Pocock Rowing Center Member Handbook

Welcome to the Pocock Rowing Center!

Welcome! If you are reading this you are either a new, prospective, or current member of the Pocock Rowing Center, and we are excited to have your interest.

Mission

The Pocock Rowing Center is to be the premier rowing organization in the Northwest: a supportive community with a shared passion for rowing and a tradition of excellence at all levels from novice to recreational to competitive to elite to Olympian.

Who we are

The Pocock Rowing Center (PRC) is the community boathouse of the George Pocock Rowing Foundation. Started by the George Pocock Rowing Foundation (GPRF) in 1994, the PRC is a non-profit rowing center overseen by an Executive Director who is overseen by the GPRF Board. The PRC prides itself on providing opportunities for rowers of all ages and skill levels, from 12 year old juniors to 90 year old masters, and from complete novices to Olympians. A focus on “1PRC” highlights our intention of communal inclusion, activity, and involvement, allowing you to get as much out of the PRC as you put in.

The logo colors: Gold = Pantone 1255 M1, CMYK 0, 27, 100, 34; Green = Pantone 627 M, CMYK 90, 0, 75, 83.
Joining the PRC

All new members of the PRC must:

1. complete membership paperwork including GPRF and USRA liability waivers
2. pay membership dues
3. complete and submit a float test (float test is good for 3 years for adults)
4. schedule and complete an orientation to the facility
5. read the PRC Member Handbook to learn procedures and the rules

New members can join at any time and dues for all new members will be prorated based on the time of joining. Members who are returning after putting their membership on hold will be billed for the entire quarter during which they rejoin. For the most up to date process, please visit our membership page.

Contact Us

We are always happy to answer your questions and hear your ideas and opinions.

For General Information, please contact the Office by emailing: info@pocockrowingcenter.org or calling: 206-328-0778.

For Membership, Billing or Volunteer questions, please contact:
Office Manager at info@pocockrowingcenter.org

For Program, Staffing or Facility questions, please contact:
Operations Manager at programs@pocockrowingcenter.org

For Equipment Use or Maintenance issues or questions, please send a message to: equipment@pocockrowingcenter.org

For information about the George Pocock Rowing Foundation, please contact:
Executive Director at director@pocockfoundation.org or visit the GPRF website: http://www.pocockfoundation.org.

For information about our Outreach Programs, including Rainier Valley Rowing and Erg Ed, please contact: director@rowtothefuture.org

For all PRC info you can also check out our website: http://www.pocockrowingcenter.org.
Code of Conduct

The George Pocock Rowing Center’s reputation depends on our ability to do the right thing, even when it isn’t easy. This Code of Conduct is a collection of rules and policy statements intended to assist Members of the Center in making decisions about their conduct while using or representing the Center or its programs. The Code is based on our understanding that no one should ever sacrifice integrity, or give the impression that they have, even if they believe it would help the PRC.

The Code applies to all members of the PRC. You are required to comply with the terms of the Code of Conduct as a condition of your continued membership at the PRC. Some provisions of the Code continue to apply after a relationship here has ended.

If you violate the Code of Conduct, you may be subject to disciplinary action, including termination of membership. The PRC prohibits retaliation of any kind against members or employees who have made good faith reports of violations of the Code of Conduct. Report violations to the Executive Director, the GPRF Board, or any member of the Management Committee.

The Code of Conduct serves as a reference for decisions in a variety of circumstances. No rulebook can anticipate every situation.

- Obtain, use, and share confidential information about PRC members, and staff only as needed.
- Use the PRC’s assets, including voicemail and e-mail, for the conduct of PRC business and in a manner that does not reflect negatively on the PRC or its members.
- Conduct your personal business and other activities in such a way as to ensure that your interests do not conflict with the interests of the PRC.
- Members and employees shall not have any direct or indirect financial interest, except a remote interest, in any contract, purchase of materials, or activity financed from PRC funds.
- In the event that a transaction gives the appearance of a conflict, the member or employee shall provide a complete and transparent accounting of the transaction to the Executive Director or GPRF Board upon request.
- Members shall take no private actions that will compromise the GPRF Board, Management Committee, or Executive Director.
- It is considered a gross violation of this Code of Conduct for any member or employee to request or receive, directly or indirectly, anything of value for or because of his or her vote or influence with respect to any act or proceeding of the PRC.
- Gifts and entertainment provided for employees and management by members, parents, and others doing business with the PRC are generally discouraged.

When in doubt about a situation, discuss it with the Executive Director, the GPRF Board, or a member of the Management Committee.

Infractions and Discipline

The PRC is a Membership organization run on the basis of trust and individual responsibility for one's actions. Coaches, PRC staff, elected leadership (including elected Junior leadership), or parent chaperones are not 'looking' for behavioral problems, however if, through their own behavior, a Member calls attention to themselves, then supervisory or disciplinary action may be warranted. Failure to follow Safety and other House Rules, boat and launch lighting rules, and other policies and rules can be grounds for discipline including forfeiture of rack space, suspension of member's privileges, coaching privileges, or expulsion from Membership in the PRC.
Depending on the severity of an infraction, the Executive Director and the GPRF Board have a variety of disciplinary avenues. Each case will be treated individually. In general, management will follow a progressive system ranging from warnings to termination.

