

LOS ANGELES ROWING CLUB POLICIES, PROCEDURES, AND RESPONSIBILITIES

1 MEMBERSHIP

1.1 Definition of a Los Angeles Rowing Club Member

Members of the Los Angeles Rowing Club (LARC) are dues-paying rowers and non-dues-paying coxswains. If a coxswain rows at all, he/she is considered a rower and must pay dues.

1.2 Requirements that must be met before becoming a member

- All interested parties must be able to swim.
- Everyone must sign a waiver before stepping into a crew shell or the coach's launch.
- All people new to the sport of rowing on the water (rowing on an ergometer is not sufficient) must take a Learn To Row class before becoming a member. LARC's Learn To Row students are not members of LARC. They may join the club after the class if they are interested in becoming members.

1.3 Waivers

Anyone who uses LARC's boats - even just one time - must have a completed waiver on file. This includes rowers, coxes, coaches, and observers on the coaching launch. Waivers for the rowing shells and for the coaching launch are available on the club website at

http://www.larowing.com/forms/LARC_Waiver.pdf. (Cut and paste or type into browser.)

Copies may also be found in the oar cabinet. The Secretary keeps the signed waivers on file. Everyone who uses any rowing shell must sign a rowing waiver, and everyone who uses the coaching launch must be certified on the proper use and care of the coaching launch. The secretary maintains the list and may be contacted for further certification information.

1.4 How to Join the Club

The Vice President (VP) of Membership is responsible for coordinating all new memberships for sweep rowing and is the contact for all new members to the club. The sculling coordinator is responsible for coordinating all new memberships for sculling.

Experienced sweep rowers and coxswains:

Those who can demonstrate sufficient prior rowing experience may join the club at any point during a quarter. Rowers interested in joining are allowed 5 free rows. The VP of Membership will help them find subbing slots on existing crews, to determine whether or not they like the club and to evaluate their experience

level. At that point, they need to join the club in order to continue rowing or may continue without joining by paying the guest rate of \$10 per row. Boat captains may also recommend taking a Learn to Row class prior to joining the club if prior experience is deemed insufficient. Boat captains are responsible for notifying the VP of Membership when a rower completes their five rows. Contact information for any new members should be sent to the VP of Membership, who will then send it through the appropriate channels.

Experienced scullers:

Experienced scullers may also join the club at any point during the quarter. New scullers must meet all the requirements covered in section 2.2 for single and double usage. Once the requirements are met, the sculling coordinator will send the contact information to the Treasurer and the test record to the Secretary to update records.

Beginners:

LARC holds a Learn To Row sweep rowing class approximately twice a year. Other clubs in Marina del Rey hold classes as well. All of these classes are acceptable to LARC. The Vice President of Membership organizes LARC's Learn To Row class. After the class is over, students continue to row for a quarter for free in boats set up by the VP of Membership. After that, the VP of Membership will check with them to see if they'd like to join the club. The club does not currently offer any sculling classes for beginners and cannot accept beginners who wish to solely scull.

Becoming a member of a regular crew:

LARC does not have a coaching staff that assigns members to boats. Individual club members are responsible for finding a crew to join on a regular basis. Boat captains have the discretion to determine whether individuals have the right skill and commitment level for the boat. Finding a boat that is the right fit can be the most challenging, yet ultimately rewarding, part of joining LARC. Please see Appendix A for a list of tips for finding the right boat.

1.5 Dues

Dues are \$120 per quarter or \$225 per half year, or \$420 for the year. Dues will be prorated by month for members who join or exit midway through a quarter. If you row any part of one month, you will owe \$40 for that month. Please notify the treasurer and secretary within 7 days of a change in your membership status.

1.6 Inactive Status

If a member elects not to row for a quarter, that member should notify the Treasurer and the Secretary before they stop rowing in order to be moved to "inactive" and not to be billed for that quarter. The member can change their status with the club via the club website under the members' area at <http://www.larowing.com/members.php>. Once in the members' area navigate to the "Members' Dues" tab under "Members" to change club status. Inactive

members must give notification and change their status as soon as they resume rowing.

