

Corvallis Rowing Club

Rules, Policies &
Procedures



1 January 2024

Corvallis Rowing Club

Rules, Policies, & Procedures

Prepared by the CRC Board

Lisa Gaines, President
Ben Friman, V.P. & Regatta Coordinator
Janine Salwasser, Membership Coordinator
Adam Steele, Equipment Coordinator
Kerry Ahearn, Treasurer
Sally Haerer, Past Board President

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About the CRC

The Corvallis Rowing Club (CRC) is a non-profit Masters rowing club based in Corvallis, Oregon, USA. It was established in 1993 by local rowing alumni with a mission to provide rowing education, enjoyment, and fitness in a team-oriented atmosphere for the people of Corvallis and surrounding communities.

The Club has about 50 members, including men and women ranging in age from 21 to over 80. Rowing skills range from novices to highly experienced gold medalists. We compete in local and regional Masters regattas and several at the national level. Individual goals vary from aggressive training and serious competition to those who row to stay fit and active. The coaching staff includes the head coach, the men's captain(s), and the women's captain(s).

CRC owns a fleet of eights, fours, and a quad, including oars, cox boxes, and other support equipment. Several members own personal singles and doubles. Through a partnership agreement with Oregon State Rowing, the CRC trains on the Willamette River out of the Oregon State Rowing Center.



Acknowledgements

The Board would like to thank Coach Doug Urey, Women's Team Captain Holly Smith, Men's Team Captain Steve Rogers, and Safety Officer Evan Sether for their review of this document prior to board approval.

This document is a reorganization and consolidation of the rules, policies, and procedures of the Corvallis Rowing Club. Originally approved by the Board on 15 December 2018.

Amended: 3 December 2023

1 Partnership with Oregon State Rowing

Responsibilities and liabilities per Oregon State Rowing & CRC policies

The Corvallis Rowing Club (CRC) has a cooperative, financial partnership agreement with Oregon State Rowing for the use of their dock and facilities, including some limited storage space for Club equipment. This policy document includes requirements by OSU as well as the CRC for membership and Club activities.

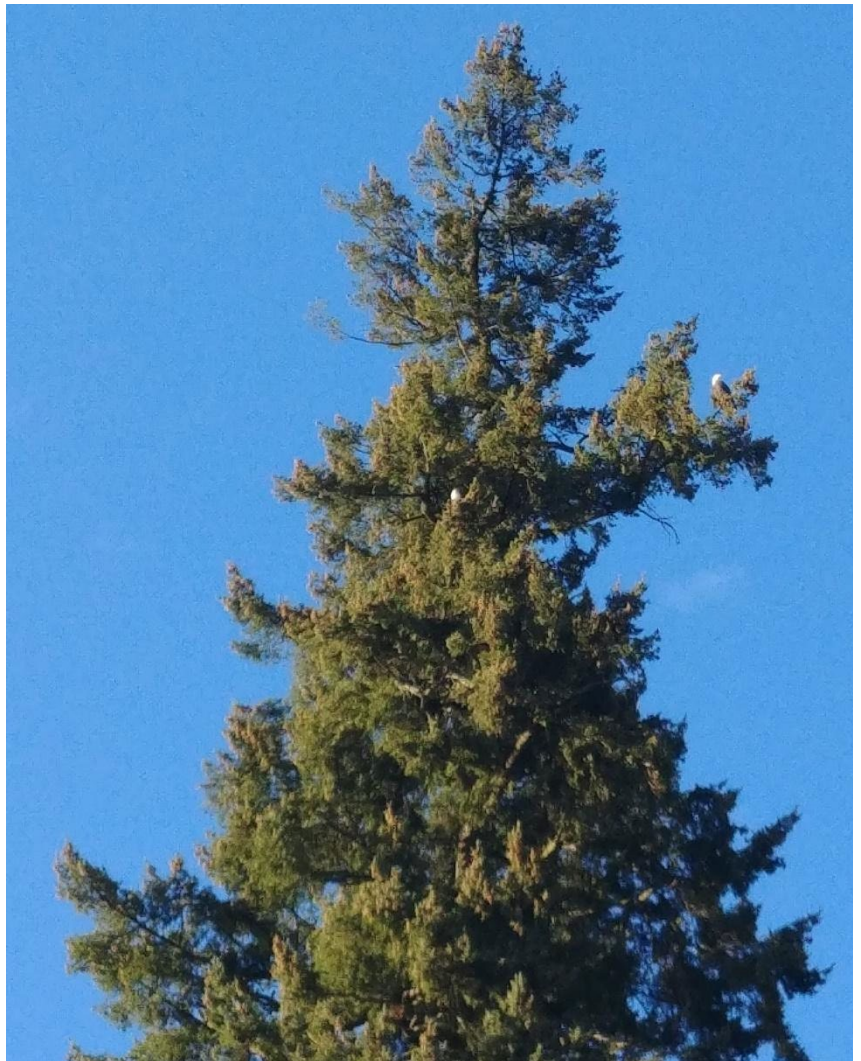
Any person who uses the Oregon State University (OSU) dock, OSU facilities, or CRC equipment must be a member of the CRC. Members who row or erg with the CRC, use the Oregon State Rowing dock for launching singles or doubles, or otherwise use OSU facilities or CRC equipment, must abide by these established policies. Adherence is required for liability insurance and continued partnership between the CRC and Oregon State Rowing. Failure to abide by this agreement can result in the loss of membership and the loss of any dock or facility privileges.

Use of Oregon State Rowing equipment and facilities

Use ergs/conditioning equipment (including weights, tank, etc.) only during approved CRC workouts. Club members do not have unlimited access to the Oregon State Rowing facility. Occasionally there are special activities outside of formal practice times, but those must be cleared beforehand with Oregon State Rowing coaches and/or boathouse manager.

Minimize disruption to any practices, meetings, activities, or events held by Oregon State Rowing.

With permission only. The use of OSU equipment by CRC members is only possible, under any circumstances, with specific OSU permission.



2 Guest Rowing, Youth Rowing, & Rowing Education

Guest visits

Types of guest visits. Guests are welcomed, but only under approved and supervised conditions. **The CRC membership coordinator must be contacted before a guest visit will be permitted.** All guest rowers will be asked to sign a CRC *release of liability* waiver. There are two types of guest visits:

- **Guests (Level I) – active rowers from out-of-town clubs who are visiting Corvallis.** As a courtesy to our partnership in the Masters rowing club community, out-of-town guests who are actively rowing with a club and are visiting Corvallis are welcome to participate with the CRC for a practice. Out-of-town guest rowers will be seated in a boat on the day of their visit.
- **Guests (Level II) – as prospective recruits/members of the CRC.** Guests who are interested in becoming a member of the CRC are welcome but must prove an adequate ability to row based on past experience and get the acceptance of the CRC coaching staff to participate as a guest. Such a rower will be permitted a maximum of 3 rowing practices to prove adequate capabilities, but may be declined guest rowing continuation at any time if the coaching staff feels there is a safety risk. When a local guest visits the CRC, they will be placed in a boat only if a seat is available. If the guest rower is interested in joining the CRC and the coaching staff and Board approve, there will be a 4-month probation period and it will be expected that the new recruit follow all of the CRC policies and guidelines, including paying the appropriate fees during the probation period and attending practices on a regular basis. If membership is declined (see *CRC Membership* section), the prospective rower might be encouraged to take our summer rowing classes.

CRC member inviting a guest onto the water. Under no circumstances may a CRC member invite a guest onto the water via the Oregon State Rowing Center or allow use of any Oregon State University (OSU) or CRC equipment without coaching staff permission. This rule also applies to privately-owned singles and doubles using OSU dock facilities.

Youth Rowing

The CRC does not offer junior rowing. For those seeking rowing opportunities for those under the age of 21, there are limited options within the Corvallis area. From time to time Oregon State Rowing offers summer youth rowing camps or clinics. For enrolled OSU students, Oregon State Rowing offers a physical activity class (PAC) each fall term. There are also clubs in Portland and Eugene that have junior rowing in year-round and/or summer programs. Some of these clubs include:

- South Eugene Rowing Club, <https://southeugenerowingclub.org/>
- Oregon Rowing Unlimited-PDX, <http://oregonrowing.org/>
- Rose City Rowing Club, <http://www.rosecityrowing.org/about/>

Contact information about clubs rowing in Oregon can be found at RowNW: The Northwest Rowing Council, <https://rownw.com/oregon>.

Rowing Education

As part of community service, CRC offers a Learn-to-Row Day and two Beginning Rowing Classes each summer for people who would like to learn about rowing and experience this sport.

Learn-to-Row Day is a 2-hour session where participants get an opportunity to begin learning the fundamentals of using a rowing machine, rowing in a tank, and getting on the water in an 8-person shell with experienced Masters rowers. It is a great way to introduce the sport in a short time period.

Beginning I & Beginning II rowing classes are taught by a qualified Master's coach and are further supported by several CRC members who volunteer their time to assist the coach and help make the classes successful, safe, and fun. It's a group effort to get a class of novices ready to row on the river.

Classes are held at the Oregon State Rowing Center on the banks of the Willamette River. The boathouse is on the east side of the river (turn left at the 1st light immediately after the Van Buren Street Bridge).

