



Cincinnati Rowing Club

Policies & Procedures Manual

February 2023

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1. POLICIES

1.1 Membership Classifications – Class Descriptions

The Cincinnati Rowing Club has multiple classes of membership as determined by the Board of Directors on an annual basis. Classes will decide membership benefits including equipment usage, voting rights, boathouse key availability, etc. Membership class will be determined as of the annual meeting each year.

1.1.1 General

All members may attend regular club meetings, attend social gatherings, compete in any regattas under the Cincinnati Rowing Club, receive a copy of any club correspondence, and participate in the Cincinnati Rowing Club group email communications.

Voting Rights: Members in all classes who are current with all financial requirements and paperwork, other than Summer, Social, Non-Resident, Winter, and Learn to Row, are entitled to one vote. Class membership is determined prior to the first club meeting of the calendar year and is valid for that year. Members may be classified in only one class at any time, but may petition the Board for a change of status as needed. Learn to Row students who successfully graduate will automatically be eligible for a change of status.

Use of Club Equipment: Members in all classes except Learn to Row and Social/ Non-Resident are entitled to unlimited use of all club equipment subject to club regulations. Note: Use of club singles requires additional qualifications.

Eligible for Rack Storage: Members in all classes except Learn to Row and Social/ Non-Resident are eligible for Boat Storage. Members in the Social/ Non-Resident class may be on the waiting list but must change classifications in order to actually take the space when it becomes available.

Eligible for a Boathouse Key: Members in all classes except Learn to Row and Social/ Non-Resident are eligible for a boathouse key.

1.1.2 Categories

ADULTS – Membership for individuals that are age 18 (high school graduate) and over who plan to be an active participant in the club's activities with full club privileges. Members in this class must have met the club volunteer hour requirement the previous year or will be required to pay additional dues upon membership renewal.

BOAT OWNERS – Membership for individuals that are age 18 (high school graduate) and over who plan to be an active participant in the club's activities with full club privileges and who own personal rowing shell(s) stored at the club's facility. Members in this category must also pay additional fees for the privilege of storing equipment at a club facility. These fees are set annually. The number of members eligible for the discounted "Boat Owners" dues per shell is limited to the total number of seats in the shell(s) owned and stored in the boathouse. The boat owners will be responsible for determining the amount to be paid by individual owners if the number of owners exceeds the number of seats in the owned equipment. Only one (1) boat owner per shell shall receive a bill annually and will be responsible for distribution of all boat owners fees.

FAMILY – Membership for families including children who plan to be active participants in the club's activities with full club privileges. Family member is defined as immediate family living at home (spouse and children age 18 (high school graduate) and under age 21). This membership class is

limited to two family members.

FAMILY BOAT OWNERS – Membership for families, including children, who plan to be active participants in the club's activities and who own personal shell(s) stored at the club's facility with full club privileges. Family member is defined as immediate family living at home (spouse and children that are age 18 (high school graduate) and under age 21). Members in this category must also pay additional fees for the privilege of storing equipment at a club facility. These fees are set annually. The number of members eligible for the discounted "Boat Owners" dues per shell is limited to the total number of seats in the shell(s) owned and stored in the boathouse. This membership class is limited to two family members.

SUMMER – Membership for individuals who plan to be an active participant in the club's activities for a 3-month period during the time from May 15 to September 15 with limited club privileges. Membership in this category does not come with voting privileges. Members in this category must be age 18 (high school graduate) and over.

LEARN TO ROW – Membership for individuals who are enrolled in the Learn to Row program sponsored by the Cincinnati Rowing Club. Membership in this category entitles the member to use all the club equipment only under the direct supervision of the Learn to Row coach or other CRC representative. Members may only be in this class for the calendar year in which they are enrolled in a CRC Learn to Row class. Members must be age 18 (high school graduate) and over. Learn to Row members that graduate from the program are reclassified at the time of graduation as full year Novice rowers for the remainder of that calendar year.

SOCIAL/ NON-RESIDENT – Membership in this class is for anyone that is age 18 (high school graduate) and over interested in participating in the Cincinnati Rowing Club activities as a non-rowing or out-of-town member. Members in this class may row less than 5 times a year. Members in this class are allowed to be on the waiting list for a rack space in the boathouse.

WINTER – Membership for individuals who did not pay for any other membership during the year but who would like to participate in the winter training program between approximately December 1 and March 31. This includes supervised access to the ergometers at the Montgomery Inn and the written training plan but not to the facility or boats at the Newport site.

1.2 Membership Dues

Annual Dues are to be paid in full prior to returning to the water, latest by May 1st of the current year, according to membership categories in Section 1.1 of these Policies & Procedures. The President will alert members when the membership portal on the website (www.cincinnatirowing.org/pay-dues-and-fees) is open for the new season. All dues and fees payable to the Cincinnati Rowing Club must be paid through this portal by credit/debit card or bank transfer. All membership categories will remain open for purchase until the end of the fall season. **Note that all members must be age 18 or over, and high school students must have graduated.**

In addition, prior to rowing, every member must complete the Online USRowing Waiver (Join Individual, Basic Membership, Club code GHRTL, fee \$20 for 2023). Instructions can be found here: <http://www.usrowing.org/sports/2016/6/30/sign-a-waiver.aspx>. The link to the waiver can also be found on the club website: www.cincinnatirowing.org/become-a-member.

The annual dues structure is determined by the Board yearly before December 31 of the prior year. The current annual dues structure is as follows:

Membership category	Annual Dues	Notes *Every member is required to contribute a minimum of 15 official volunteer hours per year. For those members not contributing the required 15 volunteer hours in the previous year, dues are an additional \$150. This applies to all categories except Summer and Social (Refer to Section 1.5 Volunteer Program). LTR members are not required, but encouraged, to contribute volunteer hours in their LTR membership year.
Adults	\$450 *	Reduced to \$300 for renewing members with 15 volunteer hours in the previous year.
Boat Owners	\$350 *	Reduced to \$200 for renewing members with 15 volunteer hours in the previous year. Must be currently paying rack fees; limited to # of shell seats
Family	\$725 *	Reduced to \$425 for renewing members with 30 total volunteer hours in the previous year. Spouses or child high school graduate and age 18 and under 21; limited to 2 members.
Family Boat Owners	\$575 *	Reduced to \$275 for renewing members with 30 total volunteer hours in the previous year. Must be currently paying rack fees; limited to # of shell seats. Spouses or child high school graduate and age 18 and under 21; limited to 2 members.
Summer	\$250	3-month membership
Social / Non-Resident	\$100	Non-rowing or out-of-town member; may row <5 times per year.
Winter / Indoor	\$100	4-month winter membership for access to indoor facility and training plan (December-March)

New members joining after July 15 will be charged a pro-rated amount of \$300 for the remainder of the calendar year.

Upon approval of the Board, a member may pay a monthly fee of \$100 a month.

Failure of a member to pay dues rack fees within 30 days of the payment due date will result in ineligibility to row, loss of any personal boathouse rack space with the request for such member to remove his/her boat from the rack, and deactivation of member's boathouse key with a request to return such key.

1.3 CRC Standing Committees

The Board has the discretion to activate any of the following Standing Committees or any others deemed necessary by the Board.

1.3.1 Equipment / Facilities

The equipment/facilities committee shall be responsible for the following:

- Establish, maintain and update the Policy & Procedure rules as to use of club equipment.
- Make recommendations to the Board as to equipment needs.

- Make recommendations to the Board as to purchase or sale of club equipment.
- Acquire and dispose of Club equipment per approval of the Board.
- Maintain inventory of club equipment.
- Keep equipment in repair and do so in a timely manner.
- Conduct work sessions as needed.
- Conduct classes on repair and maintenance of equipment as deemed appropriate.
- Report to the Board violations of rules on using equipment and recommend necessary action.
- Recommend to the Board procedures to be followed when equipment is damaged to include recommendation of action regarding the individual responsible for the equipment.
- Plan and conduct construction of all projects needed and approved by the Board. This includes dock additions, rack construction.
- Inspect dock, buildings and grounds of the Club and make recommendations to the Board as to needed maintenance.

1.3.2 Safety

The Safety committee shall be responsible for the following:

- Make recommendations to the Board regarding changes to the safety plan.
- Schedule all safety training sessions for members and others using club facilities with current members receiving priority for "peak" time periods.
- Announce to the general membership when the docks are open to 4-oared boats and when the docks open to singles.
- The Club Captain, as a member of the Safety Committee, qualifies members to use designated club equipment according to skill levels and distributes boathouse keys upon qualification.
- Alert members to unsafe river and weather conditions via email.

1.3.3 Development

The Development Committee shall be responsible for the following:

- Represent the club in all official functions with regards to development or fundraising.
- Seek out financial and other growth opportunities for the club, i.e. new boathouse.
- Provide support directly or through committees for all growth opportunities.
- Make recommendations to the Board regarding contemplated fund raising projects.
- Organize and conduct fund raising projects approved by the Board.
- Update and maintain literature regarding the club for sponsorship, program and public relations purposes.
- Work with the Regatta Chairman to establish sponsorships for various club regattas.
- Maintain all records regarding all current and prospective sponsors.
- Correspond and follow-up with all sponsors.

1.3.4 Local Regatta

The CRC Local Regatta Committee Chairman shall be responsible for the following:

- Represent the club in all official functions with regards to any club sponsored regattas.
- Appoint general members in good standing to lead the regatta committees.
- Prepare a budget for the Treasurer based on prior year's events and changes to the current year's events by a date set by the Board of Directors.
- Prepare an income/expense summary of the current year's regattas with the assistance of the Treasurer no later than November 1.

The CRC Local Regatta Land Sub-Committee shall be responsible for the following:

- Develop and coordinate the annual CRC Local regatta, i.e. East Fork Chase. This includes all organization functions, committee selection and committee supervision.
- Coordinate all land-based activities for the regattas, including but not limited to tents, security, paramedics, registration, volunteers, port-o-lets, permits, insurance, parking, vendors, communication, public address system, advertising, and hotel accommodations.
- Perform additional duties as assigned by the Regatta Director.

The CRC Local Regatta Water Sub-Committee shall be responsible for the following:

- Develop and coordinate the annual CRC Local regatta, i.e. East Fork Chase. This includes all organization functions, committee selection and committee supervision.
- Coordinate all water-based activities for the regattas, including but not limited to course setup, referees, course cleanup, marking water hazards, launches, drivers and docks.
- Perform duties as assigned by the Regatta Director.

1.3.5 **Competition**

The Competition committee shall be responsible for the following:

- Maintain list of upcoming scheduled regattas and local competition.
- Facilitate organizing "club" boats for competition.
- Coordinate entries for club regattas.
- Coordinate travel arrangements for club members and boat transport for all regattas.
- Coordinate coaching for regattas if needed.
- Maintain all club race records from major competitions.
- Advise the Board if any club equipment is needed for away regattas and request approval.
- Recruit, promote and encourage members to compete.
- Provide coordination, communication and execution of all club sponsored local rowing competitions.

1.3.6 **Learn to Row**

The Learn to Row committee shall be responsible for the following:

- Provide coordination, communication and execution of all club sponsored LTR programs.
- Maintain the database of prospective members interested in the Learn to Row program.
- Supervise use of club equipment.
- Oversee club-sponsored LTR programs managed by affiliated groups, i.e. No Limits Rowing, including skills taught and payment to be received by CRC.

Refer to section on "Learn To Row – Goals, Objectives, and Expectations".

1.3.7 **Membership / Social / Volunteers**

The membership committee will be responsible for the following:

- Manage all communications regarding club membership, with current and prospective members.
- Maintain the Google Group email lists.

- Facilitate the transition of new rowers into the club (LTR and new members) including on-boarding of new rowers with the Captains for qualification.
- Communicate ways to volunteer for club.
- Coordinate and order uniforms.
- Organize the party after LTR graduation.
- Coordinate social activities for the club.
- Coordinate volunteer staffing for local regattas other than the East Fork Chase, i.e. Midwest Scholastic, CJRC Spring Regatta, Junior Nationals.
- Final recipient of all forms related to membership and keep these files current. Membership forms include: Membership Application and Renewal; Captain's Test for Scullers; Coach's Evaluation for Learn-To-Row Graduating Scullers; USRowing Waiver; Key Waiver Form; etc.