Inactive members cannot row, hold office, or vote during their inactive status. After 2 years of inactivity members will be removed from the LARC member site.

1.7 Billing

Billing quarters shall be defined as January 1-March 31, April 1-June 30, July 1-September 30, and October 1-December 31.

Dues shall be due upon billing which takes place during the first week of the current quarter (January, April, July and October).

Dues shall be considered late if not received by the 15th day of the first month of the quarter (January 15, April 15, July 15, October 15).

Late notices shall be emailed to all members with unpaid balances on the first day of the second month of each quarter (February 1, May 1, August 1, November 1).

Notices warning of a loss of good standing with the club shall be sent to all members with unpaid balances on the first day of the third month of each quarter (March 1, June 1, September 1, December 1).

Any member who, by the first day of any quarter, has an outstanding dues balance for any previous quarter shall be considered not in good standing with the club. That person will not be able to row or race under LARC until the balance is paid.

Upon request of a member, reasonable “good faith” alternative arrangements for payment of outstanding balances may be made with the Treasurer and President.

1.8 Other Expenses

All other expenses shall be incurred by individuals. Examples are racing fees (such as entry fees, boat trailering, boat rental, travel costs) and clothing purchases (official uniforms and casual club wear).

1.9 Guest Rowers

Experienced rowers from other clubs may row in our boats no more than 5 times a quarter without opting to either join LARC or pay a fee of \$5 per row.

Inexperienced rowers may NOT row in our boats until they take Learn To Row.

All guest rowers must complete a waiver form before participating in any LARC activities. A guest rower may not row in a single or double unless accompanied by a sculling qualified sponsoring LARC member. A guest rower in a 4 or 8 may row without restriction, subject to the approval of the particular boat captain.

Aside from the stated limitations, a guest rower is nevertheless subject to the same safety restrictions and responsibilities as an LARC member.

1.10 Coaching

LARC does not employ a coaching staff. Boat captains or scullers may arrange for outside coaching as desired. The individual members of the boat are responsible for payment. Outside coaches may use the club launch provided they have been certified and the launch is scheduled (see section 2.6).

2 EQUIPMENT

2.1 Boat Usage

All paying members have equal access to club equipment, whether they are recreational rowers or competitors. To impart some order and civility, the club honors a boat sign-out system. Captains claim a time and boat type on the boat schedule. All boat schedules are located under the club's website at <http://www.larowing.com/members.php>. Once logged into the club website, navigate to the "Schedule Boat" tab under "Equipment". You must be a boat captain to reserve a time slot – send request to the Secretary in order to be added as a boat captain. See the attachment "Schedule / Reservation Instructions" for instructions on how to schedule a boat.

Fairness and compromise should be practiced, but there are further guidelines for captains to follow.

A slot in the schedule should be requested only if boat use will be ongoing. If a regular crew disbands, please change your status on the website so that the boat slot can be opened up for other members of the club. The secretary and web administrator have the ability to remove sign-ups if the boat is not using the slot and the captain does not remove the reservation.

If a captain knows a crew won't be using their regular slot for a week or two, they should mark that time slot as open on the online boat schedule so others may borrow that slot. This temporary slot can then be reserved by any other crew on a first-come, first-served basis.

If there is more than one boat of a particular type signed out (i.e. the 8+ boats), then whichever full crew is on the beach first gets their selection of boat.

If a boat is not signed out, then it is used on a first-come, first-served basis. Anyone using a boat on a first-come, first-served basis must make sure that they are not overlapping into the time of a crew on the boat schedule.

If a crew hasn't used their slot in one month, the boat captain should voluntarily remove themselves from the boat schedule so others can see that the boat is

now available. If another crew wants to take over the slot before the previous crew has removed themselves, a request should be made to the boat captain of the existing slot and to the Secretary to remove the reservation if required.

