

**THREE RIVERS ROWING ASSOCIATION
MEMBERSHIP HANDBOOK**

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INTRODUCTION

The Rules, Guidelines, and Procedures of the Three Rivers Rowing Association are presented to facilitate the safety and enjoyment of recreational and competitive rowing, sculling, kayaking, and dragon boating. Combining good judgment and common sense on the water and on land can prevent accidents and minimize equipment damage. Together we can maintain a safe environment in which to row, paddle, and socialize.

This Document is supplemented by the current version of TRRA Safety Rules that are published on the TRRA website.

Interim changes to this document may be issued periodically and will be distributed to head coaches as well as posted on the bulletin boards and the TRRA webpage <http://www.threeriversrowing.org/>.

We look forward to your cooperation in using the facilities and equipment in a safe and thoughtful manner.

DEFINITIONS

A **'Member'** refers to an individual who has rights to use TRRA Boats and Facilities

'Program Member' is a participant in an official TRRA program.

An **'Affiliate Member'** is a member of an Affiliate Group, such as, a high school.

An **'Affiliate Group'** is a group that has been granted affiliate status by Three Rivers Rowing Association for the purpose of rowing/paddling as a team and does not apply to the crew teams of the Major Tenants.

'TRRC' is Three Rivers Rowing Center at Washington's Landing or at Millvale, including the boathouse, parking lot, access road, staging area and the docks, all of which is operated by TRRA.

'Center Users' are all persons coming into Three Rivers Rowing Center at Washington's Landing or Millvale, including the boathouse, staging area and docks, whether or not they use boats and equipment.

The term **'Coach'** applies to those persons designated by the TRRA, Major Tenants, and Affiliate Groups as being a coach of their program.

The term **'Crew Leader'** applies to the individual responsible for the safety of the rowers/paddlers in a designated boat(s) and equipment through the appropriate and correct application of the TRRA Rules and Guidelines and refers to those persons approved by TRRA to take out different crews as detailed in Rule 3 (a).

The **'Director'** is the Executive Director of TRRA.

The **'Major Tenants'** are Carnegie Mellon University, Duquesne University, and the

University of Pittsburgh.

A '**Junior**' is anyone under 18 years of age or in a high school/junior program.

A '**Novice**' is anyone rowing/paddling for less than one year.

An '**Experienced**' rower/paddler is anyone with more than one year of rowing/paddling.

'**TRRA**' is Three Rivers Rowing Association, a 501 (c) (3) non-profit organization.

TRRA '**Safety Rules**' are published on the web site of TRRA

RULES OF THREE RIVERS ROWING CENTER

1. These rules govern the use of TRRC and are binding upon all persons using TRRC facilities. The Rules are mandatory, as are those portions of the Guidelines which reflect legal requirement. (It is strongly recommended that all users of TRRC be familiar with and follow the guidelines.)
2. Failure to comply with these rules may result in complete or partial suspension of membership privileges, without refund of dues or any part thereof or the restriction or suspension of use of TRRC for non-members of TRRA, without refund of Program Fees, Affiliate Dues or the like, or any part thereof.
3. Center users must be:
 - a. Members in good standing of TRRA; or
 - b. Members of the crew teams of the Major Tenants in good standing; or
 - c. An Affiliate Group in good standing; or
 - d. Program Participants; or
 - e. An invited guest of any of the above.
4. The crew/team programs of the Major Tenants and Affiliate Group programs may adopt rules for their own programs, but in the event of a conflict, these Rules shall prevail.
5. These rules govern the use of TRRA by all rowers, scullers, coxswains, and kayakers. An exception may only be made with the approval of the Board.
6. All rowers/paddlers, coxswains and scullers must be able to pass a swimming test as detail in the Guidelines and must produce Lifeguard certification of having done so.
7. All Center users must comply with instruction given by a Coach, Crew Leader, or the Director.
8. All center coaches and assistant coaches must be TRRA Crew Leaders in good standing.
9. Crew Leader qualifications can be found here:
<http://threeriversrowing.org/wp-content/uploads/2013/11/Rules3CrewLeaderQualifications.pdf>
10. A launch must be on the water and accompanying
 - a. Whenever the Safety Matrix defines it as needed. Or
 - b. For anyone under the age of 18.
11. TRRC docks are available for the purpose of launching shells unless they have been closed by the Director. When closing the docks the Director shall take under consideration criteria affecting boating safety as specified from time to time by the Board. When the docks are closed no shells may be launched from TRRC by any Center user or individual. When the docks are closed they shall remain closed until 5:30 AM the following day unless they have been opened by the Director.
12. When the docks are open, it does not necessarily mean that it is safe to row. It is the responsibility of every rower, coxswain, coach, and crew leader to assess all the conditions, including weather, which may affect safety and to act in a manner consistent with the Rules and Guidelines of TRRA and USRowing.
 - a. Please note the following excerpts from the USRowing Safety Bulletin:
 - i. "Do not row in high wind whitecaps or winds of 12 knots (approximately 14 m.p.h.) in any circumstances."

