



Sagamore Rowing Association (SRA)

# HANDBOOK

Approved by the Board of Directors

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## History of the Sagamore Rowing Association (SRA)

In 1972 Al Lawn, Jim Long, Al Borghard, Gunther Uthgenannt, his father Bruno Uthgenannt, and several others started a high school rowing program at the Oyster Bay Rowing Association boathouse on Center Island beach. Coached by the two Als, Jim, and Bruno, students from Syosset HS, St. Dominic's, Holy Trinity HS, and Macarthur HS were included. In early 1973, the Sagamore Rowing Association (SRA) was founded and took over the former Oyster Bay Rowing Association boathouse. Adding to SRA's small fleet, Bruno and Gunther brought two singles, two doubles and a four from Union Boathouse (est. 1850) on Dyckman Street from the then defunct Viking Rowing Club (1915-1972) on the Harlem River where they had been rowing.

Many local rowing programs were started at SRA over the years. After our early years in Oyster Bay, Al Borghard started a crew program at **Cold Spring Harbor H.S.** in 1981. The program later achieved varsity status in 1990 through the efforts of Al Borghard and Steve Porpora. **Hofstra University Crew** was started in 1988. **C.W. Post Crew**, which was founded in the 1960s, came to Sagamore later through the efforts of Jim Long. In 1989, Peter Bisek and Al Borghard started **Friends Academy Crew**. In 1992, Al Borghard and Jim Long successfully started a crew program at **St. Anthony's H.S.** Bill and Irene Ober ran a recreational rowing team for **Huntington H.S.** at SRA until Bill was able to convince the school district to make the a varsity sport in 1998. In 1997, **Chaminade H.S.** established its rowing program with John Callinan at SRA. In 1999, Jennifer Murphy and another parent from Half Hollow Hills schools started a **Half Hollow Hills Crew** at SRA which first coached by Jim Long and Mark Leigey. HHH Crew later grew into the **Long Island Rowing Club**. In 2000, **Our Lady of Mercy H.S.** started a rowing program at SRA and Chaminade H.S. moved to their own boathouse on Bar Beach in Port Washington. In 2001, SRA started the **Crew Club of Oyster Bay**, an all junior club team that allowed athletes from any local high school to row under the SRA banner. In 2015 Oyster Bay High School added crew as a school sport and they row from SRA's Oyster Bay Boathouse.

After SRA's early years in Oyster Bay, the club had moved to several other locations. In the late 1970's, through the efforts of SRA members, our home base was moved to the converted **Coindre Hall Boathouse** in Huntington. Then in 1986, SRA reached an agreement with Friends World College in Lloyd Harbor to use a vacant building on the property for a new boathouse. The **Reginald B. Minor Boathouse**, named after legendary SRA member Reggie Minor, was completed in 1989. The addition of a second facility helped Sagamore to grow and serve a larger membership base. In 1996, Friends World College closed and the campus was privately sold forcing SRA to leave the Minor boathouse. With the need to consolidate two locations into one, Cold Spring Harbor HS Crew volunteered to leave Sagamore and moved first to Fidler's Green and then eventually to their own new boathouse, (named after Al Borghard) at Eagle Dock in order for the remaining Sagamore members at the time, Friends Academy

Crew, St. Anthony’s H.S. Crew, and Sagamore members, to fit into Coindre Hall. To help continue growth, in 1997 SRA worked with the Town of Oyster Bay, along with the financial assistance of club member Tad Kunishi, to return to Oyster Bay and built a Quonset hut in the Beekman Beach parking lot. In 2000, SRA disassembled the Quonset hut and moved into the current **Oyster Bay Boathouse** in Building H of the former Jakobson Shipyard. In 2002, SRA began to actively campaign to build a new boathouse in Goldstar Battalion Beach only a few feet away from the Coindre Hall building but was unsuccessful. In 2010, Coindre Hall was closed due to structural issues and SRA was forced to vacate the boathouse after over 30 years of operation. SRA was permitted to set up an outdoor facility at **Fleets Cove Beach** in Centerport. Later in 2012, Sagamore agreed to hand over management of the Fleets Cove Facility to the Long Island Rowing Club and Huntington H.S. Crew.

SRA currently operates out of the Oyster Bay Boathouse which is a historical structure from America’s great era of ship construction. The former Jakobson Shipyard building was renovated in 2000 by the Town of Oyster Bay and the State of New York on the Western Waterfront near Beekman Beach in Oyster Bay, NY. It has two bays and holds over 80 rowing shells along with enough rack space to hold oars for as many boats. Sagamore also stores boats outside in the yard behind the boathouse. Teams and annual adult members are permitted to store boats at the Sagamore facility. We are currently at capacity. There are a full range of club shells available to share including trainers, singles, doubles, quads, and eights, both for recreational and competitive use.

SRA has trained thousands of rowers since its inception over 40 years ago. With numerous Olympians, World, National Team members and medalists, SRA is one of the most established rowing clubs in the country. As indicated above, SRA proud to have helped launch a number of scholastic and collegiate rowing programs on Long Island, in addition to our many adult programs.

## Mission Statement

The mission of the Sagamore Rowing Association (SRA) is to support the community by providing and promoting scholastic and community-based rowing programs and other activities associated with non-motorized boating; to teach and train oarsmen and oarswomen without preference in matters to background, religion, or physical disability; to provide equitable means for both recreational and competitive rowing locally, regionally, nationally and internationally; to maintain the natural beauty of the waterways used for rowing; and supporting community and charitable involvement in Nassau and Suffolk Counties and their surrounding areas.

SRA is a not-for-profit 501-C3 Corporation incorporated in 1972. It is governed by a volunteer Board of Directors and operates by collecting annual membership dues, program fees, and storage fees, which enable SRA to maintain its facilities, purchase and repair equipment, fund competitive events, and support related causes. It also seeks grants to fund capital improvements. SRA’s activities include high school and college programs as well as adult programs (recreational and competitive).

SRA provides vital infrastructure needed by a number of high school, collegiate, and adult programs and the annual adult membership, including equipment, administrative support, programs with coaching, facilities, insurance and membership in the United States Rowing Association, which for any single program or individual would be cost prohibitive.

SRA’s motto is “Building Long Island’s Rowing Tradition”. With over 500 participants, SRA’s mission is to promote the sport of rowing. By serving the community, Sagamore is helping Long Island rediscover this traditional sport.