Participants must be at least 21 years of age. Each person must be able to attend 90% of the classes as this is a team-oriented sport where skills are taught and practiced in a progressive manner. Class participants will be depending on each other for consistent effort and progress.

This sport requires each crew of 8 rowers to carry their boat from the boathouse to the dock and carefully place it in the water before getting into seats that are on rollers. These boats are about 60 feet long, 2 feet wide, and weigh near 200 pounds (shared by the crew). Participants will learn to effectively handle these tasks, but should be in reasonable physical health to avoid injury.

Completion of the Beginner I class is required to enroll in Beginner II. Then for those interested in more rowing challenges after successfully completing the Beginner II class, there will be opportunity for selected classmates to participate in scheduled club practices. For the safety and productivity of all rowers, this selection for CRC practices will be based on individual progress, adequate fitness, and reasonable intermediate rowing aptitude.

Prior to the beginning of these rowing classes, all participants must successfully pass a Swim/Float Test or provide recognized documentation of swimming ability and endurance.



3 Membership Policies & Expectations

Membership approval, probation period, denial, and withdrawal

Membership approval and probation period. The CRC coaching staff and Board must approve all invitations and requests to become a member of the CRC. Members must be at least 21 years old. All new CRC members will have a 4-month probation period before full membership is permitted. The coaching staff, at their discretion, can extend the probation period. At a minimum, and for the safety of all rowers and equipment, potential CRC members must:

- Affirm the ability to swim and tread water for 10 consecutive minutes without assistance.
- Competently complete the beginner/intermediate rowing classes or otherwise demonstrate adequate rowing ability approved by the CRC coaching staff and Board.
- Be able to carry their portion of a boat on their shoulders; lift the boat overhead; and safely lift the boat on and off the water, as well as on and off the racks (see “boat carrying” in *Safety* section below).
- Commit to maintaining fitness all year.

Membership denial. Requests for membership can be denied, and invitations for membership (i.e., novice class, etc.) can be withdrawn, without explanation.

Membership withdrawal. With the approval of the CRC coaching staff and Board, an individual’s CRC membership can be withdrawn.

Novice class integration into the CRC. The following are general guidelines about how novices who have taken the CRC beginning rowing classes in the summer are integrated into the CRC.

- **End of August.** Novices who have made reasonable progress in the class and are ready to safely integrate into Club practices will be invited to join the CRC on a **4-month probationary basis**. This will be announced at the end of the summer classes in August, and attendees will be encouraged to attend all CRC practices, September through December, at a cost of \$125.
- Other class participants will be encouraged to take the classes again the following summer if still interested in pursuing the sport of rowing. We acknowledge that people learn and progress in new activities at different timeframes.
- **September-December.** All invited novices participate in CRC workouts and increase fitness.
- **January.** Those who are still regular and consistently active with CRC workouts, and who have also shown sufficient progress with the CRC’s weekend water practices, may be invited to join the Club and pay the annual fee.
- **Withdrawing invitation.** Invitations for membership can be withdrawn without explanation. Any novice rower who has not adequately acquired reasonable skills to safely row with the CRC as a capable novice might be encouraged to repeat the summer class sessions. This will facilitate those who simply need more time with basic instruction, technique, and practice since people acquire these skills at different paces.

Membership requirements, and dues and fees

Once an individual has been approved for and accepted membership, the following must be done:

1. **Sign and submit a CRC and USRowing *release of liability waiver*** at the beginning of each calendar year (due January) and at the time of becoming a new CRC member before being allowed to participate.
2. **Maintain current CRC payments**, no more than 30 days overdue for any dues or fees:
 - Annual membership dues must be paid by January 30th of each year for sweep and dock-only members
 - Quarterly fees are due at the end of each quarter for those who attend one or more practices in that quarter.
 - Race costs are additional, vary with each regatta, and must be paid promptly.
3. **Annual membership dues and quarterly fees may change based on the approval and vote of the CRC Board.** See the CRC website for the current annual membership dues and the quarterly fees.

Expectations of membership

In team and community spirit, all CRC members are expected to:

- Abide by the policies, guidelines, and practices of the CRC and Oregon State Rowing.
- Abide by the policies, guidelines, and practices of USRowing.
- Remain in good standing with regard to dues, fees, and other payables to the Club (see *Membership Dues and Fees* section).
- Regularly attend practices.
- Be able to carry their portion of a boat on their shoulders; lift the boat overhead; and safely lift the boat on and off the water, as well as on and off the racks (see “boat carrying” in *Safety* section below).
- Come to practices and races with a positive, ready-to-learn, ready-to-row, competitive attitude.
- Maintain flexibility in terms of boatings, coxing, and land work.
- Commit to maintaining fitness outside of rowing all year.
- Welcome, mentor, support and recruit new CRC members.
- Nurture our overall sense of community, fun, and competitiveness.

4 Practice & Regatta Guidelines & Expectations

Coaching Staff

The coaching staff includes the coach(es) and the men and women's team captains. The Board appoints the coaching staff and all functions are subject to board oversight.

Practices

Practice times. Practices occur on Tuesdays and Thursdays from 6:00pm-8:00pm. From early September to late May, weekend practices are on Sundays, 8:00am-10:00am; from late May to early August, CRC's weekend practices are on Saturdays, 8:00am-10:00am. **These regular practice times can change if Oregon State Rowing changes their regular practice times.**

Expectations. All CRC members are expected to:

- Attend as many practices per week as possible.
- Show up at least 15 minutes early to sign in and put sticks in place, take oars to the dock, and begin core.
- Cox during practices when their numbers are high enough to warrant coxing at a practice.
- Minimize disruption to any practices, meetings, activities, or events held by Oregon State Rowing.

Attire suggestions. Regarding CRC practices – especially on very hot days – there are a few men who might prefer to row shirtless and a few women who might prefer to row in sports bras. While there is nothing wrong with this swimming-suit-style attire, the Board and other Club leaders would like to suggest that members keep to a minimum of tank tops and shorts as a guideline for our CRC practices, on the water and on the ergs. This approach is not uncommon among other mixed masters clubs. Undoubtedly there are members who may not mind a lesser-clothes option, but CRC's request is based on a variety of factors including the close proximity in the boats/ergs, and a wide variety of decorum preferences, comforts zones, and social customs.



Sign-in procedures for practices. The general objectives for *water* practice sign-ins are to: (1) keep a record of participation for CRC quarterly fees; and, (2) rotate numbers for our Club's boating lineup system defining coxing responsibilities. Coaches use the sign-in numbers as *guidelines* to determine whose turn it is to row, cox, or sit out. Since there are also other complexities (such as balanced lineups, safety with water conditions, upcoming regattas, special novice situations, etc.), coaches have *some* flexibility with these factors. When river conditions are safe enough to get on the water, members will either row, cox, or sit out. To be considered, at each practice members must be:

- On time
- Ready to row
- Signed in with stick in place

Sticks are only used to make it easy to set and display line-ups. Sticks do not take the place of numbers on the sign-in sheet. **Sticks must be displayed and numbers must be signed in.**

If water conditions are borderline for safety – challenging for more than one boat or too difficult for inexperienced rowers – the coach may choose to take only one boat of selected accomplished rowers on the water with an experienced coxswain. In these cases, other rowers should erg and/or use the tank with a workout assigned by the coach. Those in the boat will advance their numbers; those on the ergs will not advance their numbers.

Sign-in numbering system. Sign-in numbers increase as currently done, but when someone is identified as to be a cox or to sit out, their number is reduced by 8. This allows for better balance and potential fairness. The coach still looks at the higher numbers for coxing but could be more flexible with needed boatings (for example, before regattas). Issues to be clear on (even though they might seem obvious):

- Numbers go: (-2), (-1), 0, 1, 2, 3... The zero is included.
- Subtract 8 **on** the day one is a cox, and not the following practice or the number before. Another example: someone marks a 7 in the practice check-in log and is needed to cox. **That** day their number becomes a (-1). On the next practice, it is a 0. Someone with an 8 who coxes becomes a 0.

Boating strategies for practices. Coaches should follow the CRC sign-in number system as closely as possible; rowers should be flexible when conditions are not ideal and coaches must make slight adjustments. Examples of special conditions: early novice integration, general safety based on rowers present, high water levels.

When we only row on Sundays (during winter when too dark at night for Tues/Thurs practices):

- If there is only 1 coach, boatings should be mixed-skills to help keep boats together and still offer some competition.
- If we have 2 coaches, boatings should target like-skilled rowers (example: a competitive boat and a less-experienced boat) where each coach takes a boat separately.

When we row 3 times per week:

- One weekday practice per week should boat race-skilled rowers together.
- Sundays may follow the same strategy stated above depending on 1 or 2 coaches.
- Consideration may be given when a particular lineup needs to prepare for an upcoming race, but those rowers should ensure their numbers are appropriately low (cox in a previous practice).
- High-profile race practices – although set crews may occasionally row during regular Club practices as stated above (when the practice is designated for experienced rowers) – these crews should also schedule extra sessions outside regular Club practices.

Regattas

Boating guidelines for regattas. In general, boatings should follow these basic guidelines depending on a variety of factors (participants, coxswains, equipment, age categories, port/starboard, experience, fitness, number of events):

- Set the most competitive mens-8 and womens-8 within feasible age categories.
- Consider possible competitive 4's (men, women, and mixed) and competitive mixed-8's.
- Set other boatings targeting similarly-skilled rowers.