- PRC Members, coaches, professional staff, elected leadership, including elected Junior leadership, or parent chaperones may issue numerous verbal warnings that will not initiate progressive discipline;
- However, if a coach, staff member, parent chaperone, or elected leadership determines that an act is worthy of a higher level of discipline, they will write a report and submit it to the Executive Director. If the Executive Director concurs, the report will be logged and placed in the Member's file as a Documented Offense, and in the case of a Junior Member, notification of the action to the Member's parents;
- A first documented offense will be a verbal warning, including the explanation of the documentation;
- A second documented offense or, at the Executive Director's discretion, the first of a material nature, may lead to a suspension of membership privileges for a period of up to 2 weeks. Such a suspension may result in non-participation in practice and/or attendance at regattas;
- A third documented offense may entail suspension of all PRC membership privileges for a period not less than one month. In the case of a member of the Junior Program, a third offense may lead to removal from the team and expulsion from the PRC;
- A fourth documented offense may be grounds for termination of membership and privileges;
- A suspension or expulsion will not generate any refund of dues or fees paid or suspension of any amount due;
- If a Junior athlete is suspended or expelled while at an away event, and is directed to return home, such travel will be at the expense of the athlete or the athlete's parents.
- The Executive Director will be the primary agent of discipline. A member may appeal the Executive Director's decision to the Management Committee or GPRF Board. Decisions of the GPRF Board are final.

Membership

All users of the PRC are members or guests. The PRC has four main membership options depending on age and involvement.

**Full Membership:**

Full membership is for all members who use both the fitness and facility aspects of the PRC as well as row with club or private boats. All full members have a vote in PRC elections.

Benefits:

- 24/7 Access to the Center*, workout facilities, and locker room.
- Club boat access
- Access to PRC Programs
- Private rack space eligibility
- Access to special member events
- Free parking at the Center
- Voting rights in PRC elections
Discounts to Full Membership:

- Annual
- High Performance Team Athletes
- Age-Discount/Youth Membership (25 and younger*)
  - Members under 18 must have supervision when using fitness center or club equipment
- Family (all members at same address)
  - Each adult gets a vote, up to two adults/family
  - Members under 18 must have supervision when using fitness center or club equipment

Fitness Membership:

Fitness membership is for individuals who only wish to use the fitness facilities of the PRC. They have access to all workout equipment, the locker rooms, and club events. They do not have access to use either club or private boats. Fitness members have a vote in all PRC elections.

Benefits:

- 24/7 Access to the Center*, workout facilities, and locker room.
- Access to special member events
- Free parking at the Center
- Voting rights in PRC elections

Junior Team Membership:

Junior Team membership is seasonal, based on paid registration in the current season of the PRC Junior Team (spring; summer; fall; winter). Junior Team members may use the fitness facility and club equipment only during regular PRC Junior Team practice or when supervised by a PRC Junior Team coach.

Supporting Membership:

Supporting membership is for those that are unable or choose not to use PRC facilities, but still want to remain active and support the PRC community.

Benefits:

- Remain an active member
- Receive newsletters and PRC updates
- Access to all member events

Life Membership:

Life membership is reserved for the purpose of honoring people who shall have been of lasting and outstanding service to the PRC or to the sport of rowing in the Northwest.

* 24/7 Access to the PRC is gained through individual access codes generated during the processing of new member paperwork. These individual access codes are computer-generated and it may take up to 10 business days for a member to receive a personalized code; in the interim, the new member may be given a temporary access code to use. Members may have a lack of access to the PRC from time to time, due to the rental of the PRC for private events. During these times, the PRC will not be available to its members. Events are intentionally scheduled to not conflict with regular boathouse usage times, but moving equipment out for events may affect these time periods.
Event rental and membership

Any Member renting the PRC or any part of it pays a discounted rate equal to the regular weekday rate, regardless of what day it is rented for.

Member Communication Responsibilities

All members of the PRC are responsible for staying current with happenings at the PRC via reading emails, newsletters, postings, and checking of the website. When joining the PRC, you will be added to our mailing list, from which you’ll receive our newsletters and other updates. We will never give your contact info out without your permission. We try to disseminate information in multiple ways to ensure all members are made aware of events and issues. We need your support to have an informed membership.

Membership Pricing

All prices for membership and PRC programs can be found through the membership page.

Payment Policies

Dues and Fees

The primary source of PRC funds are the membership dues and usage and program fees. The prompt payment of the dues and fees provide for the economic health of the organization. The club’s fiscal year runs from January through December. All continuing annual membership dues and fees will be billed in December, and invoices for annual members will be due January 31st. Members who choose to pay quarterly will be billed the month prior to the quarter-end. Quarters start January 1, April 1, July 1 and October 1.

All Payments are due upon receipt of invoice, and become delinquent 30 days after the invoice date. If payment is delinquent after 30 days, a $10 or 5% of the invoice total (whichever is greater) late fee will be added to the invoice. If payment is 60 days overdue, another 5% will be added to the invoice and membership in addition to boat usage will be suspended until payment is received.

Membership dues, rack fees, locker fees, boat usage, program fees and all other assessments are set by the Executive Director and the GPRF Board during the budget process prior to the start of each fiscal year.

Fee Basics

Memberships are yearly memberships. You may pay in one lump sum or quarterly. If you choose to pay in full at the beginning of the year for full membership, you will receive a 5% discount.

Pro-rating Policy for Mid-year Membership and Programming

If you are a new member of the Center and join mid-year or mid-quarter, we will prorate the cost of your membership and any program or team fees to the nearest month.

Pro-rating Youth and Fitness Memberships

Youth (25 & under) and Fitness Memberships are available on a monthly basis, This rate cannot be prorated to less than one month. The quarterly membership rate is still available for those members who wish to retain membership for an entire quarter.
Payment Methods

Payment for membership can be made by cash, check, or VISA/Mastercard; some programs may have online registration with an option to pay with PayPal. If you prefer, you may put a credit card on file to be charged automatically each quarter. These cards will be charged on the 7th day of each quarter or the next business day if the 7th falls on a weekend or holiday.

Alternative Payment Options

If you require alternate means for payment, please contact the office to discuss specific individual payment options.

Placing Membership on Hold, Cancellation of Membership or Change of Membership Billing

Members who choose to suspend or cancel their membership must notify the office in writing (letter or via e-mail) in order to place a timely and accurate hold on, or cancellation of, membership. A member who fails to notify the office of a change in membership status (membership on hold, membership cancellation, or program participation change) and who doesn’t pay membership invoices will be regarded as being delinquent of payment and may be subject to pay the entire balance of their unpaid invoices.

