

**Members Handbook
Lemon Bay Crew Club**

September 2006

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Section 1. General

1. These rules govern all activities pertaining to the Lemon Bay Crew Club and are binding upon all persons involved with the club.

2. Failure to comply with these rules may result in complete or partial loss of membership privileges, without refund of dues or the like, or any part thereof. Ultimate authority for rules enforcement resides with the Board.

3. Rowing Site users must be either:

- a. Members in good standing of the Lemon Bay Crew Club
- b. Members of crews and individuals authorized by the board of the Lemon Bay Crew Club to use the site
- c. Participants in a program authorized by Lemon Bay Crew Club
- d. Guest Rowers: Visiting rowers, in good standing from other clubs, may row with Lemon Bay Crew Club one time as a matter of reciprocal courtesy. If rowing singles, guests must be accompanied by a full member. Guest rowers must sign a release of liability and certify membership in their club before entering any Lemon Bay Crew Club boat. Guests rowing private boats must sign a release of liability before rowing a private boat stored in Lemon Bay Crew Club's rowing site at Indian Mound Park.

4. All Rowing Site users must be members of US Rowing, with either a Basic Membership or a Championship Membership.

Section 2. Membership Responsibilities

1. Volunteer Service

Lemon Bay Crew Club is a group of people working together to make rowing accessible, affordable and fun. We exist due to the wealth of talent and energy of our membership. In order to keep operating, all members are requested to contribute service hours throughout the season. Whether it is a work party for grounds cleanup, coxing, equipment maintenance, fundraising or special events, it is the responsibility of every member to contribute to the enrichment of our organization both on and off the water. Don't worry about not knowing what to do, we'll teach you. Volunteer and service opportunities are announced regularly throughout the year. All members are requested to volunteer 24 hours per year.

Section 3. Boatyard Rules

1. Safety

- a. The **first priority** of every coach, coxswain and individual rower is the **safety of the crew** on and off the water. The **second priority** of every coach, coxswain and rower is the **safety and proper functioning of all rowing equipment**.

2. Bad Weather

- a. All Lemon Bay Crew Club Rowing programs will be cancelled when weather conditions are considered unsafe. Unsafe conditions may include dangerously high winds, lightning, fog or other similar situations. Because weather patterns that may affect rowing safety are unpredictable and subject to sudden change, the decision to go on the water may not be made until the actual scheduled start time of the session. If the conditions are questionable, the crew will be polled. If any rower finds the conditions unfavorable, the row *will be cancelled*.

3. Equipment

- a. Equipment broken or requiring repair/maintenance must not be used. Deliberate use of such equipment will initially result in an official warning from the club president. Repeated use of such equipment will result in an official warning or temporary suspension of membership or membership termination by the Board of Directors.
- b. If boat damage occurs at any time (from the time the boat is taken, to the time it is returned) it must immediately be returned to the boatyard, put back on the racks, marked with caution tape and reported to the Chairman of the Maintenance Committee.
- c. All crewmembers are required to help carry boats to and from the water. The minimum number of people to carry a sweep boat is the number of sliding seats in the boat. A tool kit and whistle will be carried onboard the shell. Two people must carry club singles to prevent injury to the person or damage to the boat.
- d. Boats and boat equipment must be washed down thoroughly after each use, and properly secured prior to departing the boatyard. Seats, wheels and tracks should be washed free of dirt and sand. Hatch covers should be opened after hosing the shell. Club singles with covers should be dried before replacing cover.
- e. When taking a boat out, the coxswain is responsible for logging the departure in the logbook. The entry should include date, crewmembers, boat, direction the boat will be headed and estimated time of return. Upon return, note in the logbook, incidents or repairs that are required and notify the chairman of the maintenance committee.
- f. See Appendix B for Maintenance Schedule.

4. Grounds

- a. Personal belongings left at the boatyard are at the risk of the member. Lemon Bay Crew Club is not responsible for any lost or stolen articles. Leave valuables at home.
- b. Members and guests are expected to pick up after themselves & dispose of trash.

- c. All members are expected to treat other members and bay users with respect at all times.
- d. Proper rowing etiquette and appropriate behavior is expected at the boatyard at all times.
- e. Crews removing boats from the yard to the water have right of way over crews bringing boats ashore. One person needs to take responsibility for coxing the boat to or from the water. The remainder of the crew should be silent and respond to those commands.

5. Launch

- a. The launch is only for use during club-sanctioned programs.
- b. Before sunrise and after sunset, the launch must have a red/green bow light and white stern light.
- c. Coaches and/or individuals approved to be onboard the launch must have signed waivers and swim/medical certifications on file. They may be required to retrieve someone from the water in an urgent or emergency situation.
- d. A first aid kit, life saving equipment and a tool kit will be carried onboard the launch.
- e. Availability of a charged cell phone on the launch is encouraged, for your safety.
- f. The launch operator must be trained in its operation.

