



Annapolis Rowing Club

Club Rules

“Rules of the Row”

- I. General Rules
- II. Code of Safety
 - 1. General Guidelines
 - 2. Equipment
 - 3. Before You Row
 - 4. On the Water
- III. Guests
- IV. Regatta Preparation Guide
- V. Civility and Conflict Resolution
- VI. Addendums



Goal

The Membership Rules, Safety Policies, and By-laws are the foundation of the Annapolis Rowing Club. All Club members, supporters, and affiliates are required to follow them. Boat owners using their own equipment are highly encouraged to follow these rules. These rules are designed to make our activities in the Club as safe and productive as possible. In all cases, common sense prevails. Nothing we do as a Club is worth endangering anyone's well-being or damaging equipment.

Purpose:

In order to keep our members safe and to keep our equipment in proper working order we all need to think and act safely on the water and when handling our equipment on shore. These rules are intended to give common ground and understanding to ensuring that purpose.

Application:

All members of Annapolis Rowing Club, including coaches, coxswains, rowers, associate members, and honorary members are required to follow these rules. Violation of any required rules could lead to suspension or revocation of Club membership and/or the right to use Club equipment. Where safety precautions are "advised", all members are highly encouraged to comply.



I. General Club Rules

1. All members shall contribute to the common good of the Annapolis Rowing Club. Each member shall be required to keep the Club's equipment, Gingerville Yacht Basin, dock and physical surroundings in good order. Club equipment must be handled with the utmost care, on both land and on the water. The maintenance and care of Club equipment is the responsibility of all members. Most importantly, we are all responsible for our and other members, personal safety around the boathouse and on the water.
2. Members are expected to attend annual meetings of the Club.
3. Members are expected to actively participate in the Club by volunteering for work parties, working on committees, assisting in other Club activities, performing other special activities, or serving on the Board of Directors. Members must volunteer according to Club membership requirements as put forth annually or pay the fee determined by the Board of Directors to opt out of volunteering.
4. All members who have not paid their dues according to the dues payment schedule shall lose their membership privileges. All members who fail to volunteer for Club-sanctioned activities may be assessed additional membership fees.
5. Members who rent boat storage space from the Club are to be Full Time Members (By-laws Article III, Section C. subsection i.) in good standing. Members who rent storage space and allow non-members to use privately owned equipment and facilities must adhere to Guest Rowing Membership Classes (By-laws Article III, Section C. subsection iv.).
6. A Boat Captain will be designated for each Club owned boat taken off the rack. A Boat Captain will have a minimum of one year's rowing experience and will have demonstrated proficiency as a coxswain. For scullers using the double and quad sculls, this means attaining a Level 2 qualification. In a single scull, the sculler is the Boat Captain. A Level 1 sculler is limited in the use of Club boats as delineated in the *Fleet Usage Chart (Addendum A)*. In signing out any Club boat, the Boat Captain will be designated in the Log Book for each boat for each row. For novice and learn-to-row classes, the coach shall act as the Boat Captain.



7. Members shall be responsive to Boat Captains and the Boathouse Captain in maintaining all equipment belonging to the Annapolis Rowing Club. No member, except the Boathouse Captain, or other Board Members shall act as an agent in securing work services from an outside person or organization without the consent of the Board of Directors. The Boathouse Captain or Club President shall approve any outside purchases/expenditures up to \$500.00. Expenditures greater than \$500.00 requires Board of Directors approval before the purchase or repair is made. There will be no reimbursement by the Treasurer to any member unless the proper approval is obtained and receipts or invoices provided.

8. All Club members must sign all waivers, consent forms, swim forms, or any other forms directed by the By-laws, rules, membership committee, or Board of Directors before they are allowed to use the Club's facilities and row (By-laws Article III-B). Members are urged to join the United States Rowing Association (USRA). Specifically, when joining the Club or renewing Club membership, as a minimum all members must sign (either in person or electronically):

- An affirmation of an understanding of Club Rules, By-laws, safety procedures, and any addendum.
- A declaration of swimming proficiency sufficient to cover 100 meters and to tread water for two minutes.
- A Club/USRA waiver.