- ii. "There is a potential danger for hypothermia when the water temperature is below 80 degrees and (it is) very dangerous when below 50 degrees Fahrenheit."
13. Boats must carry full crews, including coxswains in coxed boats. Exceptions: Alden double rigged as a single, an eight with 6 or 7 rowers.
14. TRRA boats and equipment may only be used with the prior consent and/or reservation with the TRRA offices or reservation system. Scheduled team and program practices take precedence over other use.
15. Private boats/equipment may only be used with owner's prior consent.
16. The use of TRRA boats/equipment is a privilege of membership. Affiliate members and others may arrange for use by way of a lease agreement. Unauthorized use of boats/equipment or negligent use is grounds for immediate suspension of membership privileges.
17. TRRA launches may only be used by a Qualified Operator authorized by TRRA except in cases of emergency.
18. A launch less than 16 feet long must carry:
 - a. A Coast Guard Approved Personal Flotation Device (PFD) for each person in the launch and each person in a boat not already carrying one.
 - b. Lights for the launch as well as a spotlight for the coach if before sunrise or after sundown.
 - c. An efficient noise making device
 - d. An anchor with at least 50' of anchor line attached to launch
 - e. Oars
19. PFD's must be worn by all paddlers/rowers under age 14 or with Director approval to not wear one.
20. Coxswains and scullers shall always carry a noise-making device and scullers using Aldens and Martins shall carry a PFD. All other scullers are recommended to carry a PFD.
21. Crew Leaders, Coaches, Paddlers, and Scullers boating from TRRC dock must ensure that the Crew Log is completed before and after every outing. Indicate intended route. Scullers using TRRA equipment must ensure that an adult will remain at the Boathouse to monitor the Crew Log until their return and take appropriate action.
22. US Coast Guard Navigation Rules must be followed by all TRRC users, together with local traffic rules
23. Attach an all-round white light to the bow of shells and a white blinking light in the stern. All bow lights shall be mounted on the rowing shell. On sculling boats, the stern light shall be mounted on the rowing shell. In stern-coxed boats, it shall be permissible for the stern light to be worn by the coxswain, provided that it faces in the appropriate direction, does not hang down, and is not obscured by the coxswain's hair or clothing. Times of sunset and sunrise will be posted in the boathouse on the Weather/Safety Board and lights should be on during these times.
24. All occurrences of personal injury, property or equipment damage, and equipment maintenance required must be reported immediately to the Director or an Officer of the Board of TRRA. Should reports of such incidents be required by any governmental authority, such reports must be filed in timely fashion and TRRA must be copied. TRRA Incident Report and/or Damage Maintenance Forms must be filed as required.

25. Alcoholic beverages are strictly prohibited on the premises of TRRC unless prior approval has been granted by the TRRA Board of Directors as part of an organized event.
 - a. Anyone appearing to be under the influence of alcohol or drugs will not be allowed on the premises of TRRC.