Boats cannot be held in anticipation of future use if it impedes another crew's use.

Sign-out time slots are to begin at the top of the hour, unless there are no conflicts with other crews.

Captains must observe primetime hours when signing out boats. The primetime hours are 5:00am-7:00am on weekdays, and 6:00am-10:00am on weekends. Captains may claim any boat that is not already signed out for one hour during primetime hours. If there is no conflict, they may sign the boat out for more than one hour, but they must revert to one hour if a conflict arises. Hours outside the primetime hours have no restrictions.

There are ten primetime slots during the week. If a crew is unable to find an open one-hour slot during primetime in which to row, those crews rowing for longer than one hour will be asked to revert to one hour. As long as there are available primetime slots on that day, crews will not be asked to relinquish time. If there is available time during primetime for a crew to row, even if that time is not that crew's preference, the crew must accept the available slot until a more satisfactory slot becomes available.

Separately, there are eight primetime hours on weekends. The rules above also apply to the weekend primetime schedule. The two sets of primetime hours (weekday and weekend) are not related to each other.

Apart from and separate from these guidelines, LARC recognizes that unique scheduling circumstances may arise, and we encourage crews and their captains to mutually resolve such singular problems with courtesy and maturity.

2.2 Single and Double Usage

The sign-out process of these boats is identical to that of the 4+'s and 8+'s, however there are requirements that must be met BEFORE these boats can be signed out.

Members must take (and pass) a swim test, a flip test and a skills test before using the single or double. The swim test is only taken once, but it is up to the rower to take the test with a certified swimming instructor. A sculling skills test will be taken in the single, and will give the rower clearance for any sculling shell. See Appendix B for an example of the skills test. This test may be expanded at the discretion of the sculling coordinator. The flip test is required in order to scull at LARC, no exceptions.

Tests are administered by the sculling coordinator and/or a designated qualified representative. The person administering the test must notify the Secretary after an individual has passed the tests, so that the test records can be updated. The rower will then have clearance to sign out the applicable smaller boats.

2.3 Equipment Usage for Races

Racing crews get priority over recreational rowers on race days. As a courtesy, the boat captain of the racing crew who wishes to use the equipment should notify the general membership of the missing equipment.

If a conflict exists between racing crews regarding specific equipment, priority will be determined by the Race Czar.

2.4 No Cox, No Row

Rowers who take out the coxed boats MUST have a coxswain in that boat. No exceptions. Infractions will lead to a termination of membership by all those in the boat at that time without reimbursement of paid dues.

2.5 Coxboxes, Megaphones & Noise Rules

County Policy Statement No. 33, Section 6a states, "Workouts or practice prior to 7:30 AM on weekdays and 8:30 AM on weekends must be conducted in silence." Although we do use coxboxes, we must keep the levels at the bare minimum until those times have passed. Coaches in the launch need to pay particular attention to this rule. They cannot use megaphones before those times. They should also keep their crews close to the buoys, and direct their voices away from any residences, including boats.

Noise rules must also be observed on our beach.

The club owns a number of coxboxes. The coxboxes are to reside in the club oar cabinet, to be charged under the responsibility of the club member or boat captain who last uses it. Those boat captains or coxswains who demonstrate a need for a coxbox at minimum three times per week may keep possession of it to charge and maintain it. The record of cox box care-takers (or those that are to remain in the oar cabinet) is posted in the oar cabinet. If conflicts arise where cox boxes are not available for use or are consistently not charged, an officer or member rep should be contacted in order to come to a resolution.

2.6 Launch

Those using the coach's launch must be instructed in its use and checked out for proficiency by the Head Rigger or delegate. Those being checked out will read and sign a set of rules that pertain to the launch.

The coach's launch is scheduled on the boat schedule through the club's website

under the members' area at <http://www.larowing.com/members.php>. Once you are in the members' area of the website navigate to the "Schedule Boat" tab under "Equipment". If the launch isn't signed out, it can be used on a first-come first-served basis.