To change your billing (dropping or adding rack spaces or program and/or usage fees) we must receive the request 10 days before the end of the quarter or you will be charged for half of the next quarter.

Refunds of Dues and Fees

A member may request a refund of dues for any reason. The amount of the refund will be based on the following guidelines:

- For members who paid annual dues or rack, locker, or boat usage fees by January 31st:
  - 50% refund if the request is received before April 30th
  - 25% refund if the request is received before May 31st
  - 0% refund if the request is received after May 31st

- For members who paid quarterly or prorated dues or rack, locker, or boat usage fees:
  - 0% refund

Membership Dues refunds will be granted with the understanding that the member is resigning from membership and will immediately vacate the assigned rack space(s) and empty locker(s). Anyone wishing to re-join the club who has resigned under these circumstances will be subject to all the procedures and fees applicable to any prospective new member, but membership for a returning member will not be pro-rated mid-quarter.
Refunds of Program Fees

A member may request a refund of program fees for any reason, however because program costs are 'front-loaded', i.e. purchases and staffing commitments are made in advance, there may be no refund or a limited refund:

- Programs run by Members, such as the Private Clubs or the PRC Masters Men, set their own program fees and refund policies;
- Programs run by the PRC such as the PRC Junior or Masters Women's program, PRC-based fitness programs, PRC Intermediates, PRC-based Camps, or PRC Learn to Row programs will observe the following guidelines:
  - Program Fees are due and payable at the start of the program or season.
  - Participants who commit to participation, but do not pay in advance, will be invoiced and expected to pay unless a written notice of cancellation and request for a refund are received at least 1 week prior to the start of the program;
  - Cancellations & requests for refunds received at least one week prior to the start of the program will receive 100% refund unless stated otherwise in registration materials;
  - Cancellations & requests for refunds received after the start of a program, but within one (1) week of the start of the program may receive a 50% refund unless a program specific cost policy that modifies the cancellation request period is included in the registration materials;
  - Cancellations & requests for refunds received after the start of a program, but after one (1) week of the start of the program will receive no (a 0%) refund unless a program specific cost policy that increases the cancellation request period is included in the registration materials.

Service Hours

As the PRC is run for and by its members, we require 10 hours of service towards the PRC from all members per year. There are many ways to fulfill the member Service Hours, including:

- working at our two annual work parties in the Spring and Fall;
- serving on a committee;
- serving as a captain of the PRC Men’s or PRC Women’s Competitive Masters teams for at least half a calendar year;
- helping with programs such as our adult Learn to Row programming;
- volunteering at Ergomania!
- helping at the 1PRC Auction
- completing other tasks and odd jobs (please ask the Office Manager for a listing of other volunteer tasks).

Service hours are recorded by sending an e-mail to our Office Manager (info@pocockrowingcenter.org) with your hours and task. If you choose, you may opt out of service hours at $10/hour. If you join the PRC mid-year, your hours will be prorated accordingly (5 hours per 6 months).

Guests

We welcome two types of guests at the PRC:

1. Guests of PRC Members
2. Guests of the PRC (Individuals who are not sponsored by a PRC member)

Guests of PRC Members
We recognize that our members may want to bring a visiting guest to the boathouse as a way to build community among rowers or as a way to introduce our boathouse to a prospective new member. As a way to thank our members for their continued support of the PRC, we waive the typical guest fee for these occasional Member-sponsored guest visits.

Member-sponsored guests are subject to the following rules:

- The PRC Member sponsoring the guest must accompany the guest to the facility and the guest is only permitted to use PRC facilities and equipment when accompanied by the sponsoring PRC Member;
- The PRC Member sponsoring the guest is responsible for all charges, including Club boat usage ($10/day) or launch fees ($10/day);
- The PRC Member sponsoring the guest is responsible for any damage caused by their guest;
- The PRC Member-sponsored guest is expected to follow all PRC procedures and rules as laid out in this Members' Handbook;
- The PRC Member-sponsored guest is permitted to use the facility or row two times in any season, after which they will be expected to join the PRC and pay for membership;
- The PRC Member-sponsored guest is not permitted to operate a launch;
- The PRC Member-sponsored guest must sign a liability waiver prior to use of the facility or rowing equipment;
- PRC members who wish to train for a race with a non-PRC member and use PRC equipment and facilities must request written permission from the Operations Manager or Executive Director before starting training. Permission will generally be granted, provided: 1) the usage does not conflict with other PRC programs, PRC member use or enjoyment; 2) the appropriate fees are paid; and 3) the race entry is a Composite entry, listing the Pocock Rowing Center as an affiliation.
Guests of the PRC (Individuals not sponsored by a PRC Member)

We recognize that individuals visiting from other rowing communities may want to use the PRC fitness center or equipment for a limited duration. We are happy to accommodate Guests of the PRC as we are able.

Guests of the PRC are subject to the following rules:

- The Guest of the PRC is responsible for all charges, including guest fee ($5/day), Club boat usage ($10/day) or launch fees ($10/day);
- The Guest of the PRC is expected to follow all PRC procedures and rules as laid out in this Members’ Handbook;
- The Guest of the PRC is required to have a GPRF liability waiver on file;
- The Guest of the PRC is permitted to use the facility or row only with permission from the Operations Manager or Executive Director;
- The Guest of the PRC is permitted to use PRC Club boats ONLY with approval from the Operations Manager or Executive Director;
- The Guest of the PRC is not permitted to reserve equipment in the Reservation Book;
- The Guest of the PRC is not permitted to operate a launch;
- The Guest of the PRC must sign a liability waiver and pay the appropriate fees ($5/day guest fee; $10/day for Club boat use; $10/day for launch use) prior to use of the facility or rowing equipment.