The regattas that the CRC race in have different levels of participation (such as novice, all, selective, invitational, or on-your-own). This information is found on the CRC website tab "Racing Schedule"



Point person at the boathouse for loading the trailer. When and if possible, there should be a point person for each regatta who helps to make sure that we know what equipment needs to be loaded for a regatta and verifies that it has happened. For instance, using the updated regatta check-off list, this person might be in the back of the boathouse with the list counting out the slings, tents, oars, etc. that need to go out; and knows when all the gear has left the boathouse to be loaded. Also, Club members would go to this person to ask what needs to go next. The CRC equipment manager, team captains, or coach would still be responsible for leading the derigging of the boats and handling any issues regarding the boats.

5 Safety Guidelines & Code of Conduct Policy

CRC & USRowing safety-related documents

All CRC members are expected to review the CRC and USRowing safety-related documents at least once a year.

CRC safety documents. CRC safety-related documents can be found on our [website](#) under “Club Files”. They include:

- *Athletic Protection Policy*, which is in compliance with USRowing *SafeSport* requirements.
- *Safety Guidelines for Water Practices & Emergencies*, which provides guidelines for boating on our river, obstacles, and water emergencies.
- *Coxswain Instructions*, which provides safety instructions and common coxswain commands needed for CRC practices.
- *Boat Carrying Safety*, which provides procedures for carrying the boat safely.
- *Equipment Care*, which provides instructions for handling boats as well as cox boxes.
- *Rigging and De-Rigging Instructions*, which provides guidelines for rigging, de-rigging, special wing rigger requirements, and race coxswain duties.

USRowing safety documents. Other very important and informational safety resource materials, include:

- USRowing’s Safety Expectations, <http://www.usrowing.org/safety-expectations/>
- The USRowing safety video, <http://www.usrowing.org/safety-video/>
- USRowing’s “Row Safe Poster”, <http://www.usrowing.org/wp-content/uploads/2016/05/Safety-Poster-1.pdf>
- USRowing Safety Information Links, <http://www.usrowing.org/safety-information-links/>

SafeSport & CRC code of conduct policy

CRC Athlete Protection Policy. In conjunction with the US Olympic Committees’ SafeSport policies, USRowing has identified six primary types of misconduct: bullying, harassment, hazing, emotional misconduct, physical misconduct, and sexual misconduct. All of these forms of misconduct are intolerable and in direct conflict with CRC ideals. The CRC is committed to improving the development and safety of all participants involved in rowing. Using the USRowing template, the CRC SafeSport policy is tailored specifically to our Club’s structure, size, purpose, and resources. The *CRC Athlete Protection Policy* (SafeSport) can be found with the other CRC safety documents on the CRC website (see above).

Boat carrying guidelines

Additional guidelines. In addition to the boat carrying safety guidelines document mentioned above, as a Club, the CRC needs to ensure that 8 people carry an eight (even if only 7 are rowing it) – unless height and strength are spread out acceptably well. This may mean that someone helps carry a boat, then goes back to help carry another one. The few extra minutes this will take is be worth the wait in the long run. For example, if

one of the crew notices that not enough people are on the boat to carry it down, or if that person or person(s) feel that more hands-on are needed before they are willing to pick up the boat, make sure you get the coxswain's attention, "Way 'nuf! We need more hands on before I'm willing to pick up this boat".

Guidelines for safety on the water

General information, responsibilities, and good habits for on-the-water practices

- **Each person is fully responsible for the whole boat and fully accountable** for their own oar, rigging, foot stretchers, seat, and slide. Check to make sure that all equipment is functioning properly before leaving the dock.
- **Since all rowers with CRC must take turns coxing**, everyone is responsible for reading and studying the *Coxswain Instruction* document posted on the club web page under the "Club Files" tab.
- **When there is an emergency in the boat**, the cox is responsible to give appropriate commands on behalf of crew and equipment safety, but all rowers need to be aware of the recommended practices for emergencies and should be prepared to follow through with the procedures discussed in the CRC's *Guidelines for Water Practices & Emergencies* document
- **Willamette River traffic pattern:** from the OSU docks, boats shove off and approach the dock for landing while moving in the upstream direction. Therefore, our local traffic pattern is opposite from other waterways. Boats move on the Willamette (around the vicinity of the crew docks) in a clockwise manner. This facilitates boats being able to launch and land with bows pointed in the upstream direction.

For regular CRC on-the-water practices. Fours and eights should have a coxswain (except for a quad or straight-4 as long as the bow seat has sufficient experience and the crew is under coaching supervision).

- There should generally be no more than 2 shells on the water for every launch.
- During the times when only 1 coach is available, up to 4 shells can be on the water during practice *only if* at least 2 of the coxswains are experienced and the coach determines that the shells will be able to stay close together in clear vision and communication with the safety launch.

Cox Instructions. Before a rower sits in the coxswain seat, they must first study the *Cox Instructions* document (available on the Club web page under the "Club Files" tab).

Debris. No shells are allowed to launch if there is significant debris in the river or fog that inhibits visibility.

Water level requirements. The numbers in the chart below represent those on the *POLE* by the Oregon State Rowing Center dock. The official numbers reported on the NOAA web site are 10 feet greater. If the **river is rising**, use the limits presented in the "If Rising" column in the chart given below:

Boat size	Maximum on dock pole	
	River height	If rising
Men/Mixed 8	11'	8'
Women 8	10'	8'
Men/Mixed 4	8'	6'
Women 4	7'	6'
Double	5'	3.5'
Single	4'	3'

6

CRC Equipment & Privately Owned Shells

Use of CRC-owned equipment

Reporting equipment issues. During practices, CRC-owned equipment (shells, oars, cox boxes, etc.) is used by many members. It is expected that members will leave equipment in the same condition in which it was found, if not better. It is the responsibility of each member to report a maintenance issue (loose oar collar, rigger pitch, shoes, etc.) as soon as possible to the CRC Board Equipment Manager. If you notice something regarding Oregon State Rowing equipment, let the CRC Board President or Equipment Manager know and one of them will contact the Oregon State Rowing Boathouse Manager.

CRC-owned equipment may not be used outside of coached practices (unsupervised). While preparing for a regatta, the CRC coaching staff may approve special practices for certain boatings, with launch oversight. Unsupervised dock use is generally intended for CRC members' privately-owned boats.

With permission only. For unsanctioned races not organized for qualified CRC-wide participation, special permission must be obtained from the coaching staff and Board for use of any CRC-owned equipment.

Requirements for privately-owned shells

Individuals who launch privately-owned shells from the OSU docks must be members of CRC. These individuals must carefully follow all CRC policies, have a good understanding of the water traffic pattern, have good boat handling skills, and have passed a flip test. Private shells can only be used during the following designated times in coordination with Oregon State Rowing requirements:

- Summer (OSU Graduation to 1 week before the start of classes): rowing is generally permitted from sunrise to sunset.
- Rowing is not permitted if OSU is having a water practice (regular or special). Typically, those times are as follows, but may change from year to year:
 - Fall: no rowing between 1:00 pm and 6:00 pm.
 - Winter and Spring: no rowing between 2:00 pm and 6:00 pm.
- Weekday mornings: if OSU is not practicing, CRC rowing is permitted as long as there is daylight and no fog to inhibit vision. (OSU boats will occasionally row during fog, but only with a coaching launch).
- Weekends: rowing is permitted on Saturdays (following all OSU workouts when OSU is in session); Sundays are open.

Guidelines for contributed equipment

Occasionally, a CRC member will very generously decide to contribute a boat to the CRC's fleet. While this is always an event to celebrate, it is recommended that the CRC Board be consulted prior to any purchase. Factors for consideration include the following:

- Current CRC requirements, such as an older or damaged boat that needs replacement, or the need to fill a gap in our fleet to match the current level of Club participation.
- The ability of our Equipment Manager to appropriately maintain and repair a specific kind of boat. This may include transportation to a boat repair facility if the damage is significant.
- Transportation requirements to get a specific boat delivered to Corvallis.
- Oregon State Rowing boat rack space since we are very limited in what they have available to offer the CRC.



7 **Communications Guidelines & Expectations**

Rowlist

The main form of communication for the CRC is the Rowlist list serve. The use and distribution of Rowlist is only available to current and active CRC sweep and dock-only members, and to the representatives of Oregon State Rowing. It is expected that users of Rowlist try to minimize using it for non-essential, rowing-related communication. Questions or concerns should be directed to the CRC's email list moderator. The CRC Board may offer special consideration for departing longstanding club members.

CRC website

Another important means of communication is the CRC website, www.corvallisrowingclub.org. CRC members are encouraged to check the website on a regular basis to stay informed of Club information. This website is handled by the CRC Webmaster through directions from a Board representative.

CRC roster

Through the Membership Coordinator, a roster of active CRC members is maintained. With permission from the individual members contact information (phone number, email address) might be made available to active CRC members.

Other social media

As appropriate, the CRC might make use of other sources of social media to communicate (including photos) the happenings of the CRC, particularly during race season.

Appendix A

By-laws

Last Updated: February 2012

ARTICLE 1. GENERAL PROVISIONS

Section 1. Name – The name of the organization shall be Corvallis Rowing Club.

