

ARC Member Handbook

There shall be no change to the rules herein until the proposed changes are posted at the boathouse and the members are given thirty days to respond. Members shall become fully acquainted with these rules, and are accountable for their following.

Introduction

Austin Rowing Club is a community of individuals who share an interest in/love for the sport of rowing. ARC welcomes all those who embrace the sport and its ethos.

As part of a larger community of rowers and as representatives of ARC, members should treat everyone (including, but not limited to – fellow crew mates and members, staff, competitors, race officials, volunteers, and referees) with dignity and respect and exhibit fairness, honesty and good sportsmanship at all times.

In every rowing setting, whether at the club or away, ARC members should behave in a manner that reflects positively on the club. As adults, ARC members should behave so as to set good examples for the younger rowers on our Juniors teams.

ARC does not discriminate on any basis. ARC expects members will adhere to a high standard of behavior – treat others as you wish to be treated. The Club's by-laws provide a mechanism to address those that do not.

Scope and Privileges of Membership

A. Dues and fees

1. The Board of Directors shall establish the annual membership dues and fees.
 - a. Regular Membership includes privileges to all rowing programs, equipment, and facilities offered by Austin Rowing Club, plus individual voting rights in the club's governance.
 - b. Fitness Membership includes privileges to limited programs, equipment, and facilities offered by Austin Rowing Club, but does not include individual voting rights in the club's governance.
 - c. Fees and dues shall be payable no more than thirty (30) days after posting. Unpaid dues may result in penalties or denial of access to facilities, equipment or programs.
 - d. All ARC members must be current members of USRowing. USRowing dues will be automatically added to ARC membership dues in January of every year.
 - e. Refer to the Pricing Guide for a list of membership fees.
2. Effective dates of membership
 - a. Members may pay monthly or in six-month commitments.
3. Storage of Private Boats
 - a. For a fee, space for storage of private single or double sculls is offered.

b. Refer to the Pricing Guide for a list of private boat storage fees.

4. Lockers

- a. Lockers of varying size may be rented; ARC shall provide a combination lock for use on boathouse lockers.
- b. Refer to the Pricing Guide for a list of locker rental fees.

5. Methods for terminating a membership

- a. By the delivery to the Office Manager or any Board member of a member's written resignation
- b. By the failure of a member to pay any indebtedness to the Club
- c. by action of the Board of Directors as described in the bylaws of the Club.

6. Diversity and Inclusion Policy

a. Austin Rowing Club provides services and offers membership to everyone. ARC does not discriminate against any person regarding application for membership, election to office with the Club or any activity under the control and/or sponsorship of the Club, on account of race, color, religion (creed), ethnicity, gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation or military status.

7. Membership Conduct Policy

- a. As a member of Austin Rowing Club, you are entitled to:
 - Feel safe and secure when you are taking part in your sport
 - Be treated fairly by everyone: staff and other members
 - Be treated with dignity, sensitivity and respect
 - Be happy, have fun and enjoy the sport
 - Say no to something which makes you feel uncomfortable
 - Make a complaint in an appropriate way and have it dealt with through a proper and effective complaints procedure
 - Know that any information the Club holds about you is treated with confidentiality
 - Have a voice in the decisions that affect you within the Club
- b. As a member of Austin Rowing Club, you agree to:
 - Treat other athletes, coaches, committee/board members, staff, and volunteers with respect
 - Participate fairly, do your best and have fun
 - Respect opponents: they are not enemies; they are partners in a sporting event
 - Congratulate opponents after events, whoever wins
 - Respect fellow crew/squad members and support them both when they do well and when things go wrong
 - Act as role models for other members
 - Adhere to the ethics guidelines outlined by US Rowing
- c. You should not:

- Use abusive language or argue with umpires, officials, crew mates or opponents
- Use violence or intimidating behavior
- Bully (*See Anti-Bullying Charter below*)
- Tell lies about other members, staff, or volunteers
- Spread rumors

d. Anti-Bullying Charter:

- There shall be no name calling (either face to face, behind one's back, or on social media)
- There shall be no physical abuse
- There shall be no exclusion of people
- Everyone should feel respected
- Problems should be discussed
- We all have responsibility to ensure that bullying is not tolerated in our Club

8. Waivers. All ARC members must annually sign the ARC Liability waiver. The ARC Liability waiver is an electronic document. Members will be automatically prompted via email to sign the waiver when needed.