Common Sense

The PRC policies cover many areas of safety and many house rules, however the MC expects everyone – Members, Coaches, Staff, Guests, Juniors and Adults, Rowers, Scullers, and Coxswains alike – to use Common Sense in applying safety procedures and rules in situations that are not covered, or if needed, to recommend alterations to these policies when safer and better solutions arise.

- Know yourself, those with whom you row, and the conditions;
- Be observant of all conditions, especially weather/water conditions;
- If in doubt about whether or not something is safe, it probably isn’t;
- Be aware of the risks at all times, be observant of changing conditions, consider the state of the equipment and know your and your crew’s ability;
- Follow the rules about lighting and safety on the water and in the boathouse;
- Know necessary phone numbers (911), and the location of University Hospital;
- Following safety rules and proper procedures can increase the chances that if anything does go wrong, it will be more of an inconvenience than a disaster.
- The PRC has implemented the following policies to help Members, Coaches and Staff make informed decisions and better ensure the safe practice of our sport and the use of our building.
Safety

The first priority of all Members is the safety of all persons on the water and on land. The second priority of all Members is the safety and maintenance of all rowing equipment. The third priority of all Members is the safety and maintenance of the PRC building and its equipment. Failure to follow PRC Safety policies can be grounds for suspension of member privileges or expulsion.

Lighting:

- All boats rowing out of the PRC should have Coast Guard approved lighting when operating before sunrise or 1 hour before sunset.
- Coast Guard approved navigational lighting includes a combination or separate bright red and green sidelights mounted at the bow of the boat and visible for at least one (1) nautical mile from the side of the boat, and a bright white light mounted at the stern and visible for at least one (1) nautical mile for 360° around the boat or at least from the sides or behind the boat.
- Lights are required for all club boats (including launches) that are launched before sunrise or plan to dock after sunset. Lighting must consist of a bow light (red/green) and a stern light (white).
- The PRC does not provide lights for its club boats -- these must be provided by the members/programs using the boats.
- Inadequate lighting including weak or poor batteries, or missing or broken lights represents one of the most significant safety concerns in the waterway. People without adequate lighting are a problem for other boats on the waterway that may be properly illuminated. Poor or no lighting can result in severe injuries and even death for people involved in a collision, not to mention property damage to boats and equipment.
- If lighting fails or becomes lost or disabled during a practice, the boat must immediately return to its boathouse and replace/repair the lighting.
- Coaching launches operating in low or no light periods should carry spotlights sufficient to illuminate hazards at 80-100 yards in front of shells in a practice, with power supplies that are sufficient to last for the duration of a practice. The PRC provides spotlights for safety launches; these spotlights are located in the maintenance room by the cox boxes.
On the Water

- Traffic Patterns: All rowers launching from the George Pocock Rowing Center must follow the traffic patterns in the Lake Washington/Ship Canal waterway. A detailed description of the general rules and guidelines for waterway traffic can be found below.
- No PRC club 4+, 4-, 4x, or 8+ shell may be taken without the presence of a PRC launch.
- Bad Weather: All PRC programs will take place as scheduled (indoors if necessary) regardless of the weather conditions outside. Unsafe conditions may include dangerously high winds, lightning storms, or other similar situations. Because weather patterns which may affect rowing safety are unpredictable and subject to sudden change, the decision to go on the water will not be made until the actual scheduled start time of the session.
- 4 Oar Rule: During particularly cold weather the Operations Manager, Executive Director or the Chair of the Management Committee may invoke the "4-Oar Rule" without warning. Invocation of the 4-Oar Rule means that NO PRC club 1x or 2- should LAUNCH FROM the PRC until the 4-oar rule is rescinded. It applies to PRC boats and is highly recommended to private boats. We have doubles, fours, quads, and eights to get you through the cold weather, though fours, quads and eights require a coaching launch. The 4-Oar Rule is in effect when the 4-Oar Card is placed in the window of the 3 exterior man doors, the door from the 2nd floor to the boat bays, and on the bay door window adjacent to the log-book. Violation of the 4-Oar Rule can result in suspension of rowing privileges. This is a rule instituted for our membership's safety. We have a large exercise room with ergs, bikes, weights, and land-training classes to keep our members fit during these brief interludes when it is not safe to row.
- Buddies: It is STRONGLY RECOMMENDED that ALL boats not accompanied by launches go out with 'buddies' – i.e. another boat of comparable speed, and that the buddies remain together throughout the workout.
- Clothing: It is recommended that all scullers and at least the bowman in team boats wear light-colored, highly visible tops or jackets to improve visibility by other rowers/boaters on the water. High visibility yellow wind jackets or fluorescent cycling or crossing-guard vests are an option for early morning or late evening rows.
- Bow Balls: Every boat must have a firmly attached ball of not less than 4 cm (1.5 inches) diameter on its bow. Where the construction or nature of the boat is such that the bow is properly protected or its shape does not represent a hazard then this requirement need not apply. If you are planning to use a PRC-owned, club boat and observe that the bow ball is damaged or missing, do not row that boat and please post the damage to our Equipment Maintenance board located on the main level between the locker rooms.
- Heel Restraints: Heel restraints and “quick-release” mechanisms must be in proper and effective working order in all boats equipped with fitted shoes. These restraints should not allow the heel to lift more than 5cm (2 inches).
- Buoyancy: Bow and stern compartments must function as individual buoyancy compartments and must be checked annually to ensure that they will function as intended. Boats should meet minimum flotation requirements sufficient to support a swamped boat and its crew, with the top of the seats being no more than 5 cm below the surface of the static waterline.

Boat Handling

Prior to taking out a boat independently members must demonstrate a thorough understanding of boat handling rules and boathouse etiquette to a coach or appropriate office staff member via successful completion of the "club boat use test."