Section 2. Location – The Directors may establish offices and places of business of the organization in Oregon as they deem proper.

Section 3. Fiscal Year – The fiscal year shall end on the last day of December of each year.

ARTICLE 2. MEMBERS

Section 1. Members – The members of the organization shall be (a) the Directors of the organization then in office and (b) those persons who have (i) submitted an application for membership to the Board of Directors, (ii) been accepted as members by the Board of Directors, and (iii) paid their annual membership dues and other required fees. The Board of Directors shall determine the amount of the annual membership dues. Any member may resign as such at any time by written notice to the Membership Manager of the organization.

Section 2. Meetings of Members – The annual meeting of the members of the organization shall be held during the first quarter of each year at such time and place as the Directors may determine. Special meetings of the members may be called at any time by the President or the Vice President upon the written request of three or more members. Members must be given Notice of the annual meeting and any special meeting setting forth the date, time, and place of any such meeting, and a description of the general nature of the business to be transacted.

Section 3. Action at Meetings – At all meetings of the members the vote of each member must be cast in person unless the Board of Directors determines that proxies shall be accepted for a particular meeting. Proxies shall be filed with the Membership Manager of the meeting, or of any resumed meeting, before being voted. Except as otherwise limited therein, proxies shall entitle the member named therein to vote at any resumed meeting but shall not be valid after final adjournment of such meeting.

Section 4. Quorum – Fifty percent of the members present at any meeting of the members shall constitute a quorum. At any meeting of the members at which a quorum is present, the vote of a majority of those present or represented by proxy shall decide any matter, unless a different vote is specified by law or these By-Laws.

ARTICLE 3. DIRECTORS

Section 1. Powers – The business and property of the corporation shall be managed by a Board of Directors who may exercise all the powers of the organization which are not expressly reserved to the members by law or these By-Laws.

Section 2. Election and Appointment – The Board of Directors shall consist of 5 to 7 Directors. The President, Vice President, Treasurer, Membership Manager, and Equipment Manager shall be elected by the members at an annual meeting. In addition, the Board may appoint a Past President as a Director if not already on the Board in another office. The Board may also appoint a Regatta Coordinator as a Director if

those duties are not already being performed by a current Director. All Directors will have the right to vote on all issues that require a decision by the Board.

Section 3. Term of Office – The term of each Director (elected or appointed) shall be two years with these terms staggered such that all Directors are not elected the same year. Each Director shall hold office for their respective two-year term until the next appropriate annual meeting of the members, or special meeting in lieu of an annual meeting, and thereafter until their respective successor is chosen and qualified. Any vacancy in the Board shall be appointed by the remaining Directors.

Section 4. Resignation and Removal – Any Director may resign by delivering his/her written resignation to the President or Vice President, and such resignation shall be effective upon receipt unless it is specified to be effective at some later time. Any Director may be removed from office by the affirmative vote of a majority of the members present at any meeting of the members at which a quorum exists.

Section 5. Meetings – Regular meetings of the Directors may be held without notice to the membership at such places and times as the Directors may determine, provided that any Director who is absent when such determination is made shall be given advanced notice thereof. Meetings of the Directors may be called by the President, Vice President, or two Directors. A meeting of the Directors shall be held at least once a year.

Section 6. Quorum – At any meeting of the Directors, four Directors shall constitute a quorum for the transaction of business, but a lesser number may without further notice adjourn the meeting to any other time.

Section 7. Action at Meetings – At any meeting of the Directors at which a quorum is present, the vote of a majority of those present shall decide any matter, unless a different vote is specified by law or these By-Laws.

Section 8. Action by Consent – Any action by the Directors may be taken without a meeting if consent is given by all the Directors in writing or by email and filed with the records of the meetings of the Directors. Such consent shall be treated for all purposes as a vote at a meeting.

ARTICLE 4. OFFICER DUTIES

Section 1. President – The President shall preside at all meetings of the members or the Directors, shall oversee administration, and shall be the main contact for the organization. The President shall sign all contracts and instruments which have been first approved by the Board of Directors. The President shall have such other powers and duties as are usually incident to his/her office and as may be vested in him/her by these By-Laws or by the Directors.

Section 2. Vice President – If at any time the President shall be unable to act, the Vice President shall take the President's place and perform the President's duties. If the Vice President shall be unable to act, the Board shall appoint one of the Directors to do so. The Vice President shall discharge such other duties as pertain to said office or may be prescribed by the Board of Directors.

Section 3. Membership Manager – The Membership Manager shall keep a record of the qualified membership and of the proceedings of the meetings of the members, and shall maintain records of practice attendance and waiver documents. Shall discharge such other duties as pertain to said office or may be prescribed by the Board of Directors.

Section 4. Treasurer – The Treasurer shall, subject to the direction and control of the Board of Directors, have general charge of the financial affairs of the corporation and shall keep full and accurate books of account. The Treasurer shall have custody of all funds and securities of the organization, except as the Directors may otherwise provide, and shall render a statement of the financial affairs of the corporation at each annual meeting of the members and to the Directors and President upon request. The Treasurer shall have such other powers and duties as are usually incident to the office and as may be vested in him/her by these By-Laws or from time to time designated by the Directors.

Section 5. Equipment Manager – The Equipment Manager shall be in charge of all equipment oversight, maintenance, and new purchase assessments and recommendations. Shall discharge such other duties as pertain to said office or may be prescribed by the Board of Directors.

Section 6. Past President – The Past President shall act as an advisor to the Board of Directors and to the membership. Shall discharge such other duties as pertain to said office or may be prescribed by the Board.

Section 7. Regatta Coordinator – The Regatta Coordinator shall oversee the Club's regatta participation, including sign-ups, entries, fee payment, logistics, and other duties that may pertain to this office or may be prescribed by the Board of Directors.

ARTICLE 5. INDEMNIFICATION OF DIRECTORS

Section 1. Indemnification – Except as set forth herein, the organization shall indemnify each Director, each employee, each person who formerly served in such capacity, and each person who serves or may have served at the request of the organization as a Director or employee of another organization in which the organization has an interest, against all expenses and liabilities, including attorney fees, reasonably incurred by or imposed upon the person in connection with any action, suit or proceeding to which the person may be made a party or in which the person may become involved by reason of the person's being or having been a Director or employee of the organization or the person's being or having served as such of another organization at the request of the organization, whether or not the person is still serving in such capacity at the time of incurring such expenses or liabilities.

The organization shall not indemnify any Director, employee or such other person with respect to matters as to which such person shall be finally adjudged to be liable for gross negligence or willful malfeasance. In the event of a settlement of any action, suit or proceeding, indemnification shall be provided only in connection with such matters covered by the settlement if (i) the corporation is advised by written opinion of independent legal counsel that the Director, employee or such other person to be indemnified did not commit a breach of duty owed to the organization and (ii) a majority of disinterested Directors approves the settlement and indemnification as being in the best interests of the organization. The foregoing right of indemnification shall be in addition to and not exclusive of any other rights to which a person indemnified pursuant to this section may be entitled under any agreement or pursuant to any vote of the Board of Directors or otherwise.

ARTICLE 6. MISCELLANEOUS PROVISIONS

Section 1. Execution of Instruments – All contracts, deeds, leases, bonds, notes, checks and other instruments authorized to be executed by an Officer of the organization in its behalf shall be signed by the President, Vice President, or Treasurer except as the Directors may generally or in particular cases otherwise determine. Any recordable instrument purporting to affect an interest in real estate executed in the name of the organization by the President, Vice-President and the Treasurer shall be binding on the organization in favor of a purchaser or other person relying in good faith on such instrument, notwithstanding inconsistent provisions of resolutions or votes of the organization or Board of Directors.

ARTICLE 7. AMENDMENT OF BY-LAWS

Section 1. Amendments – These By-Laws may be amended or repealed, in whole or in part, by vote of a majority of the members, provided that the substance of any proposed change must be stated in the notice of the meeting at which such action is to be taken. These By-Laws may also be amended by a majority of the Directors in office, except that no amendment or repeal may be made by the Directors which alters the provisions of these By-Laws with respect to removal of Directors, indemnification of Directors, or which by law may only be made by the members.

Appendix B

Athlete Protection Policy

Original Date December 2014

This document is in compliance with USRowing SafeSport requirements.

Introduction

There are many reasons to participate in sport at any level, including rowing. As a life-long activity, people often play sport to have fun, spend time with friends, and stay fit. Sport encourages a healthy lifestyle and builds self-confidence; athletes often do better off the field. They learn goal-setting, teamwork, and time management skills. Unfortunately, sport can also be a risk environment for misconduct. In conjunction with the US Olympic Committee's "SafeSport" policies, USRowing has identified six primary types of misconduct:

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

All these forms of misconduct are intolerable and in direct conflict with Corvallis Rowing Club ideals.

Misconduct may damage an athlete's psychological well-being; athletes who have been mistreated experience social embarrassment, emotional turmoil, psychological scars, loss of self-esteem, and have negative impacts on family, friends and the sport. Misconduct often hurts an athlete's competitive performance and may cause him or her to drop out of sport entirely. Thus, the Corvallis Rowing Club is committed to improving the development and safety of all participants involved in rowing.

