

Membership Guide

2006

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The Cooper Rowing Club, Inc. ("CRC") is a 501(c) (7) not for profit organization. The CRC is not affiliated or sponsored by Camden County or Rutgers University in any way. Representations included herein are subject to change at any time and are not intended to be a contractual obligation.

This guidebook is for general information only. It does not form a contract with anyone and is subject to change at anytime without notification. Cooper Rowing Club is not affiliated or sponsored by Camden County and or Rutgers University. Date of Publication 4.01.06

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1) Introduction

1-1) Cooper Rowing Club Mission Statement

The Cooper Rowing Club's Masters Program exists to provide its members with an organized program of training and competition and the use of club owned equipment to row on Cooper River

1-2) Cooper River Brief History

"Let it be remembered," wrote Thomas Sharp in 1718, "That upon the nineteenth day of September, in the year of our Lord one thousand six hundred and eighty-one, Mark Newby, William Bates, Thomas Thackara, George Goldsmith and Thomas Sharp set sail from the harbor...of Dublin...We took our land in tract together...bounding in the forks of Newton Creek and so over to Cooper's Creek..." Sharp's narrative account of the first permanent European settlement in what is today West Collingswood is the most accurate history of the establishment of Camden County. Today, Cooper River Park (346.55 acres) runs through Pennsauken, Cherry Hill, Collingswood and Haddon Township. North and South Park Drives, Route 130 and Grove St bound the park. Cooper River Park is home to many prestigious rowing events. Ideal rowing conditions exist on the Cooper River, which boasts a world-class, Olympic-distance, 2000 meter narrow and sheltered straightaway. The Camden County Boathouse at Cooper River is located on North Park Drive in Pennsauken. It features six boat bays, public launch facilities, rest rooms, a 4-story official's tower, two meeting rooms and a banquet room for 200 people.

2) Club Organization & Procedure

2-1) Memberships

Membership with Cooper Rowing Club is a privilege, not a right. Members should remember to follow the Club rules at all times and treat other members respectfully any act otherwise will jeopardize your membership status. Any member using unauthorized equipment or engaging in unauthorized activities should be reported to a CRC board member. That member's actions and future membership privileges will be subject to a review by the Board of Trustees. Loss of membership will result in a complete loss of rights to CRC equipment and facility usage.

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There are eight classes of membership that the club extends to its members. Six are participatory in nature, two are non participatory, which do not entitle the member to use of the clubs rowing equipment. Participatory memberships are: **Individual, Husband/Wife, Family, College, Part-time and Lifetime Charter Members**. The Non-participatory memberships are: **Social and Contributory**. All participatory memberships are annual memberships. Membership fees are determined annually by the Board of Trustees and assess prior to the start of the rowing season. All participatory memberships entitle each member in good standing to use of the CRC's equipment. A CRC coach must certify each member in order to use CRC equipment safely. All members must be 18 years of age or older at the date of application to the club for consideration for membership.

Individual memberships are offered in 2006 at \$ 350. Husband/Wife or Parent/Child memberships are offered at \$600. A Family membership of three members is offered at \$825. The College membership is offered to qualified college students over 18 yrs of age at the date of application for \$200. Part time memberships are available to new members only (one time only) for \$275 for any two-month period. At the expiration of the two-month period the member may upgrade their membership and receive credit for the amount paid for the part-time membership. This membership is available to individuals who may new to rowing are not sure that they will continue with an annual membership. This offer is available only once to an individual. Lifetime Charter Members are the original founding members of the organization no new Lifetime Charter Memberships are offered.

The non-participatory memberships are social and Contributory. A Social membership is available for \$50 and entitles the social member to participation in club activities. The Contributory memberships are available to members who elect to make a \$100 - contribution to the CRC. Both non-participatory memberships are annual memberships and do not entitle the member to use of the CRC rowing equipment.

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2-2) Composite-Crew Memberships

CRC values the racing success of its competitive members. Combined with its desire to provide an environment conducive for its members to excel, CRC regulates the use of club-owned equipment to ensure its longevity. This is particularly relevant in the case of composite-crew rowing.

Rowing With Others Where No Equipment Sharing Arrangement Exists:

CRC prefers that your daily training/racing partners) join our club as a member — particularly where no equipment is being offered for your use by the "other" club. If no equipment sharing arrangement exists on the part of the other club, your composite crewmate(s) are required to pay CRC \$50 (rental fee) per week (per non-member) up to the maximum of \$250. This weekly rental offer is extended based on proof of paid-up status of your crew in another club.