## Contact Information

### Mailing Address

Sagamore Rowing Association  
P.O. Box 248  
Oyster Bay  
New York, 11771

### Boathouse Address

3 West End Ave.  
Oyster Bay, NY 11771

### Phone Numbers

516-714-3247

### Emails

#### Points of Contact

- Annual Membership Information: [membership@sagamorerowing.org](mailto:membership@sagamorerowing.org)
- Junior/Youth/U23 Rowing: [juniors@sagamorerowing.org](mailto:juniors@sagamorerowing.org)
- Adult Rowing: [masters@sagamorerowing.org](mailto:masters@sagamorerowing.org)
- Regatta Information: [regatta@sagamorerowing.org](mailto:regatta@sagamorerowing.org)
- Business Inquiries: [admin@sagamorerowing.org](mailto:admin@sagamorerowing.org)
- Webmaster: [webmaster@sagamorerowing.org](mailto:webmaster@sagamorerowing.org)

### Social Media

Facebook: <https://www.facebook.com/SagamoreRowingAssociationInc>  
Instagram: <https://www.instagram.com/sagamorerowing/>  
Twitter: <https://twitter.com/sagamorerowing>  
YouTube: <https://www.youtube.com/user/sagamorerowingassoc>

### Website

<http://www.sagamorerowing.org>

## SRA & USRowing

USRowing is the governing organization for the sport of rowing in the United States. Sagamore Rowing Association (SRA) is a member organization of USRowing. SRA has adopted a Participant Safety Policy following the USRowing Safe Sport model.

## Volunteering at SRA

Get involved! There are many of ways to help at SRA. Volunteering at SRA is fun and fulfilling, and may be either short-term or ongoing depending on your availability. Everyone at SRA is encouraged to volunteer and in doing so, you will contribute to the strength of our SRA community.

## Volunteer Committees

The chairperson of each committee helps to run SRA on a day-to-day basis. They recruit volunteers to fulfill the responsibilities of the committee. Volunteers are at the core of our club and we encourage everyone to participate on one of the committees. The Executive Committee is the only standing committee of the club comprised solely of trustees. All other committees are open to members and interested individuals.

<b>Committee</b>	<b>Chairperson</b>	<b>Focus</b>
Communications/Membership Committee	<i>Secretary</i>	communications, handbook, outreach for all categories, public relations, and website maintenance
Executive Committee	<i>President</i>	All aspects of the day to day operations as outlined in the bylaws
Expansion Committee	<i>President</i>	Upgrade and expansion of all facilities
Facilities Management Committee	<i>Boathouse Captain</i>	Rules on use of equipment, equipment needs, inventory, repair and maintenance (including Hamilton Ave facility)
Fundraising and Development Committee	<i>President</i>	All aspects of fundraising, sponsorship opportunities, corporate row events, grants writing, and regatta programs.
Regatta Committee	<i>Regatta Director</i>	Oversees all aspects of running the SRA home regattas on Oyster Bay
SRA Program Management Committee	<i>Program Director</i>	Oversees all SRA adult, cross training, independent scullers, learn to row, junior, summer, U23 and winter programs

## SRA House Rules

The first priority of every athlete and coach is the safety of all persons on the water and on land.

The second priority of every athlete and coach is the safety and maintenance of all the rowing equipment.

All athletes, participants, members and guests are expected to adhere to the SRA Code of Conduct, the SRA Participant Safety Policy, SRA Safety Policies and Coaching Guidelines and SRA Bylaws and other rules as may be appropriate to each program.

## Categories for Participants

SRA consists of the following participation categories: Junior, U23 and Adult.

### **Junior**

The Junior category is open to those who are or intend to be active participants in a high school level or modified level program at SRA. A Junior must be between the ages of 10 and 18 years old, inclusive, and must be enrolled in primary or secondary school education. Exceptions may be approved by the Board of Directors in special circumstances such as where a student may have reached 18 prior to graduation or has graduated early.

### **U23**

The U23 category is open to participants between the ages of 18 and 22 years old who are, or intend to be active participants in the club's U23 activities. U23 participants may fall within an affiliated university program, a Sagamore U23 program or a college membership upon individual approval by the trustees.

### **Adult**

The Adult category is open to adults who are or intend to be active participants at SRA. An adult must be at least 23 years of age. This category of participation encompasses annual members, guests, coaches and adult program participants. Annual Membership is reserved for adults who elect to become members of Sagamore Rowing Association as set forth in the Membership section of this document.

### **Lifetime**

Lifetime membership may be extended to certain adults in recognition of their outstanding contribution to SRA or other factor, including attainment of a distinguished age. A Lifetime member may be elected to this category by a vote of the Board of Directors. The Lifetime member is not required to pay annual dues or boat storage fees, and carries all rights and privileges of annual adult



membership. Lifetime members must submit an annual, official SRA insurance waiver, duly executed, prior to participation.

### **Guest**

Guest privileges may be extended to an adult individual as a guest of a specific annual adult member or as a visiting guest hosted by the organization. Guest is a special and limited classification which does not confer any privileges of voting on in club elections or other matters. An individual may row as a guest of an annual adult member for up-to-three (3) times before membership will be required. A guest may not represent SRA at a regatta or race. All guests must submit a duly executed official SRA insurance waiver prior to participation. Exception to the up-to-three (3) times limit may be made upon request to the Board in limited circumstances, such as out of state residents visiting the area for a period longer than three days and less than a duration which would make full membership practicable. A fee may be established by the Board for that privilege. Guests are not entitled to a boathouse key.

### **Coach**

All Coaches of Sagamore programs and affiliate programs must be members of Sagamore Rowing Association. An individual who is a coach of a Sagamore program may be extended certain membership privileges as a condition of employment, for the term of employment, and is not considered as an annual member. An individual who is a coach of an affiliated program must be an annual member of Sagamore Rowing Association.

## **Programs**

SRA offers a variety of programming options to participants including scholastic, collegiate and adult Learn to Row and other coached options.

### **Rules**

The following rules apply to all athletes and coaches before they may participate on the water or at an SRA facility:

1. All athletes and coaches must register themselves in RegattaCentral.
  - a. Coaches are not allowed to register their own athletes or their coaching staff in RegattaCentral. All waivers must be submitted by the athlete or the athlete’s legal guardian where appropriate.
2. The RegattaCentral registration includes the acknowledgement and acceptance of an annual, official SRA insurance waiver and SRA’s Code of Conduct.
3. The Regatta Central registration includes a volunteer preference which is a

suggestion for the regattas hosted by SRA.