Before taking any club boat out independently, a member must:
• Be qualified to take out or row in the boat in question; the member may be asked to demonstrate taking the boat off the rack, placing oars in, leaving and returning to the dock safely, demonstrating knowledge of the proper traffic pattern; properly returning the boat to the rack; and possibly a flip test.
• Make sure the boat and oars you are taking out is indeed a club boat and club oars and not a member's private boat or private oars (ask someone if you're not sure).
• Check the Reservation Log to make sure someone else doesn't have that boat reserved for that time or to see when the next reservation is so you can have the boat back to the boathouse in time.
• Check to ensure that there is not a "No Row" tag on the boat;
• Visually inspect the boat for signs of damage or wear which need repair -- don't take a boat out if it may need repair, and if you find unreported damage, write up a note on the Equipment Maintenance white board located between the locker rooms;
• Verify that you have proper lighting in good working order if you will be on the water before sunrise or after sunset. Proper lighting at a minimum includes red and green bow lights and a white stern light;
• Lighting should be affixed to the boat, tested, and confirmed to be in good working order before embarking on a row when lighting is required;
• Verify that you are properly clothed and prepared (safety whistle, etc.) for the conditions;
• Loosen stretchers and prepare yourself and the boat for a quick, efficient launch so as not to impede the progress of others wishing to go out. Be considerate, and PLAN to get on and off the dock quickly;
• Sign the boat out in the Boat Logbook. (Private boats must also be logged out and in).
Traffic and Waterway Patterns

Below is the waterway pattern for rowing around the Pocock Rowing Center. More in-depth details include race courses and rowing pattern specifics can be found in our Seattle Waterway Traffic Flow pdf. We highly recommend reading this file for anyone rowing on the waters surrounding the PRC.
PRC Equipment and Policies

There are three types of PRC-owned boats and the Equipment Policies apply to all PRC-owned boats. Boat types are defined in the Reservation Book, Logbook, or on the PRC Club Boat posters located on each bay door.

1. PRC Club Boats: All Full members have access to all PRC club 1x, 2x, 2- and 4x. These boats may be reserved in the Club Reservation Book and must be signed out in the Logbook prior to use; both the Reservation Book and the Logbook are located in Bay 1.

2. PRC Restricted Boats: Only PRC members who are registered for a PRC Program (PRC Masters Team, PRC Junior Team, or PRC High Performance Team) may use PRC Restricted Boats. Restricted Boats may only be used during the course of that program’s practice and under the supervision of a PRC Program Coach. Restricted 1x, 2x or 2- are identified in the Logbook and Reservation in a separate section. Members of the PRC Masters Men’s or Women’s Teams who are preparing to race the 1x, 2x or 2- at an upcoming regatta may request permission to use a Restricted 1x, 2x or 2- outside of their normal practice time by contacting the Operations Manager.

3. PRC Limited-Use Boats: The purpose of the Limited-Use Boat policy is to preserve the quality and racing lifespan of select boats in the PRC fleet. The use of these boats will be limited only to those who can demonstrate the safe use and handling of these boats. Any Full members may use the Limited-Use boats as long as they demonstrate the appropriate skills, including safe removal from the rack, safe launching and docking, safe return to the rack, and a firm understanding of the hull’s weight capacity and limitations. Limited-Use boats are may only be used after obtaining permission from the Operations Manager or Executive Director.

Launches & Eights

No eight-oared shell may go out from the PRC without a launch at any time.

Launches & Quads/Fours

No PRC-owned 4+, 4-, or 4X may go out without a launch at any time.

The only exception to this policy is the use of the Charley McIntyre 4x by members of the Charley McIntyre Rowing Club (CMRC). Members of the CMRC may use the Charley McIntyre 4x without the presence of a coaching launch; this agreement was a condition of the donation of the Charley McIntyre 4x by the CMRC to the PRC.

Privately owned hulls are allowed to go out without a launch.
Junior Supervision

No members of the PRC Junior Team may go out from the PRC at any time unless they are accompanied by either a) a launch or b) a Full PRC member in a boat of comparable speed.

Use and Care of PRC Equipment

In order to maintain our fleet of high-quality equipment, we ask that you observe the following rules when using PRC Club Boats, PRC Restricted Boats or PRC Limited-Use Boats.

- Pay attention to boat sizes. Boat crew weights can be found on the tag on the boat’s hull (PRC tag on the stern), in the Reservation Book or the Logbook. Overweighting a boat can cause serious damage to the boat and be dangerous on the water.
- Prior to taking a boat out of the rack, observe how it is placed on the rack so you can return it properly. Some boats are placed bow first, some stern first. Save yourself time and protect the equipment by noting a boat’s position on the rack.
- Do not change rigging of boats or oars (this does not include adjustment of foot stretchers or oarlock spacers). Rigging should be done only by PRC coaches after consulting the Head Coach.
- Leave shoes on the dock. Shoes carry dirt and grit which can get into tracks and wear down both tracks and wheels.
- If you take a hard-sided water bottle in a boat, wrap it in a sock or t-shirt. Hard-sided bottles rub against the hull and will wear away the carbon fiber.
- Report all equipment damage by writing it on the Equipment Maintenance white board located between the locker rooms or email info@pocockrowingcenter.org.

Logbook

All boats launching from the PRC must be signed out and in again in the logbook with the name of the hull, rack location, time in/out and name of rower or bowseat in the boat. The Logbook is located in Bay 1.

Reservations of PRC Club Boats

PRC Club boats can be reserved by all full members for use by writing your name in the Reservation Book at the corresponding time, date, and boat you wish to use. The Reservation Book is located in Bay 1. The following rules must be followed in reserving boats:

- Reservations can be made up to two weeks in advance;
- Boats may be reserved for up to two hours at a time on weekdays and up to an hour and a half on weekends;
- If a reserved boat is still on the rack 15 minutes after its reserved time, the reservation is null and the boat may be used by a different member;
- Selected boats may be blacked out at times due to specific PRC program use. Please use the other club boats at these times;
- You can only reserve the same boat three days a week, though if it’s available, you may use the same boat 7 days a week;
- If you have any concerns about reserving boats or scheduling conflicts, please contact the PRC Operations Manager;
- To reserve any PRC-owned boat (including club boats, restricted boats, or limited use boats) for travel to or competition at a regatta, please contact the Head Coach (also, see “Regattas: Equipment and Trailer Use” section for more information).
Remember you need to sign all boats in and out in the Logbook (located in Bay 1).