6. Shell Storage Space

- a. All members are encouraged to use club boats and equipment.
- b. Club boats will have priority for space over private boats.
- c. The goal of the club is to utilize as much of the storage space as possible for actively rowed boats.
- d. Private storage for boats is limited to club members due to space constraints. The charge for private boat storage for a single shell is covered under Section 5 paragraph 4.
- e. Individuals desiring storage for other types of boats may submit a written request for consideration to the board.
- f. Lemon Bay Crew Club is not responsible for damage or loss of equipment stored at the boatyard.

Section 4. Safety

1. General Safety

- a. Above all, use caution and “common sense”. Water and weather conditions can change quickly and depending upon the amount of experience you’ve had out on the water, this poses potentially dangerous problems.
- b. Though life jackets are strongly recommended for everyone, they are only required for participants in the junior, learn to row, and novice programs. Life

jackets will be carried aboard the accompanying launch and must be with these rowers at all times.

- c. Scullers are expected to demonstrate basic sculling skills to a certified coach or learn to row instructor. Scullers should row with a buddy for safety reasons, whether or not accompanied by a launch. Scullers rowing a club boat are required to row with a buddy. Any sculler rowing their own private boat and choosing to go out alone does so at his/her own risk.
- e. Do not row in dangerous weather conditions. See Section 3 paragraph 2 for further explanation.
- f. No club boats are to be rowed in the dark unless boat lights are attached and illuminated.
- g. Cox-less shells may be on the water from one-half hour before sunrise to one-half hour after sunset. Cox-less sweep shells may not cross the intracoastal without a launch.
- h. Coxed shells may cross the intracoastal without a launch from sunrise to sunset.

2. Water Conditions

- a. Check the condition of the bay (glassy, light chop, moderate chop, rough, white caps/swells). **DO NOT ROW IF THE WATER IS ROUGH OR IF WHITE CAPS OR SWELLS ARE PRESENT.**
- b. Regardless of the tide level, be watchful for shallow areas, oyster beds, etc.
- c. Conditions on Lemon Bay can change rapidly; watch for any change in the weather conditions (wind, cloud cover, etc.). If in doubt, do not launch. If you are already on the water, use any means to protect yourself from adverse weather conditions and immediately head towards the shoreline.
- d. Review the [US Rowing Safety Guidelines](https://archive.usrowing.org/safety/safetyguidelines) (click link or go to “archive.usrowing.org/safety/safetyguidelines”), for in-depth information.

3. Weather Conditions

- a. Use of club equipment is restricted to the following conditions:
 - (1) Use extreme caution if there are marine alerts in our area (high surf, small craft advisories, etc.)
 - (2) Do not launch when fog is present. If fog rolls in while on the water, immediately return to the launch site or nearest shoreline, if necessary.
 - (3) Exercise extreme caution during windy conditions; stay close to the shoreline if you elect to row.
 - (4) Do not launch during thunderstorms or if weather conditions indicate a thunderstorm is in the area. Newly heard lightning is a high risk. Unless it can be proven to everyone in the boat the lightning is of no threat, proceed to shore immediately and seek shelter.
 - (5) Do not row at 39 degrees or below or if there are high winds. Dress appropriately for the air temperature. Layering of clothing is recommended. Refer to the [US Rowing Safety Guidelines](https://archive.usrowing.org/safety/safetyguidelines) (click link or

go to “archive.usrowing.org/safety/safetyguidelines”), for information regarding hyperthermia, heat exhaustion, heat stroke, and hypothermia.

4. Entering and Exiting Shells

- a. Oars should be placed flat on the water, fully extended in the oarlock.
- b. To enter the shell place the inside hand on the end of the oar. Carefully place inboard foot on the center tread. Do not step on the hull. Place your weight on the inside foot, place your outside hand on the gunnel and lift your body up and over onto the seat by placing your weight on the inside foot.
- c. To exit the shell place the inside hand on the end of the oar. Carefully place inboard foot on the center tread. Place your weight on the inside foot and the outside leg over the side and lift your body up and over the side removing your inside leg once you are able to stand.
- d. See Appendix A: “Rower Guidelines”

5. On the Water

- a. The coxswain is the captain when rowing. He or she is responsible for the rowers’ safety. Therefore, proper rowing etiquette is very important. Rowers should have their attention focused on the cox and no one but the cox should be talking.
- b. Shells should not be left unattended in the water.
- c. Row only in safe areas. Be mindful of other watercraft, channel markers, posts, debris, sea life, boat traffic moving into or out of marina entrances or canals, and docks.
- d. Stay clear of powerboats, jet skis and other recreational craft.
- e. It is recommended to have drinking water with you to maintain a high fluid level. Sunscreen and hats are recommended for your safety and comfort.
- f. Refer to [US Rowing Safety Guidelines](http://archive.usrowing.org/safety/safetyguidelines) (click link or go to “archive.usrowing.org/safety/safetyguidelines”) for additional information including the following emergencies:
 - (1) Man overboard
 - (2) Rower injured
 - (3) Shell damaged but afloat
 - (4) Shell swamped
 - (5) Shell capsized
 - (6) Shell broken and sinking
 - (7) Another boat in distress