### **Team Tryouts**

Athletes who are participating in team tryouts and who have registered in RegattaCentral are deemed to be program participants at SRA for the duration of the team tryout. A tryout period may last for a maximum of two weeks. No fees are required for this period. Upon acceptance to the team, the applicable SRA fees must be paid.

### **Junior Program Participants**

Junior program participants are those who participate in either a SRA junior program or a scholastic program affiliated with SRA. Junior program participants must be supervised at all times, both on the water and at the boathouse, as required in the SRA Coaching and Safety Guidelines. All junior program participants must be accompanied by safety launches on the water at all times that are driven by SRA sanctioned coaches. Junior program participants are not permitted to workout at the boathouse without the presence of a SRA sanctioned coach. As of Spring 2015, Junior program participants are NOT permitted to store a private boat at the boathouse. Junior program participants who are currently enrolled in a SRA junior program may compete at regattas under the SRA name.

### **U23 Program Participants**

U23 program participants are required to coach or participate in either a SRA U23 program or an individual scholastic program affiliated with SRA. As of Spring 2015, U23 program participants are NOT permitted to store their private boat at the boathouse. U23 program participants who are currently participating in an SRA U23 program may compete in regattas under the SRA name.

### **Adult Program Participants**

Adult program participants who are participating in a coached SRA program must be supervised at all times on the water as required in the SRA Coaching and Safety Guidelines. All SRA adult program participants who are participating in a SRA program must be accompanied by a safety launch on the water at all times that is driven by a SRA sanctioned coach. Adult program participants who are currently participating in a SRA program may compete in regattas under the SRA name.

### **Affiliate Program Participants**

Current SRA affiliate programs include:

- Friends Academy
- Hofstra University

- LIU Post
- Our Lady of Mercy Academy
- Oyster Bay High School

**Beginning in Spring 2016:**

1. Every affiliate program athlete and coach must register each season in RegattaCentral before they participate in any activity at an SRA facility.
2. Affiliate programs participant fees for athletes and coaches will be billed on a per season basis instead of a yearly basis. The amount of the per season fee will be set by the SRA Board of Directors.

## Annual Membership

SRA offers annual membership. Membership dues must be paid on RegattaCentral on a yearly basis before an annual member may participate at SRA. The RegattaCentral registration process includes signing an annual, official SRA insurance waiver and SRA Code of Conduct form. The membership year runs from April 1 through March 31 each year. The Annual Meeting and elections of trustees is held each April after the membership year commences pursuant to the SRA Bylaws.

**Family Discounts**

The first family member pays the highest member fee; each additional family may receive a discount on their annual membership fee. A family member is defined as any immediate family member living in the same household with the individual member. Both parents and children are encouraged to become participants in the sport of rowing.

**Junior**

All juniors are seasonal program participants. Juniors participating on a multi season basis may receive a discount on SRA programs. Junior siblings may receive a discount where applicable.

**U23 - College**

College membership is an annual membership at a reduced fee available to individuals enrolled in a college or university with no independent program at their college, or in other circumstances as deemed appropriate by the Board of Trustees. Individuals must be approved for this special membership by the trustees which carries the rights and privileges of annual membership.

An annual college member may:

1. receive discounts on SRA programs and private lessons

U23 athletes participating in an SRA U23 program are seasonal program participants.

U23 athletes participating in an affiliated university program are seasonal program participants.

### **Adult**

An annual adult member may:

1. receive discounts on SRA programs and private lessons
2. use all club equipment appropriate to competency level, subject to club regulations and passing the Captain’s Test to row as an independent sculler
3. store boat(s) for a fee at the boathouse for a fee subject to availability as determined by the Boathouse Captain(s)
4. compete in any regatta under the SRA name

An annual adult member wishing to row without coaching supervision may be required to pass a competency test which may include written and "on the water" components.

Annual adult members who row without coaching supervision are responsible for reimbursing SRA for damages that he/she causes to any equipment or to club facilities if so determined by the Board of Directors.

### **Membership in Good Standing**

To maintain an annual SRA membership in good standing, an annual member must:

1. pay SRA annual dues no later than 60 days after the start of each membership year.
  - A new member enjoys good standing upon joining if joining after June 1.
  - In special and limited circumstances, the Board of Trustees reserves the right to mitigate or waive this provision upon individual application.
2. have completed required waiver forms as part of the online registration process.
3. comply with all SRA rules and guidelines, including the SRA by-laws and the SRA Code of Conduct.

### **Voting**

An annual SRA member who is eighteen years of age or older, in good standing and registered as of October 15th in the year preceding an election is entitled to one vote to elect SRA Board of Directors. Annual SRA members who have the right to vote are entitled to hold office, providing they have been a member in good standing for at least one continuous year prior to the election in which office is sought. No person may serve as Director if another member of his or her immediate family (spouse, child, sibling, parent, grandparent, domestic partner) is already serving as a Director. Those seeking to serve on the Board of Directors must write a letter or email to the President in accordance with the SRA By-Laws.

## Resignation

An individual who no longer desires to be an annual SRA member shall make a written request to the Secretary that the annual member be removed from the membership roster. No refund of club dues will be extended to annual members who resign, except by approval by a majority vote of the Board of Directors. An individual who fails to make payment toward dues owing after written notice from the Treasurer, and who does not notify the Treasurer of the reason for non-payment may be considered to have resigned from the club. Annual members who resign during the year will not be extended any club privileges, and must remove any private equipment stored at the SRA facilities and must return all keys to the boathouse and facilities to the Treasurer immediately. Voluntary resignation does not bar an individual from reapplying for membership at a future date.

## SRA Programs

All SRA program participants must be signed up for the program he/she wishes to participate in. All registration should be completed online at [www.sagamorerowing.org](http://www.sagamorerowing.org). Registration questions should be directed to [juniors@sagamorerowing.org](mailto:juniors@sagamorerowing.org). If your name's not on the roster for a program, you may not participate and need to contact the head coach for your program.

### Refunds

SRA offers refunds for all programs in the case of a doctor noted injury. Refunds will be prorated to match active program time. *SRA does not offer refunds for reasons other than injury.*

### Under-Enrolled Classes

SRA will not run classes if they are under-enrolled, although every effort will be made to prevent this from happening. Should a program be cancelled due to under-enrollment, participants will be notified by e-mail. Participants whose program has been cancelled will be given the following options:

1. Move into another class (price differences will be adjusted by the program manager)
2. Full refund

In either case, please decide and respond quickly to let us know which option you prefer.

