South End Rowing Club Procedures
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BOARD OF DIRECTORS

This procedure describes the South End Board of Directors, including the election process, running of Board meetings, job descriptions of Board members, oversight of budgets, spending and hiring of paid club employees.

The purpose of this procedure is to provide transparency to club members regarding the operation of the Board and to promote consistency in Board operations.

Elections

Election Administrator

Each year the Board appoints an Election Administrator no later than October 1. The Election Administrator shall be a member in good standing for at least one year who is not a candidate in the election.

Election Timeline

The Election Administrator shall observe the following schedule:

a. Send an announcement of the election, including a call for candidates, to each member no later than October 15;
b. Set a deadline for receipt of all statements of candidacy no later than November 15;
c. Send a ballot with the statements of candidacy to each member within one week after the statement deadline;
d. Set a deadline for receipt of all ballots no later than December 15;
e. Count the ballots and announce the results within one week after the balloting deadline.

Election Process

Balloting and communication shall be done by mail, email, or any combination in such a way that the ballots are both secret and verifiable. Only active, life and out of town members in good standing may vote.

The Election Administrator shall announce the time and place of the ballot count at the time the ballots are sent to the members. Any member in good standing is welcome to attend and observe the final ballot count.

If there is no more than one candidate for each elected office (2 for DAL), the Election Administrator may declare all the candidates to be elected without sending the ballots. If there is no candidate for a particular elected office, elected officers shall fill that office by a majority vote among themselves at the next Board meeting.
Replacement Of Elected Officers During Their Term

Elected officers may resign, or be removed from office for good cause, by a vote of the other elected officers. Good cause for removal is defined as follows: an abuse of the powers or neglect of the duties of the office, or repeated absences from regular Board meetings. The officer to be removed shall be notified of the meeting at which the vote is to take place, so that he or she may present a defense. When an officer has been removed or his or her membership has terminated, the Board may select a replacement by a majority vote of the elected officers present at a Board meeting. Both the removal and replacement of officers must be ratified by a majority vote of members at the next membership meeting, but the new officer shall begin his or her term on the date of the Board meeting.
Board Meetings
Board Meetings are held on the 2nd Wednesday of the month.

All items for the meeting agenda must be sent to the club secretary by the Wednesday before the meeting. Any Board member may submit an item for inclusion on the agenda however the final agenda is determined by the President. Except in emergencies, the Board will only take action, i.e., vote, on matters that appear on the agenda. The agenda will be posted on the bulletin board at the front of the club and the Club’s website by the Monday before the Wednesday meeting.

All Board Meetings will include a Member’s Moment at the beginning of each meeting where any member in good standing may present any topic to the Board. The Member’s Moment is limited to 5 minutes of meeting time on any one subject.

The President runs the meeting based loosely on Robert’s Rules of Order. However no Board member shall be made to feel a set of procedures limit their ability to discuss a motion put before the Board for a decision.

Board Minutes, Commissioner Reports, budgets for major club events or events that include non-members, and rental requests must be sent to the Board email distribution list (serc-board-18@googlegroups.com). Board members should review any reports, budgets, or meeting minutes from the prior meeting, as paper copies are not passed out at the meetings.

Dinner follows each board meeting. Each part of the Board is responsible for providing a board meeting dinner and clean up according to the following schedule. The club pays for the dinners. The budget for each dinner is $300 for 20 people.

January Executive Board (President, Vice President, Secretary, Treasurer)
February Swimming
March Rowing
April Running
May DAL’s
June Handball
July Swimming
August Rowing
September Running
October DAL’s
November Handball
December Annual Board Meeting Dinner - TBD

All Board members are included in the Board email distribution list. This improves communications between meetings between members. Please do not forward Board emails to others, or post to other email list-serves such as Google Groups.
Powers And Duties Of Individual Officers

Each officer has the duty to uphold the by-laws, rules, and policies of the Club, and to submit to the Board on request all money and records of his or her office. The additional powers and duties of the officers include the following:

**President** - to preside at all Board meetings and membership meetings; to call special Board meetings and membership meetings; to appoint such committees as may be needed; to attend meetings of any committee as desired; to execute with the Secretary all documents in the name of the Club; to have general supervision over all the affairs of the Club;

**Vice-President** - to serve in the place of the President in the event of the President’s absence or incapacity; to serve on any committees and perform any duties as requested by the President, with the approval of the Board;

**Secretary** - to have custody of all books, papers, and records of the Club pertaining to this office; to serve notice of Board meetings, membership meetings, and, when requested, committee meetings; to record and distribute the minutes of all such meetings; and to execute with the President all documents in the name of the Club;

**Treasurer** - to supervise the financial affairs of the Club; to have custody of all of the funds of the Club; to deposit all funds in the name of the Club in the bank or banks designated by the Board; to ensure that checks are signed in accordance with the check signing policy described in the by-laws; to make a monthly report to the Board and an annual report to the members of the budget and financial status of the Club; to submit to the Board on request all money and records of the office; to supervise an annual inventory of the Club;

**Boathouse Captain** - to supervise the purchase, construction, storage, upkeep, and repair of all boats and boating equipment related to the rowing program, and supplies; to cooperate with the Rowing Commissioner in performing his or her duties;

**Rowing Commissioner** - to supervise and regulate in a safe manner all matters pertaining to recreational rowing and rowing events and regattas; to cooperate with the Boathouse Captain in performing his or her duties;

**Swimming Commissioner** - to supervise and regulate in a safe manner all matters pertaining to swimming and swim events; to supervise the purchase, storage, upkeep, and repair of safety equipment related to swimming including inflatable swim support boats, kayaks and other similar craft;
**Handball Commissioner** - to supervise and regulate in a safe manner all matters pertaining to handball and handball events and tournaments; to supervise the upkeep and repair of the handball courts and equipment;

**Running Commissioner** - to supervise and regulate in a safe manner all matters pertaining to running and running events;

**Gymnasium Commissioner** - to supervise and regulate in a safe manner all matters pertaining to the gymnasium; to supervise the purchase, upkeep, and repair of the gymnasium and gym equipment;

**Entertainment Commissioner** - to supervise and regulate in a safe manner all matters of social activity and entertainment, manage the clubs rental and social activities calendar and bring to the board any conflicts; to supervise the purchase, storage, upkeep, and repair of related equipment, including the cook shack and the bar;

**Building Commissioner** - to supervise construction, upkeep, and repair of the clubhouse and its facilities; to keep the Board informed of the status of such construction and repair; to propose long-range plans and priorities for building projects;

**Membership Commissioner** - to make a monthly report to the Board and an annual report to the members describing the number and classes of members; to welcome new members, provide orientation and connect members with the sports that are interest; to publish all upcoming due dates and the consequences of missing them, to publish other such information as may be appropriate.

Each commissioner, plus the Boathouse Captain, may appoint, with the approval of the Board, an assistant commissioner, a committee, or both to assist him or her with the duties of the office. In the absence of a commissioner, the assistant commissioner may give reports at a Board meeting but may not vote.
BUDGETING AND SPENDING

Budgeting
Each appointed commissioner shall create an annual budget for their program. In preparing the budget, they must consult with last year’s commissioner for their program and the treasurer. The budget should have a line item for each significant purchase planned during the calendar year plus at least one line item indicating the cost to operate the program (various small purchases).

For example the budget for the gym might look like this:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>New ERG</td>
<td>$3000</td>
<td></td>
</tr>
<tr>
<td>New free weights</td>
<td>$1500</td>
<td></td>
</tr>
<tr>
<td>Operating Expenses</td>
<td>$400</td>
<td>Disinfectant, lubricant for equipment, etc</td>
</tr>
<tr>
<td>Total</td>
<td>$4900</td>
<td></td>
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</tbody>
</table>

Budgets shall be presented to the Board at the January or February meeting and be approved by March. The Board may revise the budgets at any time. Commissioners may not make significant purchases without an approved budget.

Budget Reporting
The treasurer shall provide quarterly program reports to the Board regarding each program budget. Significant variances from the approved budgets must be highlighted to the Board.