CRC does not force membership in our club, particularly where the individual would be forced to forego membership elsewhere. However, we are interested in ensuring the longevity of our equipment for use by our paid members. We expect compensation for use of our equipment, whether it is dues or rental income. Intended ongoing/multi-week training in CRC equipment by non-members should be coordinated with the Rowing Captain as early as possible. It is the responsibility of the CRC members involved to sort out the details with both CRC officers. The Rowing Captain (chairperson of the rowing committee) has the responsibility of determining which equipment you may or may not use when training and competing. A crew composed (100%) of CRC members will always take precedence over any composite crew, despite prior equipment reservation by the composite crew. Despite rental fees paid, composite crew/club usage is therefore considered "non-proprietary" for both training and racing.

Rowing With Others Where Equipment Sharing is possible and Practical:

When equal time is being spent in both CRC's and another club's equipment, there is no need to involve your partner(s) in any equipment rental agreement. You are however, required to bring this situation to the attention of the Rowing Captain *before using the equipment*. The Rowing Captain will determine which equipment you may use for both training and competition. All composite crew members must sign the appropriate waivers and be certified safe rowers by our coaches prior to use of any club equipment.

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Composite-Crews and Competing Under the Name of CRC:

Whenever possible, a CRC member should compete under the name "Cooper Rowing Club". A composite crew entry should embody the name of each club being represented. Crewmembers from other clubs are encouraged to enter under the name of their respective clubs, thereby showing the multi-club composition of the crew. In some cases, it may be practical and necessary to enter regattas under the name of a neutral third party such as "Cooper Navy".

Members who are unable to adhere to the rental and sharing arrangements listed above are in fact encouraged to use the equipment of another boat club or organization only when a composite crew situation presents itself.

It is required that everyone using our equipment, whether a member of CRC or not, read and sign the Release from Liability form prior to their first row after receiving the respective approval of the Rowing Captain.

2-3) Guest Rowing: The "Rule of Three"

Only Individual, Family, Husband/Wife (Parent/Child) or CLM may extend recreational rowing privileges to a non-member. (Part time and College members are ineligible.) Guests must be recorded in the mileage logbook. Only recreational equipment may be used, even if your guest has substantial racing experience. Guests must sign a Release from Liability form found near the logbook, before they row and must pass safety test by one of our coaches. After the third recreational row, guests are encouraged to join the club before continuing to use our equipment and facilities. If your guest is a member of another boat club, please see Composite-Crew Memberships above. There will be no exceptions to the Rule of Three. Friends and family are not permitted use of club equipment without being a member in good standing of CRC. Individually, we are all responsible for determining whether persons using club equipment are in fact bona fide members of CRC. Persons using club equipment who are not members of CRC should be reported to a Board member or the Boathouse Manger immediately. Unauthorized use of our equipment can cause substantial damage and increases in costs to members as well as creating unsafe and dangerous conditions for members and non-members alike.

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2-4) Volunteerism

CRC draws strength for its mission from many hours of time and effort donated by its members. You should only consider affiliation with CRC if you are able and interested in donating time and talents on and off the water. There are many ways to help our Club. All members are encouraged to donate a minimum of one to two hours per month to help keep CRC competitive both on and off the water. *This applies to everyone, even if you only row your own equipment.* At this early point in our history, CRC needs a participating, active membership. We strongly encourage every member to join committees and work groups. If you are unable to donate your time to the club, please consider membership elsewhere.

2-5) Boathouse Etiquette

BE REPECTIVE OF OTHERS when considering your conduct or verbal communication around the boathouse and on the water or participating in any club activity. We want all members and their guests to feel comfortable at all times. Demeaning language is inappropriate at any time. Sexually explicit language and sexual harassment of any kind will not be tolerated and will lead to membership review and possible expulsion. In general terms, treat all fellow members as if they were family. Any difficulty experienced with another member should be documented in writing and sent to the Rowing Chairperson or any official of CRC.

2-6) Boathouse Security

To be completed upon completion of boathouse July 2006

2-7) Out of Town Guest Rowers

CRC will make available club equipment to our out of town rowers who are members in good standing of other rowing clubs. Prior to using club equipment such guest rowers must contact the Rowing Captain and request permission to use club equipment. The guest rower's home club must make their equipment available to traveling CRC members in a comparable reciprocal arrangement. The guest rowers after providing a signed release and sufficient information for the Rowing Captain to determine availability of club equipment will grant permission to the guest for specific use of CRC equipment based upon availability that will not conflict with CRC scheduled activities.