### Attendance Policy

Attendance Policy varies from program to program. Please contact the assigned coach of the program for specific attendance policies of your program.

Generally, practice is MANDATORY for the following programs:

- Junior Competitive Team

Practice is encouraged, but not mandatory, for the following programs:

- Junior Modified - Middle School Program
- Junior Recreational Program
- Adult Coached Programs
- Summer Developmental Rowing
- Summer Youth Learn to Row
- Summer Adult Learn to Row
- Adult Racing Team
- Junior Winter Training

Coaches reserve the right to exclude athletes from racing & practice based on attendance, as it limited attendance may result in a safety issue for lack of skill, fitness, etc.

Please note, for introductory level learn to row programming, athletes must attend the first two classes of the session or speak with a coach before hand to schedule a make up of the missed information. Participants who fail to attend either of the first two classes will not be able to continue the class and no refund will be given.

In general, those who enroll in programs at SRA should be able to commit to at least 80% attendance. If you cannot attend 80% of practices, consider enrolling in a class offered at a different time or date. The attendance policy is in place to ensure participants acquire the appropriate skills necessary to move on to the next level or rowing. Attendance will be kept for each class by the coach. Due to coaching limitations you may not make up a missed class by attending a different section. Participants will not be able to move up to the next class level if they do not meet the attendance requirement.

### **Bad Weather/Rowing Policy**

All SRA program sessions will occur as scheduled. If the weather at class time is determined to be unsafe, this may include dangerously high winds, lightning storms, or other similar situations, then class will be held indoors. Because weather patterns which may affect rowing safety are unpredictable and subject to sudden change, the decision to hold class indoors will not be made until the actual scheduled start time of the session. The final decision will be made by the coaching staff. Note, please do not come to class if you feel driving conditions are unsafe.

SRA will NOT be able to inform participants of any cancellation or postponement prior to the program start time.

### **Swim Tests**

All SRA program participants must turn in a swim test waiver to SRA before participating on the water. The swim test form can be found on the SRA website.

[\(http://www.sagamorerowing.org/membership/documents/\)](http://www.sagamorerowing.org/membership/documents/)

A certified lifeguard must sign the test. Once completed, swim tests do not expire. However, we do ask you to make and save a copy of your completed swim test in case you do need to present it again.

If you are a certified lifeguard or scuba diver you may make a copy of both sides of the card and turn into SRA stapled to the SRA swim test form which has been filled out with your name, date and other information on the form.

### **Equipment**

1. If boat damage occurs at any time, from the time the boat is taken off the rack, to the time it is returned to its rack, it must immediately be returned to the boathouse, put in slings and reported in the logbook. For broken skegs and bow-balls, leave the boat in its assigned rack, put a ‘Do Not-Row’ sign on the boat, and write the repair work needed in the logbook. The crew or

individual responsible for the damage will not be permitted to row that day if the damage occurs before or at the beginning of a row. This includes instances when the skeg is knocked off at the dock. With the exception of our participants, SRA equipment is our most valuable asset, and must be treated accordingly.

2. Boats must be washed and wiped down thoroughly after each use.
3. All athletes are required to help carry boats to and from the water.

## **Cox Boxes**

Cox boxes for SRA programs are stored next to the equipment locker on the south wall of the boathouse. Cox boxes and head sets must be picked up before each row. Both the cox box and headset must be returned immediately following the row and plugged back in for recharging.

## **Beach/Launching Rules**

1. Move quickly on the beach, keeping launching time between 60-90 seconds.
2. Bring ALL equipment down to the beach before carrying the boat in order to keep things moving and efficient on the dock.
3. Anything left on the beach should be out of the way of others who will be using the beach.
4. Adjustments should be made on the water or on land prior to carrying the boat.
5. All athletes must wear footwear/sandals when launching from the beach.

## **After Rowing**

1. All boats and oars must be put back on their correct rack.
2. ALL BOATS MUST BE WASHED AND WIPED DOWN AFTER EACH ROW. Towels are provided for this purpose.
3. Oars must be returned to proper rack. DO NOT LEAVE OARS ON BEACH.
4. Turn cox box off and return to the storage space. Plug into charger.
5. Pick up all clothing and water bottles that have been left on/around the beach and boathouse.

## **House and Grounds**

*House and grounds rules are applicable to all participants and guests*

1. Personal belongings are the responsibility of the participant. SRA is not responsible for any lost or stolen articles. Leave valuables at home.
2. Bicycles are not allowed in the boathouse. Please lock them outside.
3. All athletes are permitted to use ergometers at the boathouse. The slide must be wiped down after each use. Spray bottles and towels are on the workbench. Junior and U23 athletes are not permitted to workout at the boathouse without the presence a SRA sanctioned coach.



4. All athletes are expected to pick up after themselves while in the boathouse and on the SRA grounds. Waste receptacles and recycling bins are provided. Abandoned clothing will be placed in a public lost and found. Water bottles may be thrown out.
5. All athletes are required to treat other athletes with respect at all times. Profanity is not permitted on the water, around the boathouse or at regattas.
6. Attitudes and behaviors contrary to the civil discourse will not be suborned during Trustee meetings or within the Sagamore environment. This extends to gossip, hearsay, disregard for truth and bias.
7. The SRA Code of Conduct is monitored by the Commodore. The Code of Conduct addresses general and specific standards of conduct and remedies.
  - a. A program, such as Sagamore Juniors or an affiliate, may adopt its own complementary conduct standards and procedures.
8. The SRA Participant Safety Policy ensures the personal safety of each athlete. Concerns may be brought to the attention of *any* Trustee or one of the named Safe Sport reporters including the Program Director and Commodore.

## **Infraction of SRA Policies & Rules**

Infractions of House and Ground rules may be handled within an individual program or at the club level as a Code of Conduct enforcement matter as appropriate.

SRA program participants and annual members who choose to ignore SRA House and Grounds policies and rules will have their participant privileges suspended for a period of up to 2 weeks.

A second infraction of SRA House and Grounds policies and rules will mean suspension of all SRA participant privileges for a period of not less than one month.

The third failure to comply with SRA House and Grounds policies and rules will result in termination of SRA rowing and participant privileges for the rest of the season.

The period of suspension is NON-REFUNDABLE.

