



# Everett Rowing Association Policy

## General Operations

The Board of Directors will take input from committees and representatives to make policy decisions. Policy will be published and made available to the general membership for review.

### Policy Availability:

A complete and updated version of all policy shall be permanently displayed or made available at the boathouse.

### Membership and fees:

To be a rowing club member one must be in good standing and have all membership fees paid to date with the Everett Rowing Association. In order to compete in any USRA sanctioned regatta members must also be members of USRA.

- The dues will be determined by the elected Board of Directors. There shall be the following categories of membership.
  - Annual (January 1 through December 31)
  - Seasonal
  - Supporting Members
  - New members joining ERA after the beginning of the scheduled dues cycle will have their dues pro-rated. This is a one time only offering. Pro-rated dues will be determined by the Board of Directors and ERA Director.

### Guests Policy:

- Guests must be accompanied by a member.
- Guests are welcome to row for a total of 3 times without pay.
- Guests must abide by the policies of ERA.
- Guests must wear life jackets until swimming verification has been authenticated.
- Guests must sign a release of liability waiver.

### Refund Policy:

- Everett Rowing Association and USA Rowing membership fees are not refundable.
- Uniform costs are not refundable.
- Members may petition the Board of Directors for refunds when extenuating circumstances exist.

### Audit Committee:

- The Board of Directors shall appoint a Finance Committee to review the financial records and budget of ERA. A detailed review will be conducted each year. This committee shall make a report of their findings to the Board of Directors.

#### Questions of Policy Concern:

- The membership may bring up issues of policy concern by submitting them in writing to the Board of Directors.

#### Grievance Process:

- When an ERA member or group of members feels the need to have an issue settled, and that issue is not addressed in the existing bylaws or policies then a grievance may be filed with the President of the Board of Directors. This grievance must be in written form and also must be signed by those filing the grievance. The President will then review the grievance. If the problem can be solved within existing organizational bylaws and policies, the President will so inform the parties involved. If the grievance involves an area not addressed in the club bylaws and policies, then the President will place the issue on the following months Board of Directors meeting agenda.

#### Key Holders:

- Keys are issued to Everett Rowing Association staff and private boat owners. Any additional keys will be issued as determined necessary by the Board of Directors.

#### Private Boat Storage:

- Private Boats may be stored at the boathouse by ERA members for a fee and depending on available space.
- Storage fees shall be determined by the Board of Directors.
- Those boats may not be relocated from their rack without notification of the boat owner.
- Statements will be sent to owners at the beginning of the calendar year.

#### Miscellaneous:

- All official documents shall be kept in a safe location known to the Director and President of the Board of Directors.

#### Rowing Opportunities:

- Coached rows for members/non-members: There will be a fee charged to pay for the coach, equipment, and administrative costs. The purpose of these classes is for rowing improvement, recreation, and competition. The coach, class description, and fees will be determined and made available.
- The Junior Program will run in the Spring, Summer, Fall and Winter. It will include all competitive returning and novice junior rowers for the purpose of training for competition.

- Open Rows will be scheduled for members who may want to get in extra rowing or for those who do not wish to participate in the rowing classes or coached rows. Open Rows will be scheduled and managed by the Director.

Operations:

- The safety rules shall be followed for all rowing from the boathouse (see safety regulations).

# Everett Rowing Association Junior Program Policy

These rules and guidelines apply to all students participating in the Everett Rowing Junior Crew Team during turnouts, competition, trips, and off-season times. In addition to these guidelines the student is to comply with scholastic regulations and any additional rules set forth by the student's respective school.

## Specific Rules and Guidelines

Everett Rowing Junior Crew Team members are expected to adhere to the rules and guidelines as listed below.

