a throw rope, and 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 to the far end of the Shipyard Shops.
9. By law, launch drivers and passengers must always wear a PFD. These are 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. By law, if motors are equipped with cutoff switches, they must be attached to any solo launch operator.
13. Refueling of gas tanks must be done on the gravel outside the shed.
14. Driving a launch can be dangerous. Drive at your own risk.

Safety Equipment

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 whistle (or audible signaling device), cell phone case, fire extinguisher, and tools. Complete bags are closed with a visible inspection seal.

2. All boats not accompanied by a launch must 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 are used on launches.
6. A lightning detector, a weather station, and NOAA radio are mounted at the front desk.
7. Scullers should consider using a mirror to assist in navigating.

Boathouse and Dock Housekeeping

All members should familiarize themselves with the location of the first aid kit, fire extinguishers (training available through the Safety Committee), and the auto external defibrillator (AED). Instructions for the AED will be found when the container is opened.

1. All equipment must be stored carefully to avoid accidents, especially shells that are in high racks as well as oars, ladders, and lifts. Members are encouraged to ask for help when handling equipment to avoid unnecessary injury and shell damage.
2. 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.
3. Take care when moving equipment up and down the ramp, which may be slippery, especially early in the morning.
4. Doors and gates must be locked when leaving the boathouse at the end of the day.
5. Launches on dock need to be stowed and locked.
6. Boats being carried to or from the boathouse have the right of way.
7. Keep shared boathouse spaces clean!
 - Hang up rags to dry.
 - Place lost clothing in the lost-and-found bin by the door.
 - Pick up and dispose of all trash and recycle (or avoid using) disposable water bottles.
 - Keep bathrooms neat and tidy. Wipe up messes. Empty trash cans. Use toilet brushes if necessary.

Athlete Safety Program

1. WRC, its members, and the scholastic teams prohibit the following:
 - Bullying
 - Hazing
 - Harassment of any kind
 - Emotional misconduct
 - Physical misconduct
 - Sexual misconduct or abuse
 - Substance abuse (including drugs or alcohol)

The definitions of these prohibited acts are set forth in the USRowing Athlete Protection Policy found at www.usrowing.org and in the WRC Safe Sport Policy, found on our website.

Furthermore, prohibited misconduct includes romantic or sexual relationships that arise between athletes and coaches, unless there is no inappropriate disparity of authority. Disparities in authority are evaluated pursuant to USRowing SafeSport Policies and Delaware law. The applicable individuals subject to these prohibitions include:

All athletes who participate in USRowing registered or branded events.
Any person WRC appoints to a position of authority over WRC athletes.

2. Criminal Background Checks

WRC requires criminal background checks for those individuals who have a position of authority over, or frequent contact with, WRC and scholastic athletes who are not family members.

3. Education and Training

The WRC Board shall designate a person to provide training to any individual having a position of authority over WRC or scholastic athletes.

4. Reporting

All violations of the WRC Athlete Safety Program shall be reported to the Board of Directors, which shall report disclosures required by Delaware law.

5. Enforcement

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 WRC policies and procedures.

ROWING

Overview

1. WRC does not assume responsibility for the safety of its members, coaches, and guests.
2. All rowers, including guests, must have a waiver on file with WRC before launching any equipment from the boathouse.
3. Children under 14 are not permitted to row and must be accompanied by an adult while on WRC property.
4. Scholastic and other youths ages 14 to 17 may row only when supervised by a coach in a launch.
5. Inexperienced rowers must be accompanied on the water 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 Chair may suspend rowing because of such conditions.
7. All rowers must look out for obstacles in the water and note them in the log book.

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. You should know crew weight, skills, and number of people who will row.

