

Willamette Rowing Club

House Rules (2018)

No change in the House Rules shall be in effect until the Secretary posts a copy of such [change at the clubhouse or posting on our website www.willametterowingclub.org](http://www.willametterowingclub.org)

A. MEMBERSHIP DUES & FEES

1. Willamette Rowing Club (“WRC” or “the Club”) is a competitive masters club that participates in competitions and provides coaching to improve member skills. WRC does not provide a learn-to-row program. The men’s and women’s captains and the head coach will assess a rower’s proficiency before admitting a prospective member to the Club.
2. Elections for the Club Board are held annually in January.
3. The Club Secretary will post in the boat house and on the Club’s Team Snap website the names and contact information of board members, committee chairs, and club staff yearly after the first meeting of the new Board and modify as needed throughout the year.
4. The minutes of each Board meeting shall be available to all members and are posted on Team Snap. The board meets at least twice a year. Members are free to attend but they need to notify a board member prior to meeting.
5. The annual dues for Regular Membership shall be \$660. Regular members have voting rights.
 - 5.a. The annual dues for Family/Domestic Partner shall be \$660 + \$220 per partner. Both members have voting rights.
 - 5.b. The annual dues for those under 27 shall be \$330 for the first 12 months. These members have voting rights.
 - 5.c. The Student Membership rate is \$330 per year and applies to full time students (12 credit hours) for a maximum of 3 years. Student members have voting rights.
6. The Summer/Trial membership rate is \$70 per month. Summer memberships are subject to a minimum period of three months. Trial memberships are available to new members only with no minimum period limitation. Summer/Trial membership does not confer voting rights.
7. The annual dues for Associate and Non-resident Membership shall be \$225. Associate and Non-Resident Members practice only occasionally with the club (no more than approximately two days per month) and generally row in no more than two regattas a year. The Non-resident Member residency distance requirement shall be more than one

hundred (100) miles from Oaks Park. Associate and Non-resident members have no voting rights.

8. No member whose dues or regatta fees are in arrears may race or practice with the Club or vote at meetings. The Club marks regatta fees up by 15%; this revenue supports equipment repairs and purchases.
9. Dues for newly elected members shall be prorated for the remaining portion of the calendar year. Dues are payable within 30 days of invoicing. All members must complete a membership application and WRC waiver. They will receive a copy of the WRC By-Laws, House Rules, and Athlete Protection Policy.

B. MEMBERSHIP BUDDY SYSTEM

Each new member will be assigned a buddy by the Chair of the Membership Committee. This buddy will orient the new member to the boathouse and its equipment, answer any questions, and familiarize the new member with the WRC House Rules.

C. NON-DISCRIMINATION POLICY

The Club will not discriminate against any person regarding application for membership, election to office within the Club, or any activity under the control of or sponsored by the Club, on account of race, gender, religion, national origin, age, disability, or sexual orientation.

D. USE OF BOATHOUSE AND PROPERTY

1. The use of the Club equipment is the exclusive privilege of members in good standing and their guests.
 - 1.a. Guests must sign a liability waiver before rowing; extra waivers are available near the Treasurer's mailbox on the river-side of the boathouse near the main door.
2. Club equipment shall not be used when receiving private coaching. Specifically: Any WRC member being coached while using WRC equipment (for instance, boats, oars, electronics, or launches, among other equipment) shall only be coached by hired WRC coaches.
 - 2.a. The Board by a majority may in advance approve short-term (less than 4 sessions per calendar year) coaching by WRC members, who volunteer to fill in for a needed day's coaching.