1. Show respect to coaches, teammates, competitors, and volunteers at practices, trips, and regattas, and all other activities sponsored by ERA.
2. Adhere to safety guidelines of the ERA
3. Attend all practices unless excused by the coach/coaches
4. Be courteous to visiting teams
5. Show good sportsmanship during practices and at regattas.
6. Take care of equipment as though you paid for it yourself.
7. Language is an extension of your self-respect and integrity. Do not use poor choices in expression/exclamation – specifically name calling or using disrespectful word.
8. Provide 100% effort at all times. In order to achieve the goals we have set, we need to exercise maximum effort physically and mentally.
9. Be a leader at all times. Encourage other rowers to add to the strength of the entire Everett crew. Our goal is to be the best, most respected team in the Northwest and nationally. Every rower is a part of achieving that goal, and we can only achieve it as a team.
10. Help out! Don't be a passive participant. When you see something needs to be done, do it. "Discipline" is the key word to these expectations. Everett Rowing will maintain a high level of respect among our competitors and achieve a better climate for success by following these guidelines. Make a disciplined effort personally and as a team leader to follow these goals.

**Acts leading to *discipline, suspension or expulsion* of a junior rower at any ERA sponsored activity are listed below.**

- Commission of a felony
- Possession or use of any dangerous weapon or object.
- Assault, aggressive behavior or intimidation of another person
- Use of or possession of alcoholic beverages, drugs, or narcotics not prescribed by a physician.
- Use of tobacco
- Improper possession of athletic equipment belonging to the Everett Rowing Association or another team.
- Destruction or defacing of property.
- Disruptive conduct
- Disobedience of reasonable instructions of crew authorities

- Theft.

**Further:**

- Use, consumption, possession, buying, selling, or giving away of alcohol, marijuana, or any controlled substance will mean immediate release from the team.
- General misbehavior or disrespect shown to coaches or parent chaperones; First offense: warning. Second offense: non-participation and attendance at the next regatta. Third offense: removal from the team. If the rower is to return home, it will be at the expense of the parents.

**Attendance**

- Students are expected to honor their commitment to the team by striving for perfect attendance. The following excuses will be accepted as reasons for missing either practice or competition: Illness or injury, death in the family, academic related matters (this does not include absences for disciplinary reasons), and matters of extraordinary circumstances. The student is to provide a written excuse note on the day of his/her return to practice or his/her parents have called and advised the coach of the absences. If the student does not provide the note, the absences will be counted as unexcused. Parents are requested to schedule appointments at times that will not conflict with turnouts and/or competition.

**Tardiness:**

- In the case of tardy behavior, first offense, warning; second offense, another verbal warning; third offense, removal from the boat and the same rules as unexcused absence apply.

**Excused Absences:**

- Excused absences may cause a rower to be removed from his/her seat in a boat. This will be the coach's decision.

**Regatta Protocol**

Everett Rowing Junior Crew student athletes are expected to adhere to the following when attending regattas.

- Rowers are to remain in the general meeting areas during the entire regatta. Students wishing to leave the area must receive permission first.
- Team members are expected to travel with the team. Late arrivals or early departures will be permitted only with coach permission.
- Students who do not abide by these guidelines will be disciplined as outlined in the general misbehavior section.
- Junior rowers are expected to stay until the trailer is loaded after the regatta and meet at the boathouse at a specified time to unload, or as directed by their coach.

**EVERETT ROWING ASSOCIATION  
ATHLETES' CODE OF CONDUCT**

1. I will be respectful of coaches, adult volunteers, and other participants, realizing that my behavior affects others and the success of ERA.

2. I agree to accept and carry out instructions of the ERA staff, trip/overnight leaders, and chaperones.
3. I agree to attend and take part in all scheduled practices and activities unless excused by coach.
4. I will discuss any problems that may arise with ERA staff, trip/overnight leaders, or chaperones.
5. At overnight events, I will remain quietly in my own bed at the established bed time.
6. I understand that ANY of the following acts may lead to discipline, suspension or expulsion from ERA-sponsored activities:
  - Commission of a felony
  - Possession or use of any dangerous weapon or object.
  - Assault, aggressive behavior or intimidation of another person.
  - Improper possession of athletic equipment belonging to the Everett Rowing Association or another team.
  - Destruction or defacing of property.
  - Immoral conduct.
  - Disruptive conduct.
  - Disobedience of reasonable instructions of crew authorities.
  - Theft.
7. I understand that use, consumption, possession, buying, selling, or giving away of alcohol, marijuana, or any controlled substance will mean immediate release from the team.
8. I understand that any general misbehavior or disrespect shown to coaches or parent chaperones is not allowed. First offense: warning. Second offense: non-participation and attendance at the next regatta. Third offense: removal from the team. If I am sent home from an event, it will be at mine/my parents' expense.
9. I will be respectful of other peoples' possessions and property and will refrain from activities that cause damage to either.
10. I understand that I am financially responsible for any damage I may cause when disobeying rules.
11. I understand that **any** individual's failure to abide by these rules can jeopardize the entire group's participation at the time of the failure and in the future.