Using the USRowing template, the CRC Policies are tailored specifically to our Club's structure, size, purpose, and resources.

Commitment to safety

Overview

The Corvallis Rowing Club is committed to creating a safe and positive environment for athletes' physical, emotional and social development and to ensuring that it promotes an environment free of misconduct.

Primarily, the policies in this document assume an adult-only membership. CRC has no employees and is managed by volunteers (including an elected Board of Directors) in an environment where no one has any real authority over the membership. There are no coaching or practice methods that involve hands-on training. All Club travel is entirely the responsibility of each adult member. Our Club uses the Oregon State Crew boathouse, dock, and locker room facilities and abides by their rules.

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 to immediately report his or her observations to any two of the CRC board members.

Board members should not attempt to evaluate the credibility or validity of criminal physical or sexual abuse allegations, but should report them to appropriate law enforcement authorities.

The Corvallis Rowing Club recognizes that the process for training and motivating athletes will vary with each coach and athlete, but it is nevertheless important for everyone involved in rowing to support the use of motivational and training methods that avoid misconduct.

Application

This Policy applies to all CRC members. All members shall refrain from all forms of misconduct, which include:

- Emotional misconduct
- Physical misconduct
- Sexual misconduct
- Bullying
- Harassment
- Hazing

Prohibited conduct

Emotional Misconduct

1. A pattern of deliberate, non-contact behavior that has the potential to cause emotional or psychological harm to an athlete. Non-contact behaviors include:
 - a. verbal acts
 - b. physical acts
 - c. acts that deny attention or support
2. Any act or conduct described as emotional abuse or misconduct under federal or state law (e.g. child abuse, child neglect).

Exception

Emotional misconduct does not include professionally-accepted coaching methods of skill enhancement, physical conditioning, team building, discipline or improving athletic performance.

Examples

Examples of emotional misconduct prohibited by this policy include, without limitation:

1. **Verbal Acts.** A pattern of verbal behaviors that (a) attack an athlete personally (e.g., calling them worthless, fat or disgusting) or (b) repeatedly and excessively yelling at a particular participant or participants in a manner that serves no productive training or motivational purpose.
2. **Physical Acts.** A pattern of physically aggressive behaviors, such as (a) throwing sport equipment, water bottles or chairs at, or in the presence of, participants; or (b) punching walls, windows or other objects.
3. **Acts that Deny Attention and Support.** A pattern of (a) ignoring an athlete for extended periods of time or (b) routinely or arbitrarily excluding participants from practice.

Physical Misconduct

1. Contact or non-contact conduct that results in, or reasonably threaten to, cause physical harm to an athlete or other sport participants; or
2. Any act or conduct described as physical abuse or misconduct under federal or state law (e.g. child abuse, child neglect, assault).

Exceptions

Physical misconduct does not include professionally-accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline or improving athlete performance. For example, hitting, punching, and kicking are well-regulated forms of contact in combat sports, but have no place in rowing.

Examples

Examples of physical misconduct prohibited by this Policy include, without limitation:

1. **Contact offenses.** Behaviors that include:
 - a. punching, beating, biting, striking, choking or slapping an athlete;
 - b. intentionally hitting an athlete with objects or sporting equipment;
 - c. providing alcohol to an athlete under the legal drinking age (under U.S. law);
 - d. providing illegal drugs or medications to any athlete;
 - e. encouraging or permitting an athlete to return to play pre-maturely following a serious injury (e.g., a concussion) and without the clearance of a medical professional;
 - f. prescribing dieting or other weight-control methods (e.g., weigh-ins, caliper tests) without regard for the nutritional well-being and health of athlete.
2. **Non-contact offenses.** Behaviors that include:
 - a. isolating an athlete in a confined space (e.g., locking an athlete in a small space);
 - b. forcing an athlete to assume a painful stance or position for no athletic purpose (e.g. requiring an athlete to kneel on a harmful surface);
 - c. withholding, recommending against or denying adequate hydration, nutrition, medical attention or sleep.

Sexual Misconduct

1. Any touching or non-touching sexual interaction that is (a) nonconsensual or forced, (b) coerced or manipulated, or (c) perpetrated in an aggressive, harassing, exploitative or threatening manner;
2. Any sexual interaction between an athlete and an individual with evaluative, direct or indirect authority; or
3. Any act or conduct described as sexual abuse or misconduct under federal or state law (e.g. sexual abuse, sexual exploitation, rape).

Types of sexual misconduct include:

- sexual assault,
- sexual harassment,
- sexual abuse, or
- any other sexual intimacies that exploit an athlete.

Exceptions

None

Examples

Examples of sexual misconduct prohibited under this Policy include, without limitation:

1. Touching offenses. Behaviors that include:
 - a. fondling an athlete's breasts or buttocks
 - b. exchange of reward in sport (e.g., team placement, scores, feedback) for sexual favors
 - c. genital contact

- d. sexual relations or intimacies between persons in a position of trust, authority and/or evaluative and supervisory control over athletes or other sport participants.
2. Non-touching offenses. Behaviors that include:
 - a. inappropriately discussing one's sex life with another athlete
 - b. asking an athlete about his or her sex life
 - c. requesting or sending a nude or partial-dress photo to athlete
 - d. exposing athletes to pornographic material
 - e. sending athletes sexually explicit or suggestive electronic or written messages or photos (e.g. "sexting")
 - f. deliberately exposing an athlete to sexual acts
 - g. deliberately exposing an athlete to nudity (except in situations where locker rooms and changing areas are shared)
 - h. sexual harassment; specifically, the sexual solicitation, physical advances, or verbal or nonverbal conduct that is sexual in nature, and
 - is unwelcome, offensive or creates a hostile environment, and the offending individual knows or is told this
 - is sufficiently severe or intense to be harassing to a reasonable person in the context.

Bullying

1. An intentional, persistent and repeated pattern of committing or willfully tolerating physical and non-physical behaviors that are intended, or have the reasonable potential, to cause fear, humiliation or physical harm in an attempt to socially exclude, diminish or isolate the targeted athlete(s), as a condition of membership.
2. Any act or conduct described as bullying under federal or state law.

Exceptions

Bullying does not include group or team behaviors that (a) are meant to establish normative team behaviors, or (b) promote team cohesion. For example, bullying does not include verbal admonitions to encourage team members to train harder and to push through a difficult training regimen.

Examples

Examples of bullying prohibited by this Policy include, without limitation:

1. **Physical behaviors.** Behaviors that include (a) hitting, pushing, punching, beating, biting, striking, kicking, choking, or slapping an athlete; (b) throwing at, or hitting an athlete with, objects such as sporting equipment.
2. **Verbal and emotional behaviors.** Behaviors that include (a) teasing, ridiculing, intimidating; (b) spreading rumors or making false statements; or (c) using electronic communications, social media, or other technology to harass, frighten, intimidate or humiliate ("cyber bullying").

Harassment

1. A repeated pattern of physical and/or non-physical behaviors that (a) are intended to cause fear, humiliation or annoyance, (b) offend or degrade, (c) create a hostile environment or (d) reflect discriminatory bias in an attempt to establish dominance, superiority or power over an individual athlete or group based on gender, race, ethnicity, culture, religion, sexual orientation, gender expression or mental or physical disability; or
2. Any act or conduct described as harassment under federal or state law.

Exceptions

None

Examples

Examples of harassment prohibited by this Policy include, without limitation:

1. **Physical offenses.** Behaviors that include (a) hitting, pushing, punching, beating, biting, striking, kicking, choking or slapping an athlete or participant; (b) throwing at or hitting an athlete with objects including sporting equipment.
2. **Non-physical offenses.** Behaviors that include (a) making negative or disparaging comments about an athlete's sexual orientation, gender expression, disability, religion, skin color, or ethnic traits; (b) displaying offensive materials, gestures, or symbols; (c) withholding or reducing playing time to an athlete based on his or her sexual orientation.

Hazing

1. Coercing, requiring, forcing or willfully tolerating any humiliating, unwelcome or dangerous activity that serves as a condition for (a) joining a group or (b) being socially accepted by a group's members; or
2. Any act or conduct described as hazing under federal or state law.

Exemptions

Hazing does not include group or team activities that (a) are meant to establish normative team behaviors or (b) promote team cohesion.

Examples

Examples of hazing prohibited by this Policy include, without limitation:

1. requiring, forcing or otherwise requiring the consumption of alcohol or illegal drugs
2. tying, taping or otherwise physically restraining an athlete
3. sexual simulations or sexual acts of any nature
4. sleep deprivation, otherwise unnecessary schedule disruption or the withholding of water and/or food
5. social actions (e.g. grossly inappropriate or provocative clothing) or public displays (e.g. public nudity) that are illegal or meant to draw ridicule
6. beating, paddling or other forms of physical assault
7. excessive training requirements focused on individuals on a team

Comment: Activities that fit the definition of hazing are considered to be hazing regardless of an athlete's willingness to cooperate or participate.

Reporting

Although these policies are designed to reduce sexual abuse and other misconduct, it can still occur. Members of CRC have a duty and obligation to report any incidents to any two Board members. It is a violation of this Athlete Protection Policy if a member knows of misconduct, but takes no action.

The CRC Board does not investigate suspicions or allegations of criminal physical or sexual abuse, or attempt to evaluate the credibility or validity of such allegations. Such reports are directed to the appropriate law enforcement authorities.