Spending
Once a commissioner has an approved budget they may spend the authorized amounts without further Board approval as long as:

- their year-to-date spending has not exceeded what the Board authorized
- the expenditure won’t cause them to exceed their authorized budget
- the item being purchased is unchanged from what the board authorized

If any of these conditions are not true, then the expenditure is not allowed without further Board approval. In any case, all significant expenditures must be reviewed by the treasurer before the purchase is made.
Hiring of Paid Employees
Each paid position must have a written job description including job duties, qualifications, and the title of the board member who will supervise the position.

A written job posting must be created before the hiring process can begin. The job posting must be placed on the bulletin board at the club, in addition to any other electronic or physical job boards.

A minimum of three board members must participate in the interview process and hiring decision. The hiring decision must be recorded in the minutes of the next Board meeting.
FACILITY USE

Club Membership has grown significantly in recent years, as has the opportunity for misunderstanding and conflict. The purpose of this procedure is to describe the requirements for use of the club property and provide a consistent reference for members to determine what is and is not acceptable. The requirements are driven by the Port of San Francisco, San Francisco Recreation and Parks Department, our insurance companies, and general common sense.

General Behavior
The South End Rowing Club is a multi-generational adult volunteer club and requires the kind and gentle care of its membership and guests. We are here for the enjoyment of our sport and to support each other. Membership is a privilege. We belong to the Club. The Club does not belong to us. Please treat the Club with the respect you would show to your best friend’s home. When you are asked for help, please show up, and help. Let’s preserve and respect our precious resource.

While members share common interests in the sports of rowing, running, swimming, and handball, disagreements arise. We expect members to behave in a respectful manner, both toward each other and the facility. Violence, threats, or bullying of any kind will not be tolerated and many lead to immediate suspension and/or expulsion. When disagreements occur, members are expected to attempt to settle the problem among the involved parties prior to involving the Board. However circumstances might arise when an emergency call to the police is the appropriate course of action. Members are expected to use their good judgment.

Facility Use Considerations

a. All members use and enjoy our facility as a place for our four sports. Remember, the Club is not your personal residence, kitchen, living room, or office;
b. Please consider how to volunteer. The last Sunday Volunteer Day is a great place to start;
c. Only dry wet suits are allowed in the building;
d. Keep sand out of the Club. Rinse all equipment, humans, and other creatures before entering the building. Use outdoor foot wash stations, shower, and hoses. A footbath must be posted outside the boathouse door;
e. Feel free to sweep the sand from the boathouse apron in the morning;
f. Obtain training from an experienced Club cook before using the stove;
g. Use compostable or reusable plates and utensils for all events.
h. The consumption of alcohol before any Club sporting event or activity is banned. The first violation of the ban will result in a warning, the second a suspension and the third expulsion from the Club
**Public Day Use**
The South End Rowing Club is open to the public on alternating days with the Dolphin Club, next door, Monday through Saturday, 10am to 6pm. Public visitors shall ring the doorbell for access. There is a day-use fee of $10.00. Public visitors must sign the guest book, fill out one of the envelopes, sign it, and put their $10 fee inside. Deposit the envelope with cash or check in the safe at the entrance. (No public visitors on Sunday.)

Public visitors may use the locker rooms, day use lockers, gym, handball courts, dayroom, showers and saunas, and beach.

Public visitors may not use the wooden boats, shells, kayaks, or any other watercraft.

Minors are not allowed to utilize the Club under the Day Use procedures.

A suspended member or expelled former member shall not have access to the Club under the Day Use procedures unless such permission is expressly provided in their letter of sanction from the Board.

**Guest Accompanied by a Member**
Members in good standing may bring up to two guests to the club at any time. A club member must accompany the guest. (Note that membership at SERC is individual. Members’ families are considered guests and must adhere to the guest policy if they are using the club’s facility.) If the guest is a minor, a parent or legal guardian must co-sign the guest book with the minor.