2.7 Boat Maintenance

All sweep and scull members are required to participate in boat maintenance at least once per quarter. Boat maintenance occurs monthly, normally the second weekend of every month. Boat captains should remind their crew to help maintain equipment they frequently use.

Approval of purchases of items required for regular maintenance/upkeep of the boats is not required for amounts under \$200.

2.8 Equipment Damage

Members are obligated to report any damage to club equipment, regardless of fault, to an officer, in particular the rigger or co-rigger, of the club as soon as possible. Due to the financial and safety impact to the club, failure to report damage you cause, particularly if the damage could get worse, is cause for having your membership suspended.

When damage occurs to any property owned by LARC, members must adhere to the following guidelines:

1. Report the damage to the Boat Captain and the Rigger ASAP.
2. Notify the club, particularly if the damage prevents future rowing.
3. Schedule a time with the Rigger to repair the damage – this goes for all crew members involved, not simply those at fault.

2.9 Lights

A white stern light and a red/green bow light are REQUIRED for all rows between dusk and sunrise and the lights should stay on ½ hour after sunrise. If rowing in the evening the same lighting configuration is REQUIRED and should be turned on ½ hour before sunset. Each crew is responsible for purchasing and maintaining their own set of lights.

3 SAFETY

3.1 Traffic Patterns

Please see the rules posted on <http://groups.yahoo.com/group/LAROWING> for a description of the marina travel patterns for all clubs and universities rowing in the channel.

Specific rule for LARC: When returning, do not complete pieces at full pressure near the buoyed opening into our bay. Coxswains should be alerted by their boat captain or stroke to go down to paddle pressure around 50 meters before the

bay.

3.2 Weather

In all cases, use common sense. When in doubt, think safety first. Additionally:

- Lightning – DO NOT ROW if you see or recently saw lightning anywhere near the Marina.
- Rain – it's up to the individual crew if they would like to row in rain, but do not row if it is raining hard enough to cause poor visibility.
- Fog – if you cannot see to the opposite end of Basin D, or if the fog appears to be getting more dense, do not launch. If you do launch when a small amount of fog is present, you must have boat lights on both bow and stern.
- Wind – Strong winds are a steering hazard. It is up to the individual crew to decide if the wind will overpower their ability to row through it.

4 OFFICERS AND ELECTIONS

4.1 Positions

- Officers as defined by the bylaws:
 - President
 - Treasurer
 - Secretary
- Additional Officers:
 - Vice-President of Membership,
 - Vice-President of Community Relations
 - Sculling Coordinator
 - Race Czar
 - Head Rigger
 - Co-Rigger (2)
 - Social Chair
- Member Representatives: Enough additional member reps shall be elected each year to bring the total number of Member Reps up to a quorum, defined by the bylaws to be 10% of the total club membership. If necessary, an additional Member Rep will be voted in to create an odd number of officers for voting purposes.
- Members at Large: All club members

All Officers and Member Reps serve one-year terms, but can be re-elected. Club membership is required of all Officers and Member Reps.

To insure that there is a quorum on all issues, Officers and Member Reps vote for the club on all issues affecting club as a whole, except elections. Officers and Member Reps discuss all issues and try to come to a beneficial decision for all Members at Large. Members at Large are encouraged to give their opinions to Officers and Member Reps, so those opinions can be part of the discussions.

The current list of Officers, Member Reps and Board Members is located under the member's area of the club website at:

<http://www.larowing.com/members.php>. Once logged in navigate to the "Officers" tab under "Roster". From here you can email all or each of your Officers, Member Reps and Board Members.