Appendix C

Standard Coxswain Instructions & Guidelines

Introduction and fundamentals

For most practices, members of CRC take turns in the coxswain seat. It is generally not the favorite seat for a rower, but the fair thing is for all members to willingly take their turn and do the best job possible. Get used to the idea that you will occasionally cox, learn the importance of this critical seat, and study this document to be sure you grasp the fundamentals. To clarify, there are “real” coxswains (those with years of experience racing with college crews), and there are “rower” coxswains (those who row, but take turns coxing when a real coxswain is not available). This document introduces the job of coxswain and offers solid guidelines for coxing CRC crews. It is mainly targeted to “rower” coxswains.

First. The most important job of a coxswain is the **SAFETY** of the crew and the equipment. Our river has a moving current, random snags that frequently change, shallow areas, and other obstacles (various kinds of watercraft, inner tube floaters, etc.). This river will always require more attention and study than clubs that practice on calm lakes. Realize the coxswain is the **ONLY** one facing the direction of the boat movement. The crew is **COMPLETELY** dependent upon the coxswain for its safe passage thru the water and around any obstacles that may be in the river – including any other crew boats.

Second. Boat **STEERING** is critical to maintaining safety. The coxswain must launch from the dock, turn the boat downstream for the warm-up, avoid river snags, shores, other boats, and shallow areas, then turn upstream for work-out pieces and land safely back at the dock. The size of the rudder is about the size of a credit card – that’s small when you are steering a 60 foot eight. So learning the feel of how quickly to correct your course will take some attention and experience. Also, when the rudder is not enough to make the needed navigational correction, the coxswain can use the crew (starboards versus ports). Here are the most important steering guidelines:

- The rudder is moved by using the strings by your hands as you sit in the cox seat. These strings control that very small rudder under the stern where you sit. Push your right hand forward to make the boat move to the right (starboard); left hand forward to move left (port). Simply put, point your hand in the direction you want the boat to go.
- If more immediate action is needed, use the crew. To turn towards port, have starboards row harder and ports row lighter (having the ports hold water will increase this effect); to turn towards starboard, have ports row hard and starboards row light (having the starboards hold water will increase this effect).

Third. To safely handle the boat, it is critical that **all rowers know what to do and then do it in unison**. For the coxswain to make this happen, all commands must be clear and concise. Cox’ns are generally expected to *first* tell the crew what is to be done, *then* tell them to **do it**. (Example: “*Go up to shoulders, ready UP!*”). In this manner, everything can be done by the crew in unison – but it all starts with the coxswain.

Fourth. It is helpful for the coxswain to help the coach run the practice drills and pieces. This sometimes means counting strokes, telling the crew the stroke rate, calling pairs in and out, commanding pause drills, etc. The guidelines below will help everyone be synchronized in cox’n command styles. While this generally means reading the cox box instrumentation and announcing changes, coxswains should never forget the importance of their **primary job – crew and equipment safety**. If something does not look safe, either stop the crew (way

'nuf) or ask for help immediately from the stroke or coach; whatever drill you are doing can simply wait until you are sure conditions are safe.

Guidelines for CRC coxswain commands

Counting is always done when the catch enters the water. (Example: for a “power 10”, count out each of the 10 strokes **at the time of the catch** – when the blade first enters the water). It is common to count 2 strokes to prep the crew for a change. (Example: “**In 2 strokes, bow pair in and 3 & 4 out**” – now count the next 2 strokes **at the catch** and the change will be made by the crew on the next stroke).

Taking the boat out of the Boathouse bay

1. **Hands on the boat - now**
2. (If on rollers) **Roll it out – ready now. (If on a rack) Lift it up and out slowly – ready now.**
3. **Up to Shoulders – Ready...Up**
4. **Walk it forward – ready now**
5. Once clear of the boathouse, say “**CLEAR**” and “**Spin down to the Docks**”
6. Going to the dock, make sure the bow clears the big metal pole – command the boat as needed, or simply hold onto the bow until it is in the clear.

Putting the boat in the water at the dock. Once the boat is at the spot you want on the dock, say:

1. **Weigh Enough (commonly pronounced “WAY-NUF”)**
2. **Step to the edge – ready now**
3. **Up over head – Ready...Up**
4. **Inside grip...Roll it down to the waist... Ready...Down**
5. **Put it OUT and IN... Ready...Down.** While putting the boat in the water, it’s best to stand at the stern to ensure the skeg does not hit the dock – put out your hand and push the boat out if it gets too close.
6. **Get your oars.**

Shoving from the dock. Once everyone seems set, oars are in locks, people are present by the boat, your cox box is plugged in:

1. **Count-off from BOW when ready**
2. **Starboard oars across (now it’s time for YOU to get into the cox seat)**
3. **One foot in**
4. **Lean away and shove in two**
5. **Ready...One...Two...Shove.** At this point you should be off the dock. Due to the current and boat position, you usually need to have BOW FOUR SIT READY - ROW immediately. Hard Port. They can row the boat out into the center of the river. Stop the boat with WAY-NUF, tell them to TIE IN and COUNT-OFF FROM BOW WHEN READY.

Note: Shoving from the dock is the ONLY time you say “IN TWO” when actual strokes are not being taken. All other times, the term “IN TWO” refers to real strokes thru the water.

How to have any group of rowers row. Clearly declare the set of rowers who are to row (for instance, “**STERN SIX**”), then tell them to “**Sit ready**”, then once all oars are in proper positions, say “**Row**”.

Example -- To have BOW FOUR ROW: 1. **Bow Four, sit ready** 2. **ROW**

For the warm-up, or any time you want the rowers to do something different from just rowing full slide on the feather, the calls would go like this:

1. **Bow Four, sit ready to row on the square, with a pause at arms & body over**
2. **Sit Ready...ROW**

To initiate or change a drill or activity. You must first clearly tell your crew what you want them to do **before** you tell them to do it. For instance, you may want to switch pairs, or start/end a drill, or stop the boat. You say “**IN TWO, we’re going to ...**”. Then count “**ONE... TWO**” (say the count always at the catch).

1. For instance, let’s say that ALL-8 are rowing, and now you want them to start a pause drill at the release: **In TWO, we’ll start a PAUSE Drill at the RELEASE.**
2. **ONE... TWO... Pause on this one...**Remember to say “ONE” and “TWO” at the time of the catch. If not everyone is doing it right, it’s the coxswain’s job to get your crew together correctly and quickly.
3. For a PAUSE drill, once they pause, wait one or two seconds and then say “**ROW**” for them to move to the next part of the stroke... Keep doing this as long as you want to do this drill.
4. To stop the PAUSE drill, you can simply say (during the last pause) “**Continuous owing on THIS one... ROW**”.

To stop the boat. There are a number of ways to stop the boat. You may want to stop rowing, but coast with blades off the water. You may need to stop more immediately. You may be stopping in order to turn around, or come even with another boat for a practice piece, etc.

1. To stop rowing, but let the boat coast onward, “**IN TWO, Let it RUN**”, “**ONE... TWO**”, then after some gliding, say “**Oars Down**” (meaning let the blades rest flat on the water).
2. To stop the boat and limit the coasting motion, “**In TWO, Way ‘nuf ... One...Two**”. If a fast stop is needed, you can add, “**Check it Down**” or “**Hold Water**” (this means that all rowers should quickly stick their blades in the water squared, thus holding the boat in place).

To turn the boat toward PORT (from your seat the boat will move counter-clockwise)

1. **Ports to Back; Starboards to ROW**
2. **READY...BACK**
3. Once you’re headed in the correct direction, say “**Way ‘nuf**”.

To turn the boat toward STARBOARD (from your seat the boat will move in a clockwise direction)

1. **Starboards to Back; Ports to ROW**
2. **READY...BACK**
3. Once you’re headed in the correct direction, say “**Way ‘nuf**”

Power strokes. Usually we don’t just say “okay, go full power”. It’s best to give the crew two to five strokes to build up to 100% pressure and whatever Stroke Rate is required.

Here’s an example of a Power-10 at Stroke Rate (SR) 32:

1. **In TWO, we’re going to build over FIVE strokes for a POWER-10 at stroke rate (SR) 32.**
 - on the next catch say “**ONE**”, then “**TWO**”
 - then say “**BUILD ON THIS ONE**”
2. Some cox’ns will also add this for clarity (but you could just count):
 - at the catch say “**BUILD ONE**” – on the recovery tell them the current SR
 - at the catch say “**BUILD TWO**” – on the recovery tell them the SR, etc... up to FIVE.
3. At the next catch start counting their Power-10... say “**ONE**” with energy and enthusiasm! And continue to count through the next TEN power strokes.
4. During the POWER-10, you can let them know the stroke rate or tell them they are “on rate” if they are indeed at the correct rate.
5. After catch **TEN**, say “**PADDLE**”. If needed, remind everyone to bring down the power and SR with the rower in the Stroke seat.

Returning to the Dock. It’s good to come into the dock high (not by the launches) and a bit of an angle (bow towards the dock). i.e., Steering string on the port side should be forward. Once you get near the dock, **drop out Bow FOUR ...**and take it slow. Then **drop it down to STROKE PAIR only**. When the PORT BLADES are

about to touch the dock say “**LEAN AWAY FROM THE DOCK, and watch your port oars**”. Then STROKE PAIR should say ‘nuf. As your bow ball is approaching close to the dock, crank your steering string all the way forward now on the **starboard** side. This will help swing your stern in parallel to the dock.