Refer to Section 2.1 "New Member Orientation Process".

1.3.8 Coaching / Open Row / Technical Row

The coaching committee will be responsible for the following:

- Provide coordination, communication and execution of all club sponsored rowing events such as Open Rows and Technical Rows.
- Select and supervise coaches hired to direct Open Rows and Technical Rows.
- Organize and supervise volunteers to oversee non-coached Open Rows.
- Coordinate with Membership the transition of LTR and new members into Open Rows/Technical Rows.
- Establish and maintain coaching clinics and classes for both new and prospective members.
- Develop workshops to teach rigging, tools selection, boat care, and regatta equipment preparation. Work with new rowers on personal tool collection.

1.4 Distribution of Boathouse Keys to Members

- Only full year dues paying Members of CRC may have a key. Summer members do not get a key except with special permission of the Captain and Facilities/Equipment Manager.
- Member must maintain an Intermediate rower level or above and rowed at least 160 kilometers with CRC.
- Member must be able to explain and demonstrate boathouse and premises security procedures to the Key Officer/ Facilities/Equipment Manager, including how to set the alarm, disengage alarm, what to do if alarm goes off, how and when to notify police.
- Any member can petition the Board for access. A determination will be made based on knowledge, experience, and skill level with consultation with the Captain and the Facilities/Equipment Manager.

1.5 Volunteer Program

CRC is a volunteer run organization. It's your club and it needs help from you to operate. Like most clubs, the volunteer hours contributed by our members vary widely. In many cases, members would like to help more, but they don't know where to start. In order to encourage volunteerism, to better define volunteer opportunities and to keep our dues low, we have established the CRC Volunteer Program.

Every member is required to contribute a minimum of 15 official volunteer hours per year. This is far less than what many members contribute to the club. Our hope is that the minimum requirement will serve as a catalyst for even greater participation. Members who do not contribute the minimum

volunteer hours will pay higher dues to help make up for the extra work that they are imposing on their fellow club members. This higher dues amount will be determined by the Board at the beginning of each calendar year, effective for that membership year. The club's officers will develop a list of official volunteer opportunities. They will also issue periodic calls for work crews. The key points of the program are:

- Members who contribute 15 hours per year will qualify for reduced membership fees the following year. **Renewing Members' dues will be \$150 more for those who did not get their volunteer hours in during the previous year.** This amount may be changed by the Board for future years.
- Volunteers will record their own hours in the Volunteer Log Book (online Google Sheet, link at www.cincinnatirowing.org/volunteering).
- Volunteer hours may be earned by signing up to assist at a Learn to Row session, hosting an Open Row, working at the Fall Regatta, or by participating in periodic work crews (See other examples below).
- For the 1st year of membership, the member is given the reduced membership dues rate. However, the 15 volunteer hours must be completed in the first year of membership in order to get the reduced dues rate for the following year. A person joining after July 15 will only be required to do 7 volunteer hours to get the reduced dues for the following year.
- For those members taking the Learn-to-Row (LTR) class, the 1st year of membership is considered to be the year following completion of the LTR class. Therefore, those LTR members are not required to volunteer during their LTR year, however, many LTR members do volunteer and find it a good way to meet other rowers.
- Summer and Monthly members are encouraged to participate in Club activities; however, they have no volunteer hour requirement.
- Some examples of volunteer activities include:
 - Work at the various Cincinnati area regattas in the Spring and CRC's own regatta in the Fall.
 - Participate in a boathouse or boat cleanup.
 - Help de-rig boats and load a trailer for a regatta even when you are not racing in the regatta. (Note: If you are racing, getting your boat loaded for the regatta is your responsibility and not a volunteer activity)
 - Host an Open Rowing session if you have a key and are comfortable taking people out.
 - If you are an experienced rower (not too much experience required) come to an open row session and take out some of the newer people - maybe just steering and setting up a quad as they learn.
 - Come to a Learn to Row class and assist the new rowers.
 - Run for a position on the CRC Board for the upcoming year.
 - Volunteer for one of the standing committees for the club, performing jobs of that committee.
 - Take the boathouse towels home and clean them.
 - Mentor a new Learn to Row graduate.
 - Fill the water jugs used for cleaning boats.
 - Take the recycling home.

NOTE: Members are each responsible to get their Volunteer hours in and recorded in the Volunteer Log Book.

1.6 Guests

- Guests may only have access to the Boathouse and use CRC equipment under the supervision of a Senior member or with the permission of the Board or Captain. Guests are limited to three rows per year. The Facilities/Equipment Manager or the Captain should be notified prior to a guest rowing.
- Guests must complete an Online USRowing Waiver PRIOR to going out on the water. The online USRowing Waiver link can be found on the "Become a Member" tab of the website www.cincinnatirowing.org. (Join Individual, Basic Membership, Club code GHLTL, fee \$20 for 2023). Save a pdf or screenshot of your completed waiver and/or receipt and email it to webmaster@cincinnatirowing.org for our records.
- When rowing in a club owned boat, guests are not permitted to sit in the bow seat. A senior CRC member must bow the boat with the guest.
- Other visiting oarsmen and oarswomen may be granted permission to use Club craft at the Captain's or Board's discretion.
- If a former CRC member wishes to row as a guest, arrangement must be made with the CRC President or other Board member prior to rowing.

1.7 Boathouse Rack Space

- Club boats will always have priority of rack space over private boats.
- The goal of the club is to utilize as much of the club rack space as possible for actively rowed boats.
- This policy applies to all privately owned boats – singles, doubles and quads.
- Any CRC member certified at the rowing skill level classification of intermediate or above (refer to section 3) may petition the Facilities/Equipment Manager in writing for permission to use rack space for a private boat. The member completes an application for rack space and pays a deposit of \$50 and is then placed on the waiting list for rack space, to be assigned as space becomes available.
- If a member on the rack space waiting list is in the process of looking for a boat to purchase when a rack becomes available, that member must pay for the rack at that time in order to retain the space. Otherwise the rack can be assigned to the next person on the list.
- Current annual rack fees are:
 - \$200 single boat
 - \$300 double boat
 - \$400 quad boat
- Owners are responsible for their own insurance on their boats. CRC insurance does not apply. There is NO INSURANCE that covers all the boats stored in the boathouse collectively.
- If a private boat owner allows all qualified Club members to use his/her boat (as determined by Equipment and Skill Level Classification in section 3), the Facilities/Equipment Manager, with approval of a majority of the Board, may offer to waive the rack fee, cover the boat under the Club insurance policy, and help pay for repairs required from wear and tear and damage from

- use by the Club. Limited restrictions on the use may be requested by the Owner of the boat, and may be accepted or rejected by the Facilities/Equipment Manager and/or Board.
- Members who are granted rack space for their privately owned boat agree to the following as documented in the “**Cincinnati Rowing Club Rack Agreement**” in the Appendix:
 1. Must be a member of the Cincinnati Rowing Club current with yearly dues, rack fees, or any other outstanding balance. Must also meet the requirements to have a key to the boathouse.
 2. Is responsible for paying such dues and rack fee by March 1 of each year to continue to be eligible for rack space in the CRC facility.
 3. Must meet the volunteer requirement by working or paying for required hours each calendar year.
 4. Member’s boat must be actively rowed at least the number of times set as CRC policy, currently 20 times per year, with 10 rows by August 1st. For rack space assigned after August 1st the requirement is 10 rows by the end of the season. The “number of rows” is determined as the number of times a boat is rowed by the owner and/or other rowers authorized by the owner. It is required, however, that the boat owner personally row at least 50% of the 20-per-season required rows and 50% of the 10-per-half-season. (Note: In the case of doubles and quads, “boat owner” rows are considered whenever there is at least one owner in the boat.)
 5. If the member’s boat is not rowed regularly, the member may be required to give up his/her rack space permanently to another rower who is able to row regularly (see below)
 6. If the member is not able to actively row his/her boat and has special circumstances that prevent the member from rowing the member may request a waiver of the above requirements. Such waiver may only be applied for once in a 5-year period.
 7. If the member sells his/her boat, the new owner is not given the rack space if there are others already on a waiting list for rack space.
 - Only the Facilities/Equipment Manager has the authority to assign spaces in the boathouse (or the CRC President in the absence of the Facilities/Equipment Manager). In addition, any movement of boats to other rack spaces must be authorized in advance by the Facilities/Equipment Manager.
 - The Facilities/Equipment Manager may determine it necessary to ask a Club member to remove his/her boat from the Boathouse.
 - This would usually be required if there is a reduction in available storage for private boats, a redesign of boat racks, the need for additional club boats, and/or a member is on the waiting list for a rack space.
 - The boat owner will be notified by the CRC President or other designated Board member and required to vacate his or her rack space at the beginning of the rowing season.
 - Those members who have lost their eligibility for rack space due to financial obligations to CRC will be the first removed (refer to point 1 above). This will be followed by the boats that have not met the number-of-rows requirement the previous year (refer to point 4 above and the table below).
 - If rack space is not needed at the beginning of the rowing season, boat owners will be permitted to remain in their rack space until at least August 1.
 - On August 1, any boat owner who has not completed the required ten rows for the current year may be required to vacate their rack space immediately if at that time

there is someone on the waiting list for the space or the club has another need for additional rack space.

- If a member is asked to remove his/her boat, the collected rack fee will be refunded at a pro-rated basis from the first of the year.
- The criteria outlined below will be used to determine those requested to vacate their rack space.
 - The process based on number of rows will start with the boat with the least number of trips in the prior year, followed by the boat with the next fewest trips.
 - The process will be continued with the current period mid-season number of trips until all necessary rack space is made available to the Club.
 - In the event the necessary rack space is not obtained through this process, then last in/first out will be applied for additional rack space.

Boats not meeting mid-season 10 rows	Rows at mid-season on August 1	Rows in prior year	Order of vacating rack space
Member A	4	20+	5 th
Member D	8	10	2 nd
Member E	9	5	1 st
Member H	5	15	3 rd
Member M	6	20+	6 th
Member U	2	20+	4 th
Member W (<i>Note: Until August 1, Member W would be eligible to lose rack space based on prior year rows</i>)	10	5	After Aug 1, retains rack

- If a private boat is broken and under repair for a limited period of time (1 to 8 weeks), rows by that person in a like boat are counted as “trips” on the broken private boat during that repair time. If a person shares a boat, all “trips” on the boat count in the ranking.
- A club member may store no more than one set of oars at the boat club without permission from the Facilities/Equipment Manager.

2. PROCEDURES

2.1 New Member Orientation Process

- The process is initiated when potential new members to CRC make the initial inquiry to CRC for information, e.g. via the website and email or a phone contact. The CRC Membership Director contacts the potential new member to provide information about CRC and the Licking River Boathouse and determine the person's rowing interest and skill level. They will also provide specific instructions about where the potential new member can find the Membership Form, the USRowing waiver, the Safety Manual and the Safety Assessment.
- If the person has **little or no sculling experience**, the Membership Director will recommend the person attend a Learn-to-Row program (e.g. CRC or NLR/CRC) or have private coaching as desired. For these potential new members, September 1st of each year is the last day CRC accepts new membership for that current calendar year. (Note: It starts to get cold and the daylight hours get shorter and we want new members to have time to row after they learn.)
- If the person has **sculling experience**, the Membership Director will contact the CRC Safety Director to arrange for the Licking River Boathouse & CRC orientation and for the assessment of the rowing ability of the potential new member as described in section 2.1.1 below.
- If the person has **only sweep experience** the Membership Director will contact the CRC Safety Director to arrange for the Licking River Boathouse & CRC orientation, the sculling lesson, and subsequent assessment of the rowing ability of the potential new member as described in section 2.1.2 below.