## **Dispute Resolution and Disciplinary Procedure Protocol Pursuant to the Code of Conduct**

All members and participants at Sagamore Rowing Association acknowledge and are subject to its Code of Conduct as a condition of membership and or participation.

According to the Bylaws of Sagamore Rowing Association, the Commodore is charged with monitoring the Code of Conduct.

All members and participants at Sagamore Rowing Association are covered by the Participant Safety Policy, adopted in compliance with USRowing Safe Sport Policy guidelines. USRowing goes beyond the US Olympic Committee guidelines in extending the tenets of Safe Sport to include all participants in the sport of rowing. Sagamore Rowing Association recognizes the scope of the USRowing protections.

The Participant Safety Policy and the Sagamore Code of Conduct are complementary. The Code of Conduct addresses conduct within the Safe Sport Policy as well as conduct that may lie outside the reach of that policy.

Following the USRowing model, the Safe Sport Policy in force at Sagamore refers to internal dispute resolution and disciplinary structures. Enforcement through the Code of Conduct is proper as the primary mechanism for resolution of matters arising under the current Participant Safety Policy. Where cases are referred to outside authorities in accordance with Participant Safety Guidelines, the Code of Conduct may form an ancillary basis of internal sanction notwithstanding any external finding or adjudication.

Sagamore Rowing Association Code of Conduct adheres to all participants, members and affiliates of Sagamore Rowing Association. Sagamore Rowing Association recognizes that the various affiliate programs and programs run by Sagamore Rowing Association including but not limited to the Sagamore Junior program may impose additional code of conduct constraints without prejudice to the general Code of Conduct of Sagamore Rowing Association. Sagamore Rowing Association recognizes the propriety of those programs to alert the Sagamore Rowing Association of the need to examine infractions and transgressions as warranted by the circumstances of each unique case. Where appropriate Sagamore Rowing Association reserves the right to remedy Sagamore Code of Conduct violations. In accordance with the bylaws and the membership handbook such remedies may include suspension of membership privileges, in all or part. In accordance with the Bylaws Article V Section 4.c., dispensation of Code of Conduct matters is had through the office of the Commodore which monitors the Code of Conduct and reports of non-compliance. Any infraction of the Participant Safety Policy is considered as a possible contravention of the Code of Conduct. Code of Conduct issues are not necessarily considered under the Participant Safety Policy.

### **Review Procedure**

In order to facilitate proper and timely review of non-compliance and allegations of conduct in contravention to Sagamore Participant Safety Policy and or the Code of Conduct, the procedure for review is as follows:

- I. An allegation of behavior in contravention to the Sagamore Participant Safety Policy may be brought to any trustee. In addition, the Participant Safety Policy specifies three individuals as “reporters” for the purpose of streamlining the complaint collection process and in order to maximize access and ease especially concerning minors or persons or allegations of a particularly sensitive nature. The role of “reporter” is limited and not dispositive in nature. In accordance with the Participant Safety Policy, certain enumerated allegations are to be referred directly to the proper authorities. Where intervention and or interruption at the incipient level of any incident is possible, it is the duty of any one in the position of responsibility in accordance with the tenets of USRowing Safe Sport training to do so. Allegations and resolutions are the subject of report and monitoring through the Commodore, as approved by the Board of SRA.
  
- II. As warranted, the Commodore may address any allegation that is not immediately resolved and where necessary take steps necessary to conduct an inquiry into any unresolved allegation, complaint and or the sufficiency of any resolution.

III. In order to inquire into any allegation, the Commodore may convene a committee in accordance with the bylaws.

A. Such committee may be composed of members and trustees. Since any standing committee must be formed by the trustees and consist solely of trustees and include no fewer than three trustees, any such committee formed by the Commodore to address any Code of Conduct matter is to be ad hoc. A committee may consist of trustees and members best suited to inquire into the allegation.

B. Any committee convened is an opportunity for a full and fair review of the circumstances underlying a violation of the Code of Conduct. A committee may consider multiple allegations, or in the alternative, multiple committees may coexist as appropriate to the circumstances and number of individuals bringing forth allegations.

C. Upon reaching a finding, a committee may recommend action to the Board of Trustees which shall act upon the recommendation in the ordinary course of business at a general or special meeting of the trustees. Disposition of complaints may be of the following nature:

- i. Unfounded without penalty or prejudice
- ii. Unfounded without penalty
- iii. Unfounded allegation but with prejudice as to bringing the matter again
- iv. Founded

IV. Remedies for a determination of Founded are at the discretion of the Board of Trustees acting in good faith and may carry a penalty commensurate with the severity of the allegation. Such penalties may include and are not limited to issuing a warning, a suspension of good standing status for a set term or, as appropriate, expulsion.

## Common Sense

The SRA policies cover many areas of safety and many house rules, however SRA expects everyone – Athletes, 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 emergency phone numbers (911);
- 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.
- SRA has implemented the following policies to help Athletes, Coaches and Staff make informed decisions and better ensure the safe practice of our sport and the use of the SRA facilities.

## Safety Guidelines

### Basic Safety

AT ALL TIMES rowers and scullers must follow all SRA traffic and safety rules as listed below.

1. Rowers and scullers must familiarize themselves with all the contents of this manual and any additional rules, safety guidelines and notices SRA makes available.
2. Rowers and scullers must follow the instructions of SRA coaching staff. The SRA head coach has final say on whether conditions are safe for rowing for all rowers including open and private scullers.
3. All rowers should wear clothing appropriate to the weather conditions: warm synthetic or wool clothing, especially hat and socks are recommended in cold weather. Remember that it is always colder and windier on the water. Hat, sunscreen and water or sports drinks are recommended in hot weather. In adequately prepared rowers may be left on land at the discretion of the coaching staff.
4. All rowers must complete online registration for each term or year. When registering note any medical conditions that might affect your ability to row and special needs should you require medical attention.
5. In addition, notify your coach if you have any medical conditions that could impair your ability to row or that require special attention.

6. Take precautionary medications in the boat with you while rowing (i.e. asthma inhalers).
7. All rowers and scullers should check the equipment before launching: ensure that all nuts and bolts are in place, check hull for any cracks or leaks, check foot-stretcher tie-downs and ensure that they are in place. If you notice any damage to the boat, notify the coach and log the damage in the repair log.
8. Follow the rules of the bay as outlined in this manual. Scullers, coxswains and bow persons must check the course of travel frequently and follow the traffic pattern (see map).
9. Participants in coached programs should, unless specifically instructed otherwise, make an effort to remain in sight of the coach and if separated should stop in a safe spot and wait for the coach.
10. When possible shells should proceed single file, especially in narrow stretches, especially under the Bayville bridge.

