

# Pending Final Approval by TRA Board

(changes highlighted in yellow already approved by TRA Board 6/13/2010)  
[Changed “Fundraiser of the Equipment” to “Boat Master”]

(Proposed changes [highlighted in blue] and items with strike-through to be deleted)



## TRA Standards, Guidelines and Safety Policy June 17, 2010

Members failing to observe the rules and guidelines shall be subject to disciplinary action by the Topeka Rowing Association Board.

### **The basic rules of rowing safety and club conduct must be followed:**

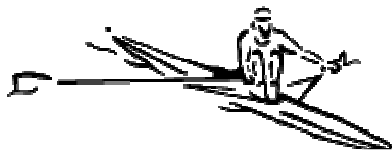
- Unsportsmanlike conduct or conduct detrimental to the reputation of the Topeka Rowing Association, abuse, or irresponsible use of equipment, disrespect, or disregard of other rowers, or obscene or belligerent language toward other rowers, rowing officials, or Association members will not be tolerated. Offenders shall be warned, and continued misbehavior shall be subject to action by the TRA Board of Directors. Continued offenses may result in loss of all Association privileges, and forfeiture of all fees paid. Disciplinary action by the TRA Board may be taken in addition to any action of the USRA.
  
- All Rowers, regardless of skill level, shall complete the following requirements:
  1. Signed waiver on file in the TRA boathouse.
  2. Sign and complete Information Sheet on file at TRA boathouse.
  3. View the US Rowing video on Rowing Safety within the first month on water.
  4. Being able to tread water a minimum of 5 minutes.
  5. **All Rowers shall fill out the *Rowers Logbook* upon returning from the water. This includes rowing private equipment and TRA equipment.**

## ***Safety***

- All boat/rowers shall stay in same lake area during organized practice.
- No rower under the age of 18 shall row without a launch present.
- SAFETY STILL HAS NO AGE LIMIT.
- Beginner rowers shall be accompanied by a launch.
- All boats will proceed to the dock immediately in the observance of lightning and/or thunder.
- Rowers are responsible to be aware of weather conditions.
- No member or guest shall interfere/ interrupt a practice session in progress.
- No rowing in club equipment when lake is obscured by fog or darkness.
- No boats shall be upon the water when air temperature is less than 20 degrees.
- No boats on the water without a launch when water temperature is below 40 degrees.
- No boats on the water without a launch when ice is present.
- North cove usage is open prior to 7:30 am & after 7:30 pm, subject to county regulations.
- Traffic pattern shall be observed in navigating the lake. Right hand rule applies in rowing on Lake Shawnee unless changed at coaches' discretion due to weather for one practice. Lake Shawnee traffic patterns are posted in the boathouse.

## Equipment

- Club equipment is available to all paid-up rowers basis based on proven ability and permission of the **Boat Master**.
- All club equipment shall be wiped down with towels after usage.
- As needed, shells shall be rinsed with water and dried with towels *before* being racked.
  - Boat usage requests are made with the **Boat Master** and are for 90 minutes.
  - If reserved boats are not in use within 15 minutes of the reserved times, then the **Boat Master** may make it available to others.
  - If a boat leaves late, it still must be returned within 90 minutes of the original signed up time.
- Any equipment damage must be reported to the coach, recorded in the log book, and also posted on south board of erg room.
  - It is the duty of the Boat Master and Coaches to review the logbook for damage reports and to schedule repairs.
  - All rowers are responsible for having equipment in good rowing condition upon leaving the Boathouse or dock.
- Equipment found not to be in good repair shall be reported and may not be used.
- No alumni or visiting crew shall at any time have boat selection or preference privilege over current paid members.
- All private equipment is off limits for members and guests of TRA, including shells, oars, slings, covers, lights, speed coach, tools, etc. Private equipment is not to be used, borrowed, or in anyway accessed by guests or members of the Association without the owner's permission.
- ~~Usage of TRA equipment will be prioritized by those who raised the funds for purchasing that equipment.~~