### **Preparedness Policy**

#### **For Athletes with Chronic Health Conditions**

Some Everett Rowing athletes may have chronic health conditions that could be affected by the strenuous physical and mental demands of competitive rowing. The following is intended as guidance to assist ERA, its coaches, and Safety Committee insofar as they may have interaction with parents and athletes concerning such conditions. It is the desire of all concerned to enhance the welfare of all athletes. ERA intends to make reasonable efforts to work with parents and athletes to accommodate athletes who participate with such conditions, while ensuring a safe experience for all. As used in this policy, the term "parents" refers to parents and legal guardians of ERA athletes.

Parents and athletes are expected to make reasoned and informed decisions whether, in view of an athlete's condition, commencing or continuing competitive rowing is in the athlete's best interest.

Among other considerations, parents and athletes should understand that competitive rowing is a strenuous physical activity and that athletes, isolated from shore while on the water for hours at a time, do not have immediate access to emergency services. Parents and athletes should explain these considerations to the athlete's treating physician when seeking professional advice. ERA, its coaches, and its Safety Committee cannot in any way take responsibility for the decision of parents and their athlete regarding participation in ERA activities.

Before an athlete participates in any activity, parents must inform ERA in writing of their athlete's chronic health conditions that could have sudden symptoms while participating in ERA activities. This includes the requirement of a clear written statement of the condition on the EMERGENCY MEDICAL RELEASE AND TRAVEL INFORMATION FORM included with your registration materials. ERA's coaches and Safety Committee shall be informed of the names and conditions of athletes having such conditions.

Coaches may consult with the ERA's Safety Committee and may request a conference among the athlete, the parents, and the coach to review the athlete's responsibilities and any treatment materials to be carried by the coach or athlete while on the water or at overnight events. The Safety Committee may request additional written information be provided by the athlete's parents and/or treating physician.

Parents shall keep ERA and its Safety Committee informed of the name and telephone number of the athlete's treating physician. When requested by a parent, ERA will endeavor to make a representative available to describe rowing activities to an athlete's treating physician.

### **NOVICE GIRLS WAIT LIST PROCEDURE**

Due to the increase interest in the girls program, ERA may need to institute a waiting list for the spring and/or fall seasons. If the need arises, only athletes that have paid for the full season with their registration will be placed on the roster. Priority will be given to:

- Siblings of ERA rowers
- Novices already registered in Winter Conditioning or the summer program.

The maximum enrollment for the team will be 30 girls. After priority athletes are assigned to the team, a random draw will fill the roster. Those not placed on the roster will be added to a wait list. During the first two weeks of the season, if a girl on the roster quits, the first girl on the waiting list will be contacted and asked to join the team. Positions on the wait list will be decided through a random draw.

### **REFUND PROCEDURE**

After the first two weeks of the season, there will be no refunds of any kind. In the event of injury or sickness, the Everett Rowing Association Board of Directors can make certain exceptions.

### **PHYSICALS**

ERA requires that all athletes provide evidence of a sport's physical or a doctor's note citing the individual's ability to be involved in competitive athletics. Previous physicals will be accepted as long as they were performed after the age of 14.

