

**Halifax Rowing Association
P.O. Box 1645
Daytona Beach, Florida 32115**

MEMBER HANDBOOK



November 2009

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I Introduction

Purpose of the Club

Halifax Rowing Association (HRA) was organized to foster recreational and competitive rowing in the Daytona Beach area. In addition to providing a local rowing facility, the Club is dedicated to the introduction of rowing to the general public, and the promotion of public awareness to the sport of rowing.

History

HRA was incorporated in 1995 as a not-for-profit Florida Corporation by a group of ex-collegiate rowers interested in competitive and recreational rowing. The boathouse was erected in 1996 on City Island in cooperation with the City of Daytona Beach. The boathouse is leased from the City for a nominal fee.

Organization

The Board of Stewards manages the affairs of the Club. The Stewards are elected at the October Annual Membership meeting and consist of the following: a President, Vice President, Treasurer, Secretary, Captain, Lieutenant, ERAU Coach and six stewards. Board Members are listed annually on an insert to this handbook.

Board meetings are usually held on the second Monday of every month at 6:00 p.m., usually at the boathouse. Members are welcome to attend Board meetings. This handbook is a guideline for rowing activities, and the Board of Stewards has the right to make changes to any rules, regulations and guidelines at any time.

Facilities

The boathouse is located at the north side of Memorial Bridge (Orange Avenue) and on the west side of the Halifax River in City Island Park. Physical address: 201 City Island Parkway, Daytona Beach, FL. Mailing address: P.O. Box 1645, Daytona Beach, FL 32115. The telephone number is (386) 248-0502.

Boathouse Hours

The boathouse is open for rowing and training activity for HRA members at the following approximate times:

SUMMER HOURS	WINTER HOURS
Monday: 3:30 p. m. - 5:00 p. m.	Monday: 3:30 p. m. - 5:00 p. m.
Tuesday: 6:00 a. m. - 8:00 a. m.	Tuesday: 6:30 a. m. - 8:00 a. m.
Thursday: 6:00 a. m. - 8:00 a. m.	Thursday: 6:30 a. m. - 8:00 a. m.
Saturday: 7:00 a. m. - 9:00 a. m.	Saturday: 7:00 a. m. - 9:00 a. m.

Hours are subject to change and are adjusted to daylight hours for each season.

HRA Website

Keep up to date with all the rowing events and activities at the HRA website: *halifaxrowing.org*.

Tax Deductible Status

HRA is a “non-profit organization” as defined under Section 501(C) (3) of the Internal Revenue Code. Under current IRS rules, membership dues and storage fees are not tax deductible. However, other contributions to the Club may be tax-deductible.

II Membership

Membership Categories

Adult Membership: Payment of a one-time initiation fee plus annual membership fees (See insert). Adult members are entitled to use of the boathouse and club boats, except as described in Section IX & X below.

Family Membership: Subject to one Adult Membership and the payment of the annual Family Membership fee (See insert) for each family member living at the same address. Family members who are 18 years or older are entitled to the same privileges as Adult Members.

Annual Assessment fee: Payment of the annual assessment fee in addition to the membership fee to be paid with annual membership, subject to credit received for volunteering for a HRA approved fund raising event. (See insert)

Student Membership: Payment of the annual Student Membership fee (See insert) for full time students under the age of 27 years old. Those members’ 18 years and older are entitled to the same privileges as Adult Members.

Supporting Membership: Payment of the annual Supporting Membership fee (See insert) for a non-participating member which attests to their dedication to promote HRA’s activities.

Membership List

A list of members and their phone numbers is posted on the bulletin board inside the boathouse front door. This list includes emergency contact day telephone numbers of those members who have given emergency contact information to the membership steward.

HRA also provides communications to its members by e-mail. Board members shall have the exclusive right to notify members of HRA activities and communications. The Membership List is for the sole purpose of HRA communications and is not to be used for any other purpose.

Use of Photograph

HRA shall have the exclusive right to include photographic, video and other visual portrayals of members and their invited guests in any medium of any nature whatsoever for the purpose of trade, advertising, sales, publicity or otherwise, without compensation to member or guests, and all rights, title and interest therein shall be HRA’s sole property, free from any claims by member of any person deriving any rights or interest from members.

U.S. Rowing Association Membership

HRA is a member of the U.S. Rowing Association (USRA). The Club does not require its members to join the USRA, but encourages all members to support the sport of rowing through USRA dues.

III Security and Safety

Building Security

Those members issued with a boathouse key (stewards and boat-owners) are reminded that if you are the last member to leave the boathouse, turn off lights, fans and other equipment and ensure that the boathouse is fully locked and secure.