### **Additional Safety Guidelines for Scullers**

1. Scullers are required to log-out prior to, and log-in following, each row in the logbook at the captain's desk.
2. Scullers must be prepared in the event of capsizing. They must be able to right and re-enter the boat on the water, or be able to swim back to shore WITH THE BOAT.
3. Scullers are responsible for following the traffic pattern at all times.
4. Scullers are responsible for being aware of and avoiding other traffic, who may or may not be following the traffic pattern.
5. Scullers should be aware of the weather forecast before launching.
6. No sculler should launch in conditions that threaten lightning or are otherwise unsafe.

### **Additional Safety Guidelines for Coxed Boats**

1. The coxswain is in command of the boat at all times, and should be given complete attention and respect.
2. The primary job of the coxswain is to safely guide the boat by steering the boat and commanding the crew.
3. Rowers of a crew should not talk while the boat is moving: it makes hearing commands difficult and distracts the coxswain from their primary job which is safely guiding the boat.
7. Any rower who sees a hazard that they believe the coxswain does not see should notify the coxswain immediately.
8. The coxswain is responsible for following the traffic pattern at all times.
9. The coxswain is responsible for being aware of and avoiding other traffic – who may or may not be following the proper traffic pattern.
10. If any rower hears thunder he or she should notify the coach immediately. The sound of thunder is usually masked by the noise of the engine.
- 11.

## **Lighting for All Boats on the Bay**

When rowing or sculling in low light conditions, all boats **MUST** have both a white, solid stern light attached to their boat outside the stern cockpit and a solid red/green (port/starboard) bow light attached to their boat on the outside of the bow wash-box.

Scullers are encouraged to also wear bow red and stern white lighting on their person as back-up in the event that the lights attached to the shell fail.

## Emergency Procedures

### **Stay Close To Your Coach**

The launch has been outfitted with safety equipment, such as PFD’s. The launch is a much faster way to get assistance in an emergency. On the Charles River, however, rules of safety and etiquette require that the coaches stop or travel slowly to avoid waking other shells. Launches can also break down. Take care to remain near the coaching launch unless specifically otherwise instructed – **EVEN IF THIS MEANS STOPPING AND WAITING IN A SAFE SPOT OR TURNING AROUND AND FINDING THE COACH.**

### **Never Leave the Boat!**

- If you are close to shore and a strong swimmer, swim **WITH THE BOAT** to shore.
- Even if it is swamped or capsized, the boat will remain floating.
- A submerged or partially submerged boat is a hazard to other crews and boats.

### **“Weigh Enough! Hold Water!”**

- If you hear these commands immediately square the blades and drag them against the water
- Do so no matter who gives the command – they might see something you do not, even if they are in another boat!
- Act first! Don’t look around – hold water first, before looking to see why

### **Call for Help**

In any emergency situation your first step should be to call for help.

- Yell for help, do not assume people can see you or recognize that you are in an emergency situation.
- Wave both hands in the air.
- Wave a shirt, or even an oar to signal distress.
- When possible, stay within hailing distance of the safety launch.

### **Person Overboard**

- Immediately yell: “weigh enough, hold water!”
- The most common reason to fall out of a rowing shell is as a result of a serious crab. Keep in mind that the rower may be injured from the force of the oar. He or she may require someone to enter the water and provide immediate assistance.
- If a coaching launch is nearby, hail it immediately.
- An oar may be used as an emergency flotation device. If possible, use the rower’s actual oar.
- Remember that the oars provide stability to the shell and take care not to allow the shell to flip as you undo the oarlock.
- Take care not to injure the person in the water as you send the oar towards them.

### **Collisions**

In case of collision stop and assess:

- Is anyone in either boat injured?
- Is the boat damaged? If so is it taking on water? If so, proceed immediately to shore or the nearest dock.

If a person is injured, consider the following:

- Is there a coaching launch nearby? Someone should immediately try and flag down or hail for assistance.
- Does the person require immediate first aid?
- Is anyone in the boat qualified to administer aid?

If there is no launch nearby, and the injury requires attention, where is the closest help? This may depend on where you are on the river, and what time of day it is. Some of the possibilities for getting assistance include:

- Cell phone.
- If you are able to reach the west shore easily, flagging down a passing vehicle may be the fastest way to get help. Take care to avoid being run over.

### **Shell Swamped**

If the shell fills with water to the gunnels, the boat will still float but may break apart if the rowers remain in the shell. Take the following steps if help is not at hand or on the way:

1. Yell, “Weigh enough!”
2. Untie shoes.
3. Rowers should buddy-up in pairs. Coxswain should buddy with the stern pair.
4. One at a time, the rowers should slip into the water, keeping hold of the boat for floatation.
5. Remove the oars, or place them parallel to the hull. Loose oars will not only impede flipping the boat back over, but they can pose a hazard. Don’t let oars float away.
6. Move to the ends of the boat so as to avoid falling riggers and oars when you roll the boat over.
7. Roll the boat over.
8. Swim the boat to shore.

Once the boat is rolled, rowers may grasp hands across the boat. If the temperature is cold, lying across the boat, with as much of the body out of the water as much as possible is important as loss of body heat occurs 25 times faster in the water.

### **Shell Capsized**

Capsizing is extremely likely in a small boat (single, double or pair) and much less likely in a larger boat. Independent Scullers should familiarize themselves with the procedure to right a boat and re-enter from the water. Larger boats (fours, eights) or if you are tired, cold or unclear how to re-enter a boat, should be swum back to shore. Once you are in sufficiently shallow water to stand, you may right the boat and get in. In any event, do not leave the boat! Even an swamped or upside-down boat will not sink.



A single or double, when righted, will generally have sufficient flotation to be rowed. Many such boats are designed so that much of the water will spill out immediately. Larger boats will need to be bailed out before being rowed. Remember that water is heavy and a boat full of water may break apart if you are not careful.