2. **Selecting an appropriate rowing shell.** WRC recognizes that rowers have different levels of skill and interests. While the club does not have a formal skill assessment process, it is important for individuals to understand their capability to ensure appropriate selection of equipment and safety.
 - 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 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.
 - c) Coaches and others designated by the Rowing and Racing Chair will provide guidance when making appropriate shell selections.
 - d) If a crew or individual is observed using equipment not appropriate to their skill level, a coach or other club member may advise the use of alternate equipment, noting the existence of club rules. If the situation is not resolved through polite conversation, the Rowing or Racing Chair should be notified.
 - e) Water and weather conditions affect the choice of equipment; even the most skilled rowers should refrain from using restricted equipment in questionable conditions.
 - f) Inappropriate use of equipment may involve:
 - i. crews that exceed the suggested weight range for a piece of equipment, putting undue stress on the shell.
 - ii. crews with novice rowers who use the newest or most sophisticated shell when an older one is available.
 - iii. crews that use restricted equipment without clearance or when weather conditions are unstable.
 - g) Disregard for skill, crew weight, and water/weather conditions that results in damage to equipment may involve an assessment to the members for repair costs.
3. **Identifying the Cox/Bow person**
 - a) WRC equipment and crews may only be coxed/bowed by qualified individuals. The Rowing and Racing Chair are responsible for determining the qualification of these individuals.
 - b) The only exception to this rule is coxswain/bow seat training. The shells being coxed/bowed by a trainee must be:
 - 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.
 - c) Coxswains are responsible for keeping the charging station in good order. This includes signing out and neatly returning coxboxes 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 in advance through the Sign-Up Genius on the WRC website. 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.
- 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 Chair, as needed.

5. Preparing for Launch

Before moving your shell to the dock, each individual or crew must determine if it is safe to row under the prevailing conditions and that shell and crew are properly prepared. These actions will minimize time on the dock while launching. This includes:

- a) a final check of weather forecast,
- b) inspecting the shell for damage,
- c) ensuring all components (seats, foot stretchers, oarlocks, "cookies," hatch covers) are clean, in place, and properly adjusted or mounted,
- d) equipping the shell 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) placing oars and personal items 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 log book on the registration desk.
- b) It is important that the sign-out information be complete and legible and that the return of the shell is promptly indicated.

7. Launching

- a) Launching of shells is in order of lineup on the ramp.
- b) Rowers shall launch their shells as quickly as possible.
- c) If other rowers are waiting for launch space, tie-in and minor adjustments shall be made on the water.
- d) All shells will launch 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

1. Traffic Pattern

- The traffic pattern on the Christina River is in a counterclockwise direction. Shells shall stay to the starboard side of the river.

- When passing a shell, rowers shall pass on the safer side (port/starboard), depending on the closeness of the shell to the riverbank, 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 toward the wooden railroad bridge and the town of Newport.
- Downstream, rowers may row as far as the Lobdell Canal just prior to the Port of Wilmington, after passing under the I-495 Bridge. The “downstream” direction is toward the Port of Wilmington.
- If the water level is sufficient (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.

3. **Navigating the River**

- All rowers and coxswains shall become familiar with the Christina River map (at the front desk of the boathouse) 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. Before a shell is returned to its assigned rack, the crew must:
 - clean the hull, cockpit, and tracks if necessary,
 - check for damage to the hull, rigging, or other parts of the shell,
 - check for missing parts,
 - note any damage or missing parts on the Equipment Status Board and notify the Equipment Chair
 - place a “DO NOT ROW” sign if the shell is not safe to be used.

2. Return all equipment (shell, oars, coxbox) to its proper place. Shells are stored in the house bow first.
3. Sign the crew back-in at the log book.
4. Secure the boathouse when leaving. The last member leaving is responsible for turning off lights and hoses hose inside and/or outside the boathouse, locking all bay doors, gas shed and launches, and putting up the goose deterrent fence.

EQUIPMENT

General

WRC provides rowing and rowing-related equipment for its membership, including shells, oars, launches, motors, trailers, coxboxes, and ergs for competitive and recreational use.

1. The Equipment Committee, with the approval of the Board of Directors, is responsible for the acquisition, decommissioning, and repair and maintenance of WRC equipment.
2. WRC equipment is generally available to all members in good standing except for some equipment that requires specific 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 maintenance of WRC equipment by:
 - learning how to handle equipment correctly and safely
 - promptly reporting equipment problems to the Equipment Chair
 - Participating in equipment work sessions
4. It is the responsibility of the user to check the condition of the equipment before use for any damage, loose connection, and missing parts.
5. Safekeeping of all WRC equipment and good housekeeping are necessary to prevent accidental loss or theft of equipment.
6. Normal wear and tear and accidental damage are to be expected. However, the Board of Directors reserves the right to impose sanctions when WRC rules are persistently ignored and/or to assess the responsible parties for damages resulting from gross negligence.
7. Serious incidents that resulted in major damage to WRC equipment or personal injury must be reported to the Safety and Equipment Chair. A formal incident report (found on the WRC website) must be filed within 24 hours.