9. Guest rowers

a. Guest rowers are defined as members in good standing of a rowing club located OUTSIDE of a 50-mile radius of the Austin area. Guests are welcome to attend a one-time practice session with Austin Rowing Club. Guests who will be rowing multiple times in one month may be asked to pay a one-month membership fee at the discretion of the staff. All guest rowers must fill out the most current ARC waiver and the accompanying information form prior to participating in any rowing activities. These can be found on the ARC website. Guest rowers should contact the Office Manager to make arrangements. ARC does not guarantee a guest row.

B. Use of Club Facilities

1. Access to the boathouse premises is made available with an electronic key fob issued with each membership.

2. Staff may close the boathouse for facility rental, severe weather, or emergency.

3. Lady Bird Lake is open daily from 5:00 AM to 10:00 PM.

4. The use of the boathouse, its facilities, and equipment is the privilege of members and other persons who are engaged in programs and activities sponsored by ARC.

5. Members and guests who abuse or cause damage to the any of the facilities shall be held responsible for the cost of such damages and may be subject to termination of membership.

6. Members and guests leaving the boathouse unattended are responsible for turning off all lights and closing all doors, leaving the boathouse secure.

7. Children under age sixteen shall be accompanied by an adult except when attending activities or programs sponsored by ARC in which they are enrolled, or upon the invitation of a member.

8. The storage of boats or other personal equipment is not permitted unless authorized by the Board.

9. Smoking is not permitted anywhere on the boathouse premises, indoors or outdoors.

C. Use of Boats and Equipment

1. Rowers shall use only those boats for which they are qualified by Skill or Weight Limit; all rowing shells are labeled for these criteria.

2. Members and guests shall log the use of all boats in the club's logbook before and after launching. Upon returning the rower may enter the miles rowed, and report any need for repairs to the boat.

3. Rowers should not carry boats unassisted, unless qualified to do so, and then only if assistance is not at hand.

4. All rowers shall comply with any specific docking procedures.

5. Upon returning club boats, rowers shall thoroughly wash and wipe down boat and oars, and open all vents before stowing.

6. A coach, the Equipment Director, or Equipment Committee may declare a boat unfit for use.

7. A club member may declare a boat unfit for use and register that declaration in the logbook, or refer that declaration to a coach, the Equipment Director, or the Equipment Committee.

8. All club equipment is the property of Austin Rowing Club.

9. Proper lights are required. Blinking lights are forbidden, and boats must have both bow and stern lights.

10. Guest rowers may not sit bow-seat in a double or quad due to the speed and responsibility required in the boat and their unfamiliarity with the Lady Bird Lake traffic patterns and hazards. For the same reason, guests who wish to row a single scull may only do so under the supervision of an ARC coach, regardless of prior rowing experience. This may require the purchase of a private lesson. All guests must fill out an ARC waiver and the accompanying information form prior to participating in any rowing activities.

11. Boat Damage

- a. A coxswain, bow rower or captain finding a boat damaged, should leave it in the rack; enter a description of the damage in the logbook.; and notify a coach of member of the staff.
- b. The crew, team or squad who last used the boat may be asked to report to the a member of the staff to discuss the nature of the damage, the circumstances under which it occurred, the coxswain and bow, and the members seated in the boat. Disputes will be resolved by the Equipment Committee.
- c. The Club places responsibility for the proper use of the it's rowing equipment on the coxswain (for coxed boats) or the bow seat rower (for blind boats) of the boat being rowed.
- d. Individual crews, teams or squads may determine independently that the financial responsibility is borne by other than the coxswain or the bow, and communicate that decision in writing to the Equipment Committee.
- e. A coxswain or bow held responsible for damage to the equipment due to negligence, as assessed by ARC staff shall pay for all costs of repair, including the cost of transportation, above \$150 but not to exceed \$1000 per incident. Incidents may include damage incurred on or off the water.
- f. The assessment of negligence, process of remediation and method of repair of the damaged equipment shall be determined staff. If the coxswain or bow believes that he/she is not responsible for the damages or otherwise believes that the charge to them is unfair, the coxswain or bow may appeal to the Equipment Committee, and if necessary, subsequently to the Board of Directors.
- g. Failure to pay the assessed fee after all appeals have been judged may result in suspension of membership privileges.
- h. Only persons authorized by the Equipment Director or Equipment Committee shall alter or repair club equipment.
- i. There are times when there is limited access to equipment and/or regularly coaching schedules may be cancelled due to the transportation of equipment to out of town regattas.
- j. Members representing Austin Rowing Club at regattas may reserve the use of a boat for certain hours for a specific number of days before the regatta.