Dock Protocol
Dock Etiquette calls for rowers to get on and launched from the dock as quickly as possible. Be considerate of others, and PLAN to get on and off the dock quickly.

Launching:
- Oars and sculls should be taken to the dock or rack immediately before taking the boat down. Sweep oars should be placed in the oar rack; sculling oars may be placed on the dock
- Cox boxes and any other electronics should be tested and confirmed to be in good working order before embarking on a row
- When possible, small boats like 1x, 2x and 2- should launch from the angled dock rather than the long dock
- All crew members are required to help carry boats to and from the water
- At least one member of a crew should hold the boat while others collect oars
- Shove off as quickly as possible, and row your boat to a position OUT of the channel before you stop to tie-in
- If you discover breakage or missing equipment, take the boat out of the water and put it back on shore in slings and make the repair
- Crews and coxswains should remain vigilant and aware of any obstacles that might impede progress to or from the dock (riggers on boats on racks, lifts, slings, other crews waiting in line, etc.)
- Boats returning to the dock have priority over boats that are launching; if you see a boat lined up to return to the dock, wait until the boat has docked

After landing:
- Get off the dock as quickly as you can
- Return the boat to the same rack you got it from
- Wipe the boat down with a clean towel
- Visually inspect the boat for signs of damage or wear that need repair. If you find any damage—regardless of who caused it or if it’s just built up wear and tear—write a note on the Equipment Maintenance white board located between the locker rooms or email info@pocockrowingcenter.org
- Sign the boat back in in the Boat Logbook
- Report any collisions you may have had (either with other boats or with stationary objects) to the office or contact the Operations Manager. You may be asked to complete an incident report
- Put your oars away
- Put the 1xs Rolling Rack away if you were the last person to use a boat from Bay 1 or a 1x on the rolling rack.

Please note that our neighbors in Wakefield's apartment building or in the sailboats moored at the dock are sleeping in the early morning hours. Be considerate of them and keep noise to a minimum.

Regattas: Equipment and Trailer Use

Members are encouraged to participate in regattas as part of Pocock Rowing Center. All members who would like to use PRC-owned equipment for competition in local, regional, national or international regattas must:
1. contact the PRC Operations Manager to check availability of the boat/oars and to secure permission for their use
2. reserve the approved equipment in the Reservation Book
3. coordinate transportation of all equipment with the PRC Operations Manager or Equipment Manager/Boatman
4. pay fees associated with trailering equipment within 10 days of invoice receipt
5. derig/load and unload/re-rig borrowed equipment from the trailer in accordance with the timelines established by the PRC Equipment Manager/Boatman

The cost of sending trailers to regattas is borne by the Programs and Individuals who use the trailer. The cost of using the truck and trailer is to be COST NEUTRAL to the PRC. The PRC owns and maintains a truck and trailer, and the use of the truck and trailer is included in the benefits of membership. However the costs of drivers, tolls, gas, depreciation, repairs, maintenance, supplies, and any other out of pocket expenses actually incurred are collected and must be reimbursed by the users of the truck and trailer.

If the PRC takes a trailer to an away regatta, PRC members may reserve and rent space for PRC-owned and privately owned boats on a space available basis. The price of trailering is created by totaling all expenses and dividing it by number of seats on the trailer OR dividing the total cost among all users of the trailer. Invoices for all Trailer Fees will be created and sent at least one week prior to the regatta, and payment of these invoices will be expected within 10 days of receipt.

Participants in Masters Programs or team boats are responsible for allocating the cost of the use of the trailer among the users of the boats and submitting payment for their invoice within 10 days of receipt.

**Racing and Prioritization for Regattas with Limited-Entries:**

All PRC-members are encouraged to participate in racing, regardless of whether they are currently enrolled in a PRC competitive team, but several constraints exist related to PRC’s participation in limited-entry regattas. Entry to these races requires winning a new entry in the selection lottery and/or retaining a guaranteed entry based on prior performance. All PRC team boat entries for limited-entry regattas will be entered by PRC staff (for this purpose, the term “team boat” refers only to 4+/-, 4x, and 8+), are the collective property of PRC and as such, individuals cannot select lineups at their convenience. All team boat entries not entered by PRC staff remain the property of the crews in those boats and the selection process of those boats shall be determined by the crews themselves. *(Note: If none of the PRC competitive teams can and/or want to field a PRC team boat, then a selection process will be defined by the PRC Operations Manager.)*

**Regarding San Diego Crew Classic (first weekend in April) & Head of the Charles (second to last weekend in October):**
The Operations Manager will prioritize and determine which event entries will be submitted, based upon member interest. Interested members must inform the Operations Manager of their interest to compete for a PRC entry no later than two (2) weeks prior to the submission deadline of February 1 for San Diego Crew Classic and four (4) weeks prior to the September 1 deadline for Head of the Charles (HOCR). The club will communicate upcoming deadlines via e-newsletter and its website.

When the results from the selection lottery have been announced, each of the Competitive Masters teams will work to place those entries. Independent members who are not currently enrolled in one of PRC’s Competitive teams must be a full PRC member for the quarter surrounding the regatta (at least 3 consecutive months) and join the relevant team on a temporary basis at the time lottery results are announced to be considered for the racing line-up (pro-rated team or program fees will apply). Team members will be subject to selection procedures as determined by Coaching Staff. Once the line-ups are determined, the Coaches will balance the needs of the group as equitably as possible.

For HOCR, any PRC club-generated 4+/ - or 8+ entry that becomes a guaranteed entry is the property of PRC. A selection process for any guaranteed entry will be determined by the appropriate Competitive Team Coaching Staff.