9. It is each member's responsibility to the Gingerville Yacht Basin and to all other Club members to maintain maximum security. The last Club member to leave Club areas must ensure that all Club equipment and areas are secure.

10. Individual Boat Captains are directly responsible to see that all safety and security measures are taken before leaving the dock.

11. All members shall maintain the boats they row. The Boat Captain is responsible for ensuring the boat is in proper condition before and after the row. After each use, all boats should be rinsed and drained, wiped down, vents opened, returned to their proper position on the rack and secured with tie downs.



12. Normal wear and tear of equipment is expected and it is understood that accidents do happen. Accidents resulting in damage to Club boats will be investigated and repairs initiated by the Boathouse Captain or President. If damage is the result of negligence, then those responsible may be assessed the cost of repairs. In the event of equipment failure or boat damage, the Boat Captain is responsible for reporting the situation immediately to the Boathouse Captain. In the case of a minor problem, the Boat Captain and the crew shall make every effort to correct the situation before leaving the boathouse. The problem and the corrective action taken must be recorded in the Rowing and Maintenance Log Book and reported to the Boathouse Captain. If a repair cannot be made in time for the next scheduled crew, every effort should be made by the Boat Captain to notify the Coordinators or Boat Captains of follow-on scheduled crews and make them aware of the problem. Defective equipment, which may suffer greater damage or may harm those using it, must be repaired prior to further use. If the damage to a boat is serious enough to preclude it from being taken out on the water, the Boat Captain must post a "sign" which will be clearly visible so that all Club members are made aware of the damage and the boat will not be signed out until repaired. Unreported damages to any equipment belonging to the Annapolis Rowing Club, Gingerville Yacht Basin or another Club member and not reported to the Boathouse Captain or President, may result in revoking Club membership and the member could be personally responsible for the cost of repairs or replacement.

13. Use of Club equipment is a privilege extended to all members in good standing on a conditional basis. The Board of Directors may restrict a rower's use of equipment, or suspend/revoke an individual's membership for not following the general guidelines put forth in these rules or other communicated Club-wide processes.

14. Individuals and/or groups may be assigned specific boats belonging to the Annapolis Rowing Club for the purpose of regular Club maintenance, cleaning, and care. Fleet and equipment cleanings, waxing and general maintenance must be completed no less than 3 times a year in a regularly scheduled work party as designated by the Boathouse Captain or other Board designee.

15. The Boathouse Captain ultimately resolves scheduling conflicts involving Club equipment. The Regatta Coordinator governs the use of boats in regattas with the assistance of the Boathouse Captain. The coordinator, coach, or Boat Captain should schedule regatta use well in advance. The Boat Captain or group coordinator will coordinate his/her boat schedule with the Boathouse Captain (who may delegate this responsibility to the respective coordinators). With the



exception of scheduled classes requiring specific shells, boats cannot be reserved more than seven days in advance. All coordinators, coxswains, coaches, and members must be familiar with and adhere to the Boathouse Captain's *Fleet Usage Chart (Addendum A)*. Learn-to-row and novice classes are to use boats designated by the Boathouse Captain or the *Fleet Usage Chart*.

16. The Boathouse Captain, when notified of infractions of any rules shall take the necessary measures to enforce said rules. The President should be notified and further use of the Club's facilities and/or equipment may be restricted by a majority vote of the Board of Directors under By-law Article III-F.

17. Winter physical training may be conducted under the auspices of the Club, but the cost of the training shall be the sole financial responsibility of the members and/or groups doing the training. The Club assumes no responsibility for such training.

18. All Club committees will be made up of members in good standing and may include ex officio members of the Board of Directors where no conflict of interest exists. For events where large expenses may be incurred, such as regattas or social activities, the Board of Directors shall set up a subcommittee to include the Treasurer, and two (2) other members to consider anticipated expenses. Upon due consideration, a recommendation shall be given to the Board of Directors for a vote.