2.1.1 New Rowers with Sculling Experience

- The CRC Safety Director will contact the potential new member to arrange a day & time to meet at the Licking River Boathouse for a Boathouse & CRC Orientation and rowing Sculling Skills Assessment.
- The CRC Safety Director will verify the potential new member has the information on the location of the Licking River Boathouse and instructions to access the Membership Form, USRowing Waiver, Safety Manual, and Safety Assessment. NOTE: Remind rowers they must email a completed signed copy of the Membership Application, pay their membership fee online at www.cincinnatirowing.org, and complete the USRowing Waiver online (link to instructions found on this page: www.cincinnatirowing.org/become-a-member, Club code GHLTL) before going out on the water in a boat. They must bring their completed Safety Assessment to the orientation session.
- The CRC Safety Director informs the CRC Captain of the meeting day & time so that the Captain can attend and perform the on-the-water rowing Sculling Skills Assessment of this new member.
- The CRC Safety Director retains the Safety Assessment.

2.1.2 New Rowers with Only Sweep Experience

- The CRC Safety Director will contact the potential new member to schedule the Licking River Boathouse & CRC Orientation.
- The CRC Safety Director will verify the potential new member has the information on the location of the Licking River Boathouse and instructions to access the Membership Form, USRowing Waiver, Safety Manual, and Safety Assessment. NOTE: Remind rowers they must

email a completed signed copy of the Membership Application, pay their membership fee online at www.cincinnatirowing.org, and complete the USRowing Waiver online (link to instructions found on this page: www.cincinnatirowing.org/become-a-member, Club code GHLTL) before going out on the water in a boat. They must bring their completed Safety Assessment to the orientation session.

- Following the orientation, the Sweep Rower attends the group one hour sweep-to-scutt transition lesson offered once a year by CRC (or alternatively the sweep rower may take private sculling lessons available on a fee basis). Normally the lesson will be conducted in a double or quad with CRC member volunteers requested to bow the boats. The CRC Captain will organize this session. (Note: The Sweep-to-Scull Transition Coach will be paid by CRC at the standard rate established by CRC for coaching. This one lesson is provided free of charge to the sweep rower.)
- At the completion of the sculling session, the CRC Captain (or another Board designee) conducts the on-the-water rowing assessment to certify the rowing ability and skill level classification of the new member, using the “Captain’s Test for Scullers” (refer to Section 8.3 in the Appendix of forms).
- The CRC Safety Director retains the Safety Assessment.

2.1.3 The Orientation Session

The CRC Safety Director will include these items in the orientation:

- CRC and Boathouse orientation & tour
- Safety Manual & Safety Assessment
- Rules, Boat handling, procedures, equipment use, etc.
- Open and Coached Row times and process
- How to sign out, log kilometers, volunteer hour requirements, etc.

2.1.4 Duties of the CRC Captain Regarding New Members

- Performs rowing assessment to certify the rowing ability and skill level classification of the new member, using the “Captain’s Test for Scullers” (refer to Appendix).
- Organizes the once yearly Sweep-To-Scull Transition Lesson: coordinating with the coach, getting CRC volunteers, and communicating to the new Sweep Only Experienced new members.
- If the rower passes the test (i.e. certified at the level of Novice or above) send an email to all CRC Board members so that they are aware of the new experienced member and current status. The CRC Captain retains the completed “Captain’s Test For Scullers” form for the new member.
- **If the rower is not certified at the minimum level of Novice**, recommend the new member attend the Learn-to-Row program or have private coaching (available on a fee basis) and then contact the Captain for another assessment. Alternatively, the new member may request to end CRC Membership and will be refunded \$100. The CRC Captain sends an email to all CRC Board members so that they are informed of this new member’s status.
- These duties can also be fulfilled by another CRC Board Member, as designated by the Captain.

2.2 Use of Facilities

2.2.1 Opening the Boathouse

Unlock the padlock on the yellow gate and then re-lock it to the chain so that it isn't lost or stolen. Open the side door using the electronic key you have been supplied. If the alarm is on, then put in the proper code to deactivate the alarm. The bay door is opened by pressing the black rectangular button on the right side of the door.

2.2.2 Closing up the Boathouse

The boathouse must be secured if no authorized persons are around. If rowers are not on site but out on the water (check for vehicles, slings, computer log, etc.), then confirm all overhead doors are closed and that the lock on the side entry door is engaged before you leave. Do not arm the alarm panel. If, however, you confirm no one is due to return, do as above prior to arming the alarm. Please bring in any slings that were unintentionally left out. Secure the front gate with the padlock.

2.3 Rowing at CRC

2.3.1 Taking out a Shell

Checking Boat Use schedule

- Check the online logbook (link to Google Sheet at www.cincinnatirowing.org/reserve-a-boat) to make sure the boat you plan to use is free for the time you plan to use it. Each shell is classified for specific weights and rowing skill level: Novice, Intermediate, and Senior. This skill level must be respected even during a supervised row such as Open Row or Learn to Row. Rowers' weight in a shell must average the weight specified for shell to be used. The "Rules for Shell Use" must be followed.

Signing out

- Rowers should always also sign out on the boathouse computer before rowing, in either club and private shells. Notation must be made about names of rowers, time and date, specific equipment (name of shell) used, and location of rowing (Licking v. Ohio).

Transport & Set up boat in the water

- Select your oars and if needed, clean any dirt or grime from the oar sleeves. Carry your oars to the dock. Put your oars on the dock with blades facing up.
- Set out a pair of slings. As you walk your shell out of the house, hold the boat securely and be wary of other shells and gusts of wind. Once your shell is in the slings or on the water, check it for damage and for tightness of oarlock, rigger and boot-stretcher hardware. Make sure your boat has a bow ball and functioning heel restraints.
- If you are unsure of yourself, arrange for help carrying your shell to the water. Make sure you have a clear pathway to the dock. Do not bump your oarlocks, riggers or hull into the other shells.

All shells and launches will launch **downstream** on the Licking (toward the Ohio). Be aware of motorboat traffic - if there are any wakes, hold your shell away from the dock. Put oars into the oarlocks, dockside first. Do not jam the shafts into the oarlocks. Make sure the oarlocks are closed before getting into the shell.

2.3.2 Getting into the Boat

Make sure both oars are flat and extended all the way through the oarlocks as far as the buttons will allow. Position the grips over the boot stretchers, holding both grips with your right hand. Place your right foot on the footpad between the tracks at stern end. Hold the dockside rigger with your left hand. While holding both oar handles with your right hand and the rigger with your left hand, stand in the shell and then gently lower yourself onto the seat. Place no weight on the splashboards.

2.3.3 Launching

After launching downstream on the Licking (toward the Ohio), travel downstream a minimum of 50 yards, establish clearance from any traffic, turn upstream, cross the river and proceed in accordance with normal traffic rules.

2.3.4 Rowing on the River

Be aware of everything around you at all times! Don't assume anything; leave nothing to doubt. Do not try to row any harder than your ability to maintain safe control allows. It is more important to develop a smooth style than a strong but sloppy one. Be careful. It is important for all rowers to understand navigation of the Licking.

Common sense rules to follow:

- Keep to the Covington side of the river while heading upstream toward Wilder. Keep to the Newport side of the river when heading downstream toward Cincinnati.
- Familiarize yourself with the Safety Policy regarding barge traffic.
- When rowing with other boats, always make steering allowances for your companions. Don't cut them off when you steer around obstacles and give them plenty of room when you pass through bridges. If you're in a narrow spot with barge/motorboat traffic coming, move to the starboard side in single file. If faster boats are approaching, always move to the starboard side of the river to be overtaken.
- Always keep an eye out for "dead-head/stationary debris", floating debris and motorboats. At least every ten strokes look to see what's in front of you. If a large wake is approaching, turn your shell parallel to the wake and keep your oars flat on the water. Ride out the wake.
- If you hit something, hold onto your oars. They are your best means of floatation. If anything is broken, get the pieces so they can be glued back together.

2.3.5 When you Capsize

- The heel restraints in your shell should allow you to release your feet. Your shoelaces or velcro fastener should not be so tight that you cannot slip your feet out easily. If they don't release, push on the backs of the shoes with your hands to free them. If you turn over near shore, move to shallow water and get back into your shell just as you would at the dock. Keep the shell away from rocks. **IMPORTANT EXCEPTION** If you capsize in the late fall or in the spring, get back into or onto your boat as soon as possible! Do not leave the boat to try to swim to shore—the cold water can kill you.
- If you flip over far from shore or in deep water, follow these not-so-simple steps:
- Get the boat upright and get control of your oars. Roll the seat to the bow end of the tracks.

- While holding the handles of both oars in your stern hand, with blades flat on the surface and completely extended for stability, put your other hand between the tracks where you would normally step. Push up and onto the tracks where you would normally step. Struggle and squirm to get your abdomen across the tracks. Next try to roll onto your posterior and sit upright. Keep control of your oars. They are necessary for balance during this maneuver.
- Swing your feet into the cockpit then place your strongest foot between the tracks so that you can raise yourself enough to slide the seat back under you. This is not easy to do. It's awkward, clumsy and can easily damage a racing shell so we don't recommend it except in a real emergency. If your boat is unrowable (a broken rigger, for example) and the water is cold, you can paddle the shell like a surfboard. As you swim or paddle against the current, keep the shell pointed slightly toward the near shore.
- Return to the boathouse immediately to get warm and dry.

2.3.6 Docking

DO NOT dock while heading downstream towards Cincinnati. Go past the dock toward Cincinnati 50 to 100 yards, spin the shell and dock with the bow into the current (facing upstream) towards Wilder. All traffic should pass port to port.

Take care not to hit the dock. Approach the dock at a slight angle SLOWLY and "lean away" to turn the bow of the boat away from the dock before it hits. Once you've landed, get out of the shell. Put your right foot on the footpad at the stern end of the tracks, hold both oars with your left hand, hold the dockside rigger with your right hand and pull up with your arms as you push with your right leg to stand in the shell. Do not put your feet onto any other part of the boat. Steady yourself by holding onto the rigger, not the washboards. Once you are up, you may safely step out with your dockside foot first.

Persons standing on the dock who are catching boats should "catch" the first incoming oar, usually bow. Push against it to keep the bow from hitting the dock. Do not let go of the bow oar until the boat is completely parallel to the dock.

2.3.7 Putting your Shell Away

Carefully remove the oars from your oarlocks, riverside oars first. Close the gates to your oarlocks. Place oars on the dock side nearest shore with oars facing up. Pick up your shell and carry it to the slings outside the Boathouse. Take your time. If the shell is too heavy, or if it is windy, get help. Do not leave your shell unattended at the dock.

Open drain plugs to release any water which may have entered. Open the ventilation ports. Wipe down the hull, tracks and riggers. Use fresh water from gallon jugs as necessary to rinse off grime. Check the shell for damage or equipment problems and note these in the logbook and notify the Facilities/Equipment Manager. If the shell is not rowable, be sure to put a sign on the boat also.

Before putting your shell away, make sure you have a clear pathway into the boathouse, to the rack. Use care in placing your shell onto its rack so as not to hit anything or scratch the hull. Make sure the shell is resting with its bow supported and the washboard is not on the rack. Oars should be returned to their designated spot. If the boat had oar mitts, replace them on the oarlocks.

After putting away shell and oars, sign back in the boathouse computer by recording your time of return and trip mileage. There's a mileage chart by the door leaving the boat bay.

2.4 Damage to Equipment

- No matter how careful we are, accidents involving expensive equipment occur occasionally, particularly if you are an active rower logging several hundred kilometers a year.
- Only members of CRC are permitted to use the club's equipment and/or facilities, unless they are participating in a Learn-to-Row or are a guest of a club member. Members are expected to use discretion in choosing equipment for their guests and are liable for any damages caused by their guests. The Facilities/Equipment Manager or the Captain should be notified prior to a guest rowing. (Refer to Policy on GUESTS).
- All damage or breakage of equipment must be reported to the Facilities/Equipment Manager immediately and an incident report form filled out in the Equipment Repair Log. Keep in mind that rowing at CRC is a privilege, and not a right. The penalty for not reporting damage to equipment could be expulsion. CRC is your club. The equipment is your club's. Treat it as such by reporting all damage immediately after it occurs.
- If a boat should not be rowed until repaired, put a sign on the boat as well to warn others. Check the reservation chart and contact anyone else who has the boat signed out of the condition of the shell.
- Repairs to damaged CRC equipment is the responsibility of the club member(s) using the equipment at the time damage occurs. Repairs for equipment damage that are the result of normal wear and tear (as determined by Facilities/Equipment Manager) are not the responsibility of the member using the equipment at the time of breakage.
- All damage caused to privately owned equipment should be reported immediately to the owner. Please accept responsibility for damage you may have caused.