Shells

1. All WRC-owned shells are identified by a WRC decal and number near the bow. Tags are also posted on each rack indicating ownership, type of shell, and crew weight.
2. All riggers, foot stretchers, and seats are labeled with the bow and seat number.
3. Only shells appropriate for the average weight, skill, and experience of the crew should be used. Coaches should be consulted in case of questions.
4. WRC has standard settings for rigging that may not be changed without the consent of the Equipment Chair. Individual adjustments are limited to those not requiring tools.
5. The Equipment Committee may restrict the use of some shells for which there would

be no ready replacement in case of serious damage. This applies to a few, typically new shells, which are identified by a red dot near the bow number. These require approval of the Equipment or Racing Chair prior to use.

6. Private shells may not be used without the consent of the owner.

Oars

1. WRC oars have blue blades with a white “W” on the blade face. They are labeled and numbered on the shafts with white bands.
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 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 decal on the blade are private and are not for general use.

Launches and Engines

1. WRC-owned engines and launches are marked WRC and numbered. There is a matching tank for each engine.
2. WRC launches and engines shall be operated only by qualified persons.
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 and reported to the House and Equipment Chair.

CoxBoxes

1. WRC coxboxes and headsets are stored on the charging station. After rowing, a coxbox must be returned to the charging station and plugged in for recharging.
2. Any coxbox malfunctions should be recorded on the Equipment Status Board.

Ergometers

1. At the completion of an erg session, the user must clean the erg and leave it in ready-to-use condition.
2. Any malfunctions or defects shall be reported 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 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 on slings/portable racks unless properly secured.
 5. Proper procedures for loading and unloading the trailer must be followed, including securing shells with tie-down straps and securing oars, slings, and other equipment to the floor of the trailer.
 6. The driver is responsible for final inspection of the loaded trailer, including tie-downs, placement of safety flags, and securing of stowed gear.
 7. WRC equipment takes precedence over private equipment in the allocation of space on a club trailer, at the discretion of the Racing Chair.
 8. Owners of private shells are responsible for loading and unloading their own equipment.
 9. The risks and liabilities associated with transportation of private equipment on a club trailer is borne solely by the owner of the 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 as soon as possible by the crews who used the transported equipment.

Spare Parts and Tools

WRC keeps a variety of spare parts as well as hand and small power tools for equipment maintenance and repair. They are stored in the tool room and in Bay 6.

- All tools must be returned to their proper storage place immediately after use.
- Other than replacement items like nuts, washers, and cookies, spare parts that are removed from the tool room shall be reported 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 with input from WRC members.
2. The Equipment Committee also schedules and conducts member work sessions for the maintenance and repair of equipment.

BOATHOUSE

Each member must ensure that the property is secure before leaving, including returning equipment to its designated spot; locking all boathouse doors; and turning out the lights.

- 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 without an agreement, the equipment may be moved or disposed of. Selling a shell to another member does not guarantee rack space for the new owner.

- The House Chair must approve all changes to the WRC facility. Needed maintenance or building repairs should be reported to this person.
- All members in good standing ages 18+ are entitled to boathouse keys, which shall be returned upon termination of membership. Members may not give or loan their key.
- Members over 18 may park inside the gated area.
- All members are required to help maintain a clean boathouse. Aside from routine cleaning, work parties are scheduled by the House Chair throughout the year. These hours should be entered into the volunteer book located at the front desk.
- 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 the rowing log book, guest waivers, volunteer log, and supplies.
- 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 shed.
 - Motors, tanks, safety bags, paddles, and other equipment must be stowed in the assigned areas.

LEARN TO ROW SESSIONS, COACHING, RACING, AND REGATTAS

Learn to Row

Each year the club offers sweep lessons for non-rowers as part of a Learn to Row Program that encourages participation in the sport of rowing. The Rowing Chair is responsible for the program and generally has one or more coordinators who manage the activity.