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3) Equipment

Equipment found in our boathouse may be owned by CRC, a college, a high school, or by individuals. It is the user's responsibility to obtain clearance for usage of CRC club-owned equipment from the Equipment Director or the Captain. Members may never use equipment they are not permitted to use and been certified safe by one of our coaches.

3-1) CRC owned equipment:

Most CRC owned equipment is labeled as such. Our boats will bear the name of our club displayed prominently. The blades of our club oars are painted black and cardinal with the letter C prominently displayed. Our equipment is divided into three general classifications recreational, intermediate and racing. Additionally, these classifications may be divided into weight classes such as lightweight, midweight and heavyweight. These classifications are defined and listed in our logbook that is located in the boathouse. No member should use equipment they are suited to use. Weight limitations are indicated on light and mid-weight equipment. To ensure longevity, please respect these weight restrictions.

Anyone wishing to remove any club equipment (boats, oars, ergs, weight equipment, launches or motors) from the boathouse must first obtain permission from the Head Coach, Equipment Director, or Captain.

No boats may be re-rigged or altered, except for foot stretcher placement or general maintenance, without the permission of the Head Coach, Equipment Director, or Rowing Captain. No seats, riggers, shoes, foot stretchers, nuts, bolts, or any other boat part belonging to one boat may be transferred to another under ANY circumstance.

Club members demonstrating the ability to maintain and operate it safely may only use club launches. Proper gas/oil mixture is essential to prevent motor damage. Club members wishing to use a launch must be checked out by a club officer and must request permission from the Head Coach or Captain.

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3-2) Privately Owned Equipment

Privately owned equipment is located throughout the boathouse and yard. The contract to store and the rights and responsibilities of each party, the equipment owner and Rutgers (boathouse operator) are responsible for the terms of the contracts. CRC is not responsible for any loss, damage or accident with privately owned equipment. The owner of the privately owned equipment may be required to show adequate insurance as may be required by Rutgers. Fees for storage of privately owned equipment are due to Rutgers. CRC is not a party to the storage contracts and is not liable in any way to the equipment owner. If you wish to be considered for a rack spot, please contact the Rutgers boathouse manager to be placed on the waiting list. Newly freed rack spots may, at the Rutgers discretion, be either assigned to new club equipment or to someone on the waiting list. No boat (club-owned or private) may be moved from its assigned rack to another rack or sling without permission from the boathouse manager.

All damage caused to privately owned equipment should be reported immediately to the owner. Please accept responsibility for damage you may have caused.

3-3) Equipment Care & Handling

During the "check-out" process at the time you join the Club, you should become familiar with the proper care and handling of all equipment. The following is a brief overview.

Rowing Equipment: Extreme care and caution should be maintained when removing shells from racks and returning them to their respective racks. Please follow the following guidelines:

At no time should the shell you carry touch another shell, or storage racks above or beneath. Shells must be lifted and not slid across the rack on which they sit. Sliding will weaken and eventually crack the shell's gunwales. Be wary of the overhead doors as you carry the shell out of the house. Do not touch with riggers or fin. (Doors must be up open the way.) Shells must be carried so that no pressure point exists on the hull or skin of the boat. At dock's edge, shells must be rolled carefully toward the water and then placed lightly on the water **without brushing or touching the edge of the dock.**

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Be aware of the fin's position and its angle to the dock keeps it clear. After each row, shells must be positioned at the same spot on the rack from which they were taken. Shells should sit free and clear of all riggers and oar locks. Shells should not rest on the bowsprits/washbox. Ideally, shells should meet the rack at a point directly on the internal bracing (thwart/stay) of the shell. Oars should be returned to the spot from which they were taken prior to the row. Remember to wipe down all equipment following each row.

3-4) Reserving Club Equipment

Club-owned rowing equipment should be reserved via the Reservation Log in the boat bay.

You may reserve equipment for your next workout only, and no more than 7 days in advance. We have a finite number of shells, and typically only a few hours of free time a day to use them. The boats may be reserved for one hour only at a time. All reservations begin on the hour. If any boat has been reserved the boat is restricted for use by the member who reserved the boat until 15 minutes past the hour. If the reserved boat is not out by 15 minutes past the hour it is available on a first come basis but must be returned to the rack at the end of the hour. Members must be back at the dock promptly at the end of the hour. The

Rowing Captain has ultimate authority to confirm or deny access to equipment based on upcoming racing schedules, and the relative ability of the athlete(s) seeking permission to use the equipment. *Please keep in mind that during the months of June, July, September, and October there is excessive demand for all recreational and racing equipment. The Rowing Captain's task of allocating equipment is very difficult with many factors needing to be considered. The Rowing Captain donates his/her time toward keeping as many people happy as is possible. Be respectful of the decisions. Note: Be sure to reserve your racing equipment well in advance of upcoming races through the Rowing Captain.*