19. Parking for Club activities is allowed only in areas designated by the Board of Directors.

20. To ensure that all members have fair access to the boats, all boats should depart and return on schedule.

21. The Club President, in consultation with the Board of Directors, can and shall designate times when there is no rowing. These “no row” periods normally reflect, but are not limited to, events that may endanger the safety of members or equipment such as periods before/after hurricanes, ice reported on the water, water or air temperatures, or any other reason that requires prudence in the pursuit of safety.



II. Code of Safety

Safety is paramount.

Listen to the individual in charge. In order, they are the coach, coxswain, Boat Captain, stroke. Anyone observing an unsafe condition should speak up, but otherwise stay quiet in the boat.

This statement of safe rowing rules is not intended to cover every situation that may occur. Common sense must be applied. Its purpose is to emphasize selected safety standards that have special application to the Annapolis Rowing Club. Please consult resources including USRowing.Org, FISA Safety Standards and Recommendations and other rowing websites or publications for additional information. This Code of Safety is based on the location of the Annapolis Rowing Club and the recommendations of US Rowing and FISA.

1. General Guidelines.

1. An ARC Rowing Log Book shall be provided and maintained in the boathouse at all times. It is the property of the Club and may not be removed until full and a replacement provided. All logs are to be preserved and maintained as a historical record by the Secretary of the Club. The Rowing and Maintenance Log Book serves as a means of communication. Equipment breakdowns or operating malfunctions encountered should be entered in the log and communicated to the Boathouse Captain.
2. Before moving a boat to be rowed, members using either their own boats or Club boats must sign out in the ARC Rowing Log Book entering:
 - Name(s) of those in the boat.
 - Name of the boat used.
 - Time of departure.
 - Route to be rowed.
 - Boat Captain.
 - Upon return, sign in by entering time of return and any special messages about equipment or unique circumstances.



3. The Club's safety and coaching launches are to be logged in and out and used only by members authorized to do so by the Boathouse Captain. Launches will not be used for any non-rowing activities except lifesaving.
 - Launch drivers, coaches and all passengers shall wear a PFD at all times in the boat.
 - Normally, no more than a total of three persons, including the coach/launch driver, shall be in a launch at one time.
 - Anyone born on or after July 1, 1972, must have a Maryland Certificate of Boating Safety Education to operate a launch. Those born before that date are encouraged to take the course.
 - Launch drivers/coaches are responsible along with their crews for adhering to *ARC Traffic Patterns (Addendum B)*.

 4. When retrieving or returning boats to the storage racks, ensure enough people of the proper size, experience and fitness are available to safely remove and return the boat. When working with Club boats, do not:
 - Step or put your arm through a rigger when climbing into or out of a boat.
 - Do not step over a boat, always walk around it.

 5. Exercise care when handling oars. Oars should be carried with the blade(s) facing forward. Gently place oars on the dock or boathouse floor and avoid scraping oars against one another. Upon returning oars to the racks, place them on the racks according to the storage plan directed by the Boathouse Captain.

 6. After use, the boat's hull and rigging should be rinsed and drained, wiped down and vents opened. The boat shall be returned to its proper position on the rack and secured with tie down straps.

 7. Normally, the coxswain or the stroke will be the Boat Captain, although the Boat Captain may be in another position in the boat. Except in organized practices conducted by a coach, the decision to leave the dock and the route to be rowed are made by the Boat Captain in consultation with the coxswain and stroke. At a minimum, the decision should be based on the following factors.
 - a. Weather: Using an online weather service or checking local weather news is advisable prior to the row. Judge probable conditions over the duration of the row. Other sources of weather information include personal observations, and the local knowledge or experience of rowers in the crew. Before launching, ensure the following:
-