There is a day-use fee of $10.00. Guests must sign the guest book, sign the waiver on the envelope, put their $10 fee inside, and deposit the envelope with cash or check in the safe at the entrance.

The day-use fee does not apply to non-members who:
- are spectators of sports events hosted by the club. (However, if guests are joining for meals, they must pay the event’s suggested amount for that meal.)
- are accompanying members and not using the club’s shower, sauna or other facilities

Guests may not use the wooden boats, shells, kayaks, or any other watercraft. Use exceptions for rowing boats may be granted at the discretion of the Rowing Commissioner or Boathouse Captain.
Non-member participants in sports events (e.g. tournaments and regattas) must be registered and paid-in-full for that event. (Sports commissioners are required to provide these lists to door monitors.)

**Lockers**

Locker room lockers for both men and women are available to members based on availability for an annual fee of $125.00, or pro-rated to $75.00 if rented after June 30th (fees subject to change.)

Twenty men’s lockers located outside of the men’s locker room are available for an annual fee of $96.00. These lockers are intended for storage only. Nudity is not permitted in the passageway.

There are Day Use and ADA lockers in both the men’s and women’s locker rooms. No overnight locks are permitted on Day Use or ADA lockers.

Locker waiting lists for men and women are maintained by the Membership Commissioner, or a designee.

Out-of-Town members are not eligible for any locker, either in or outside the men's or women's locker rooms.

**Locker Room Etiquette**

No wet wetsuits in the locker room.

Wet swimsuits should be hung to dry outside.

Clothing hooks are only for day use. Items that don't fit in your locker should not be left in the locker room overnight.

No aerosol use is allowed which may create an emergency situation for those with asthma.

Rinse off your sandy feet before entering the locker room.

Conserve water when showering - warm up in the sauna.

Lend a hand and wipe down the sink area, mop up a puddle on the floor (mop is stored outside the locker room door in janitor’s closet) and clean up after yourself and your neighbor from time to time.
Facility Rental
a. Read the Club Rental Guidelines and the Club Rental Agreement posted on the Club’s website, under the FAQ section;
b. Contact the Entertainment Commissioner to discuss the desired rental date, purpose, and other specifics;
c. If Entertainment Commissioner approves the rental, download, complete, and sign the Club Rental Guidelines and the Club Agreement. Return the agreements with the necessary fees and documentation;
d. A security guard, chosen by the Entertainment Commissioner, must be paid by the renter by the event start time;

Security Cameras at the South End Rowing Club
Overview:
The South End Rowing Club (“the Club”) is disinclined to have security cameras on site. The presence of surveillance devices is inconsistent with the Club’s culture, and such devices threaten to compromise our sense of privacy. Balanced against the interest in avoiding surveillance devices is the increase in problematic behavior (e.g., break-ins to the office, misuse of the Club, etc.). Given the absence of security personnel or elaborate screening mechanisms at points of entry into the Club, there are significant risks of vandalism or other wrongdoing by members of the public. The cameras have already identified at least one individual who was misusing the kitchen at 2:30am.

We aim to define a set of policies that reasonably balance legitimate individual interests in privacy against legitimate individual and Club interests in safety and security.

Camera Location:
Cameras may be placed as needed by the Building Commissioner on the first floor of the building interior except for the first floor bathroom.

The only allowed viewable location on the second floor interior is the office and dayroom.

Cameras may be placed on the exterior of the building facing the dock. Exterior cameras on the front or side of the building will be allowed only with the authorization of the President and Vice President.

Irrespective of location, cameras need not be obviously visible, but they shall not be concealed.

Review and Monitoring:
Except for the purpose of periodic testing of the system, images may be reviewed only by or with the written permission of the President or Vice President, and only in response to a report of suspected vandalism or other actual or attempted harm to
persons or property. Anyone violating this limitation shall be subject to suspension or expulsion from the Club at the discretion of the Board.

There shall be no required frequency of review. Nothing in this Policy shall preclude the Club from sharing any images or their contents with Club officers, agents, or employees with a need to know in order to perform their Club duties.

**Viewing Location:**
It is strongly preferred that authorized review of images occur from the Club office. However if this is not technically feasible, then they may be reviewed from other locations.

