



Common Policy and Manual

(3/11/2022)

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About Everett Rowing

Mission Statement: Utilizing the beautiful Snohomish River Estuary, the Everett Rowing Association provides premier instruction to youth and adults in the sport of rowing. We offer competitive and recreational programs for people of all ages to develop fitness, teamwork, and life skills. We share a passion for our environment, dedication to the pursuit of lifelong learning, and the creation of deep social connections that help bind together our greater community.

Motto: "Catch the Spirit of Rowing"

Boathouse/Office: Langus Riverfront Park, 300 Smith Island Road, Everett, WA. 98201

Boathouse Phone: (425) 345-5138

Mailing Address:

Everett Rowing Association
P.O. Box 1774, Everett, WA. 98206

Website: www.everettrowing.com

Official Documents

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

Policy Concerns

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 need to raise an issue or grievance in writing, they will submit it to the ERA Executive Director. The member(s) will agree on an appropriate amount of time to investigate and resolve the issue with the ERA Director. If the problem can be solved within existing organizational bylaws and policies, the Director will inform the parties involved. If the grievance involves an area not addressed in the club bylaws and policies, the Director will place the issue on the following month's Board of Directors meeting agenda (if unresolvable between member(s) and club).

Key Holders

Keys are issued to Everett Rowing Association staff and private boat owners. Additional keys will be issued as determined necessary by the Executive Director. Key holders must be a minimum of nineteen (19) years old.

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 ERA Executive Director.
- The Private Boat Owner Storage Agreement will govern the terms of storage and will be in force from signing until the boat is removed from the boathouse.
- Private boats may not be relocated from their rack without notification of the ERA Director and the boat owner.
- Statements will be sent to owners at the beginning of the calendar year.

Rowing Programs

Introductory Programs

The purpose of Introduction to Row and Learn to Row classes is to offer the residents of Snohomish County the opportunity to recreate on the Snohomish River and surrounding waterways. These programs also serve as a gateway to membership in the Everett Rowing Association.

Adult Program

The purpose of the Adult Rowing Program is for rowing improvement, recreation, and competition. There will be a fee charged to pay for the coach, equipment, and administrative costs. The coach, class description, and fees will be determined and made available online and through email distribution.

Youth Programs

The mission of the Everett Rowing Junior Crew Team is to provide the middle school and high school youth of our area with a unique athletic opportunity that will enrich their educational endeavors and to serve as a resource for continuing physical recreation and self-improvement. Program fees will be charged to pay for coaching, equipment and administrative costs, as well as entry fees and travel expenses for local regattas.

- Introductory youth programs will run weekly during the summer season.
- Youth programs for Middle School athletes will run in the spring and fall seasons.
- Youth programs for High School athletes will run in the Spring, Summer, Fall and Winter seasons.

Other Programs

The Executive Director may create and offer other programs, provided the program meets the Mission Statement of the Everett Rowing Association.

Operations Policies

Safety Policy

All coaches and athletes shall follow the Everett Rowing Association Safety Policy, which will be maintained by the Board of Directors and Executive Director.

Athlete Protection Policy

All coaches, athletes and parents shall follow the USRowing Minor Athlete Abuse Prevention Policy, which will be maintained by USRowing (found on USRowing website or ERA Forms & Policies).

Equipment Policy

Use of Everett Rowing Association equipment is limited to the following participants:

- ERA Adult Programs
- ERA Junior Programs
- ERA Introductory Classes
- Participants or guests as designated by the Executive Director.

Equipment use is governed by the Everett Rowing Safety Policy.

The Executive Director or designee will generate a list assigning club boats to appropriate levels of users. 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 an incident report and equipment damage log maintained by the ERA Director. ERA staff will determine whether or not the damage qualifies as significant.

Equipment Handling

Enlist enough people to safely carry, launch, and row the boat without injury to themselves or damage to the shell.

- Place the shells in stretchers to check all rigging, including foot stretchers, seats, and tracks before rowing.
- Launch and recover with the bow into the current.
- Give wide berth to bridge abutments, dead heads, log rafts, pilings, debris, and other manmade or natural obstacles, and avoid coming about or drifting when immediately up current from them.
- After use, place shells on stretchers, thoroughly rinse and polish dry.
- Inspect the dock and grounds to be certain all equipment has been put away before leaving.

Membership Standing

Youth and adult members shall remain current with regard to fee payments in order to be considered in good standing.

The Executive Director will ensure the club maintains an accurate roster of members.

Fundraising

Our fundraising purposes are stated:

- Reduce the burden of common expenses on membership, allowing us to keep fees as low as possible, encouraging as many people to participate in rowing.
- Repair and replace our equipment.
- Provide a need based financial aid program for youth.
- Feed youth athletes at regattas.

Attendance and volunteerism at ERA events and fundraisers is the biggest driving factor for a successful event.

Other Donations

Corporate Match, solicited giving and other general donations are applied to the general operating budget, and to fund other boathouse needs, such as weight sets, stretching mats, launch motors or other infrastructure items.

Legacy Gifts

Some donors connect to Everett Rowing via bequests in their wills or estate planning process by designating a dollar amount or percentage of their estate. These gifts are applied according to the wishes of the donor. When unspecified, the Board of Directors applies the funds according to the current needs of the club.

Sponsorship Donations

We maintain and grow sponsorship donations from the members & Snohomish community. Please see our yearly Sponsorship package for details.

Parent Booster Club

The parent booster club strives to build and maintain relationships with the Parent community, help create effective communication, and raise funds to feed youth athletes at regattas. These funds are raised primarily through the sale of ERA branded sportswear and other small targeted fundraising events / tools.

Some points of note:

Each fundraiser is critical for the club to meet our operational needs, from putting gas in the launches, to ensuring we aren't missing practice because we don't have enough equipment, or the boats are in poor condition.