- No thunderstorms and/or lightning are in the area, and the weather is not threatening. Wait thirty (30) minutes after observing the last flash of lightning before launching a boat. (Note: Late day summer thunderstorms are common in this area and come up quickly. They may be accompanied by high winds.)
 - Water temperature is not below 50 degrees Fahrenheit, OR the combined air and water temperature is not less than 100 degrees Fahrenheit (air at 45 degrees, water at 53 degrees for example). In these conditions, Club boats may not go on the water unless accompanied by a launch with sufficient life preservers for all members of the crew. (Note: Private boat owners are strongly advised to follow this same rule.)
 - No high winds are reported and no small-craft advisories are in effect. "High winds" can be defined as greater than 12 knots, producing choppy water and occasional white caps. Be particularly cautious of NW or SE winds.
 - No ice or substantial numbers of obstructions are floating or submerged in the water (such as after a tropical storm). Rowing is prohibited in these cases.
- b. Visibility: Judge probable conditions over the duration of the row.
- Stay off the water if visibility is drastically diminished due to fog, rain or other conditions.
 - Club boats rowed in the dark other than during organized practices must have prior approval of the Boathouse Captain.
 - Under all conditions of low visibility (darkness, fog, heavy rain, snow, etc.) all boats shall as a minimum show a green/red bow light and a white stern light.
- c. Water traffic: As much as possible, choose routes that take into consideration:
- Pleasure/fishing boat traffic patterns.
 - Other ARC boats on the river.
- d. Tides: Understand their impact on water depth (avoid shoal water).
- e. Wind direction: Understand the impact on currents, boat characteristics, and boat handling.



8. Safety is the primary responsibility of the coxswain, Boat Captain, and coach. All shall be familiar with:

- Local safety rules.
- Coast Guard and local "rules of the road."
 - Maneuver for a port-to-port passage with approaching boats.
 - Give way to the right for crossing boats.
 - Overtaking boats stay clear of boats being overtaken.
 - Do not assume that a pleasure craft sees you or will comply with the rules of the road.
 - (Note: Racing traffic patterns and rules of the road may differ during different regattas on different courses.)
- **ARC Traffic Patterns (Addendum B).**
- Snarls, obstructions, and submerged hazards in the area to be rowed.
- Land reference marks, bridges, docks and mileage marks.
- Aids to navigation (buoys, day markers, etc.).
- General physical condition and rowing proficiency of the crew.

9. Scullers, whether in Club boats or their own, are also responsible under these safety rules.

- To use a Club boat, a sculler must be cleared by a member in the Club who is authorized to determine if that individual is qualified to use our single, double, and quad sculls. The Boathouse Captain and the Sculling Coordinator shall have the names of those who can designate whether a person is a qualified Level 1 or Level 2 sculler.
- Level 1 certification requires completion of a recognized sculling course (normally at least ten hours of instruction) and passing the Club certification process which includes demonstrated rowing competence, carrying techniques, storage procedures and the ability to safely return to the dock after flipping the boat. Level 1 scullers can use Club boats as delineated in the *Fleet Usage Chart (Addendum A)*.
- Level 2 certification is required to be designated a Boat Captain of a double or a quad and is attained by completing fifty (50) hours of documented sculling time and a second checkout.



10. Youth rowers are those Club members under the age of 18 and/or who have not yet graduated from High School. Youth Rowers shall abide by all of these rules with the following additions:

- Shells consisting only of youth rowers shall be accompanied by an adult qualified under these rules as a coach/launch driver or as coxswain.
- Unless designated as qualified for independent sculling by the Boathouse Captain or Sculling Coordinator, youth scullers should be accompanied by a launch operated by a qualified adult.

11. Prior to increasing training loads get a physical.

2. Equipment.

1. When going on the water, the shell or scull shall carry:

- PFD within reach of the coxswain in case of a person overboard.
- Sound-signaling device.
- Navigation lights if rowing between sunset and sunrise or in reduced visibility (Stern-White, Bow-Red for Port, Green for Starboard).
- Portable bailer.
- Communication device such as a cell phone or portable radio.
- Waterproof flashlight.
- At least one 7/16" wrench and a 3/4" wrench.
- Foot stretcher tool (woodie).