### **TRANSPORTATION GUIDELINES**

ERA Junior Program prefers that all rowers, even if of legal driving age, be driven by an adult to all regattas farther away than Seattle. A participating rower, even if age 18 or older, is not considered a preferred, eligible driver of other rowers to long distance events.

### **Everett Rowing Association Parent and Coach Relations**

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to the rowers. As parents, when your student-athlete becomes involved with ERA, you have a right to understand what expectations are placed on your student-athlete. This begins with clean communication from the coach of your rower.

#### Communication Expected From The Coach

- Philosophy of the coach.
- Expectations the coach has for your rower and others on the team.
- Practice times and schedules, also regatta dates and schedule.
- Team requirements, i.e. fees, special equipment, off-season conditioning.
- Procedure regarding injury to the student-athlete should they be injured during participation.
- Discipline that results in the denial of your student-athlete's participation.

#### Communication Coaches Expect From Parents

- Concerns expressed directly to the coach.
- Notification of any schedule conflicts well in advance.
- Specific concern in regard to a coach's expectations.

As your rower becomes involved with the team at the Everett Rowing Association they will experience some of the most rewarding moments of their lives. It is important to understand that there will also be times when the experiences are difficult and challenging. At these times discussion with the coach may be appropriate.

#### Appropriate Concerns to Discuss With Coaches

- The treatment of your rower, mentally and physically.
- Ways to help your rower improve both athletically and academically.
- Concerns about your rower's behavior.

#### Inappropriate Concerns To Discuss With Coaches

- Seat Assignments

- Other rowers
- Race Strategy

ERA coaches are professionals and make decisions based on what they believe to be the best interests of the team. From the list above you can see which situations are appropriate to discuss with a coach and which are inappropriate. Coaches do exercise their judgment throughout the course of a rowing season and their discretion, expertise, and professionalism must be respected regarding rowing matters. Issues surrounding the well-being of your student-athlete are appropriate to raise with a coach. When you feel a conference with a coach is necessary, the following procedure should be followed.

#### Procedures To Follow If You Have Concerns To Discuss With A Coach

- Please e-mail or phone the coach to set up an appointment. Contact information for the coaches can be found in the Parent Handbook or by phoning the ERA office @ 425-257-8337.
- If the coach cannot be reached or does not respond, please schedule the appointment with the ERA Director by phoning the ERA office.
- Please do not attempt to confront a coach before or after a regatta or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

#### In the Event A Satisfactory Resolution Is Not Provided

- Call and set up an appointment with the ERA Director to discuss the situation.

#### In the Event A Satisfactory Resolution Is Still Not Provided

- Contact the ERA Board. A Board comprised of parents, adult rowers, and community members governs the Everett Rowing Association. The Board will address matters that have followed the previous procedure of contacting the coach and Director.

### **U.S. Rowing Youth Invitational Policy**

- ERA boat entries for the U.S. Rowing Youth Invitational are secured at the Northwest Regional Championships. Those entries are subject to the rules and regulations of U.S. Rowing regarding the composition of the qualifying boat. The U.S. Rowing rules and regulations can be found at [www.usrowing.org](http://www.usrowing.org).
- The final decision as to whether or not the qualifying crew will participate in the U.S. Rowing Youth Invitational will be made by the coaching staff and Director. The staff or Director will notify the ERA president and/or vice president about the decision to attend before public announcement.
- The Director will organize the trip in conjunction with the coaching staff. The director will create a budget for the event, and forward a copy to the ERA board treasurer. The budget will be made available to the parents of athletes attending the event, as well as a reconciliation of that budget within 6 weeks of the event.

- The Director will accompany the team. The costs to send the Director to the event will be funded by the ERA.
- The funding for the trip and all expenses related to the trip are the responsibility of the athlete. In the event that no other methods are available, the costs associated with scholarship athlete(s) travel will be absorbed into the trip expenses. The cost to support scholarship athlete travel will not exceed \$50 per non-scholarship athlete. Spare rowers that travel with the team will be responsible for ½ of trip expenses. In the event that expected expenses exceed actual expenses, a refund will be made available only if the total amount of the refund per athlete exceeds \$25. If the amount is less than \$25, the remaining funds from the trip will be placed in an encumbered account reserved for U.S. Rowing Youth Invitational expenses for the following year.
- ERA varsity parents may raise money to offset the costs as long as there is no conflict with existing ERA fundraisers. Parents must have permission of the Director if they are going to use the ERA name in this effort. They may schedule the event in advance on the ERA calendar.