- The lesson format is generally 6 to 8 sessions, including a boathouse tour, equipment orientation, viewing of a safety video, use of indoor rowing tanks if available, and on-the-water instruction. Session timing and format are decided by the coordinator. Sessions are led by a coach or a member with experience in teaching novice rowing.
- Applicants must make an initial non-refundable payment, submit a swim certification, and sign a waiver before starting lessons.
- Information on the program is contained on the club website 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. Participation in novice rowing sessions is highly recommended to ensure the development of good rowing habits and promote safety on the water.
- Two Learn to Row sessions may be donated to nonprofit organizations upon request if approved by the president of WRC.

Novice Rowing

- Coached sessions may be offered for individuals who have completed a Learn to Row Program and desire additional instruction.
- Novice rowing may also be offered to rowers who have limited experience and/or those who have been away from the sport for an extended period and desire more coaching as they return.
- The Rowing Chair coordinates the Novice Rowing Program and arranges for coaches.

Coaching

In addition to the Learn to Row Program, WRC offers coached sessions for experienced rowers who want to improve their 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 each program may hold an organizational meeting to discuss details of the program.
- 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 depending on the number of members interested in racing. The racing team is coached routinely and typically participates in four sprint regattas (June-July) and four head regattas (September-October).
- Members of the racing team should expect to practice with the team 3x/week during each training season in which they enroll. Members should also be available to race in regattas attended by the team. The dates of these regattas will be shared with members when team enrollment is being determined or as soon as dates are published on Regatta Central.
- The Racing Chair and team captains are responsible for hiring a coach and organizing sessions for members who wish to race. Other members of the team may take on leadership roles such as coxswain coordinator, uniform and gear coordinator, and team social/fellowship coordinator.
- The coach will be responsible for the following: assessing an individual's readiness for racing; tailoring workouts to prepare crews for racing; running coached practices; and determining race lineups.
- Members will be charged for coaching, coxswains, trailering, and regatta registrations. If the team or members of the team attend a regatta that necessitates rental of equipment, those team members who are registered to race will be responsible for any rental and insurance fees in addition to any associated costs.
- The Racing Chair will handle registration for races and crews from the racing team, as determined by the coach.
- Other individuals/crews who choose to race occasionally throughout the season must arrange for their own training sessions and race registrations.
- Any individual or crew requiring club equipment and/or trailer space for a regatta must

coordinate their needs with the Racing Chair. It is recommended that these individuals wait to receive confirmation that both equipment and trailer space are available before registering for a regatta. Any crew needing assistance with registration should contact the Racing Chair.

Regattas

All WRC-sponsored regattas will adhere to USRowing guidelines and recommendations, ensuring the safety of staff, volunteers, participants, and spectators.

1. **Safety** – The regatta will have a safety plan that describes the organization and planning for normal as well as extraordinary circumstances. This plan will be communicated to staff/volunteers, participants, and any supporting agencies.
2. **Insurance** – The regatta will carry liability insurance.
3. **Officials** – USRowing-certified officials will be required for any USRowing-registered event.
4. **Organization** – WRC will serve as the sponsor, being an organizational member of USRowing. A committee of WRC members will organize the event, as in the case of the Howard M. Smith Diamond State Masters Regatta.
5. **Outside Sponsorship** – The regatta committee may seek third-party sponsorship that includes both financial assistance and services. This support must be reported to the WRC Board of Directors.
6. **Budget** – The regatta committee or WRC Board representative must 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.
8. 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, preferably within 3 months. If the regatta committee needs to purchase capital equipment costing more than \$500 for an individual acquisition or \$2000 in the aggregate, the request for the purchase(s) must be presented to the WRC Board of Directors before any commitment is made by the committee. All invoices will be presented to, and paid by, the WRC treasurer.
9. **Volunteers** – Regatta volunteers may be provided meals, shirts, programs, or inexpensive mentos, but they will not be paid.
10. **Vendors** – 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

Application for Membership

1. Individuals interested in membership normally contact the Membership Chair via email. All interested parties are first offered a boathouse tour and general introduction to the club. When ready,

they complete the application and waiver online at www.wilmingtonrowing.org. These documents are sent to the Membership Chair and treasurer.