**Audit:**
A physical log will be retained that contains at a minimum the following details: The date the images were accessed, who accessed the images, for what purpose, what time period was reviewed and who authorized the review. Any Club member may review the log.

**Retention Period:**
Images will not be retained for more than 60 days. If an image documents any instance of wrongdoing, those images may be retained indefinitely. Upon the request of a law enforcement agency or other governmental body, images will be retained for the period of the request.

**Retention Location:**
It is strongly preferred that the images be retained onsite at the Club. However if this is not technically or fiscally feasible, then the President or Vice President may authorize their storage in the cloud. Irrespective of where they are retained, the President or Vice President must be given sufficient assurance that the images are secure and can’t be inappropriately accessed.

**Notice:**
There will be appropriate notice of the presence of security cameras placed at the front door of the Club. The security camera policies (this document) will be available to all members on the Club website.

**Audio:**
The cameras will not record any audio data.

**Vandalism:**
Any Club member who vandalizes the cameras or their storage mechanism shall be subject to suspension or expulsion from the Club at the discretion of the Board. Any member of the public who is not a Club member who vandalizes the cameras or their storage mechanism shall be permanently barred from Club membership.

**Third Party Access:**
The Board will not voluntarily release any images to third parties or otherwise disclose the contents of any images except under the following circumstances: (1)
the Club receives a request for disclosure of images or data from images that lawfully requires compliance; (2) receipt of a subpoena issued by a competent authority or an order issued by a court or tribunal of competent jurisdiction; or (3) the Board determines that disclosure is necessary for the Club to defend itself in a judicial action or administrative proceeding.

ENTERTAINMENT COMMISSIONER

Each year the Board appoints an Entertainment Commissioner as soon as practical after an election. The Entertainment Commissioner shall be either a Life member or an Active member of any duration. The role of the Entertainment Commissioner is to supervise and regulate safe manner all matters of social activity and entertainment, manage the Club’s rental and social activities calendar, and bring to the Board any conflicts; to supervise the purchase, storage, upkeep, and repair of related equipment, including the cook shack and bar.

Responsibilities

The Entertainment Commissioner shall:

a. Respond to all rental or event scheduling inquiries;
b. Process all event requests within 14 days of receipt;
c. Perform a walkthrough of the rental area with the member renter;
d. Choose a security guard for the event;
e. Manage the payment of rental in conjunction with the office manager;
MEMBERSHIP

This procedure describes the South End membership including joining the club, membership classes, termination of membership, disciplinary actions and the responsibilities of the Membership Commissioner.

The purpose of this procedure is to provide transparency to club members regarding the membership process.

Membership procedure
Annual membership in the South End Rowing Club is limited to individuals over the age of 18 who are interested in participating in the activities of the Club.

Applicants shall submit an online or paper membership application with the initiation fee and membership fee for the remainder of the year. Neither a personal interview or appearance nor a sponsoring member shall be a requirement for application for membership. The applicant will be noticed within 30 days of receipt of their application whether the application has been accepted, deferred due to capacity, or rejected.

The Membership Commissioner or designee shall contact the new member within 30 days of receipt of the application. In the event a new member joins in December, dues shall be paid through the end of the following year. New members will receive a “Welcome packet” by mail, including a welcome letter, key card and South End Rowing Club sticker; and an email that provides links of interest and detailed instructions for joining the unofficial sports message groups. The Membership Commissioner shall announce new members at the next board meeting.

An applicant who would otherwise be admitted but for lack of capacity in the Club shall be placed on a waiting list, and shall be admitted in the order of application. The Membership Commissioner or designee shall contact the new member within 30 days of receipt of the application to explain the application deferral process. A deferred applicant’s membership shall begin on the date when the applicant is accepted from the waiting list. In the event a new member joins in December, dues shall be paid through the end of the following year.