GUIDELINES FOR THREE RIVERS ROWING CENTER

Section I – Membership

1. To maintain membership in good standing, a member must:
 - a. Pay TRRA dues for the current year
 - b. Have taken a swim test
 - c. Have completed required waiver forms
 - d. Donate a minimum of 8 volunteer hours during the current year
 - e. Comply with TRRA rules and mandatory TRRA guidelines
2. Duly completed waiver forms must be received by TRRA for all Program Participants and any fees must be paid up to date.
3. An invited guest of TRRA may row up to three times before membership is required, once required waiver forms are completed.
4. A complimentary membership in TRRA is offered to all TRRC coaches and assistants during the time that they are actively coaching. This membership entitles them to full use of the facility.
 - a. A coach or assistant coach who is actively coaching in and non-TRRA program is entitled to use TRRA rowing/kayaking equipment with payment of a TRRA membership at a 50% reduction. A completed TRRA membership application is required for a complimentary membership with or without reduced fee.
 - b. A head coach of a TRRC program is entitled to a free locker during the time that the individual serves as a head coach

Section II – Affiliate Groups

1. Affiliate Group status is designed to promote the establishment of rowing programs by allowing a group to affiliate with TRRA for the purpose of rowing as a team and does not apply to the crew teams of the Major Tenants.
2. A group may apply to affiliate with TRRA by filing an Affiliate Group application, to be approved by the TRRA Board Directors. The application must designate one person to be responsible for the group and shall describe the nature and purpose of the group.
3. Affiliate Group status is dependent upon:
 - a. Payment of applicable fees including the annual Affiliation Fee, boat rack fee, and lease of TRRA equipment fee.
 - b. Continued compliance with the rules of TRRA
 - c. Establishment and compliance with safety rules consistent with United States Canoe and Kayak Team and USRowing recommendations
4. Members of an Affiliate Group have the right to use all facilities on the ground floor of the building during scheduled practice time of the group, but not any equipment not owned by the Affiliate Group in the storage bays except in accordance with:
 - a. By arrangement, an affiliate group may lease boats and other equipment from persons or organizations storing their boats or equipment in the boathouse. An Affiliate Group may also rent space for its own boats and equipment.
5. Affiliate members must use the rowing center facilities as part of their group's scheduled practices or events under the supervision of a coach, crew leader, or other person(s) authorized to supervise practices and events.

6. Affiliation with TRRA does not carry TRRA voting rights or the right to row in TRRA crews unless the individual is also a member of TRRA or is an invited guest of a member.

Section III – Before the Outing

1. Each rower and sculler should take personal responsibility for being:
 - a. Fully aware of the weather conditions and possible safety hazards. You should listen to the weather forecast and observe the information posted on the Weather/Safety board located inside the boathouse.
 - b. Physically conditioned for the sport of rowing. You should consult a physician before starting any form of exercise
 - i. *Before beginning to row, each person should go through a basic set of stretching exercises.*
 - c. Properly signed out on the crew/sculler's log.
2. Clothing
 - a. Wear several layers of clothing.
 - b. Wear flexible clothing (no jeans).
 - c. Polypropylene is best next to the skin. It absorbs moisture away from your skin, allowing you to regulate your body temperature.
 - d. Wool is the next best material, since it also dries from the inside out.
 - e. Wear a hat in cold weather. Heat is lost very quickly from the head.
 - f. A windproof jacket or wind shirt helps to reduce wind chill
3. Know that the shell and oars have been designed to provide floatation. They are not PFD's; they are only EMERGENCY floatation devices.
4. Before getting into the boat, make sure that you know:
 - a. The seat and the side on which you will be rowing, and whether you are in the bow or stern pair/four.
 - b. The following terminology:
 - i. 'Bow' and 'stern'
 - ii. 'Tie in' and 'untie'
 - iii. 'weigh enough'
 - iv. 'port' and 'starboard'
 - v. 'ready all, row'
 - vi. 'hold water'
 - vii. 'port (or starboard) to row' and 'port (or starboard) to back'
 - viii. The term 'weigh enough, hold water' is used when the coach, crew leader, or coxswain wants a crew to stop immediately because of danger
5. A warm-up should precede all workouts.
6. Launches
 - a. In addition to the items specified in rule number 18, each launch should carry:
 - i. 9 emergency blankets in a water tight container
 - ii. Tool kit
 - iii. First aid kit
 - iv. Lifeline
 - v. Fire extinguisher
 - vi. Flashlight
 - vii. Bailer