2. Payment for dues, lockers, and rack space may be made through the WRC website.
3. New members are required to join USRowing at the Basic level at the time of WRC membership application in order to be covered by USRowing's liability insurance. WRC membership is otherwise considered incomplete.
4. When all documents and payment are received, the Membership Chair sends new members a welcome letter, new member handbook, and membership list and provides a boathouse key.
5. New members are given an orientation on conduct and safety prior to using equipment. Those who are experienced rowers are evaluated for rowing competency and are introduced to the chairperson in charge of the appropriate WRC program (racing, rowing, Learn to Row).

Diversity, Equity, and Inclusion

WRC is committed to making its membership inclusive. No person will be denied membership because of race, color, national origin, age, religion, disability, sexual orientation, or sexual identity. In addition, as an organization we stand against racism and discrimination in all forms as they undermine respect for individuals. Any individual who feels that they have been discriminated against in their application for membership or in any other club-related activity may contact the WRC president at president@wilmingtonrowing.org or any other member of the Board of Directors.

WRC also supports access to rowing for individuals living in poverty through the provision of special discounted or no-cost memberships upon proof of financial hardship.

Membership Categories

- **Adult** membership includes those ages 26 to 74. Adult members may vote and hold office. They receive a boathouse key.
- **Senior** membership includes those ages 75 and older who have been WRC members for at least 10 years. They have voting privileges, may hold office, and receive a key.
- **Under-26 membership** includes those rowers from ages 18 to 25. They have no voting privileges and may not hold office. They receive a boathouse key.
- **Scholastic** members include those ages 14 to 17 who are participating in a scholastic program. They do not vote, hold office, or receive a key.
- **Special** membership is granted to those for whom full dues payment would cause a financial hardship as well as to longtime volunteers who are not dues-paying members.
- **Life** membership applies to those members holding that status as of January 1, 1987. They have voting privileges, may hold office, and receive a key but pay no annual dues.
- **Coxswain** membership applies to those who wish to cox only. They must be at least 14 years old. Those who are 18 and older may pay an initiation fee, which enables them to

vote, hold office, and receive a boathouse key.

- The age for membership is determined by actual birth date. Individuals must be members for 3 months and be current with financial obligations in order to vote on items brought before the membership.

Special Member

Individuals may be granted special member status by a vote of the Board of Directors, with any dues established by the Board. Special membership serves two purposes:

- It provides a reduced or no-cost membership to individuals for whom membership would present financial hardship, thereby providing access for persons in poverty.
- It ensures that active volunteers can be listed as WRC members with USRowing for insurance purposes.
- Privileges related to boathouse and equipment access shall be specified in the Board resolution granting special membership, which is reviewed annually at the first Board meeting of the year.

Dues

The dues year is the calendar year. Dues must be paid in full upon receipt of an invoice from the treasurer, but no later than March 15. For first-time applicants joining during the year, dues will be prorated by month. Dues may be paid through the WRC website or by check.

Annual dues amounts are set by the Board of Directors with approval required by a majority of the members eligible to vote.

- **Adult** members pay full annual dues.
- **Senior** and **Under-26** members pay half the Adult annual dues.
- **Scholastic** members pay half the Adult annual dues, normally in 2 payments (Spring season/Fall season). Upon reaching 18, they may join WRC as an Under-26 member and have the dues reduced by the current session scholastic fee already paid by the school.
- **Special** members may pay a dues amount, if so stipulated by the Board.
- **Coxswain** members pay no dues.

Initiation Fee

A non-refundable initiation fee is required from all new Adult members, payable in 2 installments: half at the time of application and half with the next season. Members of the same family (spouses, partners, dependent children) living in the same household, pay only one initiation fee.

Under-26 members pay no initiation fee. Coxswain members ages 18+ may elect to pay an initiation fee, thereby enabling them to vote and hold office.

Bonds (pre-2007) Adult members who joined prior to 2007 paid a \$200 bond in addition to dues. Such members who resign from WRC have 1 year to request a refund of the bond by advising the club in writing that they are resigning. Bonds not claimed will revert to the WRC treasury.