4.2 Duties of the Officers

Officers required in our Bylaws:

- **PRESIDENT.** Head Honcho. Chief Executive Officer. Takes responsibility for overall management of Club affairs. Takes heat or deflects it accordingly. Sets policy. Calls and runs monthly Club meetings. Gets other officers to do their jobs.
- **TREASURER.** Responsible for Club's financial affairs. Collects and deposits membership dues. Maintains Club checkbook. Provides financial report at monthly Club meeting. **this position does not pay dues*
- **SECRETARY.** Takes and disseminates minutes of monthly Club meetings. Maintains mailing lists; membership list; launch certified driver list; and contact information for local coaches. Coordinates and updates boat assignments.

Additional Officers:

- **VICE PRESIDENT.** Primary responsibility is membership. Learn to Row. Fielding questions from prospective members. Helping with boat assignments. Also, steps in for President as needed, such as running monthly meetings.
- **VP OF COMMUNITY RELATIONS.** Responsible for monitoring and/or participating in county, state and community organization meetings and hearings impacting Mother's Beach and Marina del Rey (MDR) rowing community. This includes LA County Departments of Beaches and Harbors; Regional Planning; State Coastal Commission; and MDR Community Boating Council. Maintain good relations with other MDR boating organizations as well as area restaurants and businesses. Liaise with outside organizations regarding general club needs as they arise.
- **HEAD RIGGER.** Responsible for maintaining all club equipment: sweep; scull; oars; launch; etc. Organizes and schedules monthly boat maintenance work sessions. Keeps individual records on status of club equipment. Maintains necessary spare parts and orders replacements as needed. Directs and manages duties of co-riggers. **this position does not pay dues*
- **CO-RIGGER (2).** Assists head rigger with maintenance of all club equipment: sweep; scull; oars; launch; etc. **this position does not pay dues*

- SCULLING COORDINATOR. Makes sure that club members who wish to use the sculling equipment have satisfied all the requirements: flip test, swim test, skills test, and orientation. Maintains the sculling roster. Recommends the appropriate sculling instructor to beginners. Responds to any inquiries regarding sculling for the club.
- RACE CZAR. Responsible for coordinating and disseminating information on prospective races including dates, deadlines, and forms.
- SOCIAL CHAIR. Responsible for scheduling and coordinating Club social events including annual Club banquet and Club fun regatta.
- MEMBER REPS. Additional proxies for the rest of the rowers. Discuss issues with the other officers on behalf of the rest of the club, vote on these issues with the entire club's best interest in mind.

*Officers may vote to remove and replace any officer that is not performing his/her duties.

4.3 Board of Directors

We are a corporation, and the Board of Directors is ultimately in charge of our activities and affairs, particularly when they involve our Articles of Incorporation, our Bylaws, and our Non-profit status. They also keep the officers in check. The Board needs to be informed of all purchases over \$1000.

There are five seats on the board of directors. All directors serve two-year terms. One director will always be the current club President, who conveys the necessities of the club to the Board. Once the President's one-year term as officer of the club is over, he/she will continue to serve one additional year on the Board. The newly elected President will then join that person on the Board, so they are serving overlapping terms on the Board. The additional three members of the Board will be voted in by the club. Club membership is NOT a requirement for being on the Board.

In the case of a President who serves more than one term, or if any member of the board leaves or is removed from office, an additional vote will take place to fill the vacant seat.

The current list of Board Members is located under the member's area of the club website at: <http://www.larowing.com/members.php>. Once logged in navigate to the "Officers" tab under "Roster". From here you can email all or each of the clubs Board Members.

4.4 Elections and Terms

Elections take place annually the first week of December and shall be conducted via a Yahoo Groups poll. The term of office is one year, starting on January 1st and ending on December 31st. In the event an officer resigns, new elections will be held.

4.5 Voting for Officers

All club members in good standing are encouraged to vote for the officers who will represent them.

4.6 Voting for All Matters Except Officers

Voting on club matters is accomplished by a quorum (defined by 51%) of the Officers. Club members are encouraged to speak to any and all member reps concerning their opinions on club matters and upcoming votes.

5 YAHOO GROUPS SITE

The Yahoo groups site is a primary avenue of communication for the club. Members should sign up with a recognizable login name as group participants unaffiliated with the club may be periodically removed from the site.