- 2.b. The Board by a majority may approve in advance short-term (less than four sessions per calendar year) coaching by visiting out-of-town coaches who may have some specific benefit to offer WRC.
 - 2.c. In case of a or b above, it is specifically understood that such coaching is on a volunteer, pro tem, unpaid, short-term basis as described above, and this does not constitute “hiring” by WRC.
 - 2.d. Violation of rule D, 2 by a member shall on the first occasion result in the member's being given a written warning; on the second, suspension from club activities for one month; and on the third, revocation of membership.
3. During times scheduled for coached practices, members participating in the coached practice session will have priority use of Club equipment.
 4. Member privileges to the boathouse, equipment and dock are without limit, provided that Members give priority to Oregon Rowing Unlimited members and coaches during regularly scheduled ORU junior and master training sessions. ORU scheduled practices are MWF from 5:30-7:15 a.m. and M-F 4-6 pm. All members should check in with an ORU coach if they plan to use the boathouse or dock during these periods. Members rowing Club equipment outside regularly scheduled practice times will sign the Club shell out and back in using the Club log book. See item E19 regarding liability for equipment damaged during independent use.
 5. The storage of privately owned rowing shells shall be arranged with our lessor, Oaks Park Community Boathouse (OPCB).
 6. Members are entitled to the combination lock codes to the boathouse, the port-a-potty, and the gate leading to the dock.
 7. Members leaving the boathouse unattended are responsible for turning off all lights and for locking all doors. Rowers should set out slings and lock the boathouse when they are on the water.
 8. Children under sixteen (16) years of age may not come to the clubhouse without a parent or guardian.

E. GENERAL

1. Rowers will use only those boats for which they are qualified. No person shall use any boat unless that person is able to swim, with their boat, to safety under the prevailing conditions.
2. Rowers are strongly encouraged to have mobile phones with them during non-coached practice sessions and to row near or with other members whenever practicable.
3. Rowers should adhere to the posted weight limits for each boat.

4. Members may not solicit or facilitate the solicitation of the Club membership by mass mail or email, for any purpose, charitable or otherwise, unless approved in each instance by the Board of Directors.
5. Each member will notify the Secretary of any change in address. Members are encouraged to keep their profile current on Team Snap.
6. A non-member is entitled to come to the clubhouse as a rowing guest up to a maximum of ten (10) times in a calendar year.
7. Members are invited to convey their suggestions for improvement of the Club to the Board. All recommendations regarding equipment should be directed to the Equipment / Maintenance Committee chair; all other suggestions should be directed to a member of the Board and will receive the Board's careful consideration.
8. Club equipment purchases exceeding \$1,000 and all boat acquisitions and sales are subject to Board approval. A Boat Acquisition Advisory Committee will be named by the Club President to research and make recommendations to the Board with respect to Club need, quality and value of potential boat purchases. The Board may use its discretion in polling Club members with respect to equipment priorities and boat selection.
9. Willamette Rowing Club oars are located at the immediate left and right front of the clubhouse when entering the west clubhouse entrance. Oars located in other areas of the clubhouse are privately-owned and not available for use without consent from the owner. The pattern of the Willamette Rowing Club oar design is derived from the ORU oar design, acknowledging the origin of the Club. The Club oar colors, however, are red and white rather than ORU's black and white. The oar is painted red on both sides on the upper 75% of the blade, with the remainder painted white on both sides of the blade.
10. Practices - WRC meets every Saturday and Sunday for coached practices. During late Spring, Summer, and early Fall, additional coached or uncoached practices are added during weekday mornings, normally Tuesday and Thursday. To participate in these sessions, a member must sign up on Team Snap by 5 pm the day before. Rowers should arrive at least 10 minutes prior to scheduled start time; those arriving at or after the scheduled start time risk losing their place in a line up.
11. Members are strongly encouraged to use TeamSnap (at URL: www.teamsnap.com) to indicate their availability for practices and races. Members who show up to practice without signing up by 5 pm the night before risk not being included in a lineup. The Club Treasurer manages Team Snap. Please refer any questions to him or her.
12. As need and ability permit, members provide quarterly service to the club by driving the launch, photographing or videoing practice, coaching, and coxing boats when the Club's regular coxswain(s) is/are away or additional coxswains are needed. Launch drivers must hold an Oregon Boater Safety Card or equivalent qualification.