Guests

A member may invite an adult guest (over the age of 18) who lives locally to row up to three times in a calendar year. There is no fee involved. A guest wishing to row more often should apply for WRC membership.

- Guests must be accompanied by a WRC member at the boathouse and on the water.
- Guests must sign a waiver prior to rowing. Waivers are in a white binder at the front desk.
- Guest rowers must already know how to row.

Temporary Member

Rowing/training privileges for those visiting the Wilmington area for more than a few days (but no longer than a few weeks) 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. A highly qualified rower may be granted a key and access to equipment after an assessment by an experienced WRC rower. They must sign a waiver prior to rowing. Normally, there are no fees involved. The Membership Chair will ensure that a proper orientation is completed.

Transient Member

Rowing/training privileges may be granted to experienced rowers who are living in Wilmington temporarily (up to 3 months). Each case shall be reviewed by the Board to determine the individual's rowing competency, regulations concerning access to the boathouse and use of WRC equipment, and possible fees. The Membership Chair will oversee logistics as well as an orientation.

Member List

The membership list, maintained by the Membership Chair and sent to the full membership periodically, includes email addresses and phone numbers. A copy is posted at the boathouse.

Leave of Absence

Due to business, health, or other personal reasons, 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 and is limited to one year.
- In general, requests made prior to July 1 involve a refund, based on time already rowed in the year. Requests for a refund made after July 1 are subject to review.

Waitlist

A waitlist will be established by the Membership Chair when the number of WRC members reaches 200, per the WRC Bylaws.

COMMUNICATIONS

Communication to WRC members occurs in several ways, primarily through the GoogleGroups mailing list. The address is wrcmembers@wilmingtonrowing.org.

This is a “closed” group that includes only individuals associated with WRC. In an effort to protect our WRC members 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, that member can submit the communication to the email address wrcmembers@wilmingtonrowing.org.

Please ensure that your 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. Corresponding with those to whom your comments directly apply is strongly recommended.
- When responding, always edit the email so it includes only what is required for the clarity of the communication (delete/remove unnecessary sections of the email chain).
- Use a clear and concise description in the ‘Subject’ line.
- Keep your postings “on point” and provide as much information as possible.
- Please limit posting attachments.

WRC BOARD EMAIL ACCOUNT: wrc-board-2021@wilmingtonrowing.org

The intent of this Board address is for non-Board members to be able to contact the full Board without needing to use individual addresses. Members and nonmembers may contact WRC using this account; it is on the website as the contact email. This is a standard email account and is monitored by the WRC secretary.

Emails for specific committees are forwarded to those individuals and are stored in files in the account. Emails needing the attention of the entire Board are forwarded to wrc-board-2021@wilmingtonrowing.org.

WEBSITE

- The club has a website 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 website.
- Contact information, calendar of regattas and other events, and additional information about WRC appears on the website.
- Each committee chair on the Board is responsible for, has access to, and will be trained to add/delete and update information on the website.

We have a page on FACEBOOK.

US POSTAL SERVICE MAIL

If you need to send mail to WRC, the official club address maintained by the treasurer is PO Box 7587, Wilmington, DE 19803. Please do not send mail to the boathouse. The mailbox at 501 A Street is for direct delivery only.

Additional information on GoogleGroups

- You must be a member of the group to send to it. New WRC members are invited to join this group, which 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, which currently is the Public Relations Chair with Executive Committee members as backup.
- If a current member is not in the group, they should contact the current group moderator to be reinvited.
- For best functionality within GoogleGroups, you will need a Google account, but it is not necessary to have a gmail address. Go to <https://groups.google.com> and select “sign in” in the top righthand corner. Click the option to create an account and verify your name and birth date. You will be invited to create a gmail account, but you can also click the option to use your existing email address.
- Once you have created a Google account, you will be able to see group activity by visiting <https://groups.google.com> and will be able to set preferences for how frequently you receive WRC mailing list emails.
- If you are not receiving WRC emails, check your spam filter.

SCHOLASTIC PROGRAMS

WRC supports rowing in the community by sponsoring scholastic high school programs. These are governed by a formal contract between WRC and the individual high school. The standard contract is kept by the Scholastic Chair, who is designated as the WRC representative for all communication with the high school athletic director for a particular scholastic program.