Section 5 - Membership

1. Categories of membership. The following memberships are available for individuals.

- a. Full Member. Must be over the age of 18. Members in this category are full participants in club activities and use of equipment. They are voting members.
 - b. Associate Member. Must be over the age of 18. Participate in non-rowing activities. They may assist at regattas or club functions. They promote the sport of rowing and enjoy social activities. They are non-voting members.
 - c. Family Member. Available for multiple family members joining the club. There must be one full member in the club. They are non-voting members.
 - d. Monthly Member. Must be over the age of 18. Members in this category may participate in club activities and use of equipment based on availability. They are non-voting members.
 - e. Clinic Participants. See separate Clinic Policy.
2. To maintain membership in good standing, members must:
- a. Pay Lemon Bay Crew Club dues for the current year
 - b. Have satisfied the swimming requirement if an active rower, coxswain, launch operator or water volunteer
 - c. Have completed the required annual waiver and participation forms
 - d. View the safety video annually. It is available online at:
<http://www.usrowing.org/Safety/SafetyVideo>
 - e. Comply with the Lemon Bay Crew Club policies and procedures and By-Laws.
 - f. Members are expected to donate a minimum of 24 volunteer hours to the club each year
3. A voting member is a member in good standing, as defined by Section 5 paragraph 2 above.

4. Fee/Dues Structure

Initiation/Rejoin Fee	\$0. May be waived if you have just completed Learn to Row classes with Lemon Bay Crew Club
Full Member	Annual Member - \$420 per year payable annually or quarterly in advance. Seasonal Member - \$275 for up to 6 months (with option to extend at \$35 per month).
Monthly Member	\$100 per month
Associate Member	\$0
Family Member	Annual member - \$600 per year (\$50 per month for 2 family members residing at same address as full member. \$25 per month

for each additional family member. Available to Full Annual Members only.

Cox only Member	\$0
Learn to Row Program	\$140
Novice Program	\$110 plus applicable membership dues as outlined above
Private Boat Storage	\$10 per month for members in good standing
Non-Member Rowers	\$0 Adult Rowers (over 18) may row as a guest in a sweep boat 1 (one) times per year \$25 per month: College students (18-22) on vacation break may row in sweep or singles based on availability.
Clinic Participants	Special membership available for clinic participants. See separate Clinic Policy.

Notes: Fees/Dues do not cover the cost of coaching, regattas, etc. Fees are borne by participants. Scheduling of sweep seats and singles will give preference to Full Members.

5. Learn to Row Program

- a. The objective of the learn to row program is an introduction to the sport of rowing, use of equipment, and commands. Basic sweep techniques, safety and handling of rowing equipment are emphasized. The program length is 18 hours.
- b. Learn to row participants must have a coach and launch on the water with them at all times.
- c. Proper boatyard etiquette, respect for other rowers and users of the bay is expected.
- d. Upon completion of the learn to row program, graduates are invited to become full members and to progress into the Novice Program.

6. Novice Program

- a. The novice program is designed specifically for members who are graduates of the learn to row program and seek to pursue the sport further. This class will continue honing newly developed skills and teach development of additional skills. This follow-on training is 18 hours.

Appendix A:
Rower Guidelines
LBCC maintenance department

Oars:

Protect the blade, especially the black vortex edge, from damage. Carry the oars with the blade in front of you.

Do not climb over an oar, walk around the oar.

Have clean hands when rowing, no sunscreen or gloves.

Avoid damage to the handles, do not place them in the fence.

After each row, clean the handles to remove hand sweat and debris. Use bleach only if there is concern for infection. Rinse the sleeve/collar and handles well with fresh water.

Sweep boats:

Step only on the white tape or on the deck just in front of the seat, never into the foot well. Remove mud/sand and excess water from shoes before stepping in. Do not stand inside the rigger.

Do not carry the boat by the rigger. Hands on the hull only with the weight of the boat on your shoulder.

Never put water shoes into the boat shoes, only dry socks or bare feet (not recommended). When adjusting shoes be certain they are in a detent before tightening, if they 'pop' or loosen then tighten them ASAP.

After each row the boat **outside** needs the riggers, oarlocks and navigation lights rinsed. **Inside** needs to be done with a narrow spray or jet of water to remove sand from the deck and shoe wells, the seat tracks need to be rinsed with enough water to remove saltwater and sand, as well as the shoe stretcher hardware. Salt is water soluble so use plenty of water. The shoes should be kept as dry as possible to prevent rot.