## Boat Handling & Usage Guidelines:

- Rowers are responsible to become familiar with safe & courteous equipment handling.
- Silence shall be observed in boathouse when any shell is being handled.
- Care will be taken handling riggers, placement of hands in carrying, etc.
- Information on all boats is posted on boat's berth.
- Maximum Weight to use boat: Each boat berth will have an information sign indicating the maximum weight of rower to be able to row/use shell.
- Rowers will be assigned use of boats according to the proficiency of their skills, practice commitments, and efforts for teammates. In the situation that one is practicing for upcoming competition, that person will have priority over those who are not.
- **NON-MEMBER Rowing categories Guidelines**



- A guest who wishes to row more than seven times will be required to join TRA in full. The hosting member must make arrangement with the coach or board designee so the guest can complete appropriate forms; The Guest privilege is intended to be used a maximum of seven (7) times.
- If damage occurs by a person who is using TRA equipment or people not certified for this use, the member(s) involved will be financially held responsible for damage.
- The hosting member is responsible for any and all actions of the guest, including damage to any club equipment or property.
- All guests shall be considered “beginner” unless otherwise authorized by the coach. Guests must sign a waiver.
- If guest is under age 18, waivers must be signed by parent/guardian and be placed in the TRA Waiver Notebook. No member or guest shall interfere/ interrupt a practice session in progress.
- Students attending Learn to Row class are recognized as TRA members, but have no Association rights or privileges until TRA dues are paid in full.
- Learn to row classes: Any member of a *Learn to Row* class offered by the county shall be considered a “Beginner” and shall follow the TRA guidelines and policy.
- Learn to row classes offered by the county shall be held at times other than normally scheduled TRA membership practice times.

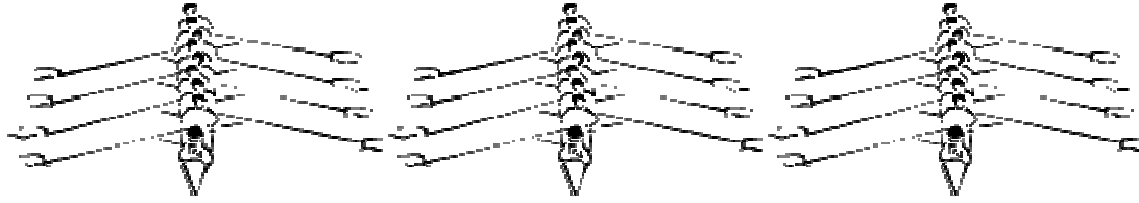


## Regatta Boating

- The **Boat Master** must approve use of Association equipment away from Lake Shawnee in advance. Such use is bound by the guidelines described herein.
  - Members are strongly encouraged to resolve any conflicts over equipment use among themselves. Additional crews may have desires to equipment also.
  - The following rules are to be used when conflicts cannot be resolved:
    - Entry Forms shall be made available before each regatta.
    - Reservation of equipment must be made at least two weeks in advance. If a conflict exists, then priorities shall be established by the following:
      - Crews consisting of TRA rowing members will have priority over crews with one or more non-TRA rowing members.
      - For conflicts within the same event, priority shall be determined by the faster qualifying crew earning its choice of equipment. Trials may be necessary.

## Expectations

- Families with children participants on the Junior Team must pay for necessary regatta entry fees, travel and /or food expenses for each participant.
- All travel to and participation in all rowing activities conducted at sites away from TRA must be responsibly chaperoned for junior and collegiate crews.
- Crew members who row in a regatta are expected to de-rig and load boats on trailer before departure for the regatta.
- Crew members who row in a regatta are expected to rig TRA boats before the onset of competition (night before or early morning before regatta).
- Crew members who row in a regatta are expected to de-rig and load boats on trailer for travel back to TRA.
- Crew members who transport the trailer/boats will unload boats immediately upon returning to Topeka to the boathouse after the regatta (THEY NEED NOT RIG UPON ARRIVAL AT THE BOATHOUSE).
- Unloaded boats will be re-rigged the following day by those who used the boats the prior day.