7. Coxswains and scullers
 - a. All coxswains and scullers should find out the hazards and traffic patterns of the Allegheny, Monongahela, and Ohio Rivers, and where practices are planned.
 - b. Stay clear of bridge abutments, barges, and other man-made or natural obstacles. Do not turn near any such obstacles.
 - c. Make frequent checks on both sides of the boat and to the rear and listen for other river traffic.
8. Each rower is 100% responsible and accountable for their own rigging, foot stretcher, seat, slide, and blade. Check to ensure that all equipment is functioning properly before leaving the dock. If in doubt, ask the coach or crew leader. Any deficiencies which may result in further damage to the equipment or endanger safe operation must be repaired before launching. Defective or damaged equipment must be reported in writing on the Damage/Maintenance Report
 - a. Check the following:
 - i. No damage to the hull, steering mechanisms, or structural support section of the boat
 - ii. The shell is equipped with a bow ball, heel tie downs, and any other safety equipment appropriate to the shell
 - iii. You have the correct oar and that the collar is tight
 - iv. That nuts on the rigging are tight, the position of the foot stretcher and the smoothness of your slide are correct
 - v. The rigging is not too high
 - vi. The forward ends of the slides are blunt and will not gouge your calves
 - vii. The people behind and in front of you have sufficient room for their complete stroke
 - viii. Each rower should be wearing socks. Shoes should not be worn in the boat at any time
 - ix. That clothing cannot become entangled in the seat or oar handle
 - x. That water bottles, gloves, tape, sunglasses, sun screen, extra clothing, and hats are in the boat, if needed.

Section IV – On the Water

1. Traffic Rules
 - a. Right of Way Rules
 - i. Vessels with the least maneuverability have right-of-way, but be cautious and take action to avoid all other types of boats. For example:
 1. A boat going upstream in the channel has more maneuverability than one going downstream and therefore a boat going upstream must give way to a boat coming downstream
 2. A sail boat without wind has right-of-way, but a sail boat with wind must field right-of-way to a rowing shell.
 3. Barges have very limited maneuverability, so that they always have right of way over rowing shells. Also barge pilots cannot see small craft easily. Be aware that there is a significant blind spot (the line of sight from the pilot house to beyond the front most barges) in front of a barge. If in doubt, always yield the right-of-way.

- xi. Dock Area (Launching and Landing)
 - 1. It is ideal to launch and land with bows upstream
 - 2. before launching and after landing, place all oars clear of the dock
 - 3. after launching, make sure you have plenty of room before turning to face downstream
 - 4. incoming (docking) crews have right-of-way over launching crews
 - 5. when launching and docking, always use the most upstream section of available dock space and walk the boat up as space opens up
 - 6. boats may not turn in front of or between the docks, unless there is no other traffic
 - 7. when other crews are waiting for dock space, tie in and adjust foot stretchers on the water
 - 8. between the hours of 4:00 pm and 9:00 pm all crews are prohibited from returning to the docks at either facility via the top of the channel, barring adverse weather conditions or of another issue related to the safety of the crews.
- xii. Back Channel
 - 1. keep to the right hand side (from coxswain's perspective) of the channel, that is the starboard side of the channel
 - 2. power pieces are only allowed downstream of the 31st Street Bridge
 - 3. boats doing power pieces must yield the right-of-way
 - 4. boats without coxswains have right of way over boats with coxswains
 - 5. all crews should practice on the main river whenever possible
 - 6. between the hours of 4:00 pm and 9:00 pm all crews are prohibited from returning to the docks at either facility via the top of the channel, barring adverse weather conditions or of another issue related to the safety of the crews.
- xiii. River
 - 1. coaches and crews should be aware that the center of the river is a federally designated commercial waterway, used by barges
 - 2. always keep the right hand side (from the coxswain's perspective) of the river, that is the starboard side of the river EXCEPT between the top of the channel and the first upstream green buoy, where boats may proceed upstream on the left hand side of the river until the first green buoy only.
 - 3. when exiting the upstream end of the channel, boats must cross to the right hand side of the river between the 40th Street Bridge and the first upstream green buoy
 - 4. the rules of the channel extend upstream to the first green buoy
 - 5. when exiting or entering the downstream end of the channel, cross over between the end of sandbar at the bottom of the island and the Pipeline Crossing sign
- xiv. Outings should gradually and safely build up to full intensity. Under no circumstances should a crew race or sprint upon initially entering the shell.