2. Prior to leaving the dock, pay special attention to the following and check their condition:

- Steering mechanism including the rudder, steering line, and skeg.
- Decks, vent lids, and plugs are watertight.
- Bow ball in place (all shells and sculls are required to have a bow ball).
- Proper sized boat for the safety of the crew and the equipment (See **Addendum A**).
- Heel restraints and “quick-release” mechanisms for fitted shoes should not allow the heel to lift more than 5cm (2 inches).



3. All coach or safety launches shall be equipped with the following:
 - Bailer or suitable pump.
 - Horn or similar warning device capable of attracting attention over a distance of at least 200 meters.
 - Grab line at least 15 meters long with a large knot tied in one end to assist throwing.
 - Thermal exposure blankets to reduce wind-chill and counteract hyperthermia.
 - PFD's or life buoys sufficient to supply one for each crew member in shells and each person in the coaching launch.
 - Basic first aid kit.
 - Sharp knife with carrying sheath.
 - Paddle.
 - Simple handholds fixed to the side of the launch to help a person overboard.
 - Engine cutout lanyard device.
 - Anchor and line.
 - Ladder to facilitate climbing from the water to the launch.
 - Throwable flotation ring.

3. Before You Row.

1. Each time a boat is used, the coordinator, Boat Captain, or coxswain should make an entry in the logbook as per rule 3 in the Guidelines above.
2. For most purposes, a shell should have an experienced coxswain and/or at least two-experienced rowers in the crew positioned in the stern and bow. For each shell and scull, refer to the requirements set forth in the *Fleet Usage Chart (Addendum A)*.
3. Unless under the supervision of a coach, a shell with novice rowers shall not have more than 50% novices as described in the *Fleet Usage Chart (Addendum A)* or have the approval of the Boathouse Captain.
4. Protective clothing should be worn which is appropriate for the conditions and level of activity. Each crewmember should bring a water bottle. Coxswains, coaches, and Boat Captains should be aware of procedures to follow to avoid heat exhaustion and hypothermia.



5. Before a boat is taken out, the Boat Captain will ensure that all rowers are eligible Club members and that they are familiar with the Club's safety rules and procedures.

6. Only members who are experienced coxswains and knowledgeable in boat carrying techniques should serve as a coxswain. When training coxswains, a novice or inexperienced coxswain shall be under the supervision of an experienced coxswain or coach who must not be helping to carry the shell.

7. The Club rigging standards shall be set to satisfy the majority of the Club members. Boats will not be re-rigged without the permission of the Boathouse Captain. If a Boat Captain obtains permission to re-rig a boat for a race or practice, the rigging should be returned to the original "Club position" when the race or practice has been completed.

4. On the Water.

1. The coxswain, Boat Captain, and coach shall avoid a possible collision course with other boats, partially submerged hazards, flotsam, driftwood, etc., well in advance of any danger. Make your presence known to other boats, make sure that they see you and take early evasive action with a large course correction. If impact is probable with any object, direct the crew to immediately hold water to lessen the impact.

2. The coxswain in a shell or the bow person in a scull shall anticipate an approaching wake well in advance of its arrival, positioning the boat and instructing the rowers. Normally, if the wake appears large enough to come over the gunwales, alter course so that the shell is parallel to the wake and direct the crew to "weigh enough" and set the boat so that the gunwale towards the wake is higher than normal.

3. The Boat Captain, in consultation with the coach and coxswain, shall get the crew off the water immediately and take shelter if lightning is sighted, thunder is heard, or other evidence of an approaching storm is observed. In the immediate presence of such hazards, take urgent shelter and do not return to the ARC dock until the threat has passed.

4. All Club members shall exercise extreme caution when leaving or returning to the Gingerville Yacht Basin as to not hit boats, docks, or other obstructions in the marina area. Be particularly mindful of pleasure craft leaving or entering the Gingerville Yacht Basin that may not see a low riding shell or scull.



5. Coxswains should exercise extreme caution when docking boats, as this is a time when boats are often damaged. The approach to the dock should be done at a very slow speed, using the bow pair for better control of the boat's direction and then shifting to only the stern pair for the final approach. As the boat comes alongside the dock, coxswains should ensure that the entire crew leans away from the dock in order for the riggers to safely clear the dock platform.