## Consequences:

- The TRA Board **Members**, Coaches &/or TRA Boat Master has the right to assign an immediate suspension of rowing privileges for cases of severe or intentional violations of these rules. Appeals and final determination will be decided by the TRA Board of Directors.
- Violations of the Topeka Rowing Association Standards, Guidelines & Safety rules **MAY** result in suspension of rowing privileges and termination from Association membership.
- TRA rowers are held responsible for damage of equipment and will be expected to provide financial compensation for damage that they incur up to the insurance deductible.
- TRA members are responsible for fully reporting any damage to equipment incurred in their use. Failure to report damage **MAY** result in suspension and possible termination from the Topeka Rowing Association.
- Any member may bring before the TRA board any case of repeated **or** intentional violations and recommend suspensions of not less than one week, and not more than one year.
- Any person in witness to, or aiding or abetting violations of these rules, including failure to report violations, may be subject to the same consequences.

## Rower Skill Level Guidelines



All TRA members shall be divided into three categories:

- **Beginner:**

Any rower having twenty or fewer sessions on the water with a coach or experienced rower:

- Rower adheres to TRA handling, boat safety & usage guidelines & TRA policies.
- Has paid their membership dues.
- Achieve balance in boat
- Achieve level of competence & safety
- Able to consistently dock shell

- **Novice:**

Any rower with more than twenty sessions and less than one year experience that has passed the basic equipment usage test:

- Rower adheres to TRA handling, boat safety & usage guidelines & TRA policies.
- Completed and maintains requirements for Beginner rating.
- Achieve balance in boat
- Achieve level of competence & safety
- Able to consistently dock shell
- Demonstrate the ability to turn the boat in place, back the boat straight, and go forward and stop the boat.

- **Experienced / Elite:**

Those who have proven leadership to the Boat Master used: Elite competitive boats are intended for qualified, skilled, and highly competitive rowers planning on racing.

- Achieve expertise as Rower adheres to TRA handling, boat safety and usage guidelines, and TRA policies.
- Completed and maintains requirements for a Novice rating.
- Launch and land boat safely, without help from outside the crew.
- Fall out of boat and get back in safely (either from the water or by swimming the boat to shore); and row back to the dock
- Row the circumference of the lake without stopping
- Back the boat straight
- Must be able to carry single shell to and from the dock.

## Coxswains

Coxswains must demonstrate ability in the following items:

- Cox shell to docks and back into boathouse safely
- Proper navigation of waterway
- Turn boat in place
- Back the boat straight
- Scull boat sideways
- Hold water and stop boat



## Topeka Rowing Association Boats

- Boats will fall under 3 categories: recreational, trainer racer, and elite. The following outlines the boats and their status (i.e., 1x = single, 2x = double, 4x = quad, 4+ = four with cox, 8+ = eight with cox) owned by Topeka Rowing Association.
- Posted on rack of each boat in the TRA boathouse a complete description can be found.

<b>Recreational: (Beginner)</b>	<b>Trainer racer: (Novice)</b>	<b>Elite: (Experienced)</b>
JJ (rec. 1x)	Chris Mitchel (1x)	Al Mee (2x)
Cowell (8+)	Rob Bidwell (1x)	Doug Lake (1x)
John Childs (1x)	Huber (1x)	Bird (1x)
Marvin Renyer (rec. 1x)	Rick Carter (1x)	Don Craig (4x)
Ragen Murray (rec. 1x)	Butsy (2x)	Godsend (2x)
	Ori Strom (2x)	Binkowski (1x)
	Shawn Fenoglio (8+)	Cliff Elliot (1x)
	Miller (4x/4+)	Todd Schafer (4+)
		McCabe (4+)
		Pepsi Generation (4+)
		Blue (1x)
		McGowen (1x)
		True Blue (4x)



## Usage of Boat in Out of Town Events

**The Elite equipment was purchased to be used by those who provide six weeks of weekly erg scores immediately prior to racing. Those members not wishing to make that commitment will not race these boats at out of town events.**



## Boat Storage Rules

- The Association shells shall be stored in the TRA Boathouse.
- Private equipment will not be handled without owner's consent.
- Non-payment of the Association Boat storage rack fee may result in the removal, usage, or sale of shell for compensation of lost storage fees. Owner notification will occur prior to any action.
- Association insurance covers TRA equipment only. Privately owned shells are not covered under TRA insurance coverage. Members with shells stored in boathouse or transportation on Association trailer are encouraged to have personal insurance for their equipment.

**Always enter the boathouse with a smile and a positive attitude!**

**Thank You.**