*The Everett Rowing Association believes the sport of rowing and the unique team environment provided by the Junior crew will develop the character of the student-athlete and provide them with tools to succeed in life beyond the boathouse. We hope this procedure is helpful to parents and coaches trying to develop that character and create those skills in a less stressful manner.*

# Everett Rowing Association Equipment Policy

Use of Everett Rowing Association equipment is limited to the following: members in good standing, ERA Junior Team, ERA classes, Everett Parks and Recreation classes, or as determined by the Board of Directors or ERA Director.

## Equipment Handling:

- Enlist enough people to safely carry, launch, and row the boat without injury to themselves or damage to the shell.
- Launch and dock with the bow into the current.
- Give wide berth to bridge abutments, dead heads, log rafts, pilings, debris, and other man-made or natural obstacles, and avoid coming about or drifting when immediately up current from them.
- After use, place shell on stretchers, thoroughly rinse and polish dry.
- Inspect the dock and grounds to be certain all equipment has been put away before leaving.

A list will be generated assigning club boats to appropriate levels of use. This list will assign boats to either a competitive program or general club use. Boats assigned to competitive use will only be available to coached competitive programs.

Significant damage will be noted in a log book available at the boathouse. ERA staff will determine whether or not the damage qualifies as significant and to be logged.

Disciplinary action following member violation of safety policy: The first violation of club safety policy will result in a reprimand from the Board of Directors. The second violation will result in a suspension of rowing privileges. The third violation will result in a cancellation of membership and accompanying privileges.

# Everett Rowing Association Safety Policy

Coaching and safety launches are required to be stocked with the following: 10 personal flotation devices, kill-switch lanyard, fire extinguisher, first aid kit, paddle, emergency throw line, and a megaphone.

In the event of an incident requiring assistance from emergency services (aid car, police, fire department) an incident form will be filled out that day. Incident forms will be placed outside of the Everett Rowing Association office at the boathouse.

The Everett Rowing Association first aid kit will be checked and stocked at least four times per year.

All Everett Rowing Association staff are required to maintain first aid and CPR certification.

Emergency numbers will be posted in a highly visible location at the boathouse.

All staff members in the coaching launch (boat) must have access to a personal flotation device.

Members/Junior Team participants will need to provide swim test certification once every 6 years.

Everett Rowing Association will maintain an Automated External Defibrillator (AED) to be available at the boathouse and a selection of ERA attended regattas.

Conditions necessary to row:

- No earlier than 1 hour before sunrise, and no later than 1 hour after sunset.
- The Snohomish river must not be in flood stage.
- There must be at least 150 feet visibility in the event of fog.
- Ice must not be present on the river.
- If thunder or lightning is heard, no boats may launch for 30 minutes. All boats on the water when thunder or lightning is present must land as soon as possible.

All private boat owners and programs/classes where only one coach is present must use the sign out log book prior to departure and upon return to the boathouse.

The member or staff that opens the boathouse for participation is responsible for the state of the boathouse and further responsible for any non-key holding members in the boathouse when they are absent.

The boathouse must remain open when in use.

ERA Guest Policy allows for a member in good standing, the Board of Directors, or the Director to bring in a guest for up to 3 visits during a calendar year. These visits must be

scheduled during existing classes and programs if club equipment is to be used. Guests must have a personal flotation device accessible throughout the course of their rowing activity. If a guest is riding in an Everett Rowing coaching launch, they must be provided a personal flotation device.

Disciplinary action following member violation of safety policy: The first violation of club safety policy will result in a reprimand from the Board of Directors. The second violation will result in a suspension of rowing privileges. The third violation will result in a cancellation of membership and accompanying privileges.