Boating Safety

Scullers must sign the Sculler's Sign out Sheet before going out on the water, and when returning. This is the most reliable means of monitoring the whereabouts of members and equipment, and more importantly, may help to alert others if you are experiencing a problem on the water.

Check the Sculler's Sign out Sheet upon return to the boathouse to see that all scullers have returned to the boathouse. If the sculler is not back by their expected return time, go look for them. If an emergency arises call 911. Those members that have submitted emergency contact names and telephone numbers are posted on the bulletin board. If emergency names/telephone numbers are not given, call the Member's day telephone numbers and/or notify someone.

When rowing in the direct vicinity of the boathouse, i.e. on the west side of the channel between Memorial Bridge (Orange Avenue) and the Broadway Bridge (International Speedway Blvd.), where our beginners and novices practice, row in a counter-clockwise direction staying closer to the west bank when rowing south and closer to the channel when rowing north.

When rowing south of Memorial Bridge on the east side of the river, row in a clockwise direction staying close to the east shore line when rowing south and closer to the channel when rowing north.

HEADS UP! Be constantly aware of the other boat traffic when in a scull or coxless boat. If feasible, row with a partner.

Thunderstorms in central Florida can build up rapidly, especially during the summer. It is the members' responsibility to check the weather report prior to going out on the water and to check weather conditions while on the water. Remember that lightening strikes can occur in clear skies in advance of a thunderstorm. If in doubt, do not row. If you are out on the water in your scull, seek safe shelter or return to the boathouse immediately.

Other weather conditions to be wary of are early morning fog and high winds. Do not take to the water in heavy fog as once out of sight of shore you will become disoriented and run the risk of striking something or being run down by other boaters. In the case of high winds the

water will become choppy and could result in swamping your boat. A good guide is to avoid taking to the water if white caps are in evidence.

Learn how to get back into a capsized boat. If you are close to shore, the best procedure is to swim to shore pulling the boat. Never leave the boat. It will float, you may not.

IV Use of Equipment

Boat Use Policy

The Club boats are available for general use; contingent on the member's demonstrated ability to operate these boats safely within the designated weight and safety guidelines. (See section IX and X.) Each club boat is individually marked with numbers and/or has the HRA logo on one side.

A current listing of the HRA Owned Boats is listed on the annual insert.

Each time a boat is used it must be documented in the Boat Usage Log. It is the responsibility of the member using the boat to document its use in the Boat Usage Log. This log is used to monitor the usage of Club craft. From this log regular maintenance can be scheduled for each boat.

Oars

Club scull oars are stored at the southwest corner walls of the boathouse. Club sweeps are stored next to the southeast door. An electric blue band on the handle near the collar can identify club sculls. All other scull oars are privately owned and should not be used without permission of the owner.

Ergometers and weight equipment

All of the ergometers and some of the weight equipment are the property of Embry Riddle Aeronautical University, (ERAU), with which we share the boathouse. This equipment is available for use by HRA members after receiving proper instructions and when not being used by ERAU. Do not use this equipment until you have received proper instruction.

Care of Equipment

Examine your boat and oars before rowing. If they are damaged, do not use them. You may aggravate the damage. Note any damage in the Maintenance Log and advise the Lieutenant of same. Do not make any adjustments to the boat's rigging except for moving the stretcher. Rinse off and wipe down the boat and oars after rowing. Make sure to remove any sand, particularly from the seat tracks. Look for any damage after rowing. **You are responsible for any damage and will be asked to participate in its repair or to pay for at least some or all of the repair costs.**

Maintenance or repairs are scheduled by the Captain or Lieutenant and are documented in the Maintenance Log. Members responsible for overseeing maintenance or repairs are required to document such in the Maintenance Log.

General Maintenance, when scheduled, must be performed in accordance with the General Boat Maintenance Procedure and documented in the Maintenance Log.

V Use of Boathouse

Members

Unless specific arrangements are made to the contrary, general use of the boathouse is limited to 'Boathouse Hours'. See Section I Introduction.

Those members issued with a boathouse key (stewards and boat-owners) are reminded that if you are the last member to leave the boathouse, turn off lights, fans and other equipment and ensure that the boathouse is fully locked and secure. Members are asked to be sure bathrooms are in as good as or better condition as they found them.

Guests

While guests are always welcome at the boathouse, it is important that certain rules be followed regarding their use of the boathouse and its equipment. Guests must be accompanied by an Adult Member at all times.

Before using any Club equipment, all guests must fill out and sign the HRA Rowing Release and Waiver of Liability.

Telephone

The boathouse telephone number is (386) 248-0502. The phone will not allow long distance calls or connections to the operator. Dial 911 for emergencies.