- xv. Rowers in multi-person shells should always be quiet and attentive to the coxswain, coach, or crew leader. All users of TRRA equipment must comply with instructions given by a coach or crew leader
- xvi. Keep oarlocks locked until everyone is out of the shell
- xvii. Keep at least one hand on the oar while on the water
- xviii. WEATHER CONDITIONS – be aware of them. Always listen to the weather report before going out. Watch for gathering clouds, changes in wind speed and direction, temperature changes, other boats returning home and debris. The speed of the current (measured in cubic feet per second – cfs), air temperature, water temperature, river stage and wind speed are all posted in the boathouse during the spring and fall seasons.
 - 1. Do not row in whitecaps or winds of 12 knots (14 MPH approximately) under any circumstances.
 - 2. If sudden winds come up, return to the boathouse if the trip is safe (look for the calmest water), or take the boat to the nearest suitable shore and wait for the winds to die down.
 - 3. Try to minimize equipment damage, but remember that you are more valuable than your boat.
 - 4. Do not row in fog, unless your visibility is at least 100 yards. Be sure to have land reference points in front and at least one shore in sight. If fog sets in while you are on the water, move slowly and be prepared to stop quickly. In situations of poor visibility, use your sound-making device (horn, whistle) to advise other boats of your location. Use the following signals:
 - a. shells – at intervals of not more than two minutes, one prolonged blast, followed by two short blasts
 - b. power launches making way through the water – one long blast at least every two minutes
 - c. Power launches underway, but stopped in the water – two long blasts with two seconds between blasts, every two minutes.
 - d. Follow shore back to the boathouse as far as possible
 - 5. Do not row in an electrical storm. If you are on the water and see lightning, hear thunder or notice your hair standing on end with static electricity, head for the nearest shore. If the storm is not yet upon you, stay close to the shore and quickly return to the boat house. If the storm is upon you, take the boat ashore and wait for the storm to pass.
- xix. WAVES are generated by winds, tides, currents, or wakes from passing boats. Because shells are so vulnerable to high waves, special care is needed in dealing with wakes.
 - 1. If approaching wakes are higher than the gunwale, the shell should be turned parallel to the wake to avoid having parts of the shell unsupported by the water (shells can split under these conditions). Rowers should stop rowing and lean away from the approaching wake, lifting the gunwale on the wake side slightly.

2. If the wakes are lower than the gunwale, continue to row without course adjustment. Deep and closely spaced wakes that are lower than the gunwale may be taken at a 90 degree angle
 3. When turning in wakes, take particular care. Spend as little time as possible perpendicular to the current or wind direction, since the boat is very vulnerable in this position. Keep the boat absolutely level through the turn. If need be, use half the crew to set the boat level and the rest to turn.
- xx. Boats must be operated at a rate of speed that will not endanger the life or property of any person. Power boats must maintain a slow, minimum height swell speed when operation within 100 feet of the shoreline, floats, docks, launch ramps, swimmers, downed skiers, anchored, moored or drifting boats, or in areas marked with 'Slow – No Wake' buoys. You may wish to take the bow number (PA registration) of any boat violating these rules and report the incident to TRRA/TRRC or the PA Fish and Boat Commission.
 - xxi. Always 'paddle-down' at the end of your workout. It is important to your health that you do not race up to the dock. Once the boat and oars have been stored, it is important to take another few minutes to go through your basic stretching exercises.
 - xxii. LIGHTS – the greatest danger while rowing is collision cause by limited vision or carelessness – either yours or another boat's. Great care should be taken when rowing in darkness or near darkness. Take extra care to look and listen. Do not get too close to shore and known hazards. Only row in familiar waters under these conditions. The safety of life is more precious than a few more minutes practice. You must a visible all-round while light to the bow of your shell before sunrise and after sunset. It is advisable to wear light colored tops, especially sculler, bow rowers, and coxswains. A white blinking light marking the stern of the boat is also required. A spotlight is required in any coaching launch.