Scholastic program participants are expected to understand and abide by the safety, rowing, and equipment policies set forth in this document.

All activities of participants in a scholastic or summer youth rowing program must be directly supervised by a coach.

CLUB ACTIVITIES

Social

1. The purpose of the Social Committee is to encourage integration of new members and foster friendships among WRC members and their families, the greater rowing community, and our friends on the riverfront.

2. The Social Committee will organize 3 events yearly, open to all members. The events may be held at the boathouse or other suitable location. One such event is for the presentation of annual awards.
3. Upcoming events will be posted at the boathouse and sent via email to members.

Awards and Recognition

WRC has an annual awards and recognition program overseen by a special committee appointed by the president.

Awards

- The Order of the Oar is the club's highest award and is given to a member or nonmember for long-term extraordinary contributions to the club in support of the sport of rowing. No more than two such awards are given in any one year, but there is no requirement that one be given if there are no recipients meeting the criteria. The award, historically, has been a model WRC oar mounted on a wooden plaque, with a brass plate.
- The Friend of Rowing is an award recognizing a member or nonmember's contribution to the club. 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 as well as a gift certificate.
- Other recognition possibilities may be made to the Board for consideration.

Awards Process

- The WRC president appoints a committee chairperson from the pool of past Order of the Oar recipients. The chairperson forms a committee from that same group.
- The committee solicits candidate recommendations from the membership, reviews those candidates, and forwards recommendations to the president for consideration and approval.
- Once approved, the awards are ordered and presented at an annual event.

Election Nominating Committee

In late summer each year the president appoints a committee to formulate a slate of election candidates for the coming year. The committee polls current Board members for their interest in continuing to serve and then solicits candidates from the full membership. The slate is presented to the Board by October 1 and voted on by the full membership at the fall meeting.

Christina Navy

The Christina Navy is a group of representatives from rowing organizations on the Christina River. The WRC representative is usually the Safety Chair. The group is currently nonfunctional.

Wilmington Community Rowing Foundation (WCRF)

WCRF is a separate 501(c)(3) organization established by WRC to support the building of a boathouse on the Christina. A charter of incorporation is on file with the State of Delaware. The WCRF Board is appointed by the WRC Board, 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 organizational mission as well as accepted accounting practices for a nonprofit organization. This section also applies to financial practices of the Wilmington Community Rowing Foundation.

Annual Budget

- The Finance Committee (appointed by the president) prepares an annual budget in the fall each year, based on current financial balances and the needs of WRC programs. The initial budget, including any proposed fee increases, is presented at the December (fall) membership meeting. The final budget review occurs at the January Board meeting, where the Board votes to recommend adoption by the membership. The budget is then presented to the membership for a vote at the March (winter) membership meeting.
- Changes to dues and fees must be approved by the membership.

Financial Review and Accounting Practices

- Financial statements are presented and reviewed at Board meetings, where a balance sheet and profit and loss statement are presented for review.
- 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 up to \$1000; above that amount, the check must be countersigned by a 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 a designated backup, including a list of accounts and online access information.
 - All club financials are maintained online. Financial records are stored online. Access is restricted to the treasurer and another member of the Executive Committee in the event the treasurer is absent or unable to serve.

Investment Oversight

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

Spending Money on WRC's Behalf

- Prior to spending WRC funds, the following authorization process for expenses and use of reserves applies:
- If within current approved budget and less than \$500, the committee chair authorizes.
- If within the current budget and greater than \$500, 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, approval of the Board is required.
- 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 \$500 before it is submitted to the treasurer.
 - Committee chairs must approve vendor bills prior to payment by the treasurer.
- Use of credit cards:
 - The treasurer maintains a list of individuals holding club credit 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.

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, including contact information for membership files. Dues, fees for boat storage and lockers, and program costs are included in member account statements. The treasurer notifies individuals of amounts on a regular basis. Invoices are sent in:

- January for dues and storage/locker fees
- August for sprint season fees and other outstanding balances
- November for head race season fees and other outstanding balances

Members whose accounts are not current must review status and payment plans with the treasurer 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 bylaws:

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 that document the activities, history, and background of WRC are archived and managed by the secretary. Master copies are to be provided to the secretary and should 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 Bylaws
- 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