2.5 Scheduling for Boat Use

- Use the online logbook to reserve boats for your upcoming rowing sessions. A link to this Google Sheet can be found at www.cincinnatirowing.org/reserve-a-boat. The board inside the boathouse has been discontinued.
- A sculling boat may be reserved for a maximum time of 120 minutes per day. The individual who reserved the boat must be present at the start of the reserved time or he/she will lose priority for that particular day. Those who repeatedly fail to appear will lose their reserved time slot.
- Regatta entries: An 'Equipment Request' chart will be entered into the online logbook for each regatta so that persons may sign up for boats and oars they wish to use and resolve scheduling conflicts. The chart should be posted no later than three weeks before entries are due. Members who sign the sheet will have priority over those who don't. If you do not see a boat request chart for a particular regatta, please ask the Facilities/Equipment Manager.
- Conflict resolution and exceptions: Members should try to resolve scheduling conflicts on their own. If it is not successful, they should approach the Facilities/Equipment Manager.

2.6 Equipment Transport

- No club equipment shall leave the boathouse without the Board or Facilities/Equipment Manager's permission. Shells shall be taken for regattas only as long as they are required for competition, travel and preparation. They must be safely returned to the boathouse as soon as possible.

- Only full year dues paying CRC members may take club shells to a regatta, however Summer members may be permitted to take a club shell to a regatta if attending with a full member and approval has been received from the Facilities/Equipment Manager or CRC Board.
- If a CRC member wants to travel with one of the singles that the club shares with a private owner, that owner must also give permission.
- A shell may not be taken from the Boathouse for "recreational" purposes without the approval of the CRC Board or Facilities/Equipment Manager.
- All members who take shells on trips must be adequately trained in loading/ securing, driving, and storing/ protection of the equipment. Car racks that are used for carrying shells must be clamped or mechanically attached to the car's roof. Suction cups are not adequate. A safety line must be used to attach the front end of all car-topped shells to the vehicle in addition to those means normally used to fasten the boats to the boat rack. An aft line to the vehicle is not a bad idea either, as it will greatly reduce any leverage created by the shell on its rack and the car top. A red flag must be attached to the rear most part of overhanging shells. On interstate highways, a red light is also required at night.
- If the trailer is used, the driver must be certified by the Facilities/Equipment Manager or Board before transport. The club will reimburse for mileage if someone tows the trailer, at the current IRS business rate (i.e. \$.655 per mile set for 2023), with 2/3 of the reimbursement paid to the vehicle owner and 1/3 of the reimbursement to cover a portion of the gas cost. The balance of any remaining gas cost will be covered by the CRC members participating in the regatta.

There will be no reimbursement for transporting boats if the trailer is not taken.

- The member or members who sign out a shell are responsible for it. The driver must have automobile insurance. Club shells and oars are covered by CRC insurance.
- When returning a boat to the boathouse, it must be re-rigged so it is ready to row by other club members.

2.7 Rigging

Once set, the rigging of a shell may not be altered without good reason as determined by Facilities/Equipment Manager. Those requiring a slightly lower rig should use pads to raise their bodies.

2.8 Open Row Guidelines

Sessions are normally 2 to 2 ½ hours, allowing for at least 1 ½ hours on the water. Coached row times may vary.

2.8.1 Responsibility of the Rowers

- Arrive on time
- Carry oars & water down to the dock as soon as you arrive
- Follow boathouse rules for use of equipment
- Carry boats to water, then return all to the boathouse after rowing

2.8.2 Responsibility of the Host

- Each week, send an email announcing that Open Row to all CRC members at news@cincinnatirowing.org. Request a reply so that you know who plans to attend. An example email:

Come to CRC's Open Row Saturday 6/21/2023 at 8:30 AM!

Hosted by: "Your Name" YourEmailAddr@gmail.com

Please REPLY to "Your Name" if you plan to come.

- Weather conditions may be cause for cancellations. Please be sure to check conditions in advance. If you need to cancel an Open Row, please be sure to send an email to news@cincinnatirowing.org and contact directly those who have signed up.
- Be there at least 5 minutes before the starting time.
- Open (at beginning) and Close (at end) the Boathouse (doors & alarm) and Gate (lock).
- Arrange the rowers into boats, being aware of their skill levels & weight and assigning to appropriate boats (see chart on the wall).
 - Many will be novice rowers, so be sure to use novice boats for these rowers.
 - Before assigning rowers to a double, be sure they have previously been in a double to ensure safety. Other alternatives:
 - YOU may want to row with each of them in a double first if this would be their first time.
 - Have one person set the boat and the other row, then alternate, until you see that they are skilled enough to both row at the same time.
- Accommodate, as possible, requests to row together (i.e. with a particular person).
- DO NOT put someone in a SINGLE, unless previously cleared with one of the CAPTAINS.
- ACCOMPANY THE ROWERS ON THE WATER. Preferably you are one of the rowers in one of the boats. If the number of rowers is uneven and you are cleared for a Single, you can row alongside in a single.
- ON THE WATER --- Your job is mainly to ensure safety. However, if you're comfortable providing some feedback on their rowing techniques or giving some drills to work on their technique, please do. This usually is much appreciated. **But it is best only to comment on 1 or 2 things. We do not want them to feel overwhelmed with instruction from a host. That's what the Coached Open Rows are for.**
- REMIND ROWERS of safety & how to handle equipment, so that they learn the procedures of CRC. This includes: how to safely get boats off and on racks & slings, and into and out of the water: ensuring oars are put into oarlocks correctly, and with the dock oar first; rowing pattern on the water; docking, etc. We are trying to make them safe rowers as well as skilled rowers.

3. CRC SKILL CLASSIFICATION RULES

3.1 Overview

This policy describes the classification of skill levels within our rowing community. The levels described in this policy directly correlate to the equipment that a club member is allowed to row. The intent of the policy is to maintain a safe rowing environment for all rowers and to help prolong the life of club equipment by preventing abuse of the equipment.

3.2 Skill Level Classifications

The Club Captain will conduct certification testing. Each member must demonstrate skills and be classified before rowing a club boat. Refer to Rower Certification Testing.

Members are encouraged to request testing for the next higher classification level as soon as they have met the kilometer rowing requirements and feel they have acquired the skills for the next level.

Level	Description
Learn to Row	Members who are actively attending the Learn to Row classes or who have passed the LTR skills assessment but have not passed the Safety Assessment or completed the Swimming Certification. These persons may row only under supervision with a Coach.
Novice	Members who have completed Learn To Row or an equivalent class at another Club/Institution. These members have passed the Safety Assessment. These members should not row on the Ohio unless supervised by a coached launch. For those members who have completed a class at another Club/Institution, either a certificate of completion or letter from the instructor is requested. The rower must also demonstrate to the Club Captain that they know the basics of the rowing stroke with a CRC Sculling Skills Assessment. To transition from a Novice to an Intermediate, a rower must have rowed at least 160 kilometers within two years of completing Learn to Row and pass the Sculling Skills Assessment as administered by the Club Captain.
Intermediate	These members have completed the mileage requirement (160 kilometers) and passed the Safety Assessment and the Sculling Skills Assessment. Full-year dues-paying members at this level are eligible to receive a Boathouse key. To transition from an Intermediate Rower to a Senior, a rower must have rowed at least 320 kilometers and pass the Sculling Skills Assessment as administered by the Club Captain.
Senior	These members have completed the mileage requirement (320 kilometers) and passed the Safety Assessment and the Sculling Skills Assessment. Rowers who are already experienced, demonstrated by having rowed at least 320 kilometers a year for more than three years or rowing routinely for more than seven years, can be designated as a Senior by the Captain with the input of the Board. They must also pass the Safety Assessment and the Sculling Skills Assessment.

<p>Single Sculler</p>	<p>Members who wish to row a single from the Club Boathouse/Dock, whether a club boat or a private boat, must be a Rower Level of Senior and must have passed the Single Sculler and Flip Assessment. Prior to passing the Single Sculler Assessment, a rower may row a Single Shell only under supervision with a Coach in a launch and ONLY if classified at the Senior level.</p> <p>It is recommended that newly certified single scullers be accompanied by another rowing boat or coach for the their first 5 rows in a single.</p>
<p>Use of Club Shells at Other Locations</p>	<p>At least one rower must be at Senior level or be with an approved coach. In addition, the member must demonstrate to Facilities/Equipment Manager’s satisfaction how to de-rig, safely transport, and competently re-rig equipment.</p>

3.3 Classifying Experienced Rowers New to CRC

- New members should be evaluated/tested by the Captain to determine appropriate rowing level. Level should not be based solely on kilometers (or hours) they report to have rowed prior to coming to CRC.
- The Captain will assess and certify the rowing ability of each new member. New members without adequate rowing skills will complete the first available rowing classes or have private coaching as desired.
- Even if someone is bringing in their own boat, the Captain should still evaluate their skill level including Flip Assessment (for Single Sculler classification), Sculling Assessment and Safety Assessment as deemed necessary.
- A rower must have a minimum certification level of Novice to be eligible to attend the CRC Open Rows (i.e. those Open Rows hosted by other CRC members).

3.4 Rower Certification Testing

The following TYPES OF ASSESSMENTS are required for the various rower classification levels.

3.4.1 Safety Assessment

Developed by the Safety Officer. To include demonstration of working knowledge of evaluation of river conditions such as debris, current, fog and decisions appropriate to such; awareness and determination of shell weight capacity; calling on radio for other boat/barge traffic; emergency steps for accident, hypothermia, injury, police intervention; appropriate responses to barge traffic at various points on river; knowledge of how to use oar as flotation device and any other rules, actions deemed necessary by the Safety Officer. Refer to Appendix “Safety Assessment Form”.

3.4.2 Sculling Skills Assessment

The following must be successfully completed. Note: Test can be performed in a single, double or quad, however the rower must be in the bow for steer/navigation, launching and docking (landing) tests. (Refer to “Captain’s Test for Scullers” in the Appendix.)

- Display good “rowing form” (paddle arms and back only, square, feather, full slide rowing)
- Do 360° river turns in both directions

- Emergency stop from at least 20 SPM at full pressure without flipping
- Row, steer, and navigate continuously without stopping to look frequently and without unduly destabilizing the scull. Ideally a mirror will be used to steer. (in Bow seat, a requirement when rowing a CRC boat.)
- Land against and with the current (in Bow seat)
- Row backwards sufficient to assist in maneuvering
- Identification of river landmarks, hazards, direction of traffic and limits of river
- Launch and land from mid-dock without assistance
- Demonstrate how to take out a boat and return a boat to its rack in the boathouse (remove from racks to slings, evaluate equipment before carrying to dock, protect skag when putting in and taking out, safe carrying techniques of oars and shell, return to slings, cleaning and inspecting boat after row, return to rack)
- Be able to describe the proper boating procedures, such as the proper side of the river to row on, what to do when overtaking or being overtaken by other boats, and how to respond to wakes from power boats.
- Take and pass an ad hoc oral navigation quiz
- Explain procedures for reporting and taking responsibility for equipment breakage
- Explain pre-launch activities (barge traffic check, debris/current assessment, sign out, lock doors)
- Explain Boathouse and Premises security procedures
- Explain cold weather/fog and darkness rowing restrictions

3.4.3 **Swimming Certification**

Member must sign a Swimming Certification (refer to Appendix), certifying his/her ability to swim at least 100 yards without the aid of a flotation device and also tread water for at least 10 minutes in typical rowing clothing. NOTE: Those members completing the CRC Membership Application certify their ability to swim on the application.

3.4.4 **Flip Assessment**

Demonstrate the ability to fall out of a single OR double shell using shoe release if necessary, “right” the shell if it has turned upside down., correctly position the oars and get back into shell, resume rowing.