The site's address is <http://groups.yahoo.com/group/LAROWING>. Directions for signing up can be found there.

6 LARC Website – Members Area

The Members area of the LARC website provides a roster for all members of LARC. Members can track and pay their dues, change their status with the club via the website. In addition they can schedule boats and the launch. To gain access to the club website notify the club website administrator at webmaster@larowing.com or notify the club treasurer at treasurer@larowing.com.

The site's address is <http://www.larowing.com/members.php>.

7 REVISIONS

These Policies, Procedures and Responsibilities shall be reviewed, and revised if necessary, by the new group of Officers and Member Reps every January.

APPENDIX A: Tips for Joining a Boat

If you want to get in boats...

The biggest question for most people who finish LTR is “How do I get in other boats?” There are two levels: novice and non-novice. You likely aren’t ready for a non-novice boat if you’re fresh out of LTR. That means you’ll row for a while with the novice boats. We have plenty of them! Here’s how to begin:

- Ask people on the beach what boats they row in
- Ask your LTR coach who you should email to get yourself on the call-out. A “call-out” is an email a boat captain will send to a group of potential rowers, inviting them to sign up to be in a particular boat. Respond immediately! Boats fill up really fast.
- Look on the website www.LARowing.com at the boat schedule. You’ll see how many boats of which type the club owns. Take the initiative and write the boat captain. Invite him or her to put you on the call-out list. (Note: if you rarely say yes, or you say yes and cancel at the last minute, you are likely to get dropped from the list. Be sure you can commit to that time!)
- Come to boat maintenance and get to know people – ask about boats that might be right for you.

The thing you don’t yet know is that they’ve been watching you! The boat captains in the club –even people you’ve yet to meet – know your skill level and probably your goals. It’s important that less experienced rowers row with more experienced ones, and as you get deeper into LARC you’ll find there are plenty of good, helpful, nice people who are eager to help you enjoy rowing and improve your skills.

APPENDIX B: Sculling Skills Test

LARC SCULLING SKILLS TEST CERTIFICATE

Los Angeles Rowing Club (LARC) members are required to take this sculling skills test (including flip test) to obtain permission to take out/use on the water any of the sculls owned by LARC (single scull and double scull). The skills test must be administered by the LARC Sculling Coordinator and/or designated qualified representative.

This is to certify that _____ has taken the skills test as required by LARC, and that he/she has demonstrated that he/she performs the following tasks adequately and safely:

- | Sculling Skills | Passed (√) |
|--|------------|
| • Rowing a straight course | _____ |
| • Backing 10 strokes | _____ |
| • Making turns (180° "river turn"; 90°, both port and starboard) | _____ |
| • Steering/adjusting the course while rowing | _____ |
| • Coming to a stop | _____ |
| • Maneuvering around a fixed object (i.e. buoy or boat) | _____ |
| • Landing on a beach/at a dock | _____ |

- | | |
|---|-------|
| Safety | |
| • Knowledge of traffic patterns and rules in the Marina | _____ |
| • Knowledge of boat light requirements | _____ |
| • Knowledge and good use of rowing commands | _____ |
| • Bowman skills: checking for course/traffic; steering commands | _____ |
| • Knowledge of how to behave in a wake (boat position, oars) | _____ |
| • Making an emergency stop | _____ |
| • Knowledge of how to get back into a double scull after "flipping" | _____ |

- | | |
|--|-------|
| Boat Handling | |
| • Carrying the boat for launching | _____ |
| • Proper use of equipment (oars/plugs/seats) | _____ |
| • Storing the boat on the rack | _____ |

- | | |
|--|-------|
| Flip Test | |
| • Demonstration of ability to get back into a single scull | _____ |

This LARC Sculling Skills Test was performed to the satisfaction of:

Name _____ Title _____

Signature test giver _____ Date _____
 Signature test-taker _____ Date _____