Getting out of the boat

1. **One foot up**
2. **Ready, Up and OUT**
3. **Pull oars across** (once everyone is out of the boat)

Taking the boat out of the water

1. **Hands on the BOAT**
2. **Lift Up over heads...READY...UP**
3. **Split to shoulders...READY...Split**
4. **Walk it forward - now**
5. **Bow swing up the ramp – watch that pole**

Storing the boat back in the boathouse. Once you’re lined up with the other boats and over the rollers:

1. **Way ‘nuf**
2. As soon as possible, say **Down to waist...READY...DOWN.**
3. While rowers are holding the boat, the cox’n should grab a towel and wipe it dry.
4. Once rollers are positioned, say **DOWN to Rollers...READY...DOWN. ROLL IT IN.**
5. If on a rack, have the crew position accordingly (**Up to shoulders, up over head, or down to waist**).
Walk it in now – careful of the riggers on the boat above it.

The coxswain’s job is to ensure the boat is rolled in (or placed on a rack) and rowers are retrieving all the oars from the dock. Put the cox box back into its charger and make sure it is turned off and plugged in appropriately (charge light is on).

Appendix D

Safety Guidelines for Water Practices & Emergencies

General Information, responsibilities, & good habits

Each person is fully responsible for the whole boat and fully accountable for their own oar, rigging, foot stretchers, seat and slide. Check to make sure that all equipment is functioning properly before leaving the dock.

Before each erg workout in the barn, the club does a warm-up piece followed by some basic stretching as part of a healthy training ritual. Likewise, for water practices everyone is expected to arrive on time and be fully prepared for vigorous physical activity in the boat. This should include warming up, stretching, and having water available onboard for hydration during workout pieces.

Everyone is responsible for reading and studying the Coxswain Instruction document, since all rowers with CRC must take turns coxing. When there is an emergency in the boat, **the cox is responsible to give appropriate commands on behalf of crew and equipment safety**, but all rowers need to be aware of the recommended practices for emergencies and should be prepared to follow thru with the procedures discussed in this document.

Willamette River traffic pattern from the OSU docks, boats shove off and approach the dock for landing while moving in the upstream direction. Therefore, our local traffic pattern is opposite from other waterways. Boats move on the Willamette (around the vicinity of the crew docks) in a clockwise manner. This facilitates boats being able to launch and land with bows pointed in the upstream direction.

Weather

Cold weather. The combination of high water and low air temperatures in the winter often result in conditions that can result in hypothermia or frostbite for rowers. Immersion in near freezing water can be fatal in less than 5 minutes. Coaches and rowers should exercise caution during the winter and early spring when the danger of hypothermia and frostbite is highest. This includes keeping boats closer together, carrying the proper safety equipment (see below) and not taking chances. Coaches and rowers are encouraged to learn the effects and warning signs of hypothermia and to practice emergency treatment when necessary. *[Excerpted from <http://www.qrcrowing.org/wp-content/uploads/2017/05/QRC-membership.pdf>]*

Hot weather. Training and racing often occur at the hottest time of the year and thus rowers are at risk for heat related injuries. Coaches, coxswains and rowers should be prepared to evaluate the potential risks and to take appropriate precautions. The most important prevention strategy is heat acclimatization. Heat acclimatization and heat tolerance are different for individuals. Adequate hydration is critical for heat tolerance and part of a successful acclimatization to warm climates. The base fluid need of athletes is 32 ounces/day and increases with exercise time (16 ounces/hour) and air temperatures (16 ounces/ per 9 °F temperature increase above 77 °F). Rowers are advised to bring extra water. If a rower does not bring water, the coaches will decide if that person will be allowed to row. UV sunscreen and appropriate clothing (fabrics that minimize heat storage and enhance sweat evaporation) should be used. *[Adapted:*

Visibility

Fog. A minimum of 600 feet of unrestricted visibility must be available before crews or scullers may begin rowing on the river in foggy conditions. Coaches are responsible for determining that there is enough visibility to conduct a practice. Extra care should be exercised in the presence of any fog. Rowers caught on the river during a sudden fog should proceed with extreme caution. Crews should stop often to look for other crews or scullers and the shoreline. Stopping and listening in a fog is often more effective than looking when trying to locate other rowers. [Adapted: <http://www.qrcrowing.org/wp-content/uploads/2017/05/QRC-membership.pdf>]

Lighting during practices in the fall when light is decreasing at the end of Tues/Thurs practices. Inadequate lighting on a shell is an invitation to disaster. It is important that lights be used so crews can see each other and so motorboats can see us. Shell and coaching launches must have lights. A bright flashing strobe light is also recommended. Lights should be visible at all times when turned on. [Adapted: <http://www.qrcrowing.org/wp-content/uploads/2017/05/QRC-membership.pdf>]

Obstacles or powerboat wakes

Should the coach or coxswain urgently give the command “**Way ‘nuf! Hold water!**”, do NOT ask questions, just respond immediately by stopping all forward body movement, square the blades in the water, and quickly bring the boat to a halt. This action is likely the result of approaching an object (snag, shore, another boat, etc.). On our Willamette, the cox should be cognizant of the ever-present river current. No boat will ever actually stop and stay in that one place – it will continue to drift with the speed of the current. Therefore, there will probably need to be another quick adjustment after an emergency stop. Immediately check your course, then clearly and decisively move the crew out of danger.

Although illegal, there may be a speeding motor boat that comes fairly close to a rowing shell. If the approaching boat-wake that is higher than the gunwale, coxswains should try to maneuver the shell such that it is parallel to the wake – this avoids having part of the shell unsupported by the water (since it is possible to split a shell under these conditions). On the coxswain’s command, rowers should stop rowing and lean away from the approaching wake, with oars on the wake-side lifted slightly.

Rower overboard

If a rower goes overboard, the immediate command is “Weigh enough! Hold water!” If the safety launch can get to the victim first, allow the launch to rescue the victim. If the launch is not in the immediate vicinity, back the shell to the victim and have him/her hang onto the shell until the launch arrives.

Another rower may have to enter the water to assist if the victim is injured. If the water is cold, it is critical to get the rower out of the water and back to a warm area as soon as possible. Rowers should be aware that victims of hypothermia may lose reasoning abilities without being aware of it.

Under no circumstances should a rower in the water leave his/her shell. Even if a swamped or flipped boat is within a swimmable distance from the shore, the rower(s) should swim the boat to the shore. Therefore, do not leave your shell even if you consider yourself a strong swimmer.

Boat sinking or flipped

Rowing shells have been designed for flotation, but they are not the same as a Personal Flotation Device (PFD); they are considered an “emergency flotation device”. Oars are neither personal nor emergency flotation devices.

A shell is swamped when the interior water reaches the gunwales. If rowers stay in the boat, the flotation ends of the boat may cause the boat to break apart in the middle.

If a shell is gradually taking on excessive water for some reason, immediately STOP the boat (“Weigh enough! Hold water!”). The cox should command rowers to “Untie” and signal for the launch so the crew can unload by pairs (starting in the middle of the boat) as soon as possible for crew safety and to avoid damage to the boat. Pairs should form “buddies” and keep watch of each other. The cox should buddy with the stern pair.

If a shell is broken and sinking quickly or has already become swamped, the immediate action is to STOP the boat and have rowers “Untie!” The cox should direct the rowers by seat numbers (starting in the middle of the boat) to carefully and quickly slip overboard. Do not leave the floating boat. Swim boat to shore if the launch is not immediate.

If a shell should unexpectedly flip over, the urgent command or action is to “Untie!” Then immediately ensure that all rowers and the cox are accounted for and uninjured. Stay with the boat until assistance arrives.

Generally, if rescue is not imminent, take the following steps once rowers are in the water:

- **Step 1. Remove oars and place them parallel to the shell.** All persons should move to the two ends of the shell. It is dangerous to roll a shell when rowers are near the riggers.
- **Step 2. Then roll the boat to form a more stable flotation platform** so rowers can either lie on top of the hull or buddies can hold onto each other across the hull.

Appendix E

Boat Carrying Safety Guidelines

Description of issue

Carrying boats is sometimes problematic among the women regarding possible injury or boat damage. On rare occasions, the stern of boats has been nearly dropped, and several women have reported injuries while carrying. This issue generally occurs ONLY in the stern 4 of the boat-carrying rowers and ONLY among the women when there are significant height/strength discrepancies; therefore, the club men and the folks who are most often in the bow do not realize there is a problem. It is important that all members step up to help solve this problem, support other teammates, and protect CRC's equipment.

In addition, members should be aware that when lifting boats off the water, if the bow 4 go up overhead faster and taller than the stern, then more weight goes to the stern end of the boat. This makes it more difficult for those who are trying to get that stern half up and overhead. It is recommended that this lifting action be more carefully orchestrated in unison and in time with the coxswain's command.