6. In the event of swamping, capsizing, collision, or "person overboard":
- Obey the orders of the Boat Captain.
 - Account for the crew – count them!
 - Assign “buddies” to account for each other.
 - Stay with the boat, use the boat as a flotation device, and completely put on PFD's if present.
 - Remove oars - put them in the launch if possible.
 - In the case of swamping, use “buddy” pairs to unload starting in the middle of the boat. If the bow takes water, it may be possible for some rowers to remain in the shell and row the swamped shell toward shore.
 - The launch cannot safely carry an entire eight person crew with coxswain at once. When necessary, the launch should be used to ferry people to the nearest shoreline until everyone is safe.
 - Towing a partially submerged shell is very difficult and can incur damage to the shell and launch. Bare steerage way (go slow!) is required. Whenever possible, tow the shell to the nearest land so that the crew can bail it out and re-float it.
 - A scull capsized within swimming distance of the shore should be maneuvered to shin-high water and emptied. Swim the boat by lying in the stern and using the shell as a paddleboard. This is preferable to trying to get back in the single in deep water, unless you are skilled at this procedure.
 - In all instances, stay with the shell or scull. In nearly every case, some portion of the boat will remain buoyant. **Stay with it!**
 - In the unlikely event of a collision which completely sinks the shell, all rowers should remain together. As a group, swim slowly with the current toward shore.
 - In the case of a rower or the coxswain being thrown out of a shell, the boat must be stopped immediately. The coach, coxswain, or stroke throws a PFD to the person overboard. If the PFD is not



available, the stroke's oar can be used to reach the victim. The crew should then back the shell to pick up the victim.

- Do not depend on the carbon fiber oars as flotation devices. Although they may help initially, the oars will eventually fill with water and lose buoyancy.
- When on the water, the boat is under the command of the coxswain. The Boat Captain, however, will be responsible for ensuring that the coxswain understands the rules of navigation and the necessary safety procedures for this area. The Boat Captain is ultimately responsible for the safety of the boat.

III. Guests:

1. Members may have guests participate in Club activities, subject to Article III, Section 3. of the By-laws.
2. Members assume complete responsibility for their guests and must accompany them while using the facility.
3. Host members must sign their guests in and out of the logbook, record the boat used, and their own name beside that of their guest.
4. Guests may be allowed a reasonable opportunity to row, if space is available, but are expected to become members (By-law Article III, Section 3-iv).
5. A guest may not use a single, unless accompanied by a coach or a launch.

IV. Regatta Preparation Guideline

1. Introduction

For many who take up the sport of rowing, a desire to compete against others is a natural progression as skills increase. Members of the Annapolis Rowing Club (aka “the Club” or ARC) have historically competed in many local regattas, national regattas, and even worldwide events with much success. This section describes the process for regatta attendance laying out what is hoped to be a fair and equitable process that gives all members who are interested in competing the opportunity to do so. Regatta attendance is highly encouraged for those who might wish to race as it helps to build a sense of community and camaraderie among the membership. “**The Regatta Process Guide**” serves as a supplemental to the ARC Rules of the Row – Regatta Preparation Guideline and approved by the Board of Directors.



2. Regatta Coordinator

The ARC Regatta Coordinator (By-Law Article VI, Section A) is appointed by the Board of Directors and is responsible for facilitating and coordinating the participation of the Club and its members in regattas and other competition hosted by other rowing organizations. The Regatta Coordinator acts as the central point of contact for all members of the Club with regard to attendance at regattas and all that doing so entails.

3. Regatta Selection

1. Club membership with direction of Regatta Coordinator will determine sprint and head race regattas and will be designated as the “Club-Sponsored” Regattas.
2. A two-tier, fixed-price truck/trailer fee will be charged for the “Club-Sponsored” Regattas.
3. Groups who wish to attend non Club-designated regattas may still do so with the understanding that it is on a non-interference basis with the “Club-Sponsored” Regattas.
4. Truck/Trailer Fees will be charged separately as described in the following sections.
5. To avoid any confusion, *only those who race* are charged the truck & trailer fees.