To Right a Capsized Boat:

1. Immediately make sure all rowers and coxswain are accounted for.
2. If you are in a team boat, buddy-up. Coxswain should buddy with the stern pair.
3. Grasp hands across the boat.
4. Swim the boat to shallow water or shore before attempting to right the shell.
5. Get control of the oars. Loose oars will not only impede flipping the boat back over, but they can be hazardous. Either put them parallel to the hull, or take them out. If the oars are removed, do not let them float away – you will not get home without them.
6. Fatigue and hypothermia can set in quickly in the water. If the temperature is cold, lying across the boat out of the water as much as possible is important as body heat loss occurs quickly in the water.
7. Re-entry from deep water is a complicated procedure that should only be tried if you are familiar with how to do so or are supervised by a coach.

### **Hyperthermia**

Hyperthermia occurs when there is an increase in body temperature, usually when the air temperature is above 76 degrees and the victim is exposed to sun and heat in combination with a decrease in fluids. It may occur when:

- sweat cannot easily evaporate
- the body is being heated by the environment
- water-loss from sweat and respiration is not replaced and dehydration occurs

Two serious conditions may result:

### **Heat Exhaustion**

A serious condition, heat exhaustion can occur when someone exercises in the heat and sweats a lot. Possible symptoms of heat exhaustion include:

- Sweating
- Nausea
- Dizziness
- Vomiting
- Muscle cramps
- Feeling faint

- Fatigue

Victim should lay down in a cool place. Remove as much of the person’s clothing as possible. Cool victim with a cool water spray or damp, cool cloths to the neck, armpits and groin. Offer sports drink or similar liquid, or water if no sports drinks are available.

### **Heat Stroke**

Heat stroke is life threatening! You must act quickly. Symptoms may include:

- Confusion, behavior changes
- Dizziness, feeling faint
- unconsciousness, seizures
- nausea, vomiting, muscle cramps, fatigue

Get medical assistance as soon as possible, call your emergency response number . Put the victim in cool water if possible. Check if the person needs CPR.

### **Hypothermia**

Hypothermia, a serious condition which can cause death, occurs when a victim is subjected to cold temperatures, cold water, ice or snow. Hypothermia can develop even when the temperature is above freezing.

There is potential for hypothermia if people are submerged in water with temperatures below 80 degrees. Water temperatures below 50 degrees are extremely dangerous. Hypothermia can even occur with air temperatures in the 60’s, particularly if rowers are wet, exhausted, and exposed for long periods of time. Always obtain medical assistance as soon as possible when dealing with hypothermia.

Symptoms may include:

- Skin cool/cold to the touch
- Shivering (shivering will cease if body temp is VERY low)
- Drowsiness, confusion
- Apathy, lack of concern about situation
- Lethargy
- Stiff muscles, cold, blue-ish skin

Actions if cold and shivering:

1. Get out of the cold/water quickly (on top of capsized boat for instance)
2. Keep as much of body out of water as possible.
3. Move to shelter quickly if possible.
4. Remove wet clothing; put dry clothes on person if possible.

5. Phone emergency response number. Wrap person in clothing, towels, anything (use other warm bodies if necessary) to keep the person warm (covering head as well, but not face).
6. See if person needs CPR.

**DO NOT RE-WARM EXTREMITIES! CALL FOR MEDICAL ASSISTANCE AND PROVIDE CPR IF NECESSARY. DO NOT PLACE HOT PACKS IN CONTACT WITH VICTIM’S SKIN.**

## Information for Independent Scullers

Independent sculling is open to current annual adult members at SRA who have a valid SRA Captain’s Test on file. Each SRA independent sculler is responsible for understanding and complying with the information in this handbook. Any questions may be directed to [masters@sagamorerowing.org](mailto:masters@sagamorerowing.org).

### **Swim Test**

All new scullers must have a swim test on file with the SRA. Contact the SRA office at 516-714-3247 to verify that you have a swim test on file.

### **Captain’s Test**

This test is designed for adult athletes who have the necessary and required skills for sculling on their own. New adult annual members who wish to scull on their own will be required to pass a skills test, both written and practical, before they are granted Independent Sculling privileges.

### **Boathouse Key**

During Spring 2015 Sagamore updated the northwest door to the boathouse to an electronic FOB key. A FOB key and a regular key for the boat bay doors were issued to our key-holding annual members in 2015. For 2016, we will continue using the FOB key for the northwest door. Key-holding annual members will NOT be issued a new FOB key. We do anticipate issuing new keys for the boat bay doors. If you did not have a key in 2015, you are required to contact to pass the captain’s test and you will then be issued a key. Any questions may be directed to [masters@sagamorerowing.org](mailto:masters@sagamorerowing.org).

### **Logbook Rules and Guidelines**

Independent sculling is a sculling program for those with a valid SRA Captain’s Test. Registered independent scullers may row independently during the rowing in the water season. The independent sculling term generally runs from mid-March through mid-November. Independent sculling and captain’s test privileges may be revoked at any time with due cause.

### **Use of Club Shells**

Independent scullers have access to all SRA club shells and oars. These boats are available on a first come first serve basis and must be signed out in the Logbook prior to use.

### **Informal Sessions**

Many of our independent scullers meet-up regularly year round for informal, non-coached sessions at the boathouse. All Independent Scullers are welcome and are encouraged to attend the sessions. The typical schedule is:

- Tuesday and Thursday evenings at 6-7:30 p.m.
- Saturday and Sunday mornings at 8-9:30 a.m.

Afterwards, the athletes also head into town for breakfast or dinner (depending on the time). Any questions may be directed to [masters@sagamorerowing.org](mailto:masters@sagamorerowing.org).

**Taking a Club Boat to a Regatta**

Equipment requests must be submitted to the SRA Boathouse Captain for approval. The SRA Boathouse Captain will notify the annual members as to deadlines for requests, as well as subsequent boat assignments. If you do take a club boat to a regatta you are responsible for transport. If there is space on the SRA trailer heading to a race you can ask to have your boat included. If you wish to request travel rack space on a team trailer, contact [masters@sagamoreroxing.org](mailto:masters@sagamoreroxing.org). If your boat does travel on the trailer you are responsible for every aspect of the transport. You must load the boat on the trailer, rig/de-rig the boat, load back on trailer, unload from trailer and re-rig once back at SRA. Many times trailer loading can take hours and singles are the last boats to be loaded; coordination with trailer loaders is required.