3.4.5 **Single Sculler Assessment**

All tests listed under “Sculling Assessment” and Flip Assessment must be completed in a Single.

3.5 **Captains**

A designated Club “Captain” will have the responsibility and authority to determine which assessments are required and the rower classification of each member of CRC. Testing may include:

- Demonstration of Sculling Assessment

- Flip Assessment
- Safety Assessment
- Single Sculler Assessment
- Use of Club Shells at Other Locations Assessment
- Other Assessments determined of value by the Captain with input by the Safety Officer, Board, Coach and membership

The Captain may authorize several other Club members to assist in the Assessments and Captain responsibilities. The Captain is encouraged to discuss exemptions from Rules/assessments with these other Members and/or Board members.

ALL assessment skills on the list must be completed successfully when conducted by the Captain or any other Club member authorized for assessments. (Refer to Section 3.4.2 and “Captain’s Test for Scullers” in the Appendix.)

When necessary to conduct a single flip assessment, for safety reasons it is recommended that two Captains be present and/or a Coach in a launch.

3.5.1 General Rules for Rowing Level Classification

The Captain may add restrictions to any rower, as specific safety concerns require all.

Notwithstanding the foregoing rules, any advancement may be made at the discretion of the Captain.

Moving up a level requires kilometers and evaluation/testing by the Captain.

Kilometers should be checked each year. If the member has not logged enough kilometers in the previous year to maintain their current rower level, the member may need to be re-evaluated/tested by the Captain at the Captain’s discretion.

Members must move through the classifications in order unless the Captain decides that member may be eligible to skip a level.

3.6 Available Equipment and Level Classifications

See current chart posted at the Boathouse and on the website (www.cincinnatirowing.org/club-boats) to determine the weight and skill levels for each shell (updated annually by the Facilities/Equipment Manager).

Weight ranges for boats are set up for maximum performance. If a boat sits too low in the water, it generates more drag and slows the boat. Similarly, a bigger boat with very light rowers will ride high in the water and be difficult to set. Visual weight displacement when on the water is the final guide.

PLEASE be courteous to other rowers and take the boat that best fits your weight.

Type	Boat (maker)	Minimum Skill Level Required	Weight Class	AVERAGE Weight Range for Boat Crew (lbs)
Singles 1x	Roaming Joan (Hudson)	Senior	Lightweight	120-159

	Miss Finch (Kaschper)	Senior	Lightweight	125-160
	Flip 'Er Naut (Kaschper)	Senior	Mid/Heavyweight	150-210
	Charlie Brown (Kaschper)	Senior	Mid/Heavyweight	150-210
	Riggerous (Peinert)	Senior	Mid/Heavyweight	150-210
	Unnamed (Hudson)	Senior	Heavyweight	190-220
	Boaty McBoatface (training single)	Supervised Intermediate	n/a	n/a
Doubles 2x	Most Offensive Player (Hudson)	Senior	Lightweight	110-145
	Bliss Delight (Kaschper)	Senior	Lightweight	120-155
	Ciclone (Kaschper)	Senior	Midweight	150-185
	The Bob & Tom (Kaschper)	Intermediate	Midweight	150-185
	Toughlon (Kaschper)	Novice	Midweight	150-185
	JP (Hudson)	Novice	Midweight	160-195
	The Black Death (Hudson)	Intermediate	Heavyweight	*180-220
Quads 4x	Zoosan (Kaschper)	Intermediate	Lightweight	120-155
	Theurer-o-bred (Kaschper)	Intermediate	Midweight	150-185
	Bill Engeman / Iraqi (Kaschper)	**Novice	Midweight	150-185
	S.S. Schmidt (Hudson)	Senior	Midweight	150-185

* The MAXIMUM weight for any rower in a CRC boat is 250 lbs, with the exception of the Black Death with a maximum average weight of 220 lbs.

** If required, the Bill Engeman/Iraqi quad may be used by the LTR class, or by novices in coached or open rows with the approval of the coach or host. Bow seat must be at Intermediate level or above. Novice rowers should learn to steer in Novice boats.

3.7 Rules for CRC Shell Use

3.7.1 Rules by Boat

ALL BOATS

- Use of a MIRROR when bowing a club boat (including singles) is MANDATORY. The importance of this cannot be overstated. Given the dynamic rowing conditions specific to the rivers and our location, a mirror is essential . . . and can easily be mastered with repeated use.

DOUBLES

- Two Novices may row only when directly overseen by a Coach or experienced member such as at an Open Row or other supervised setting or with special permission of the Captain such as for Novices who have passed the Sculling tests.
- One Novice may row in non-supervised setting if the Bow person is an Intermediate level or above.

QUADS

- If all or three rowers are Novice – may row only when directly overseen by a Coach or experienced member such as at an Open Row or other supervised setting or with special permission of the Captain such as for Novices who have passed the Sculling tests, or in non-supervised setting if one of the rowers in the quad is an Intermediate level or above (preferably in Bow seat).
- Novices may row in non-supervised setting if 50% of shell is Intermediate or above (depending on the shell used). Bow at specific level according to shell used.

SINGLES

- In order for any member of CRC to row a single shell owned by the Club, or a private shell, without coached supervision, the member must be Club certified at a Senior level and pass the Single Sculler Assessment.
- A member must be certified at a Senior level before using a club boat for singles lessons/training, and all training must be under coached supervision.

3.7.2 Rules by Member Rowing Classification

- A member is allowed to “row down” in equipment of a lower classification, but is not allowed to row equipment that is classified with a higher level than they have attained.
- If a mixed skill level crew wants to take equipment out, 50% of that crew must meet the minimum level for the equipment. Other rowers may not be more than 1 skill level below the posted minimum for the boat.
- The rower with the highest skill level in a mixed crew has increased responsibility for the safety of the boat and the less experienced rowers.
- Equipment limitations should always be respected. Posted gender restrictions, weight restrictions and other designs should be obeyed. If there is a question about the limitation of equipment for a given crew, the crew should contact the Equipment Manager for a detailed discussion. For

information on the equipment, please refer to section 3.6 on “Available Equipment and Level Classifications”.

- Novice rowers should learn to steer the boat (bow seat) in Novice boats before sitting bow in Intermediate and Senior Boats.

4. CRC COACHING – OBJECTIVES, EXPECTATIONS, AND STRUCTURE

4.1 Objectives for Coaching

There are two levels of coaching, one for Development and one for Competition.

4.1.1 Development: Primary Focus on Exercise and Enjoyment

- Encourage and promote rowing, especially with new LTR graduates
- Improve technical skill
- Improve strength and endurance
- Expand membership
- Promote social contacts to organize rowing boat “groups”
- Get exposed to the concept of competition to see if they might be interested and make it easy for them to move in that direction if they want.

4.1.2 Competition: Primary focus on Competitive Racing

- Improve technical skill
- Improve strength and endurance for racing
- Develop racing strategies
- Develop training plans to prepare for races
- Organize boats, registrations, and transportation for regattas (especially out of town regattas) (Note: This may require assistance from other club racing members.)

4.2 Structure to Accomplish the Objectives

4.2.1 Winter (Indoor) Workouts

- Publish workouts in advance.
- Vary the workout for the two groups: Development Rowers and Competitive Rowers. This will be at the Coach’s discretion. In general follow the same basic workout for both groups, but with different intensities. Vary the workouts with team events such as erg races with a mix of experienced/inexperienced rowers on a team, which will help to pull other rowers along and they can continue at their own pace.
- If there is interest from the membership, an advanced program and a beginning program could be created that would have different numbers of workouts with different intensities. This can cover a broader cross section of the rowing population. (NOTE, however, that two such programs would negate the current single program benefit of pulling new rowers into the group of experienced rowers.)
- Coaching 1 day a week.
- Sessions led by members the other days. This requires developing a schedule of people who will commit to lead each workout. The Coach should provide some guidance on the intensity level

people should be working at so the substitute coach can help encourage people to reach their goals.

4.2.2 On the Water Coaching (Spring, Summer, Fall)

Two different coaching sessions should be conducted, on separate days: (1) Development, and (2) Competition. ALL CRC members are encouraged to attend the Development coaching sessions often (i.e. in addition to experienced rowers attending the Competition coaching sessions).

Development

- 1 to 2 days/week – preferably with 1 weekend morning and 1 weekday evening
- Provide workouts and/or drill to accomplish the defined “Development Coaching” Objectives.
- Coaching provided, free of charge to CRC members – to encourage participation and the joy of rowing
- ALL CRC members invited to attend – and Experienced Rowers encouraged to attend in order to welcome new rowers and provide a better rowing experience via boats made up of varied levels of rowers. (Note: Weekly communication on this program (via email to the CRC group) should be performed in order to “advertise” and encourage attendance.
- Boats to be a mix of “new” and experienced rowers. It is suggested that the experienced rowers NOT all be put together in boats.

Competition

- 1-2 days/week – preferably with 1 weekend morning
- Provide workouts and/or drill to accomplish the defined “Competition Coaching” Objectives.
- Funding for Coach – to be determined. Could be either partially or fully funded by the Competitive Rowers.
- Competitive Rowers should commit to this coaching at the beginning of the season, and determine number and time of coaching sessions with the Coach (i.e. in order to ensure that the program is funded and utilized)
- The Coach may coach from a shell and/or launch, to be determined by the Coach and Competition rowers by session.

4.3 Working with the Coach

- Identify a club member that provides feedback from members to the Coach. Let members know who this person is.
- Clearly define objectives for each coaching session (or series of coaching sessions).
- Provide periodic feedback to the coach.
- Communicate to club members (via email) all coaching sessions and notification of any cancelled coaching sessions.

4.4 Specific Qualities Desired in a Coach

4.4.1 For Development Coaching

- Patience

- Nurturing personality
- Interested, engaged, and providing continued positive feedback and communication with rowers throughout practice

4.4.2 **For Competition Coaching**

- Competitive nature
- Understands the physical capabilities of people (i.e. specifically senior members versus younger members), and structures training programs that incorporate this
- Interested, engaged, and providing continued feedback and communication with rowers throughout the practice

5. CRC LEARN TO ROW PROGRAM – GOALS, OBJECTIVES, AND EXPECTATIONS

5.1 Goals of the LTR Program

- Learn sculling technique in the supervised work-out center.
- Learn about care and general maintenance and handling of sculls and oars.
- Be able to recognize which types, weights and size boats are appropriate for each person, according to their size and skill level (i.e. lightweight, double, quad etc.)
- Row on the Licking River (or Ohio River, as determined by the coach) under coached supervision. Students should attend as many sessions as possible to take advantage of the instruction.
- Learn different roles of each seat in boat—stroke, engine, “mouth”, bow.
- Increase skills in order to transition to Open Rows for independent rowing in multiple person boats.
- Learn safety basics of rowing including evaluating weather and water conditions and rowing with other river traffic (e.g. power boats, tugs and barges) and under less than ideal circumstances such as debris.
- Educate new rowers on the stroke itself to make sure that injury is avoided.
- Educate new rowers on regatta boat preparation and rower responsibilities, to include: de-rigging, loading boat on trailer, rigging at regatta site, de-rigging and reloading on trailer, unload and rigging at return to boathouse.
- Graduate students from the class to level of Novice rower in CRC. However, this is based on the skills and abilities of the student at the end of class, and is not guaranteed as a result of finishing the LTR Program.
- IMPORTANT NOTE: Novice level is required to participate in Open Rows
- IMPORTANT NOTE: The additional skills needed for Singles sculling will NOT be included in this course.

5.2 CRC Objectives for the LTR Program

For the Club

- Encourage and promote rowing, especially with new LTR graduates
- Expand membership
- CRC Fund Raiser

For the Student

- Focus on exercise and enjoyment
- Teach sculling technical skills
- Build strength and endurance

- Promote social contacts to organize rowing boat “groups”
- Get exposed to the concept of competition to see if they might be interested and make it easy for them to move in that direction if they want.