**Regarding Opening Day Regatta (first weekend of May):** Opening Day is run by Seattle Yacht Club’s Rowing Committee (SYC) which requires a current “team roster” to be submitted with entries, from which all club boatings must be made. SYC defines “club” as people on the roster who row together on a regular basis, at least once a week (coxswains excluded).

The Operations Manager will prioritize and determine which event entries will be submitted for Opening Day, based upon member interest. Interested members must inform the Operations Manager of their interest to compete for a PRC entry no later than two (2) weeks prior to the submission deadline of March 10. All members that have
expressed interest and provided their DOB and USRA number, and all members currently enrolled in a Competitive Masters team, will be included on the entry submission roster. The club will communicate upcoming deadlines via e-newsletter and its website.

When the results from the selection lottery have been announced, each of the Competitive Masters teams will work to place those entries. Independent members who are not currently enrolled in one of PRC’s Competitive teams must be a full PRC member for the quarter surrounding the regatta (at least 3 consecutive months) and join the relevant team on a temporary basis at the time lottery results are announced to be considered for the racing line-up (pro-rated team or program fees will apply). Team members will be subject to selection procedures as determined by Coaching Staff. Once the line-ups are determined, the Coaches will balance the needs of the group as equitably as possible.

All disputes related to limited-entry regattas will be submitted to and settled by PRC’s Management Committee.

I. **APPENDIX**

**Windermere Cup Entry Rules:**
When you return your survey, you must attach a copy of your current team roster. The roster shall include athlete name, age (at least 21 years old), and USRA number. If your club is invited to compete, all athletes must be taken from this roster (Coxswains excluded). Rowers who belong to more than one club may only be listed on one roster at time of roster submittal.

This invitational regatta is not run by USRowing rules and definitions, but by SYC Rowing Committee. For this regatta, a “club” means people on the roster must row together on a regular basis, at least once a week. In addition, each rower must reside in the same state within which the club is registered with USRowing (Exceptions are the Vancouver/Portland area clubs). These rules will be enforced. The reason for these rules is to focus on club rowing: NOT composite boats, but the best of those members regularly rowing.
Private Rack Policy

Wait List

Our racks are often full with others waiting to get a spot. If you would like to store a private boat at the Center, please email the Executive Director at director@pocockrowingcenter.org. If all spots are taken, your email will serve as a “date-stamp” to hold your space in line on the wait-list. The wait-list order is based on a "first-come first-served" basis with all members having preference over non-members. In addition, non-members will be charged an annual fee of $25 to remain on the wait list. Some exceptions may be made under the discretion of the Executive Director.

Improved rack space

If you already have a rack at the PRC, but would like a better one, please send an email the Executive Director at director@pocockrowingcenter.org and you will be placed on our improved rack list.

Liability/Insurance on Private Boats

All private boat owners storing their shells at the PRC must sign a rack rental agreement form. It is STRONGLY recommended that members provide insurance coverage for their boats. Private boats are not covered under the PRC property & casualty policies.

Launches

Club launches can only be used for PRC programs or private lessons with office permission. Exceptions may be made, but must be run through the Operations Manager or Executive Director. In addition, only those in compliance with the Washington Boater Education program and PRC standards may drive PRC launches.

PRC Facility Use

Zesbaugh Fitness Room

The Zesbaugh Fitness Room is currently divided into two sections, the weight and strength conditioning area and the erg and cardiovascular conditioning area. At the discretion of the Operations Manager, use of the Fitness Room during peak hours may be reserved and assigned to accommodate the greatest number of PRC members. If a PRC program or private program has reserved the use of the Fitness Room, that program has priority use of the equipment; however, the program must accommodate individual PRC members who want to use the equipment.

The Fitness Room is for the convenience of and use by all PRC members and adherence to the following policies will ensure a pleasant and safe experience for all users:

- Return all equipment to its original position, this includes re-racking weights, stacking the plyometric boxes, and hanging jump ropes and stretching bands on their hooks.
- Wipe off equipment with cleaning solution, including erg handles and stretching mats.
- If you are listening to the radio, please keep the volume low to respect our neighbors and the tenants in the professional building above the Fitness Room.
- Turn off the radio after you have completed your workout.
- Close all windows after you have completed your workout.
- Take all your belongings with you, including empty water bottles.

Locker Room
The locker rooms are for the convenience of all PRC members. Your thoughtfulness, neatness, and adherence to the following policies will ensure a pleasant experience for all users:

- Lockers may be used as “day-use” lockers during your practice for free. If you need a locker for longer than the 2-3 hours of your practice, including overnight, you must rent a locker at $18/quarter.
- All personal belongings, other than shoes, must be stored entirely inside a locker or in a cubby. Shoes may be stored neatly on top of lockers.
- Those using gym bags are asked to place them out of the way – in or on top of a locker or in a cubby – as to not impair use of floor space by others.
- Hooks by the showers are for use when showering or for drying towels. Please refrain from drying towels on locker doors.
- A member of the PRC Management staff (Office Manager, Operations Manager, or Executive Director) may make occasional sweeps of locker rooms, placing items in the lost and found box, which is periodically donated to Junior Programs, Rainier Valley Rowing (RVR), and/or Goodwill.
- A member of the PRC Management staff (Office Manager, Operations Manager, or Executive Director) may make occasional checks of locker rentals, placing signs on lockers that are occupied but not rented and alerting the user that the lock may be cut and contents removed. Items removed from a locker that was not rented will be held in the office for 2 weeks, and then the items will be donated to Junior Programs, Rainier Valley Rowing, and/or Goodwill.