At times an application for membership must be denied. Good cause for rejection is defined as follows: a record of past acts or conduct demonstrating that the admission of the applicant would substantially impair the purposes of the Club, the preservation or maintenance of the property, or the health, safety, or welfare of its intended users. Prior to rejection of a member application the Membership Commissioner shall, at a minimum, consult with the President of the Board. The Membership Commissioner shall notify each rejected applicant in writing of the reason for rejection, and shall return all money submitted with the application. A rejected applicant shall be eligible to reapply for membership 6 months after rejection.
Membership is renewable each year. The Membership Commissioner shall invoice members, online or via paper invoice, of upcoming dues by November 30th each year. Dues must be paid by January 31 each year. Failing to renew membership in a timely fashion will result in termination of the member’s club access. Access will be restored once the payment has been made.

A member shall petition the Membership Commissioner for any change in membership class and must be a member in good standing at the time of the petition. Changes to membership class shall only occur at the annual membership renewal date. For example, a member who wishes to change status from Active member to Out-of-town member must be a member for an entire calendar year prior to petitioning the Membership Commissioner at the time of the next annual membership renewal cycle.

Membership termination may occur in the following ways: letter of resignation, nonpayment of dues, or expulsion as detailed below. Termination does not relieve a member of the obligation to pay any amounts or fees due at the time of termination, or to return any club property in his or her possession, including but not limited to keys or access cards. A person whose membership has been terminated and wishes to rejoin, may be readmitted by following the standard application procedure.

a. Resignation/nonpayment of dues – a member may resign at any time by writing to the Membership Commissioner and returning any Club property, including keys. A member whose dues have been delinquent for 60 days is presumed to have resigned from the club. The Board may set a reduced initiation fee for former members who resigned in good standing and wish to rejoin.

b. Expulsion – Good cause for expulsion is defined as follows: a record of acts or conduct which would substantially impair the purposes of the Club, the preservation or maintenance of the property, or the health, safety, or welfare of its intended users. Such unacceptable behavior includes all forms of harassment and bullying. A majority vote of the elected officers present at a Board meeting can decide to send a 30-day written notice of expulsion to a member. The notice of expulsion will include the nature of the charges and the names of the parties making such charges. The member is entitled to a reasonable opportunity to present a defense at a Board meeting. During the notice period, the member’s membership shall be suspended. If the member chooses to contest the expulsion at a Board meeting, the elected officers present may choose to rescind the expulsion, by majority vote convert the expulsion to a suspension or by two thirds vote uphold the expulsion. The Board’s decision to suspend membership or uphold the expulsion shall take force immediately. An expelled member may request a review by any governmental agency with authority over the Club. An expelled member is also precluded from using the Club on a day use basis. An expelled member
may request a review by any governmental agency with authority over the Club.

Suspension – At the board’s discretion a member may be suspended from the club. Good causes for suspension are described above under grounds for expulsion. The suspension shall not exceed 90 days. The notice of suspension will include the nature of the charges and the names of the parties making such charges. The member is entitled to a reasonable opportunity to present a defense at a Board meeting. During the notice period, the member’s membership shall be suspended. If the member chooses to contest the suspension at a Board meeting, the elected officers present may choose to rescind modify or uphold the suspension, by majority vote. A suspended member is precluded from using the Club on a day use basis during the suspension period.

**Membership Commissioner**

Each year the Board appoints Membership Commissioner as soon as practical after an election. The Membership Commissioner shall be either a Life member or an Active member of any duration. The role of the Membership Commissioner is to process new member applications, process member renewals, and provide membership information to the board and newsletter editor.

The Membership Commissioner or designee shall:

a. Respond to all membership inquiries
b. Manage all facets of new membership applications and member renewals.
c. Process all membership applications within 30 days of receipt. This includes both online and paper membership applications;
d. Welcome new members by mailing a “Welcome packet” which includes a welcome letter, key card, a South End Rowing Club sticker, and sending an email that provides links of interest and detailed instructions for joining the unofficial sports message groups;
e. Invoice members who do not register online;
f. Manage all membership registrations and payments, with assistance from the office manager;
g. Notify members of delinquencies;
h. Handle all key card requests;
i. Update door key card entry system, as needed.
j. From time-to-time, review the registration process to ensure it is technically and procedurally correct.
k. Work with the office manager to keep member information (contact info, personal info, club interests) updated in the quick base system.
COMMUNICATIONS

As with any large group, the Club has many lines of communication among members and between the Board and the membership. There are Board sanctioned communication methods, and unsanctioned grassroots methods. The purpose of this document is to describe and distinguish these methods.