**Day-to-Day Responsibilities****Before the row**

1. Bring oars down to the dock.
2. If attending a sculling class, be aware of the workout/warm-up meeting place.

**Boat Handling**

1. If you are unsure of yourself, arrange for help carrying your shell to the water.
2. Do not bump your oarlocks, riggers or hull into the other shells.
3. As you walk your shell out of the boathouse, hold the boat securely and be wary of other shells and gusts of wind.
4. Check and/or tighten your equipment: top nut, slide, rigger and foot stretchers.
5. Changing foot stretchers is the only physical change allowed on club boats. Any change to the rigging (other than snap-in spacers) must be approved and supervised by the SRA boathouse captain.
6. Enter any equipment problems in the logbook ASAP.

**On the Beach**

1. Be efficient! Take pride in getting on and off the beach quickly. (The standard at many regattas for launching is 90 seconds!)
2. Do not leave your shell unattended at the beach.

**After the Row**

1. Remove the oars from your oarlocks, close the gates to your oarlocks and place the oars carefully on the beach.
2. Pick up your shell and bring it up to the boathouse. If the shell is too heavy or if it is windy, get help.
3. Wash the boat completely. Scrub the water line. Rinse the hull, tracks and riggers with fresh water.
4. Replace the boat properly on its assigned rack – line the tape marks up with the brackets.
5. Use care in placing your shell onto its rack so as not to hit anything or scratch the hull.
6. Open drain plugs to release any water which may have entered. Open the ventilation ports.

7. Bring oars up from the beach, wash, dry and put them in the proper rack.

**If the boat needs a repair:**

Note the repair in the Logbook. Hang a “Do Not Row” sign on the outside oarlock.

**Private Coaching**

Private Lessons are a great way to get individualized attention to meet your specific needs. Whether you just finished summer learn-to-row, looking for a competitive edge, or want to comfort of a coach who’s looking out for your safety, Sagamore Private Lessons are the way to go. SRA offers Private (1-on-1) and Semi Private (Up to 4-to-1) lessons.

To learn more, visit our Private Lessons page at <http://www.sagamorerowing.org/adultmasters/private-lessons/>

**Personal Boat Storage Policy**

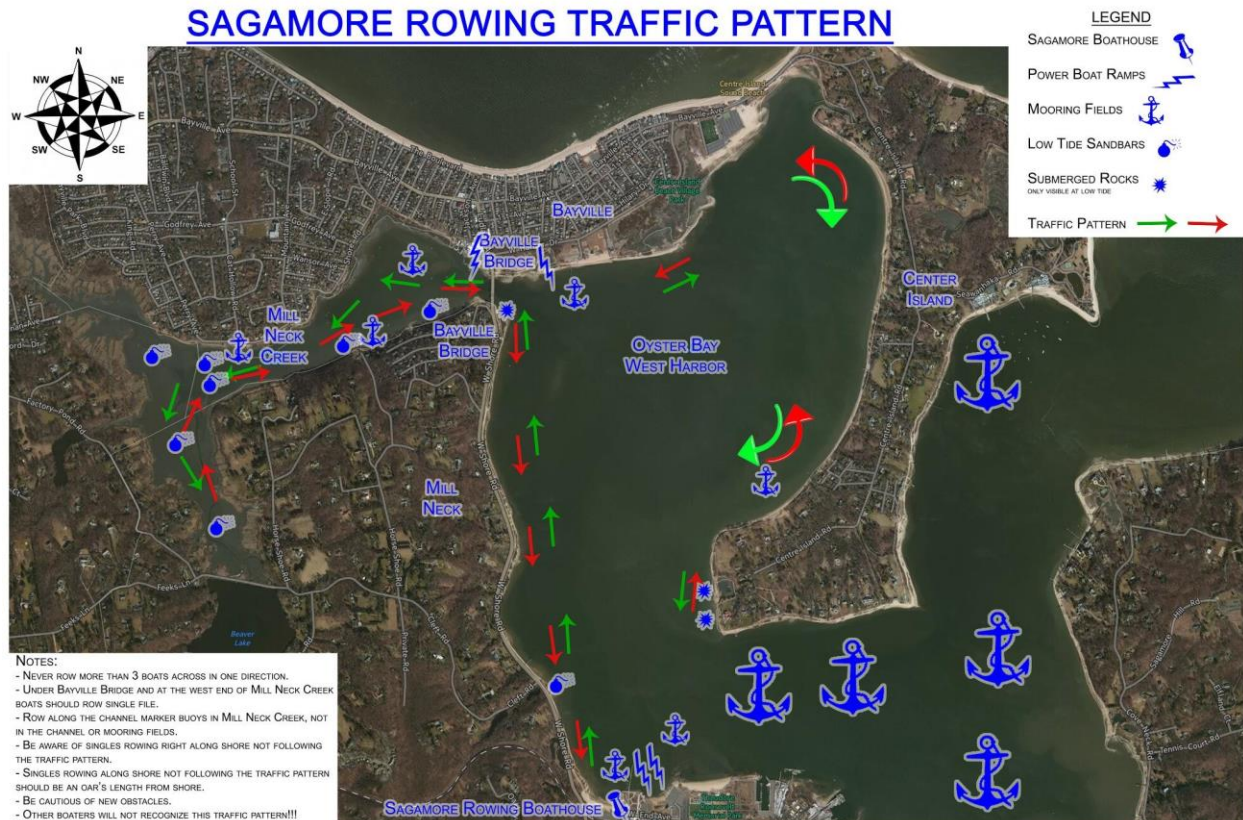
You must be a current SRA annual adult member to be eligible to store equipment at the SRA facility. If you are new to storing a boat at SRA, you must first contact the boathouse captain, Mitchel Wolfe ([mitchel@mwolfeassociates.com](mailto:mitchel@mwolfeassociates.com)), to inquire about a rack space.

Acceptance of the SRA Boat Storage Agreement (part of the registration process) is required by anyone storing equipment at SRA Facilities. The form is available online at <http://www.sagamorerowing.org/membership/documents/>.

## Oyster Bay Map and Traffic Patterns

All traffic should stay to the right (port side), regardless of direction of travel.

Regarding traffic at the bridge, crews going straight get right of way first, followed by crews turning right (to port side), and lastly, crews turning left (to starboard side).



### Common Hazards

- At the bridge, crews should be aware of other crews passing through the bridge
- Under Bayville Bridge and at the west end of the Mill Neck Creek, boats should row single file
- Row close to the channel marker buoys in Mill Neck Creek, not in the channel or mooring fields
- Be aware of singles rowing along the shore, not following the traffic pattern
- Be cautious of new obstacles
- Recognize that other boaters may not follow the traffic pattern recommended by SRA