Guidelines

- Attention by everyone to ensure people are standing in order by heights, stern to bow. If shorter people are standing between taller people, they are not in a position to assist.
- Awareness by everyone when there are four women in the stern who are of very differing heights/strength. There may be a need for possible position adjustments, including assistance by some stronger rowers of moderate height.
- To lift/lower boats and to walk boats to/from the dock, it is easier to have an equal number of rowers bunched up nearer to bow and stern, rather than spread out and across from each rigger. On flat ground, this may not be needed, but at our boathouse the ramp is steep. Bunching up near bow and stern can help keep all hands on the boat at all times and alleviate injury.
- Coxswains need to be aware of rower placement for lifting, then carrying. There may be the need to add a "move into position" command after a boat is lifted prior to carrying it. This will allow the movement of people standing in the middle to step closer to the bow or stern ends of the boat.
- Coxswains need to be aware of the size of people, especially on the heavier boats. If the stern consists of only women with height/strength disparity, then adjustments may be needed to avoid injury to people and damage to equipment.
- As a club, CRC needs to ensure that 8 people carry an eight (even if only 7 are rowing it) – unless height and strength are spread out acceptably well. This may mean that someone helps carry a boat, then goes back to help carry another one. The few extra minutes this will take is be worth the wait in the long run.

Appendix F

CRC Equipment Use & Care Guidelines

CRC equipment use

Use of CRC-owned equipment. CRC-owned equipment may not be used outside of coached practices (unsupervised). While preparing for a regatta, the CRC coaching staff may approve special practices for certain boatings, with launch oversight. Unsupervised dock use is generally intended for CRC members' privately-owned boats.

With permission only. For unsanctioned races not organized for qualified CRC-wide participation, special permission must be obtained from the coaching staff and Board for use of any CRC-owned equipment.

Quad usage requirements and limitations

- This new shell will be used during supervised Corvallis Rowing Club and OSU-coached practices, and by members of the Corvallis Rowing Club who are experienced scullers and who desire to practice outside of club practice times for upcoming Board-sanctioned races.
- There must be an experienced stroke and bow sculler on board each time the boat is used.
- Seats 2 and 3 may be filled with those who have had some experience sculling and would like to gain more experience with the guidance of skilled rowers.
- Seats 2 and 3 may be filled with skilled sweep rowers after appropriate on-shore instruction regarding the fundamentals required for sculling.
- After each outing, the inside and outside of the boat should be wiped down with a towel before being put away on the designated rack.

Equipment care

Boats. A crew boat costs thousands of dollars (\$10K-\$30K), even older models. They are fragile, long, and awkward to handle – especially if not done properly. If the whole crew follows these guidelines, the boat is easier to maneuver and safer from damage.

- Never step over a boat that is on low-boys or down on low slings. If you should trip or catch a foot on the boat, it could cause expensive damage.
- Never step into the bottom of a boat (except at the coxswain's seat). Only step onto the deck that holds the seats and then into the foot-stretchers. The bottom of the boat is very thin to keep it as light and fast as possible.
- When launching or landing, lean away from the dock so the oars and riggers do not bang on the dock.
- When carrying a boat, line up with tallest rowers in the bow – trying to match heights from tallest to shortest for any particular lineup. Once the boat is up on shoulders, group half the rowers towards the stern and half towards the bow. If the whole crew is all about the same height, this does not matter. But with very different heights, if everyone is mixed up then only the taller folks will be carrying the entire weight of the boat.
- When putting the boat into the water or lifting it out, be sure not to angle the boat such that the skeg

could get caught on the dock (go straight down and straight up).

- When lifting a boat overhead from shoulders, it is best for each rower to push straight up on their own gunnel, then move a hand over to support the other gunnel. Both hands going up overhead is a stronger position to push upwards than using a wide grip with a hand on each gunnel. If everyone does this, the boat will lift up evenly. This technique is especially important for those rowers who cannot bench-press as much as some of our stronger rowers.
- After each practice, it is important to wipe down the boats with towels to remove water and river scum.
- Once a year, hold a cleaning party to wash the inside and outside of the boats, polish them, and clean the oars.

Cox boxes. A cox box, headset, and charger cost well over \$600. Rowing without a functional cox box is dangerous and miserable, so we must do our best to keep them in good shape so we can have a fun on-water season.

- Do not carry the boxes by the headset cable or charger cable. This damages the cables/headset and greatly increases the risk of a box being accidentally dropped.
- When unplugging the box from the charger, grab the thick rubber housing into which the charger wires go, not the wires themselves. The wires can easily be damaged near the rubber housing.
- Check the charge on the box before heading out to cox a boat down to the water. The charge level can only be verified in the newer style boxes, but the older ones can at least indicate whether or not they can be turned on/off.
- Be sure you understand how to operate the buttons on the box before leaving the dock. In addition, it's a good idea to test the box at the dock just before pushing off to ensure everything is OK.
- Plug the box into the charger after you're done with the practice – make sure the power is off.
- If you have a malfunction with a new style box, take the battery out of the bottom for a couple seconds, then put back. This will reset the box. Be careful putting the battery back because the locking mechanism can be tricky, appearing to be locked when it's not.

Broken equipment & equipment maintenance

CRC-owned equipment (shells, oars, cox boxes, etc.) is used by many members. It is expected that members will leave equipment in the same condition in which it was found, if not better. It is the responsibility of each member to report a maintenance issue (loose oar collar, rigger pitch, shoes, etc.) as soon as possible to the CRC Board Equipment Manager. If you notice something regarding Oregon State Rowing equipment, let the CRC Board President or Equipment Manager know and one of them will contact the Oregon State Rowing Boathouse Manager.

Appendix G

Rigging & Derigging Guidelines

Properly handling rigging and de-rigging of our boats are part of the sport and are needed every time our club goes to a regatta. Here are some guidelines to help improve efficiency and accuracy with this job.

Guidelines

- First, to be the most productive, it is best to have a pattern (rather than everyone diving into the process without order). So for de-rigging, have one person on each side of the boat loosening nuts with the appropriate wrench, one person removing nuts/bolts/washers by hand and remove riggers, and one person putting the nuts/bolts/washers back on the boat. Then the person with the appropriate wrench should move thru each side and tighten all nuts so they do not come off during transport. The same thing goes for rigging -- in reverse.
- During the time that the rigger nuts/bolts/washers are not actually on the boat, they should be left in each shoe's heel cup so the person putting them back on the boat (with or without the rigger attached) can find them.
- For each boat being de-rigged, one person should be charged with tying down seats and tightening center pins so they don't fall out during transport.
- The rigger nuts are almost all 7/16 with a flat washer that goes between the nut and the rigger – not under the rigger next to the boat. Some boats could have 1/2 inch nuts without a washer. Check the size and combination before de-rigging.
- Rigger nuts should be two-finger tight (use two fingers on the wrench). More torque is not necessary and it could damage the boat.
- Top nuts (which hold the back stay to the top of the oarlock) are loosened when riggers are removed so the rigger can be transported more easily. It is really important to tighten these bolts as tight as you can make them when the riggers are put back on the boat.
- Rigger seat identification numbers can be found on the outside of the flat piece that goes against the side of the shell.
- Tie the riggers together, by side (port/starboard), for transport with rubber straps. This makes them easier to carry and less likely to lose one.
- Tools need to be placed back into the tool box anytime and every time they are not in use.
- Eights get de-rigged first as they go up on the trailer first.
- Rigging and de-rigging are done with the boat in slings. When placing a boat in slings, make sure that the little speed coach propeller (mounted about 16 feet from the bow) is not on the sling. Same is true for the skeg/rudder.

Additional comments for boats with wing riggers

Boats with wing riggers require a few more bolts, nuts & washers – AND the sequence of rigging and de-rigging is critical (unlike the other boats).

- To rig it, we must start at the bow and work towards the stern – one rigger at a time, alternating starboard and port. This is necessary because each backstay laps OVER the rigger to the seat behind

it. To de-rig it, begin at the stern.

- There are 2 bolt sizes – the longer bolts are used ONLY where the backstays attach – that is where there are more pieces fitted together, therefore it is thicker and requires the longer bolts.
- There are 2 washer sizes – the large 1-inch washers are used on the bolts against the UNDER side of the gunnel rim to prevent damage to the boat. (The smaller washers are used next to the wing riggers.)
- If you are confused, ask for direction or leave this rigging to someone else.
- Since this boat rigging design is different from our other boats, and a bit more complicated, a person with wing-rigger knowledge should go through and check each bolt once it is rigged.

Coxswain duties after trailering and re-rigging

Trailering is hard on boats and equipment and the following checks by the coxswain after reassembly will help ensure that the boat is “as it was” prior to being de-rigged, trailered, and then re-rigged.

- Coxswains should ensure the hull is relatively square in the slings (not listing). Place all oarlocks perpendicular to the hull. Standing at either bow or stern, sight down through the oarlocks on each side to ensure that there is no gross misalignment on any of the individual port or starboard riggers. One would see that an oar would run through all oarlocks (if it were long enough). If a rigger is not in its correct position or a severe problem exists with the pitch of an individual rigger, that rigger would clearly be above or below or inboard or outboard of the imaginary line running straight through the oarlocks.
- Coxswains should run a quick check of all rigger nuts, top nuts, foot-stretcher hardware, and shoe tie-downs especially if the boat is being raced for the first time since being re-rigged. Coxswains should also be responsible for checking the sound system and tiller assembly PRIOR to having "hands on" for launching.