Sculling singles:

Use two rowers to transport the boat, turning the riggers vertical to avoid hitting other boats.

Avoid any pressure on the top decks when entering or exiting.

Open the hatch covers or corks after washing and don't forget to close them before putting in.

Novice rower guidelines

LBCC maintenance department

Coxswain:

Leave the flexible jumper cable attached to the coxbox.

Remove mud/sand and excess water from shoes before stepping in.

Rinse the coxbox and flashlight with gently running fresh water daily.

Report if the battery is low so it can be charged.

Be certain navigation or strobe lights are off.

Help me keep the boats working well, tell me about any problems you noticed. Even if it seems minor, tell me so we can decide if a small issue is getting worse.

Glenn Freeman
Maintenance Chairperson
glen12@me.com
(941) 473-3359 Home
(941) 223-0555 Cell
<http://lbcc.jimdo.com>

Appendix B:
Maintenance Schedule
(not including the launch)
May, 2016

Daily (after rowing):

Wash the boat with soap, then rinse with water paying attention to riggers, shoe stretcher tracks, seat tracks and wheels.

Avoid water in shoes.

Wash the plastic oar handles to remove skin oils. Soap and water routinely, but Bon Ami or similar abrasive cleaner may be necessary.

Rinse the cox box and flashlight with running, not pressure spray, fresh water.

Store the boats upside down, remove drain plugs and record or report any water in the hull.

Secure boats with tie down ropes before leaving the boatyard.

Report maintenance or repair issues.

Weekly (or after 5-7 days of use):

Charge the cox box, noting last charge or cleaning. Remove all seats, clean the wheels and tracks with soap and water. Clean the shoe stretcher tracks calling attention to any corrosion or loosening.

Monthly:

Clean the cox box connectors and note the date.

6 Months:

The maintenance chair, or designee, will schedule work days and be present for these work days. Disassemble the boat and corrosion treat metal fittings to include seat track attachment wing nuts, shoe stretchers and riggers. Steering linkages, belcranks and non-functioning hardware like cap nuts on bolts are at the discretion of the repair or maintenance department.

Expect boats to be out of service for at least 2 days during this event.

Boats not rowed do not need daily or weekly treatment, but all boats will need biannual care.

Appendix C: Rowing Schedule

Scheduling requests for the upcoming week need to be in before noon on Sunday. The information can be phoned to 941/473.2535, texted to 941.441.7133 or emailed to cjango@verizon.net.

The schedule will be sent out by 6:00 P.M. Sundays.

Posted start times- **Be prompt!** This is a courtesy to the whole crew. Arriving a little early works better for everyone. These posted times are generalized and may be adjusted to alleviate congestion.

Weekday rows- 6am in at 7:30, 7am in by 8:30

Weekend rows- 1 ½ to 2 hours- 7am in by 9am

Weekend coached rows- 2-2 ½ hours- 7am in by 9:30 to 9:45

Changes in Schedule

If you are unable to fulfill a scheduled seat- **it is your responsibility to phone around to find a replacement as soon as possible.** Then contact the scheduler with your replacement recommendation. The scheduler will send out an updated schedule. Do not depend on the scheduler to find someone for you. But call if you absolutely are unable to find someone.

Please use the phone- blanket emails get terribly confusing to follow unless they come from the scheduler.

Cold Weather/Adverse Conditions

Cold Temperatures, (per discussion and resolution at the January 2010 LBCC Meeting):
At 6pm the evening prior to a scheduled row- if the slated forecasted temperatures are 40 or below for the following morning, the crew slated on the row will make the decision to show in the morning or not. Once the decision is made- one of the members of that crew will contact the scheduler.

Fog/Rain/Wind

If at waters edge, any conditions causing concern for safety- the crew can decide not to launch. It has been a standard among LBCC, if one person feels uncomfortable and voices his/her concern, then the row is cancelled.

No Shows

Life Happens! There can be a host of reasons for missing your scheduled row, which can result in a boat not going out or going out short one rower. Please notify someone by phone or email that you are okay.

Coaches/Launches

Arrangements for coaching and for coaching launches will be handled by Cathy Spencer. Please forward requests regarding each to her.

Appendix D Rowing Routes

This links to a Google map showing where we generally row. When we row weekday mornings in the dark @ 6 AM, we row a 2+ Kilometer route marked in **yellow**. Weekend mornings we row an hour later @ 7AM and with better sunlight we row north along the shore and along Lemon Bay Park where we often see eagles, that route is marked in **red**.

<https://mapsengine.google.com/map/edit?mid=z5nYYO4Z7XIA.kA9bhBc05qSY>