12. Skill Level and Weight Limit: Sculling

- a. Level One: Scullers who have obtained basic instruction and have completed 20 hours on the water.
- b. Level Two: Scullers who meet Level One criteria and are able to competently navigate, launch and recover Level Two boats.
- c. Level Three: Scullers who meet Level Two criteria, are able to row with a consistent rhythm and ratio, and can navigate, launch and recover Level Three boats.
- d. Level Four: Scullers who meet Level Three criteria and are able to row on keel with squared and level blades off the water; and navigate, launch and recover Level Four boats.

e. Coaches classify a sculler's skill level and weight class by direct observation. Scullers are required to use boats of their skill level and weight class only. Weight limits listed on each boat indicate the allowable, maximum weight of each sculler. THIS IS NOT AN AVERAGE. Violation of this rule will lead to the suspension of rowing privileges.

13. Skill Level and Weight Limit: Sweep Rowing

- a. Novice: Coxswain and crew are within their first year of continuous rowing experience.
- b. Intermediate: Coxswain and at least half of the crew are within their second year of continuous rowing experience.
- c. Advanced: Coxswain and at least half of the crew have greater than two years continuous rowing experience.
- d. Weight limits listed on each boat indicate the allowable, maximum weight of each rower. THIS IS NOT AN AVERAGE. Captains and coxswains shall be responsible for properly weighting the boat.
- e. Coaches classify rowers' skill level and weight class by direct observation. Rowers are required to use boats of their skill level and weight class only. Violation of this rule will lead to the suspension of rowing privileges.

14. Junior Members: Additional Rules

- a. Junior Program coaches will determine a junior member's rowing ability.
- b. Junior members may not row in the dark.
- c. Junior members must always row with a partner.

D. Representing ARC

1. Members representing ARC at regattas shall race in the current official ARC uniform.
2. Members may enter ARC-hosted events with a uniform of their choice as long as it is appropriate for the event, represents the club respectfully, and is in accordance with USRowing or regatta rules on uniforms. The Regatta Committee may rule on uniforms on a per event basis.

E. Safety and Emergency Procedures

1. Please consult the map of Lady Bird Lake for reference.
2. Boats launching from the dock into Lady Bird Lake should give way to all approaching boats.
3. All boats must be docked safely, eights and coxed fours shall dock bow to.
4. Each seat in a launching shell must be occupied with a qualified rower.
5. Boats being overtaken should move to starboard and give way to the faster boat(s).
6. In all narrow areas stay hard to starboard.