5.3 Expectations of the LTR Coach

- Provide feedback and lots of varied instruction covering safety, boat handling and sculling.
- Use various phrases and many demonstrations on land and from launch.
- Encourage questions and be attentive to different ways and quickness for learning.
- These will be adult learners with different physical abilities and limitations such as reduced flexibility and “old” injuries to knees, back, etc. This will make it extra important to do beginning warm-ups and stretching at end
- Be prepared to recommend extra workouts for those who want to do more (e.g. Erg routines, stair climbing)
- Keep attendance record and general notes on student’s skill level and needs. Particular note should be given to skill and experience in bow seat.
- Patience and a good sense of humor will be valuable.
- Flexible, to meet needs of a diverse student group.
- Student Boat Assignments – Pre-plan before each session. Best to mix up students into different boats each time, especially during the beginning sessions.
- Toward the end of the session, encourage students to get contact names/numbers to organize for future rows together.
- Provide feedback to the Learn to Row Coordinator regarding needs and class evaluation / recommendations for future classes.
- At the end of the Learn to Row session and upon student graduation, complete the “Coach’s Evaluation for Learn To Row Graduating Scullers” for each student (refer to the Appendix of Forms). Submit all completed forms to the LTR Coordinator.

5.4 Expectations of the LTR Students

- You must be able to swim in order to participate in CRC’s Learn to Row course.
- Be aware of your limitations and speak up.
- This is a sport that demands concentration and coordination with others in the boat. It will be very important to pay attention to coaching and ask questions
- Take responsibility for yourself—make the coach aware of any limitations you have. If you require extra warm up or stretching, then do so. The coach can’t always steer the entire class for one person but allowances will be made for individual needs that the students express.
- This is generally a team sport. It is important to **BE ON TIME** for class and for rowing in general since the boat cannot go out until all are present.
- If you’re going to miss a class on the water, notify the coach in advance.
- Listen to the coach, and keep any conversation within the boat to a minimum.

- Attend all classes, if possible. Sculling instruction is incremental by session, with new techniques and areas of concentration added each session. It also takes repeated and consistent practice to learn the techniques of sculling in order to become proficient. This is important when moving forward from the LTR class to rowing independently (i.e. without supervision).
- Participate in all activities, especially in carrying launches and motors to/from the dock. If you can't get there early to put the launch in the water, then help at the end taking the launch back up and putting away.
- Learn rowing skills & techniques, through regular class attendance, in order to graduate at the conclusion of the classes to the level of Novice Rower in CRC. Note, however, that graduation is based on the student's skills and abilities at the end of class, and is not guaranteed as a result of finishing the LTR Program. A minimum of Novice level is required to participate in CRC's Open Rows, i.e. rowing independently.

5.5 Expectations of CRC Members

- Volunteer to row as fill-ins, to provide experienced rowers in a boat
- Be friendly and welcoming to LTR students
- Assist other LTR boats when docking

6. SAFETY MANUAL – LICKING RIVER BOATHOUSE

CINCINNATI ROWING CLUB SAFETY MANUAL LICKING RIVER BOATHOUSE

REVISED 5/2015

Throughout its long history rowing has established itself as a safe sport. Consistent with that history, operations of the Cincinnati Rowing Center, its members and all associated organizations will be conducted with safety as the number one priority.

The location of the Licking River boathouse presents several safety challenges. The size of the river, sharp turns, commercial barge traffic, pleasure boat traffic, and varying flow rates are all potential safety hazards. This safety manual is intended to outline the best procedures to ensure a continuous safe rowing operation. It has been drawn from the experience of rowing clubs throughout the world, U.S. Coast Guard navigation rules, recommendations of the U.S. Rowing Association and consultation with local river interest.

Every participant is responsible to know and follow the procedures outlined in this manual. Every participant is responsible to monitor the activities of other rowers and provide feedback and immediate corrective action in the event of any non-compliance or if observing an unsafe action or condition. The same co-operative team effort required for good rowing is necessary to ensure a safe operation. Coaches have an additional responsibility for training, supervising and controlling their teams.

Failure to comply with the procedures in this plan will result in follow-up and disciplinary sanctions with the individuals or groups involved. Repeat or serious infractions will result in banishment from the property and activities of the Cincinnati Rowing Center.

Safety Director
Cincinnati Rowing Club

6.1 Accountability

- No one under 18 years of age will be permitted to row with the Cincinnati Rowing Club, with the following exception: Under certain circumstances, children between the ages of 11 and 18 may be allowed to row with their CRC member parent under the supervision of a CRC Coach or Captain. Each circumstance must be met with approval from the President or Safety Officer. A coach in a safety launch with a marine radio and/or cell phone must be present. In all other cases, however, individuals under 18 should row with the Cincinnati Junior Rowing Club.
- All rowers will read and acknowledge with their signature that they understand and will comply with all club safety rules prior to participating in any club activities. A Safety Assessment will be completed by any person wishing to row as a member of the club.
- Prior to participating in any club activity, everyone will sign a USRowing waiver of liability acknowledging the risks and hazards of rowing.
- All practices will be recorded in the boathouse (and online) log book prior to rowing. Coaches may log for all boats under their supervision with a single entry. Each boat not under the direct (on the water) supervision of the coach must be logged out and in individually.
- A bulletin board will be mounted in a prominent place in the boathouse with a posting of safety rules, any safety notices or updates and emergency phone numbers. Rowers and coaches will check this board prior to launching.
- There will be a safety committee led by the Cincinnati Rowing Club Safety Director to ensure this plan is kept current and followed. The safety committee will complete a monthly safety inspection of the facility and equipment and of the requirements in this manual. The committee will be responsible to ensure any required corrective action is complete. Additionally, the safety committee will conduct an annual review of this manual and update and redistribute as needed.

6.2 Procedures

6.2.1 Water Safety Program

Each rower will participate in a water safety program. Coaches, the CRC Captain, and the CRC Safety Director are responsible for ensuring rowers are trained. Topics will include:

- Rescue procedures in the water
- Recognition of unsafe water conditions
- Basic first aid
- Hypothermia
- Proper navigation rules and boat handling
- Rowing terminology

All rowers will demonstrate their swimming/flotation skills by completing the club swimming assessment or indicating with their signature that they can swim at least 50 yards.

All launches will operate in accordance with applicable safety regulations

6.2.2 Incidents

Anyone injured during a rowing activity or on the boathouse grounds will report the injury to the coach, safety director or club officer. If sufficiently serious, a formal incident report will be submitted to the club president. This includes any "close" encounters with a barge or pleasure boat traffic.

6.2.3 Training

Experienced rowers new to the Licking River will be given complete safety/course rules/river familiarization training before rowing. Ideally, they will row the River first with experienced rowers. Beginning rowers must be adequately instructed and supervised until skill level to row unsupervised has been demonstrated and certified.

Club boats will only be transported on a car, van or trailer by driver specifically designate by the club president or head coach. They will be familiar with related U.S. Rowing guidelines and comply with all motor vehicle rules for doing so.

6.3 Facility

- All gasoline storage will in a secure, approved storage area and will use approved, flame proof contains.
- Fire extinguishers will be present, clearly marked and regularly inspected.
- Aisles will be kept free of obstacles.
- Launches will be stored in the designated storage area.
- A first aid kit will be maintained in the boathouse and inspected regularly.
- Outboard engines will be stored on designated racks
- Boathouse doors and the road gate will be locked when departing. Boathouse doors will be locked if no one is in the immediate vicinity and on the shore. Leave boathouse lights on!
- Alcoholic beverages are not permitted in or around the boathouse. Any special events deviating from this rule will have explicit approval of the club president and will comply with all local laws.
- When entering the boathouse, the alarm must be disabled. If the alarm sounds, call the security service. Their number is posted by the alarm. Give them the code word or the police will be dispatched. Reset the alarm if you are the last to leave.

6.4 Hours of Rowing

All rowing from the Licking River boathouse will be during daylight hours. No boats may depart the dock before official sunrise and all must be back at the dock by official sunset.

6.5 Winter Rowing

The Licking Boathouse will generally be closed for the winter from December 1 though March 1. The head coach, Club President and Safety Director, will make any adjustments to those dates. Single scullers may not launch in the month of March until individually cleared by the Safety Director whose decision will be based on water conditions and the rower's skill level. Generally, a water temperature of 50 degrees or higher will be required before single scullers, not directly supervised by a coach may launch. Winter rowing (Dec 1 through Mar 1) by any CRC club member requires prior approval of the Safety Director or CRC Captain. Any member who wishes to continue to row through the winter season may request approval prior to the season starting. NO boat with less than 4 oars may launch during the winter period and until water temperature reaches 50 degrees in the Spring. Approval will be given based upon rower's experience and ability and may be revoked at any time.

6.6 Weather

- Rowers/coaches must always be aware of weather conditions. Watch for gathering clouds, changes in wind speed/direction, temperature changes, etc.
- A weather radio will be kept in the boathouse and should be checked if they're in any doubt.
- Do not row if a thunderstorm warning exists for the immediate area. If a watch or a warning is in the region but outside the immediate vicinity exists, stay close to the dock area and monitor conditions. Land all boats at the first sign of lightning.
- Boats will not launch in high wind conditions, defined as causing whitecaps on the water. If such conditions are encountered while on the water return to the dock immediately if safe to do so. If not, seek and stay in a sheltered area until winds subside and then return.
- Do not row in fog unless visibility is at least 100 yards. If fog sets in while on the water, keep a land reference on one side and return to the dock, moving slowly and prepared to stop. Make noise frequently with a sound device or by shouting to warn other boats. Ensure quiet when not signaling to listen for other boats.
- Rain throughout the Licking Ohio basins can have a large impact on Licking River conditions. Hazards include flow rate and floating debris. When those conditions exist, rowing will be limited. Who should launch should be based on specific river conditions, water and air temperature, boat size and the skill and experience of the rowers and coxswains.
- When the water temperature is below 50 degrees, the risk of hypothermia increases significantly. The safety director will monitor water temperature and post it in the boathouse and via e-mail. In Spring, until water temperature reaches 50 degrees, no boat with less than 4 oars may launch. Larger boats may launch only after receiving approval from the Safety Director or CRC Captain.

6.7 Equipment

- Any boat launching from the facility must have a bow ball affixed.
- Every boat launching from the facility must have heel restraints/quick release mechanisms in compliance with USRowing rules. Coaches and safety directors will assure they are properly maintained.
- If tied shoes are used instead of Velcro, they should be snug enough to hold the foot stable but remain loose enough for quick foot removal in the event of an emergency.
- For both safety and equipment maintenance reasons, rowers will only use boats that are consistent with their skill level. As beginner rowers progress in skill, club leadership will designate available boats. This does not preclude "rowing up" in higher level equipment under the supervision of experienced rowers or coaches. See section 3.6 in the CRC Policies & Procedures Manual
- The rower in the bow seat of a club boat (or a club owned single) must wear a mirror. It is also highly recommended that rowers on privately owned boats use mirrors.

6.8 River Traffic

The greatest hazard associated with rowing is the interaction with other boats on the water. That is particularly true on the Licking River with the regular barge traffic. The barge is trying to maneuver in a

very limited space (and is much bigger than us), will often use a large part of the river and cannot see around corners. Barges cannot stop to avoid us, so we should maneuver to avoid them. For our own safety and consistent with navigation rules rowers will always assume the barge has the right of way. To ensure safety, actions of rowers and barges must be consistent and predictable. The following rules will be followed by all rowers.