4. Club Designated Regattas

1. The Club will designate up to eight regional regattas each year. The composition of the “Club Sponsored” Regattas will be determined by the membership with direction of the Regatta Coordinator.
2. The regional regattas are meant to encompass the area from Occoquan to Philadelphia.
3. Regattas outside of this general region can be considered for designation as “Club Sponsored” Regattas with approval of the Board of Directors, and the Truck/Trailer Fees may need to be adjusted upward to account for the extra distance.
4. Selection of club regattas shall be determined based on being able to serve as many members as possible and based on the majority of the club memberships.
5. “Club Sponsored” Regattas have priority usage for the Truck and Trailer, racing shells, and corresponding equipment needed.

5. Non Club Designated Regattas

1. Additional regatta participation is encouraged.



2. The responsibility of facilitation falls to the crew or group who wishes to participate in additional regattas.
3. The Regatta Coordinator must be notified of the crew or groups intent to attend a regatta and assume full responsibility for the logistics associated with getting to and from the regatta.
4. Non-Club Designated Regatta participation must have approval of the Board of Directors to ensure that a conflict does not exist with a “Club Sponsored” Regatta and other requirements met to include and not limited to; Truck/Trailer driver is cleared by the Boathouse Captain, fees are assessed and paid as established by the Board of Directors, and equipment is available.

6. Trailer Fees

1. Trailer fees for the “Club Sponsored” Regattas will be a flat-fee set by the Board of Directors in increments based upon the number of regattas chosen by membership and goes to cover the transportation expenses for the Truck and Trailer.
2. Trailer fees for the non-Club Designated regattas are charged on a per-regatta basis directly to those attending. This fee is based upon a per-mileage rate established by the Board of Directors to cover the transportation expenses for the Truck and Trailer.

V. Civility and Conflict Resolution Policy

The *goal* of the Annapolis Rowing Club (ARC) is to provide opportunities for all members at every level, from the novice to the world class athlete, to pursue his/her rowing goals in a civil environment marked by mutual respect, courtesy, and cooperation reflected in language, attitudes and behaviors.

1. All ARC members are equal and full members of the community of rowers and as such, each member should be encouraged in his/her pursuit of rowing expertise. No member should interfere with the rowing goals of another either intentionally or unintentionally. No one member’s goals supersede another’s. All members are expected to support each other and behave in a manner that shows respect, kindness, encouragement, and cooperation. In addition, all written communication (notes, letters, emails, texts, etc) should be courteous, respectful, and appropriate.
2. In situations dealing with safety issues, all members are expected to speak up and offer suggestions/help to address the immediate issue(s). In matters of rowing technique, help should only be offered if requested.



3. Matters dealing with club policy in the storing and use of equipment should be addressed in a supportive manner with the individual, coach, or group coordinator in question. If necessary, the Boathouse Captain should be included in the discussion.
4. All members should be conscious of the needs of those preparing for races/regattas; however, the needs of those not racing should also be respected. Compromise between groups on the use of equipment and practice times should be discussed among the group coordinators or individuals involved. The goal of such discussions is to help all parties involved progress in their goals and needs. Compromise and graciousness should be the hallmarks of such interactions.
5. Each member is responsible for behaving in a civil manner and for cooperating in resolving conflicts, disagreements, or incidents of uncivil behavior. If a member(s) feels that he/she has been mistreated by another member(s) of the club, the resolution should first be attempted among the **members involved**. If this does not adequately resolve the situation, then the issue should be elevated to the pertinent **group coordinators/designates**, who should attempt to resolve the issue to the satisfaction of all parties. If satisfaction is still not attained, then the matter should be again elevated to the **ARC Executive Board** and resolved on a case-by-case basis.
6. The most distinctive characteristics of the club should be the respect and courtesy with which its members treat each other during conflicts, disagreements, and misunderstandings.

V. Addendums:

- A. Fleet Usage Chart
- B. Waterway Traffic Patterns
- C. The Regatta Process Guide