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3-5) Logging Equipment Repairs

No matter how careful we are, *accidents involving expensive equipment occur occasionally*, particularly if you are an active rower who logs more than several hundred miles a year. All damage to club-owned rowing equipment must be reported within 24 hours of the incident to the Equipment Chairperson, or any member of the equipment committee, and logged into the logbook. If you have damaged privately-owned equipment, please report that damage to the owner at your earliest convenience. Boats that are unsafe to use should also be marked with the red wire tags attached to the logbook. The member logging the damage to the club equipment should check the logbook to determine if the damaged boat (which is in an unusable condition) is reserved a short time later. If the damaged boat is reserved by another member that member should be contacted to inform them of the damaged equipment.

CRC carries insurance to cover damage to CRC owned rowing equipment. Privately owned equipment IS NOT insured by CRC or Rutgers and the owner of the equipment is responsible to adequately insure their personal equipment. There is usually a deductible that must be met for more than just "wear-and-tear" damage. Loss of fins, broken foot stretchers & shoes, broken oarlocks, broken steering systems, and small chips out of either club owned oars or shells would usually be handled as a club expense via the equipment repair budget. Unfortunately, large holes, cracks, scratches, broken rigging, oars, etc. are first and foremost the responsibility of the members) who caused them. Depending on circumstances (negligence), you may be responsible for the deductible that applies.

Keep in mind that rowing at CRC is a privilege, and not a right. The penalty for not reporting damage to equipment could be expulsion. CRC is your club. The equipment is your equipment. Treat it as such by reporting all damage immediately after it occurs. Steps can be taken to limit the likelihood of an accident occurring. Although not always mandatory, several prudent measures to avoid accidents damage are:

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3-6) CRC River Safety Rules & Considerations

Do not row at times when the river is high and/or there is much debris in the water (such as the day after a heavy rain or thaw). Limit your rowing to daylight hours, if possible. Do not row in highly windy conditions. When rowing in the dark, you must have at least a bow light (mandatory). Call out a warning to overtaking crews so that they can move over to avoid you.

4) Members rowing development:

CRC being a membership organization is principally to serve the needs of its members as formally adopted in our annual operating plan as approved by the Board of Trustees. In the first years of existence attention will be devoted to the need of our members to develop skill and in the sport of rowing as well as serving the needs of our more experienced rowing members interested in competition.

4-1) Rowing tracks are general paths of development by each member. The CRC has identified several tracks 1) a member new to rowing that wants to develop recreation skills to enjoy the sport of rowing 2) a member new to rowing who wants to develop highly skilled level of rowing technique and wants to compete at their highest level. 3) a member who is an experience rower who wants to use club equipment recreationally 4) an experienced member who wants to develop highly skilled level of rowing technique and wants to compete at their highest level.

4-2) Individual development programs. To best serve each member's specific track the Rowing committee and other members of the CRC and its coaching staff are available to prepare individual training schedules and oversee the member's development. After the members has completed all membership requirements, application, appropriate liability releases and pass the respective safe rower certification the member may contact the Rowing captain to request an individual development program be established.

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4-3) Implementation of individual rowing program. The CRC Rowing Captain and coaching staff and other qualified members will organize groups of like minded members to assist in group lessons, and specific instruction to aid each member in achieving their goals.

4-4) CRC coaching CRC will attempt to coordinate members requesting coaching attention with more skilled members to aid in the members rowing development. CRC does not provide private or group less by per-diem coaches. CRC will maintain a list of qualified coaches who may be available at the members cost to assist in individual development.

4-5) The Compleat Rower program. The CRC has prepared a certification program for members interested in completing an extensive learning track involving many facets of the sport of rowing from the basic skills of sweep and sculling to equipment repair and maintenance, launch operation, regatta management, to officiating. This program results in the issuance of a certificate of achievement to each individual completing the program. Any member interested in this program should contact the Rowing Captain.

5) Club Organization

Cooper Rowing Club is a 501(c) (7) membership organization created in June 2005. A 10-member board of trustees oversees the CRC operations. The initial board of trustee volunteered to serve and was appointed by the corporate organizer. As the board member initial terms expire the members of CRC will elect replacements. Additionally the board has appointed a President, Vice President, Secretary, Treasurer, Rowing Chairperson (Rowing Captain) and an Equipment Committee Chairperson

The detailed by-laws of CRC are available to any member upon request.

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6 RULES OF THE RIVER (As published by Camden County Parks Department and Rutgers University.