**Club Programs**

The PRC offers a variety of Programs in hopes of satisfying all rowing goals of the membership and the greater public. Prices vary depending on the program. Program structures may be changed at any point to best serve the membership, though sufficient notice will be made before changes are enacted. For more information about the programs currently offered, please contact the Operations Manager or visit: www.pocockrowingcenter.org
Masters Private Clubs

Ancient Mariners Rowing Club (AMRC)

Formed in 1989, AMRC welcomes and invites senior masters rowers to experience a dynamic, inclusive program designed to meet both fitness and competitive needs. AMRC welcomes experienced sweep rowers or scullers. Please accept a cordial invitation to come row with the Ancient Mariners. You will be welcomed by athletes from their 50s to their 80s from all walks of life with a common passion for sweep rowing and sculling at a competitive level.

Contact the office at info@pocockrowingcenter.org for the current AMRC contact

Charley McIntyre Rowing Club (CMRC)

CMRC is a masters coed recreational sculling club which combines sculling with lively conversation and camaraderie. We schedule rowing sessions 3x each week with flexible participation. The CMRC uses the George Pocock/Thames Waterman sculling style and we scull in quads, doubles and singles.

Contact the office at info@pocockrowingcenter.org for the current CMRC contact

Montlake Rowing Club (MRC)

MRC is dedicated to competitive sweep rowing and sculling. They participate in major rowing events locally, on the West Coast and internationally. They are recognized for the fun and good sportsmanship of our members and are committed to introducing other women to the sport.

More Info: www.montlakerowing.org

Committees

Management Committee (MC)

Description of the Management Committee coming soon, pending MC Charter Review

Building and Grounds Committee

This committee will be primarily concerned with organizing and executing two work parties per year, and the management of an on-going community service project tracking system for projects or tasks that may be completed outside of work parties. The scope of activities of the work parties will be the physical plant of the PRC, including the repair and maintenance of the building, docks, grounds, adjacent park, parking lot, furniture and fixtures, training and exercise equipment in the building, and other projects or tasks determined by the Committee in consultation with the Director to be appropriate. The committee shall maintain records for the reporting and tracking of required projects and costs, and an inventory of relevant and useful skills and experience possessed by the Membership.

Development Committee

This committee’s intention is to support fundraising and capital campaigns at the PRC.

Safety Committee

This committee’s intention is to support the safety of members and equipment at the PRC.
Events Committee

This committee is primarily concerned with the planning, organization, execution, and follow-up of PRC Events. The Committee will work with Members including the Junior Stewards to create sub-committees for the management of each event. Events shall include, but not be limited to:

- Competitive Events such as Ergomania! or any regattas that the PRC may chose to offer.
- Social Events such as seasonal parties, fund raising banquets, season ending parties, awards ceremonies, or other events that may occur from time to time.

Finance Committee (FC)

This committee is concerned with assisting the director to establish the annual budget and review financial statements throughout the year. The committee will develop and recommend Financial, Budgeting, and Asset policies to the MC.

High Performance Committee

The objective of the High Performance Committee is to support the management and financing of the High Performance Program. The Committee shall make recommendations to the Director as to the hiring of the head coach, and shall work with the Events Committee and Treasurer to develop and execute fund raising events to benefit the program and the athletes.

Junior Stewards

The Junior Stewards Committee is made up of Junior Parents and PRC Junior Coaches. It is tasked with organizing and supporting the efforts of the Junior Program (to which all Juniors belong) including travel to and logistical support at regattas and annual events for the Junior team.

If you are interested in joining any of the committees, please contact the office (206-328-0778, info@pocockrowingcenter.org, or in person).
Parking
Parking is permitted in open spaces at the curb in front of the building, and in the lot across the street. Please NEVER park in any spots labeled Northwest Passage. Please do not park in the spots opposite the boat bay doors. They are reserved for the tenants in the Wakefield's house.

The parking lot should be regarded as a “high prowl” area and the PRC is not responsible for any vandalism or theft. We encourage members to store their valuables in a locker during practice. We are regularly working with local law enforcement to deter vandalism and theft, but have not found a foolproof solution. If your car is vandalized, please contact someone in the Administrative Office or the Office Manager so we can help you get the assistance you need (reporting the crime/calling for a ride/cleaning broken glass).

Merchandise and Uniforms
The PRC has multiple forms of merchandise, clothing, and uniforms available. Many of these are available by order or in the office. For more information, please contact the office at info@pocockrowingcenter.org.

Events
The PRC holds multiple events throughout the year including fundraisers, erging challenges, member appreciation days, and more. Though events change yearly, the following have become reoccurring events:

Ergomania!
The only indoor regatta in the Northwest, Ergomania! is an ergometer race in multiple age groups and distances. This is a great way to challenge yourself while also having the chance to qualify for CRASH-B's in Boston. The event generally happens at the end of January or early February.

Birthday Summer BBQ
Every Summer around the week after July 4th, we celebrate the birthday of George Pocock, and the birthday of the Pocock Rowing Center. It’s a time of laid back fun, good eats, and community. We grill burgers, hot dogs, and veggies beside the waterway on the lawn and recount our recent great victories. It’s a great time to bring your friends and introduce them to the other members of the PRC.

Seattle Row for the Cure
Row for the Cure is the rowing and water-sports community's crusade against breast cancer, raising over $1.1 million to benefit local affiliates of Komen for the Cure. The PRC is very proud to host the Seattle Regatta each year. Since its inception, the annual rowing, dragon boat and canoe/kayak regatta has raised over $345,000 for the Puget Sound affiliate of Susan G. Komen for the Cure. For more information please email: seattle@rowforthecure.com.

1PRC Auction
The Annual 1PRC Auction is the most impactful fundraising effort for the PRC throughout the year. It is a celebratory event that allows the PRC community to come together to create the resources necessary to achieve our strategic goals. The event usually takes place after the Head of the Lake in the fall season and all PRC Members, PRC Junior parents, and members of the rowing community are welcome to attend and participate in the celebration.

Event Rental
The Zesbaugh Fitness room, Conference room, and kitchen are available for event rental. Both members and the public can take advantage of this. For information about rentals, please visit [www.pocockrowingcenter.org/facility-rental.html](http://www.pocockrowingcenter.org/facility-rental.html).