Section V – Emergency Conditions

1. Under no circumstances should a rower in the water leave the floating boat. Even if a swamped boat seems to be a swimmable distance from the shore, the rower should swim the boat to shore. Do not leave your flotation, even if you consider yourself to be a strong swimmer.
 - a. The only exception to this would be if you are faced with a worse life-threatening danger by staying with the boat – for example, if you are in the path of a barge and cannot swim the boat away fast enough to avoid being hit.
2. If someone should give the command 'Weigh Enough – Hold Water,' don't ask questions, just respond immediately by stopping all forward body movement. Square the blades quickly into the water to bring the boat to a halt.
3. use the distress signals to communicate to other boats: wave your arms or a shirt above your head, raise one oar in the air (this method preferable only in eights or doubles and quads), use air horn/whistle, or marine radio
4. MAN OVERBOARD
 - a. If a rower is unexpectedly thrown from a shell, immediately call the command: "Weigh Enough – Hold Water" and signal the safety launch.

In an eight or quad, stroke removes an oar from the oarlock to throw to the person in the water as an emergency flotation device. This rower should lie across the oar, remain close to the shell, and not try to swim away, but tread water, moving no more than necessary. When the safety launch retrieves the rower, the coach determines if the rower will return to the shell.

5. ROWER INJURED
 - a. Immediate command: "Weigh Enough." Signal launch if first aid is needed.
6. SHELL DAMAGED BUT AFLOAT AND NOT TAKING ON WATER
 - a. Immediate command: "Weigh Enough." Make adjustments or signal launch for assistance.
7. SHELL SWAMPED
 - a. Immediate command: "Weigh Enough." A shell is swamped with the interior water reaches the gunwales. If rowers stay in the boat, the flotation in the bow and stern ends may cause the boat to break apart.
 - b. Command: "Untie." Be prepared to assist someone who is having difficulty releasing their feet from the foot stretchers.
 - c. If the boat is taking on excessive water, signal the safety launch and decide whether to get the rowers and coxswain out of the boat. This decision will depend on various factors, including water temperature. If the decision is made to get the rowers and coxswain out, then unload by pairs – starting in the middle of the boat – as soon as possible to avoid damage to the boat. Pairs should form buddies and keep watch on each other. Be certain all are accounted for. The coxswain should buddy with the stern pair.
 - d. If rescue is not imminent, take the following steps:
 - i. Remove oars or place them parallel to the shell. All persons should move to the ends of the shell (it is dangerous to roll a shell near the riggers).
 - ii. Roll the boat to form a more stable flotation platform, so rowers can either lie on top of the hull or buddies can hold onto each other across the hull. Remember that body heat loss occurs 25 times faster in water. Do not attempt to roll the boat if rescue is on the way as a launch can shuttle rowers to the nearest short.
 - iii. If the ends of the shell have filled with water, they must be drained before the boat can be removed from the water. Remove the shell carefully to avoid injury or damage. A boat full of water is very heavy, so bail first, then roll is slowly and remove it from the water.
8. If a sculler falls out, the rescue launch can stabilize the re-entry. Enter the shell directly from the water can cause splashboard damage, so if re-entry is difficult, swim the boat to shore, lying on the stern, using the shell as a paddleboard. In very cold weather, you can abandon your shell and lie on the stern deck of your buddy's boat to be taken to shore. Loss of muscle control can occur very quickly and dramatically in cold water – stern deck rescue may be your only option.
9. SHELL CAPSIZED