GUIDELINES OF THE RIVER

The following minimum guidelines of the river are set to provide for the safety and enjoyment of those who row on the Cooper River. These guidelines are subject to enhancement as use of the Cooper River grows and the boathouse for rowing is completed. These rules govern traffic and safety on the river, and are intended to provide a safe, courteous, responsible environment for all users. Beyond these rules, good common sense should prevail. The ultimate responsibility for the participants' safety remains with the participant, his/her coach and his/her club/team.

6-1) TRAFFIC

Practice times are not limited; except for days there are Yacht Club races and Regattas on the river. Signs will be posted in the boat yard the week of any such event with time restrictions.

1. The traffic pattern is as follows:
Shells and launches will proceed from the launching area, check traffic, and enter into lanes 0, 1, and 2 on the North side of the river, and continue West (downstream) in those lanes to the starting line (Route 130) end of the river. Traffic will then turn in a counter clockwise direction (to port), crossing to the South side and proceed East down the course (upstream) toward Cuthbert Boulevard in lanes 4, 5, 6, and (if navigable) 7. Lane 3, the center of the river, will be an open safety lane. Shells returning to the dock have the right of way through Cuthbert over a shell leaving the dock.
2. Rowing west of Route 130 is at your own risk, and the same traffic pattern applies.
3. Absolutely no racing or high stroking is permitted under Cuthbert Boulevard, under Route 130, or near the launching areas.
4. Shells coming under Route 130 must cross the river to lanes 4, 5 and 6 and check for other crews already at the top of the river.
5. Slower shells and launches must move to shore side and allow for faster shells and launches to pass towards the center of the river.
6. Returning shells and launches have the right of way under Cuthbert Blvd. Departing shells and launches must yield to all returning.

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7. **6-2 SAFETY GUIDELINES:** “When in doubt, don’t go out!”
 1. No rower shall be permitted to row unescorted.
 2. No more than two crews per launch. Launches should be no more than 500 meters away from their respective crews.
 3. Rowers are prohibited from rowing between Thanksgiving Day and the 3rd Saturday of the following February.
 4.
 - a. Every participant should understand these minimum guidelines; must be qualified, in good health, and in proper physical condition to participate; must have water survival and rowing safety skills.
 - b. Organizations are to file all appropriate documents with the Camden County Parks Department.
 - c. Each school rowing on the Cooper must meet NJSRA/PSRA eligibility criteria.
 5. All crews must be aware of weather forecasts and conditions.
 6. All rowers must be able to swim and should pass a swim test given by its respective club.
 7. When a boat capsizes, **STAY WITH THE BOAT!** Shells, oars and sculls are certified by the Coast Guard as flotation devices. Rowers and coxswains should never try to swim to shore.
 8. All coaches must be certified in CPR and first aid.
 9. All rowers must sign consent form for its respective club.

6-3) EQUIPMENT

1. All boats must be equipped with a bow ball in accordance with USRowing rules.
2. All sneaker type foot stretchers will be equipped with the proper quick release straps and heel tie downs in accordance with USRowing rules.
3. All shells will be equipped with proper bow and stern lights when rowing in darkness.
4. Megaphones shall not be used as to lessen the noise on the river. All coxswains are responsible for keeping microphone level to a minimum as well.

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5. All launches, within the space limits of safe operation, shall carry the necessary paddles, anchor, Personal Flotation Devices, tools and first aid equipment as determined by common sense, sufficient to rescue the crew of the largest shell being coached. Each coach shall carry a cell phone.
6. All coaching launches should be in good working order and provide 360 degrees of visibility of the river at all speeds.
7. All launches used during darkness should display the proper lighting.
8. All engines should not exceed 9.9 HP.
9. All coaches shall be well versed in starting, stopping, preventive maintenance, fueling and fuel mixes, and the mechanics of their launch (es).
10. All coaches should be knowledgeable in the sport of rowing and the US Rowing rules.
11. Each rower will be instructed about the fundamental parts of the equipment and all equipment should be inspected prior to and after each outing.
12. Each rower will be thoroughly instructed in proper rowing skills and technique, boatmanship skills, and ALL safety procedures.

Camden County Parks and Rutgers University, in making these rules, assumes no responsibility or liability, either express or implied, for the personal safety or welfare of any person. All rowers acknowledge the inherent risks associated with the sport and with boating in general and agree to assume those risks. These rules are stated in order to ensure that oarspeople will be responsible for their own safety, and for their enjoyment and that of others using the river. Any club that does not adhere to the above rules will be subject to suspension of rowing privileges.

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