Official Club Communications

Website
SERC.COM is maintained by the club to provide information to members and the general public. The Board assures all content is approved and correct, including names and email addresses of the Board, the Club calendar, and individual sports information pages.

Direct To Member Emails
Members are strongly encouraged to inform the Club of their current email address. The Board communicates important information including club event details, election information, and other key items via email blast directly to the membership.

Newsletter
The Club newsletter is available both as hard copy mailed to members and digital versions maintained on the Club website. Members contribute photos, articles, drawings, poetry, etc for inclusion in the newsletter. The newsletter is published three or four times a year.

Unsanctioned Communications
There are several means of electronic communication and social media used by members and the public that include “South End”, “SERC” or “Alcatraz Invitational” in their names. These include various Google and Yahoo groups, Facebook pages, Twitter and Instagram. These media are not overseen in any way by the South End Rowing Club or its Board. The Club does not control the membership of these groups, nor does it monitor or moderate the content. Members who join these groups do so with the understanding that the Club has no responsibility for what is posted.
SPORTS

This procedure provides information for the safe participation in sports activities at the South End.

The purpose of this procedure is to provide information to club members to ensure the safety of all, and the preservation of club assets.

Fleet Use and Rowing

Open water rowing is an inherently dangerous sport where we encounter hazards including cold water, strong tides and currents, aids to navigation, motorized vessels, marine animals, and flotsam and jetsam. Rowers must practice common sense, safe procedures, and have emergency plans.

General Rowing Information
Our fleet consists of wooden boats and shells. Boats at the Club are available on a first come, first serve basis. We do not allow privately owned watercraft to be stored on premises.

Prior to leaving the dock, each rower must be familiar with current dock procedures (see Dock Procedures), sign out in the Logbook, equip the vessel with a PFD and whistle, and if rowing in the dark have a light. We strongly encourage having a communication device such as a cell phone or Very High Frequency (VHF) radio on-board. The rower should have the ability to call the coast Guard for assistance, if needed, and especially when rowing alone.

Each SERC member is fully responsible for bringing each boat back the way they found it and for reporting any damage or vessel malfunction. If damage is incurred, it must be noted in the logbook and in a note to the Boathouse Captain. The member who checked the vessel out is responsible for managing the repair process to completion and paying for any necessary parts or labor.

Boat Night is a weekly event that occurs every Thursday Night from 6-9pm. Participating at boat night is a great way to meet other rowers, find a mentor, and learn how to maintain our fleet of wooden boats and shells.

Permitted Rowers
Only members of the South End Rowing Club may use the wooden boats and shells that comprise our fleet. Members of the public are not allowed to row South End boats. Exceptions are made for visiting rowers from other clubs who may be invited
to row in a double or a barge with a South End member/s and must be cleared with the Rowing Commissioner or Boathouse Captain.

SERC members interested in rowing are encouraged to watch the videos embedded on the Club’s rowing page. They may take a Club rowing clinic prior to becoming a member. Novices are strongly encouraged to take the Novice Course at Open Water Rowing Center or elsewhere, as may be convenient.

Each new rower must pass a certification row conducted by a Club rowing mentor for independent use of the boats. Please discuss a certification row with the Rowing Commissioner.

Rower Communication
Communication between Club rowers is important. Club rowers are encouraged to join the two communication groups. One group is South End Rowers Google group and the second is SERC Rowers Slack. The process for joining these communication groups is detailed on the Club website rowers page. These communication groups are not official Club communication organs.