- a. Immediate command – “UNTIE.” Be sure that all rowers and coxswain are accounted for. Stay with the boat until assistance arrives. Follow the same procedures as for a swamped shell.
10. SHELL BROKEN AND SINKING
- a. Immediate command – ‘UNTIE’. Get out of the boat and follow the same procedures as for a swamped shell. Do not leave floating boat. Hold onto your oar and use it as a flotation device if boat sinks.
11. ANOTHER BOAT IN DISTRESS
- a. If a distress signal is seen and insufficient assistance is nearer that craft, maneuver your shell to the distressed boat. Attempt to summon other launches or stable boats with distress signal. Assist in any way that does not jeopardize the lives in your boat.
12. The launch should approach rowers in the water from the leeward side, keeping the propeller away from anyone in the water. The engine should be turned off as soon as contact with shell is made. Avoid overloading the launch
13. Shells should stay within hailing distance of the launch (or within radio contact). The launch has been outfitted to provide assistance to rower and/or the shell if needed. Most frequently, the tool box and coach’s expertise are available for small equipment adjustments or breakdowns; this allows the shell to continue rowing after a short stop. If more serious needs arise, the launch and expert are there for rapid transportation.
14. All occurrences of personal injury, property, or equipment damage must be reported immediately to the Executive Director of TRRA. Should reports of such incidents be required by any governmental authority, such reports must be filed in timely fashion and TRRA must be copied.

Section VI – After the Row

1. Return all equipment to its proper place
2. report any damages or maintenance that may be required
3. If the crew/sculler’s log indicates that you are the last one in, turn off lights and close doors.
4. Properly sign out. If you are the last one in, either hang the clipboard in reverse or return it to the inside of the bay.

Section VII – Miscellaneous

1. General Behavior and Care of Facilities
 - a. In order that the facilities may be available for the continued enjoyment of all, center users are expected to treat the premises and equipment in a responsible manner and be duly considerate of other Center users and their guest.
 - b. For example:
 - i. Refrain from the use of foul language, excessive noise or discourteous behavior
 - ii. Return equipment to its proper location, wipe down boats, blades, ergs after use
 - iii. Report damage equipment, missing parts, or need repairs on the Damage/Maintenance Report in the bays and file with the Director immediately.

- iv. Assist in maintaining the appearance of the grounds by properly disposing of rubbish and by leaving the indoor premises in proper condition.
 - v. Each crew is required to perform their assigned cleaning task on a weekly basis. The boathouse keeper is responsible for overseeing the cleaning routines of the crews.
- c. Security:
- i. The Boathouse Keeper is responsible for overseeing the security of the boathouse. The cooperation of all rowers and especially coaches and crew leaders is critical to the protection of the facilities and equipment.
 - ii. Only persons specifically authorized shall be allowed access to storage bays and/or other boathouse areas. These persons must comply with current keyholder procedures and security access codes and are responsible for the security of any area which they have had access (including locking and unlocking doors). This responsibility may not be delegated to an unauthorized person. Failure to observe this rule will result in the loss of authorization.
 - iii. keys and access codes to TRRA storage bays may be given to the following:
 - 1. those renting space in the bay
 - 2. crew leaders/coaches
 - 3. certified scullers
 - 4. Member of the Board of Directors
- d. Qualified Launch Driver, Shell Reservation Log
- i. TRRA launches may be operated by a qualified launch operator only. Indicate the operator on the crew log sign-in/sign-out
 - ii. Any damage or maintenance required on the launch must be indicated on a Damage/Maintenance Report form.
 - iii. All TRRA shells must be reserved by way of the reservation system.
- e. Parking
- i. Parking for rowers, guests, and all users of the boathouse facilities is in the small lot on the right hand side of the boathouse and in the lot near the tennis court (follow road under RR Bridge). Cars parked after 7:00 a.m. on weekday mornings in the large lot on the left hand side of the boathouse or in the lot across the street may be towed.