VI Boat Racks

Club Use

Please do not rearrange shells without consulting the boathouse Manager or the Captain.

Private Use

Storage for privately owned shells is allocated on a first-come first-serve basis, as space permits. HRA reserves the right to change storage locations of privately owned shells or to terminate storage of any privately owned boats. Priority shall be given to boats used frequently.

VII Private Shells

Private Use

Please do not use private shells without permission of the Owner and the approval of the HRA Manager or Captain.

The Club does not accept any responsibility for storage of private shells in the Boathouse.

VIII Insurance

Equipment, Personal Property

HRA carries no insurance for damage to, or loss of, including but not limited to private: boats, oars or personal property. All members should have their own insurance to cover personal equipment and items at the boathouse.

HRA carries insurance on some of the Club sweep shells, but not all boats are insured.

IX Rowing Skill Levels

Level I - Novice: Level I rowers are all rowing novices and beginners, or new members. All rowers who have not yet been checked out by a designated coach or Sculling Coordinator are considered Level I rowers. It is recommended for all these individuals to join the Summer Program to acquire the skills and knowledge necessary to become a Level II rower.

Level II – Intermediate: Level II rowers are individuals who have acquired the basic rowing skills and have been checked out by a designated coach or Sculling Coordinator. They should feel very comfortable in using Level I rowing equipment. They also need to be familiar and understand all the HRA Safety Rules and Regulations. They should be capable of getting back into a capsized boat.

Level III – Advanced: Level III rowers are individuals who have acquired the advanced rowing skills. They should feel very comfortable using Level II rowing equipment. They also need to know and understand all the HRA Safety Rules and Regulations. Beyond specific rowing skills and knowledge, Level III rowers should have demonstrated their dedication to the Halifax Rowing Association.

Composite Crews: Composite crews are defined as a crew with rowers of different skill levels. To use a boat, at least 50% of the crew must be of the Level for which the boat has been assigned.

Example: To use a Level II 2x, at least one rower must have qualified as a Level II rower. *Note: Level I rowers should not row in Level III boats, even within composite crews.*

Important Notes for all levels:

Use of any equipment you have not been checked out for will initially result in an official warning. Repeated use will result in an official warning with temporary suspension of your membership or termination of your membership by the Board of Stewards.

Access to some or all equipment can be denied to any rower who demonstrates poor maintenance or repeated damage to club equipment or overall negative or careless behavior.

X Check-Out Procedures

New Members

Every member of the HRA must be checked out by a designated coach or Sculling Coordinator. Otherwise, use of any club equipment is not permitted. All new members are encouraged to participate in a Beginner's Clinic or the HRA Summer Program, unless they have had previous rowing experience.

All Scullers in the club must possess the following skills and knowledge.

General Safety:

- Knowledge of the HRA Safety Rules & Regulations
- Location of sandbars (most recent ones)
- Night/bad weather rowing rules

Specific Safety:

- Basic handling of rowing equipment
- Emergency stop
- Turning the boat on a point and in an arc
- How to get back in the boat after capsizing

Rowing Skills:

- Understanding verbal commands
- Getting in the boat
- Pushing off the dock without help
- Understanding why and how to adjust the position of the foot stretcher
- Coming back to the dock without help and without bumping into the dock
- Backing the boat
- Being able to row straight, steer the boat to stay on the appropriate side of the river at any time

Miscellaneous:

- Boat maintenance
- Boat repairs (notify the Lieutenant)
- Boat reservation and sign-out procedure

Sculler Level I – Novice:

To become a Level I rower, one should fulfill the following conditions:

1. Is a current member of the HRA and in good standing (i.e. dues current),
2. Has signed the Rowing Release and Waiver of Liability,
3. Has seen the USRA safety video,
4. Has participated in a beginners rowing clinic, the HRA Summer program or has demonstrated their rowing ability.
5. Has been checked out by a designated coach or Sculling coordinator and has demonstrated ability to complete:

- a. Flip Test: Once a scull has flipped, sculler demonstrates ability to get self and scull to land safely.
- b. Navigational Test: Able to navigate safely and see and avoid obstacles. Able to complete a river turn.
- c. Down River Row: Has rowed down river and learned the course including shallow areas and traffic pattern.
- d. Safety and Usage: Can safely carry boat to and from boathouse, enter and exit boat. Demonstrates knowledge and usage of sign-out forms and damage forms. Can explain wind safety guidelines and traffic patterns.

Level I rowers are encouraged to join the Mentoring Program so that they may acquire the skills and knowledge necessary to become a Level II rower.

Once rowers have qualified as Level I rowers, they may then use the designated weight-limit for “Level I — Novice” equipment, within the boat reservation and sign-out guidelines.