Launching & Recovering Wooden Boats and Fiberglass Heavies from the South End Dock
Changes were made to our dock primarily to make retrieving boats in bad conditions less likely to hurt you or the boats. The changes do not impact launch and retrieval procedures for the shells. First of all, notice we now have TWO blocks tied to ropes at the end of the dock. One is yellow, with two pins that match two holes in the dock. The other is red and has a coved face; it is the old “Chock” we use when retrieving boats.

1. Launching

The old wooden block nailed to the end of the dock has been replaced by a spiffy removable yellow “4x4” block equipped with two “pins”. Before you launch, make sure this block is in place with both pins inserted...This block is your backstop for dolly wheels as you move the boat into the water. Make sure you line up the boat and dolly so the wheels engage the yellow block. Lunging for boat dollies as they roll off the end of the dock is not fun; do NOT forget to lock in the block before you roll the boat down the ramp, unless you want to go for a quick swim!

2. Recovery, fair conditions.

No changes other than checking that the wheel block is in and placing the second un-pinned wheel chock (the one with the curved face) in front of the wheels. Place it on the “uphill” or shore side, curved face against the wheels.
3. Recovery in rough conditions

When the wind and waves have made controlling the boat difficult you have the option to drag the boat up onto the dock to secure it.

Remove the yellow pinned wheel block and set it off to the side with the pins pointed away from the center of the dock, not up. Wet the docks center board as this will make it easier to drag the boat up.

You are now able to bring the boat straight up or on a diagonal, which ever method seems less likely to damage anything. Once the boat is on the dock secure it with the bow and stern lines using the cleats on the sides of the dock.

If the boat is flooded with water and equipped with a plug now is a good time to pull it.

Level and secure the dock. If necessary, find a SERC Samaritan to help you straighten the boat onto the center of the dock; then place the dolly on the land side of the dock, block the wheels, and drag the boat up onto the dolly.

Reminders:

Never be afraid or too proud to ask for help! First of all, we want you to be safe; second of all, our boats are priceless, and repairs are time consuming, expensive, and sometimes difficult. Take care of our beautiful fleet!

Don’t bang the boats! Most damage occurs when the boats bang into the bumper at the dock edge, and when folks drop or bang boats onto the dock, dollies or other hard things. Baby the boats! Come in slowly and carefully at the dock; fend off the boat, get it off the edge of the dock as soon as you safely can! Lift and slide the boats onto dollies rather than heaving and dropping.

Mind the interior! Do not to let oars and things bang the varnish at the boat interior; put PFDs under them or carry them. Better for the boat and the oars to avoid vibration and banging. Keep out the sand; wipe it up carefully with damp sponge or vacuum first thing when you get back. Care for the ropes; coil them neatly if dry; hang them loosely on bow /stern if wet. Don’t “grind” a wet sandy rope into the deck when coiling; it’s like sandpaper on the varnish!
Gym Use
The South End Rowing Club gym is an amenity shared by all members. It contains expensive equipment that should be utilized with care in order to preserve these assets for other members.

Limitations
a. The gym is for adults only. No children are allowed in the gym.
b. Dogs are not allowed in the gym.
c. Shirts and shoes must be worn.
d. Do not leave personal equipment in the gym.
e. Use of private trainers is not allowed.

Policy On Use of Non-Club pilots and Motorized Equipment
Piloting swimmers with motorized equipment has inherent risks however the South End Rowing Club has taken many steps to mitigate these risks including:

- A carefully planned and managed program to train and evaluate pilots and to assure that pilots aren't allowed to operate beyond their level of competence.
- Sensibly selected equipment that minimizes the risk of injury to swimmers.
- Appropriate insurance in case an accident should occur.

Some swims require motorized support above and beyond what can be provided from the Club’s own fleet. In these cases additional craft may be rented. The rented equipment will be Coast Guard certified and be driven by a Coast Guard licensed Captain. The captain and equipment must carry their own commercial insurance. The Captain will also provide a liability waiver to the Club. The Board may waive some or all of these requirements on a case-by-case basis.

Under no circumstances are individuals (Club members or non-Club members) allowed to store or operate private motorized vessels from the South End Rowing Club. Private motorized vessels may only be used on South End Rowing Club swims if they meet the previously stated requirements.