13. The head coxswain offers periodic coxswain training for rowers.

14. Regattas - all members in good standing are eligible to represent WRC at sanctioned regattas. Upon indicating interest in participating in a regatta, each member is expected to participate in training sessions leading up to regattas and to maintain a level of fitness consistent with other crew members. As competitive rowers, all members participating in regattas are expected to regularly attend practices and cross train to maintain competitive fitness levels.
15. Team members are encouraged to cross train on their own but ergs are available to members on Tuesday and Thursday mornings and other times that Oregon Rowing Unlimited is not using them. All weight equipment - except free weights in the front of the erg room - is available to WRC members.
16. The uniforms may vary in style, but are basically black rowing shorts/trousers with a red jersey. The jersey displays a white 'W' on the middle of the back. Uniforms are normally purchased in the late winter/early spring. If a new member misses the order period, other members normally share uniforms until orders are put in again.
17. When representing WRC at regattas, all Club members should wear uniforms and hats that are identical. Many regattas will disqualify participants for not wearing identical uniforms, so each crew is responsible for communicating uniform plans in advance of racing.
18. For large regattas in which many Club members participate, the Men's and Women's Team Captains and the Head Coach determine boat lineups and assign equipment. To avoid confusion and scheduling conflicts for rowers and equipment, all members wishing to race in particular events should indicate their preferences when participation is first polled for a regatta. Special requests for lineups may be considered, but only if received early and not if detrimental to overall club competitiveness, as assessed by Coaches and Team Captains. For regattas in which the Club coordinates entries, WRC registration on Regatta Central is currently done by a club representative, who communicates the fees to the Treasurer, who bills and collects the fees. Arrangements deviating from this practice must be approved by the Treasurer and communicated promptly to the Head Coach and the Team Captains.
19. The Treasurer maintains all Club financial records and accounts, the Club's US Rowing membership, insurance on boats, Directors and Officers insurance, tax filings, receipts, titles and bills of sale of all Club assets and all other organizational documentation. The Treasurer shall maintain the Club's checking account but will not be responsible for reconciling monthly statements; the Club President or his/her representative will be responsible for all monthly bank statement reconciliations.
20. If Club equipment is damaged, the damage must be reported to the Equipment Manager within twenty-four (24) hours.
21. Members will be held responsible for repairs to boats damaged *outside of sanctioned Club events or coached practices*, regardless of the cause of the accident. A coached practice is one in which a WRC-paid coach or Board- or coach-designated Club member is coaching or driving a safety launch during a regularly scheduled practice time. A sanctioned practice or event is one in which the member is doing the prescribed

workout or race event with the team. The responsible member shall pay for all costs of repair, including transportation. If Club insurance covers costs associated with the incident, the responsible member is responsible for the insurance deductible and associated costs not covered by Club insurance.

22. The WRC President is the official voice for the Club. Information on the WRC website and social media sites should offer a fair, balanced, and accurate representation of the Club. These sites will be reviewed periodically by the WRC Board.
23. Failure to comply with WRC House Rules will result in a Notice of Rules Violation and, if continued, sanctions that may include membership suspension or termination, as determined by the Board of Directors.
24. Any member whose behavior is unacceptably disruptive or divisive may by majority vote of the Club Board members have his or her membership revoked. The Club Treasurer will reimburse remaining dues on a prorated basis. It is anticipated that the Board will take such actions rarely if ever, and only after prolonged disruptive behaviors.
 - 24.a. Due process for E, 24 shall include a letter or email to the member with one week's notice of the revocation, and offering the member a one-time opportunity to make written response. The board's decision will be final and permanent.
 - 24.b. If a member's intentional actions are physically significantly dangerous to members or to equipment, the board may revoke membership without notice.

F. COMMITTEES

The Board may appoint committees to perform various functions necessary for Club operation. All committees shall have a committee chair, at least one current board member and may vary in size based on the committee chair's determination. The current committees are:

1. **Safety:** responsible for establishing procedures and recommendations regarding members' safety/health improvement/changes. Evaluate paid employee safety/health policies and procedures. Review the club safety and health accountability systems.
2. **Equipment / Maintenance:** responsible for the inspection and assessment of Club equipment and recommendations for repair, maintenance and replacement of equipment. Committee will maintain an inventory of all Club owned equipment, make periodic inspections to determine maintenance and repair needs, and communicate with the Club Equipment Manager regarding needed repairs and maintenance, and make recommendations to the Board for equipment in need of replacement.
3. **Competition / Training:** responsible for research and dissemination of information pertaining to the Club regatta calendar and books, articles, website links and videos that will educate and support rowing fitness and cross training opportunities.

Committee will maintain a current regatta calendar and provide links to training information on the Club website.