7. When crossing the course, take into account the distance and speed of the oncoming boats. **CROSSING THE BOW(S) OF ONCOMING BOATS IS FORBIDDEN.** The safest maneuver is to cross astern of all boats in the vicinity.
8. Boats taking a pause in rowing or stopping to attend to equipment must stay hard to shore, clear of the channel and passing boats.
9. Never hesitate to shout to help avoid an accident, collision or near collision.
10. Headphones or any devices that impair hearing are forbidden while rowing.
11. Everyone's time on the water is equally important. Courtesy and proper boatmanship is expected at all times.
12. The traffic pattern on Lady Bird Lake is counter-clockwise.
13. It is prudent to avoid the shallow waters of the southernmost and northernmost arches of each bridge.
14. The southern arch of the railroad bridge and the northern arch of the MOPAC Bridge are off limits.
15. Crews approaching Red Bud Island shall turn either in front of the island or to the southern shore of the island. Be aware of other crews before turning.
16. Avoid rowing more than 100 meters past the eastern tip of Red Bud Island
17. Traffic at the east end of Lady Bird Lake must stay to the south side of Bird Island when heading east, and to the north side of Bird Island when heading west.
18. Avoid passing the power lines west of the Longhorn Dam at the very east end of Lady Bird Lake.
19. Other shallow areas to avoid
 - a. West of the tip of Red Bud Island
 - b. Southern shore of Barton Creek Outlet
 - c. North side of lake just east of the RR bridge, red buoy
 - d. South side of lake just west of Joe's Crab Shack
 - e. The mouth of Waller Creek on the north shore just east of ARC
20. Swamped in multi-seat boats: If the water in the boat is higher than the seat deck, **UNTIE AND GET OUT OF THE BOAT.** Buddy up (pairing is essential) across the shell and stay with the boat until rescue arrives.

21. Capsized in a multi-seat boat: Buddy up (head count to be sure everyone's head is above water) across the shell and stay with the boat until rescue arrives. Coxswain should buddy up with stroke and seven.

22. It may be possible to right a capsized double or single and get back in the boat, if the boat is not swamped. In the event of the capsized single, it may be possible to swim the boat to shallow water and get back in the boat.

23. The boat will provide enough buoyancy to serve as your emergency flotation device. Adjustable handle oars are not to be used as flotation devices.

24. ABANDONING THE BOAT ENDANGERS LIVES AND HINDERS RESCUE, AND MAY RESULT IN SUSPENSION OF MEMBERSHIP.

25. In the event of hazardous conditions of wind, water and cold, the Safety Committee shall have the authority to prohibit the use of Club boats, and may delegate that authority to the coaches and coxswains in attendance.

26. A sign or signal shall be displayed indicating that all Club boats should return to the dock, and that Club boats may not be used.

F. Storage of Privately-Owned Boats

1. The boat owner(s) shall be full members of Austin Rowing Club.

2. The boat owner(s) shall pay the rack fee appropriate to their boat class.

3. The boat owner(s) shall commit to a minimum 6-month storage period, and that rack spaces shall not be made available for periods shorter than 6 months.

4. The boat owner(s) shall purchase, maintain and file with Austin Rowing Club, at their own expense, annual insurance to cover physical loss of the boat, or sign an affidavit waiving all claims in the event of loss.

5. The boat owner(s), when their private boat is used, shall be responsible for the private boat rower's compliance with all Austin Rowing Club policies and procedures regarding conduct of rowers and boats at Austin Rowing Club managed facilities, including member and guest rower policies and procedures, navigation, docking, and equipment handling policies and procedures, and shall be responsible for the bow seat rower's rowing and equipment handling skill, which shall be equivalent to Austin Rowing Club Level 3 sculler or higher.

6. The boat owner(s) shall be responsible for consistent and proper use of the logbook, provided by Austin Rowing Club, to log their private boat outings.

7. The boat owner(s) shall be responsible for a minimum of 25 outings of their private boat in any 6-month storage commitment period, to be proven via the aforementioned logbook.

8. The boat owner(s) shall not have the right to transfer their rack space in conjunction with the sale of their boat, and that non-ownership of a boat constitutes forfeiture of their assigned rack space.
9. The boat owner(s) shall keep their boat properly secured in their assigned rack at all times when not in use, shall provide the combination to any locks used to secure their private boat, and shall agree to allow Austin Rowing Club staff, Board members or agents to move their private boat for facility maintenance, and ARC shall make a reasonable effort to alert owner of the move.
10. The boat owner(s) shall keep their boat or boat rack properly labeled and identifiable at all times.
11. The boat owner(s) authorize Austin Rowing Club to remove their private boat from Austin Rowing Club property at the risk and expense of the owner(s) should the owner(s) fail to have a valid private boat storage agreement in force. The boat owner(s) shall have 14 days to remove boats not supported by a valid private boat storage agreement.
12. ARC reserves the right to change location of storage space for privately-owned boats.
13. ARC members cannot pay for storage space yet not store a shell in that space with exception of shells being repaired or replaced.