- Course rules are to keep to the right – travel upstream on the Covington side and back on the Newport side, which is consistent with the Coast Guard navigation rules. That is, two boats approaching on opposite courses will normally pass port side to port side. If debris or other hazards cause a deviation from this pattern, return to the correct side as soon as possible and pay particular attention approaching turns.
- When encountering an approaching barge, rowers will stop and move as close to the river bank as is safe, leaving some room to absorb the anticipated wake. Acknowledge the barge's presence with a wave or other signal, keep it in sight and establish eye contact with the pilothouse of the tug. In the worst case scenario and collision would appear possible, row the shell into the shore and get out onto the shore, abandoning the shell.
- The movement of the barge through the water and force of the tug's drive create a very strong inward suction along the sides even though the water may appear calm. Stay as far away from the side of the barge and tug as possible by pulling toward the shore.
- After passage, rowers must still cope with the barge wake. Its size will require it be taken parallel to the shell. There are two distinct parts. The first will be to the side and be taken by lining up nearly parallel to the direction of travel. The second will be created by the strong prow wash from the tug and will be a series of large rolling wave following directly behind the tug and oriented perpendicular to travel. Shells can generally stay to the side of the river, letting these swells pass by. If not, take them parallel to avoid breaking the shell.
- While navigating the Licking during daylight hours, barges may sound their whistle to warn as we approach. This is more than just a warning. It is a signal. Rowers, coaches and coxswains will be familiar with the following whistle signals from barges:
 - When you hear ONE PROLONGED BLAST, it means a barge is approaching a blind riverbend within a couple of minutes. Exercise extreme caution. If you are on the dock, do not launch until the barge clears the bridge. If you are on the water near the bridge stay well away from the bridge. A downriver barge will use the entire bridge opening to get by and they cannot see us. If near a bend upriver from the dock, stop before the turn, pull to the side and wait for the barge to pass. This is the most common signal we should hear, though it is not frequently used, and coaches should establish radio contact to coordinate passing.
 - If the barge sounds a series of FOUR OR MORE SHORT BLASTS, this means the barge is signaling a dangerous situation or doesn't understand our intentions. Make it perfectly clear by moving out of the way, stopping, acknowledging with a wave or signal, and establishing eye contact. Coaches should communicate on the radio to both avoid and respond to this type of situation.
 - In all cases all parties are to exercise judgment to ensure safety. The absence of a whistle signal or other communication should not be taken that no traffic exists. Rowers will always assume traffic will be encountered. Coxswains will always remain vigilant and scullers, through the use of mirrors or very frequent visual checking, will ensure clear water ahead.

NORMAL CAUTION SHOULD ALWAYS BE EXERCISED.

6.9 Dock Operations

- **Launching** – All shells and launches will launch downstream on the Licking (toward the Ohio). After traveling downstream a minimum of 50 yards, establish clearance from any traffic, turn upstream, cross the river and proceed in accordance with normal course rules.
- **Recovering** – All shells on the Licking River will pass through the bridge and proceed downstream of the dock at least 100 yards. After establishing clearance from any traffic, turn and proceed upstream to the dock.
- If shells are waiting for dock space to land and a barge approaches, line up single file close to the Covington shore until it passes.

6.10 The Water

Rowing takes place on the water, not in it. The Licking River in particular presents a variety of hazards from pollutants, current, floating debris, bottom hazards, etc.

- No club member may get in the water without the explicit permission and direct supervision of the coach. There will be no swimming, no throwing in of coxswains, any horseplay, etc. Items dropped in the water that are not visible and within reach from the shore are considered lost and not recoverable.
- Water quality varies and is often poor. Current Tetanus and Hepatitis shots are strongly recommended for all rowers. Rivers water should be kept from any open wounds (blisters too) as much as feasible. Wash with soap and water or hand sanitizer as soon as possible after rowing. Wet clothing should be washed prior to wearing again.
- The bottom and shoreline, particularly where water level rises and falls, should be considered hazardous. To protect feet, shoes should be worn in and around the boathouse and at the water's edge.

6.11 Communications

- With the preponderance of cellphones, the boathouse does not have a land line phone. Emergency numbers will be posted near the alarm.

7. HARASSMENT POLICY

The Cincinnati Rowing Club has been built on a foundation of broad participation and respect for all members as well as anyone we come in contact with as members of the club. Thus it strongly supports the efforts of USRowing to ensure a respectful and harassment-free environment exists in the sport of rowing and in every rowing organization. We have always had a strong program to protect the safety of our members, and this policy is simply an extension of that policy. Like our mutually supportive safety program it is the responsibility of every member to support this policy, report or confront any issues and display the interpersonal respect it represents.

Our policy follows and applies to all members, families of members who participate in any club sanctioned activities, anyone contracted to assist in our programs, volunteers who may help with club activities, members of other clubs we interact with and the general public we may interact with as we engage in the sport we love in the community.

Policy Statement

Our long history has been characterized by the respect that this policy encourages and thus the following activities are strictly prohibited:

- Bullying
- Hazing
- Harassment
- Emotional Misconduct
- Physical Misconduct
- Sexual Misconduct

The definitions included in the USRowing Athlete Protection Program, <http://usrowing.org/Safety/SafeSport.aspx>, will apply to this policy.

Since our membership is restricted to adults over the age of 18, we are not faced with the challenge of ensuring children are protected from any of the above activities. However, we commit to remain vigilant, as we occasionally have the opportunity to observe junior rowing programs and competitions, and look out for the welfare of any children we observe in rowing activities. We will report any inappropriate activity involving such children just like we would our own members.

Incident Reporting

In the event that any member observes inappropriate behaviors (i.e., policy violations), suspected physical or sexual abuse, or misconduct, it is the personal responsibility of each member and volunteer to immediately report his or her observations to any member of the Cincinnati Rowing Club Board of Directors.

We will take a report in the way that is most comfortable for the person initiating a report including an anonymous, in-person, verbal or written report. Regardless of how you choose to report, it is helpful for individuals to provide, at a minimum, (1) the name of the complainant(s); (2) the type of misconduct alleged and the name(s) of the individual(s) alleged to have committed the misconduct.

It is essential that potential issues be reported and investigated but, at the same time, it is equally important that the reputations of all involved be protected while issues are investigated and thus

confidentiality at this stage is also a measure of respect that we will protect. To the extent permitted by law, and as appropriate, the board member receiving the complaint as well as any board member who becomes aware of the complaint will keep confidential the complainant's name on request, not make public the names of potential victims, the accused perpetrator or the people who made a report of abuse to the authorities.

Regardless of outcome, we will support the complainant(s) and his or her right to express concerns in good faith. We will not allow or tolerate attempts from any individual to retaliate, punish, allow or in any way harm any individual(s) who reports a concern in good faith. Such actions against a complainant will be considered a violation of this policy and grounds for disciplinary action.

A report of abuse, misconduct or policy violations that is malicious, frivolous or made in bad faith is prohibited. Such reports will also be considered a violation of this policy and grounds for disciplinary action. Depending on the nature of the allegation, a person making a malicious, frivolous or bad-faith report may also be subject to civil or criminal proceedings.

Investigation

If a suspected violation of the policy is reported to a board member the board will determine the appropriate steps to address the conduct. Such steps may include:

- The collection of additional information from the individual in question, other individuals with potential knowledge or evidence of the incident or the accused individual
- Mediation, if the concerns raised can be resolved by an open discussion between the parties
- Formal investigation and hearing by a minimum of three impartial individuals
- Retention of legal counsel or investigation services to investigate and/or make a recommendation as to whether a violation of the relevant policy has occurred and/or a recommendation as to the appropriate sanction

If the initial information indicates that an individual's continued membership or participation poses a risk of ongoing physical or emotional harm, the Board President may suspend the accused individual pending final resolution of the complaint to eliminate any danger to a member or other individual. In such instances, the club will provide the individual with notice and offer her/him an opportunity to contest the suspension.

The board President is responsible for ensuring a thorough and impartial investigation is conducted. Depending on the circumstances the President may conduct that investigation personally or may appoint a small committee of club members to complete an investigation. At the completion of the investigation, results will be presented to the full board for review and determination of any resulting action. The primary intent of such investigation and action is to ensure all sides of an issue are heard and understood and that the environment of dignity and respect and a positive relationship among members are maintained. Though disciplinary action may result, that is not the primary intent.

If, following review by CRC, the issue remains unresolved or is not susceptible to resolution at the Member Organization level, it may be reported to USRowing using the USRowing reporting form found here: https://usrowing.org/sports/2018/4/13/18827_132107104230772015.aspx

Appeal: Any USRowing member may appeal the findings of the hearing panel and CRC to USRowing's SafeSport program. Contact: USRowingSafeSport@usrowing.org.

Training

The Cincinnati Rowing Club will train all members in the spirit and letter of this policy at its annual meeting. Board members will be trained in the policy and their responsibilities at the first meeting of each newly elected board. The Safety Director will be responsible for such training. Though it is not a requirement for membership, all members are encouraged to complete the US Olympic Committee's Safe Sport training program. Note that athletes participating in any USRowing-hosted regatta are required to complete this training.

The training can be accessed here: <https://usrowing.org/sports/2022/12/20/accessing-safesport-training.aspx>

8. APPENDIX OF FORMS

8.1 Safety Assessment



Safety Assessment

Name: _____ Date: _____

Complete the Safety Assessment after you have carefully read the Safety Manual. Return your completed assessment to the Safety Director for scoring. All answers must be correct to pass the assessment.

1. Anyone injured during a rowing activity or on the boathouse grounds will report the injury to:

2. **True or False:** You may row before dawn or after dusk as long as you have a coach in a launch.

3. You may not row in a thunderstorm or if a severe thunderstorm warning exists for the immediate area. If a watch or warning exists in the region but outside the immediate vicinity, what should you do?

4. Boats will not launch in high wind conditions, defined as causing whitecaps on the water. If such conditions are encountered while on the water, what should you do?

5. How many yards of visibility should you have in foggy conditions? _____

6. When the water temperature is below 50 degrees, the risk of hypothermia increases significantly. For that reason, the boathouse is usually closed from December until March. However, with the Safety Director's approval, very experienced rowers may row with a coach and in a boat with _____ oars.

7. **True or False:** The barge always has the right of way.

8. When encountering an approaching barge, rowers will stop and move as close to the river bank as is safe, leaving some room to absorb the anticipated wake. Acknowledge the barge's presence with

9. In the worst-case scenario and a collision would appear possible, what should you do?

10. How should you cope with wake from a barge or boat? **Parallel or straight on?** (Circle one)

11. While navigating the Licking, barges may sound their whistle to warn as we approach. That is more than just a warning. It is a signal. What does one prolonged blast mean?

12. What does 4 or more short blasts mean?

13. The rowing club maintains a VHF radio in the boathouse for communication with river traffic. Just prior to launching, you must radio possible traffic of your intentions to launch. After you have made your call out using the instructions in the Safety Manual, if you get no response, may you assume the river is clear? **Yes or No**

14. All shells will launch **downstream or upstream (circle one)** and travel a minimum of _____ yards to establish clearance from any traffic.

15. **True or False.** The Licking is a pristine river, and we need not be concerned about keeping Tetanus and Hepatitis shots current. Additionally, Licking River water is good for washing wounds and blisters.

8.2 Captain's Handbook for Understanding the Skill Levels of Novice, Intermediate, and Senior Levels

The rowing stroke is made up of four sequential elements: the CATCH, the DRIVE, the FINISH and the RECOVERY.

- The CATCH is the point at which the legs are compressed and the blade enters the water. Think of this as the start of the stroke.
- The boat is accelerated forward on the DRIVE, when the rower pushes against the oar handles by applying pressure with the leg and back muscles.
- The FINISH involves maintaining that pressure while drawing in the arms, then releasing the blade smoothly and cleanly from the water.
- With the blade out of the water, the sculler then compresses the body and prepares to take another stroke. This sliding motion toward the catch is called the RECOVERY.

What are we looking for overall and at each element of the stroke:

- OVERALL – Well timed catches, drive, and recovery sequences that are correct and controlled. Blades that generally stay off the water. The boat moving steadily through the water without rocking from side-to-side. And wrists that remain mostly flat throughout the stroke.
- Most important at all skill levels is an understanding of the safety procedures, navigating on the river, and how to handle the boat both on and off the water. (Refer to section 6 of the Policies & Procedures (“Safety Manual”) and the “Captain’s Test for Scullers”, section 8.3).