4. **Finance / Governance:** responsibilities include the oversight and review of the Club financial records and policies. The Committee is responsible for ideas and campaigns to raise funds for any Club needs not covered by dues, including financing purchases of new equipment. The Committee will periodically review and make recommendations regarding financial control procedures used by the Treasurer and periodically review and recommend amendments to the bylaws and house rules. The Committee is responsible for operating documents (bylaws and house rules) used to manage the administrative and operating affairs of the Club. The Committee is also responsible for nominating Club officers and At-Large Board members. The Committee will make Board nominee inquiries among membership, vet prospective nominees and make recommendations to the Board for officer and At-Large board positions for the following year.
5. **Membership:** responsible for reviewing new membership applications, establishing membership criteria and ensuring new and existing members are familiar with Club policies. The Committee will publish and maintain membership information on the Club website that will include membership criteria and new member information (e.g., list of officers, house rules, workout schedule, bylaws and safety procedures).
6. **Entertainment:** responsible for planning the annual dinner and periodic events intended to promote awareness of WRC, camaraderie and goodwill among members. The Committee will take a leadership role in planning all facets of the annual dinner, including location, menu, entertainment, and fundraising events. This dinner is a fun affair, and many members dress up for the occasion. We hand out several lighthearted and serious awards. We also have an annual business meeting in late January to keep the membership current on our finances etc. This is also where we vote in the next slate of officers.
7. **Branding / Marketing:** responsible for clarifying the Club's mission statement and unifying the Club's online presence on FaceBook, TeamSnap, RegattaCentral, and the Club website.

List of **Potentially** Attended Regattas

SPRINTS

- San Diego Crew Classic - March San Diego, CA
- Covered Bridge Regatta - April Eugene, OR
- Opening Day Invitational - May Seattle, WA
- NW Masters Regionals - June Vancouver, WA

- SW Master Regionals - July Bay Area CA

- Cascadia - July Vancouver, BC
- Masters National Championships, August (location varies yearly)

HEAD RACES

- Head of the Year - January Portland, OR
- Row for the Cure - July Portland, OR
- Head of the Dog - September Portland, OR
- Head of the Charles - October Boston, MA
- Fall Classic - October Portland, OR
- The Loop - October Portland, OR
- Head the Lake - November Portland, OR

2018 WILLAMETTE ROWING CLUB BOARD

- **Past President** - Phoebe Shen pmdurant@alumni.princeton.edu 781-718-2115
- **President** - Richard Williams rlw3362@gmail.com 503-833-2926
- **Vice President** - Katie Wojda katie_wojda@hotmail.com 507-401-6163
- **Secretary** - Sarah Copeland scopesettic@yahoo.com 971-278-0748
- **Treasurer** - Scott Smith rscottsmi@aol.com 503-781-9377
- **Members at large** - Jann Byrd, Hannah Rudoff, Jana Schweitzer, Beth Slikas, Donn Venema

2018 COMMITTEE CHAIRS

- **Safety:** John Rudoff
- **Equipment / Maintenance:** Richard Williams
- **Competition / Training:** Sam Gray
- **Finance / Governance:** Scott Smith
- **Membership:**
- **Branding/Marketing/Recruitment:** Hannah Rudoff & David Setter
- **Entertainment:** Katie Wojda

2018 CLUB STAFF

- **Head Coach** - Adam Withycombe awithyco@gmail.com 865-406-1073
- **Men's team captain** - Bill Byrd billb@pacdie.com 360-798-0733
- **Women's team co-captains** - Sarah Wright sarawrig@gmail.com 541-740-9985 and Jennifer Withycombe jwithyco@gmail.com 865-247-1758

- **Web page** designer and maintainer - Michele Gamburd
gamburdm@pdx.edu 503-236-1929
- **Equipment Manager** - Richard Williams rlw3362@gmail.com 503-833-2926
- **Club Apparel / Uniforms** - Katie Wojda katie_wojda@hotmail.com 507-401-6163

OAKS PARK COMMUNITY BOATHOUSE

- <http://www.oaksparkboathouse.org/>
- Sam Taylor - Lewis & Clark College Head Crew Coach and Oaks Park Community Boathouse Manager. manager@oaksparkboathouse.org. [503.860.6603](tel:503.860.6603)