Sculler Level II – Intermediate:

To become a Level II rower, one should fulfill the following conditions:

1. Is a HRA member in good standing (dues current),
2. Is a Level I rower,
3. Has been check-out by a designated coach or the Sculling Coordinator and has demonstrated ability to complete:
 - a. Flip Test: Once a scull has flipped, sculler demonstrates ability to get self and scull to land safely.
 - b. Navigational Test: Able to navigate safely and see and avoid obstacles. Able to complete a river turn.
 - c. Down River Row: Has rowed down river and learned the course including shallow areas and traffic pattern.
 - d. Safety and Usage: Can safely carry boat to and from boathouse, enter and exit boat in a Level II boat. Demonstrates knowledge and usage of sign-out forms and damage forms. Can explain wind safety guidelines and traffic patterns.

If the check-out is successful, the rower may then use the designated weight-limit “Level II-Intermediate” equipment, within the boat reservation and sign-out guidelines

Sculler Level III – Advanced:

To become a Level III rower, one should fulfill the following conditions:

1. Is a member of the HRA in good standing (i.e. dues current),
2. Is a level II rower,
3. Has been check-out by a designated coach or the Sculling Coordinator and has demonstrated ability to complete:
 - a. Flip Test: Once a scull has flipped, sculler demonstrates ability to get self and scull to land safely.
 - b. Navigational Test: Able to navigate safely and see and avoid obstacles. Able to complete a river turn.
 - c. Down River Row: Has rowed down river and learned the course including shallow areas and traffic pattern.

d. Safety and Usage: Can safely back boat to the dock for proper docking without help or banging the stern. Can carry boat to and from boathouse, Can properly enter and exit boat in a Level II boat. Demonstrating higher level rowing skills to include carrying oars off water on recovery much of the time, square blade rowing, Steering and correcting your course while rowing. Demonstrating a comfort level in a level II boat in rough water, Executing basic rowing skills from the stroke to the recovery such as a clean release, proper recovery, slide control, cleaner catches. Demonstrates knowledge and usage of sign-out forms and damage forms. Can explain wind safety guidelines and traffic patterns,

Note: To be entitled to use Level III equipment, the rower must show some additional commitment to the club life as well as to the equipment. If the check-out is successful, the rower may then use the designated weight-limit for “Level III - Advanced” equipment, within the boat reservation and sign-out guidelines.

XI Procedure for Using Boats

Sculls

Sculls have designated weight-limit levels, use only those shells that are within your weight-limit.

1. Sign out on the Sculler’s Sign Out Sheet (date, time out, expected return time, your name, and equipment being used),
2. Put oars on dock,
3. Enlist the assistance of another member to help carry your boat to the dock and set it in the water,
4. Inspect the shell and oars for damage before leaving the dock. Do not use any damaged equipment. Report damage on Maintenance Log Sheet *and* notify Lieutenant.

After rowing,

1. Enlist the assistance of a Club member to carry shell and put on slings,
2. Wash and dry shell and oars,
3. Recheck shell and oars for damage, note on Maintenance Log Sheet, *and* notify Lieutenant of any damage,
4. Enlist the assistance of a Club member to return your shell and oars to the boathouse,
5. Return hose, slings and towels to proper storage area,
6. Sign off on the Sculler’s Sign Out Sheet (time in, distance rowed, comments),
7. Document usage in the Usage Log Sheet.
8. If you are the last boat on the water, adjust dock flag line to original location,
9. If you are the last member to leave the boathouse: turn off lights, fans and other equipment, leave bathroom door open for better ventilation and ensure that the boathouse is fully locked and secure.

Crew Boats

1. To be accompanied by a coach launch with a coach in attendance unless pre-authorized by coaching staff,
2. Coordinate with coach: seating assignments,
3. Put oars on dock,
4. Crew to carry designated boat to dock,
5. Crew to launch coach boat,
6. Inspect the shell and oars for damage before leaving the dock.

After rowing,

1. Crew members to carry boat from dock and put on slings,
2. Wash and dry boat and oars,
3. Document usage in the Boat Usage Log.
4. Recheck boat and oars for damage. Note on Maintenance Log Sheet, *and* notify Lieutenant of any damage,
5. Return hose, slings and towels to proper storage area,
6. Return coach boat to boathouse,
7. If you are the last boat on the water, adjust dock flag line to original location,
8. If you are the last member to leave the boathouse: turn off lights, fans and other equipment, leave bathroom door open for better ventilation and ensure that the boathouse is fully locked and secure.

NOTE: Member Handbook, a.k.a. rules and regulations, and/or guidelines are subject to change without notice.

HAVE A SAFE AND ENJOYABLE ROW!