With each element of the stroke:

- The CATCH
 - Blades should be square when they enter the water.
 - Dropping the blade in the water needs to be a smooth and relaxed motion.
 - Prepare for the drop during the recovery as you slide the last 1/4 to the catch, to minimize “missing water”.
- The DRIVE
 - Blades should remain squared throughout the drive.
 - Think of planting the blade in one place, and pushing everything past that place.
 - Straighten your legs smoothly without throwing your weight around or thrusting with your upper body.
 - Top of the blades should sit right at the surface of the water throughout the drive, not digging under the surface of the water.
- The FINISH
 - Completing the full drive without “washing out” (oars coming up out of the water) before the end of the drive. Keeping the handles level through the drive and maintaining the pressure while drawing the arms will help with this.
 - Smooth and clean release of the blades from the water. The blades should lift out of the water before feathering.
- The RECOVERY
 - Controlled slide, with the ability to control even at a very slow recovery rate. A good ratio of slow slide to drive. Not rushing the slide.
 - Body angle is “body over”, with shoulder in front of the hips, maintained throughout the recovery to the catch.
 - Blades should be feathered (parallel to the water) at the start of the recovery and slowly roll to be squared at the catch.
 - Blade height should be only several inches above the surface of the water, not high off the water throughout the recovery or making a large swooping motion at the catch (often referred to as “skying the blade”).

ADVANCING FROM ONE SKILL LEVEL TO ANOTHER HIGHER SKILL LEVEL:

- **LTR to NOVICE** – A demonstrated understanding of the four elements of the stroke. It is expected that work is needed on
- **NOVICE to INTERMEDIATE** - You have obtained some skill on each of the four elements of the stroke. The boat moves along at a stable pace without threatening to tip over. You have good navigation skills as bow, can launch and dock the boat.
- **INTERMEDIATE to SENIOR** – You have gained much skill at each of the four elements of the stroke. Fairly well timed catches, drive, and recovery sequences that are correct and controlled. Blades that generally stay off the water. The boat moving steadily through the water. Oars riding at the surface during the drive (i.e. not digging deep). However, we do not expect a MASTERY of these skills at the Senior level as you can always improve.

CAPTAIN'S SKILLS ASSESSMENT ON THE WATER

The Club Captain will conduct certification testing for members requesting to move to the next higher skill classification level. The “**CAPTAIN'S TEST FOR SCULLERS**” (section 8.3 of the CRC Policies & Procedures), lists the skills to be demonstrated successfully during the skills assessment. In addition, the rower will have to perform successfully specific drills in a 2X (for intermediate and senior level) or in a single (for senior single level) in order to clearly demonstrate a sculler's ability to master the stroke and a boat.

Drills will include:

- **Legs Only Rowing** – Starting from the catch, make the power phase only using legs, extract blade with straight arms and return to catch position. Shoulders remain swung forward and arms are straight throughout.
- **Backdown Drill** – Starting at “body over” from the finish, square blades, back into the catch, then drive. Pause between each stroke.
- **Other drills may be included, based on the sculler's assessment.**

It should also be recognized that Fitness level is important in rowing. While it is understood that some members prefer to be recreational rowers rather than competitive, there is still a connection at all skill levels to being able to scull successfully and fitness level. unable to row properly.

8.3 Captain’s Test Form



CAPTAIN’S TEST FOR SCULLERS

April 2017

Directions: This test will be conducted by a Club Captain or designee. If the rower will be rowing a single, the test must be done in a single. If the rower plans on rowing in a double or quad, the test must be in the double. The rower taking the test must sit in the bow seat. *If the rower passes, then this form is maintained in CRC files. If the rower does not pass, then the Captain holds onto this form for later retest.*

Rower’s Name (print): _____ Date of Test: _____

Needs Retest*	Conditional Pass**	Pass	
			Rowed 160 kilometers for Intermediate, 320 kilometers for Senior. Verify with review of log book. It is the responsibility of the rower to provide/keep track in the log book and provide documentation of the required kilometers rowed.
			Current with membership dues.
			Successfully completed safety assessment.
			Possess and be familiar with CRC rules, skill levels, and boat weight and skill level requirements.
			Demonstrate knowledge of what to do if boat is damaged, if there is a security issue, or an injury.
			Set out slings and sign out boat. Call out on radio.
			Select oars and take to dock.
			Take boat out of boathouse and carry to dock.
			Rig boat properly and get in. Launch from dock.
			Paddle arms and body only.
			Complete full-slide rowing. Show awareness of environment and steer properly. Row on proper side of river.
			Look ahead while rowing full slide upon hearing “Look ahead”.
			Stop from full speed upon hearing “Hold water” or “Check it down”.
			Spin 360° in place, clockwise and counterclockwise.
			Row backwards (stern first).
			Legs-only rowing.
			Backdown Drill (<i>Starting at “body over” from the finish, square blades, back into catch, then drive. Pause between each stroke</i>).
			Land in the middle of the dock. Do not hit the dock.
			Remove oars. Carry boat and oars to boathouse. Place boat in slings.
			Wipe down boat. Check for loose parts and boat damage.
			Place boat and oars in boathouse.
			Put slings away, sign in.
			Overall ability in carrying the boat.
			Overall ability in caring for the boat and oars.
			Overall ability in rowing.

**If a retest of all or part of the test is required, the Captain may specify a minimum number of rows or kilometers before a retest will be administered. State details below. **A conditional pass can be a restriction, such as requiring assistance carrying the single or only rowing with a more experienced rower.*

COMMENTS:

By my signature, I attest that I have personally observed the rower demonstrate competence in each of the above skills and that they can be entrusted with a key, free access to the boathouse, and the club performance boats.

Signature: _____ Date: _____

8.4 Coach’s Evaluation for Learn to Row Graduating Scullers



Coach’s Evaluation for LEARN-TO-ROW Graduating Scullers

May 2008

Directions: *Learn To Row (LTR) Coach will evaluate each rower, completing this evaluation form. These forms will be submitted to the CRC Captain, to be maintained in the CRC files. If the rower does not pass all items, then the LTR Coach will inform the CRC Captain and schedule a retest after the rower has attended the three Coached Open Rows that follow completion of the Learn-to-Row session.*

Rower’s Name (print): _____ Date of Evaluation: _____

Needs Retest*	Conditional Pass**	Pass	
			Successfully completed safety assessment.
			Possess and be familiar with CRC rules, skill levels, and boat weight and skill level requirements.
			Demonstrate knowledge of what to do if boat is damaged, if there is a security issue, or an injury.
			Set out slings and sign out boat.
			Select oars and take to dock.
			Take boat out of boathouse and carry to dock.
			Rig boat properly and get in. Launch from dock.
			Paddle arms and body only.
			Complete full-slide rowing.
			Look ahead while rowing full slide upon hearing “Look ahead”.
			Stop from full speed upon hearing “Hold water” or “Check it down”.
			Spin 360° in place, clockwise and counterclockwise.
			Row backwards (stern first).
			Land in the middle of the dock. Do not hit the dock.
			Remove oars. Carry boat and oars to boathouse. Place boat in slings.
			Wipe down boat. Check for loose parts and boat damage.
			Place boat and oars in boathouse.
			Put slings away, sign in.
			Overall ability in carrying the boat.
			Overall ability in caring for the boat and oars.
			Overall ability in rowing.

**If a retest of all or part of the test is required, the LTR Coach should re-evaluate the rower after the rower has attended the three Coached Open Rows that follow completion of the Learn-to-Row session. **A conditional pass can be a restriction, such as only rowing with a more experienced rower or only rowing at Coached Open Rows.*

COMMENTS:

By my signature, I attest that I have personally observed the rower demonstrate competence in each of the above skills and that they have successfully graduated from CRC’s Learn-to-Row program and can be entrusted to row the club boats, as the club rules specify for novice rowers.

Signature of LTR Coach: _____ Date: _____

8.5 Rack Use Agreement / Request



Rack Use Agreement / Request

Name (please type or print): _____

The undersigned has a privately owned boat, wishes to use rack space at a Cincinnati Rowing Club facility, and agrees to the following:

1. I must be a member of the Cincinnati Rowing Club current with yearly dues, rack fees, or any other outstanding balance. I must also meet the requirements to have a key to the boathouse.
2. I understand I will be responsible for paying such dues and rack fee by March 1st of each year to continue to be eligible for rack space in the CRC facility.
3. I understand I must meet the volunteer requirement by working or paying for required hours each calendar year.
4. I understand my boat must be actively rowed at least 20 times per year, with 10 rows by August 1st (or whatever is the current CRC policy in section 1.7 "Boathouse Rack Space"). Racks assigned after August 1st must be actively rowed at least 10 times that year. It is required that the boat owner personally row at least 50% of the 20-per-season required rows and 50% of the 10-per-half-season rows. I understand that if my boat is not rowed regularly, I may be required to give up my rack space permanently to another rower who is able to row regularly.
5. I understand if I am not able to actively row my boat and have special circumstances that prevent me from rowing, I may request a waiver of the above requirements. I understand that I may apply for a waiver only once in a 5-year period.
6. I understand if I sell my boat, the new owner is not given my rack space if there are others already on a waiting list for rack space.
7. I understand that I am responsible for my own insurance on my boat and that CRC insurance does not apply to my boat.
8. The deposit holding fee for rack space is \$50, which will be refunded if the member withdraws the request or will be applied to the rack fee once a rack is available.

Signature: _____ **Date:** _____

Please email your signed form to the Club Treasurer (treasurer@cincinnatirowing.org). **IMPORTANT:** You also **need to pay a \$50 deposit** to reserve your place on this waiting list! Use the Pay Dues & Fees portal on the club website (cincinnatirowing.org).

CLUB USE ONLY (Date / Initials): Deposit Received _____ Rack Space List Manager Notified _____
Rack Space Available _____ Member Notified _____

8.6 Swimming Certification



Swimming Certification

It is acknowledged that Rowing is a water sport that carries the possibility that at some point the boat will flip or overturn and thereby spill the rower(s) into the water.

Therefore, the ability to swim is essential to the activity of rowing.

The undersigned certifies that they are in good physical condition and have the ability to swim at least 100 yards without the aid of a flotation device and can also tread water for at least 10 minutes in typical rowing clothes.

Name (please type or print): _____

Signature: _____ Date: _____

8.7 Flip Test Certification Form



Single Flip Test Certification

It is acknowledged that Rowing is a water sport that carries the possibility that at some point the boat will flip or overturn and thereby spill the rower(s) into the water.

Therefore, the ability to get back into the boat is considered essential to the activity of rowing. Demonstrating this ability is a requirement for certification as a Single Sculler skill level classification (i.e. the flip test). The rower must demonstrate this ability, or present documentation from a coach of such demonstration in the past 5 years, or sign this certification.

The undersigned certifies that he/she is in good physical condition and has overturned / flipped out of a single scull and successfully gotten back in the boat on the water within the past 5 years.

Name (please type or print): _____

Signature: _____ Date: _____

8.8 Boathouse Key Waiver Form



CRC BOATHOUSE KEY WAIVER

Licking River Boathouse Key Liability Agreement and Release

The undersigned has received a key for the Licking River Boathouse from The Cincinnati Rowing Club and agrees to the following:

1. Is a current member of the Cincinnati Rowing Club
2. Has made a security deposit of \$30 (\$15 nonrefundable)
3. Has read the "Use of Facilities" section of the CRC Policies & Procedures Manual and accepts the responsibilities associated with access to the Boathouse including securing of the Boathouse facility upon leaving the premises.
4. Promises not to divulge the security codes for the Boathouse gates and doors.
5. Will immediately report the loss of a boathouse key to the CRC Key Distribution Manager. Replacement of a lost key will be at the then-current cost and will be the responsibility of the member.
6. Will abide by all safety procedures as documented in the CRC Safety Manual.
7. Has read and understands the CRC policies and procedures as outlined in the CRC Policies and Procedures Manual.
8. Will return the key immediately to the Equipment Manager or Key Distribution Manager if no longer a member.

As provided in the Cincinnati Rowing Club Bylaws, the Board of Directors may determine revocation of key privileges.

Name (please type or print): _____

Mailing Address: _____

Mobile Phone (including area code): _____

Signature: _____ Date: _____

Please email your completed and signed form to the Club President (president@cincinnatirowing.org). You also **need to pay a \$30 deposit** for your key. Use the Pay Dues & Fees portal on the club website (cincinnatirowing.org).

Club use only

Please initial and date the following: Deposit received: _____ Key Distribution Manager Notified:

_____ Key Delivered: _____ Key #: _____