



MILL TOWN ROWING COMMON POLICY & SAFETY MANUAL

Effective Date: August 7, 2024

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1. About Mill Town Rowing

Mission Statement: Our Mission is to empower and inspire the Snohomish County community through rowing, assisting athletes of all ages and skill levels to achieve their full potential as individuals and as a crew, on the water and in life. With inclusive programs for Juniors and Masters, coupled with recreational rowing and competitive racing opportunities – locally, regionally, and internationally – we can ensure that people of all ages can experience the joy and fulfillment which rowing brings. We are creating a welcoming rowing community which embraces diversity, promotes fitness, recreation, and fosters skill development.

Motto: ***We Got T.H.I.S.***

Boathouse/Office: *Reserved*

Mill Town Rowing Phone: (406) 8Rowing (406.876.9464)

Mailing Address: Mill Town Rowing, P.O. Box 1172, Everett, WA. 98206-1172

Website: www.milltownrowing.org/

2. Official Documents

All official documents shall be kept in a secure Office 365 digital account, accessible to the Operations Director and Board of Directors, in accordance with [RCW 24.03A.210](#).

3. Policy Concerns

The membership may bring up issues of policy concern by submitting them in writing to the Board of Directors.

4. Grievance Process

When a Mill Town Rowing member or group of members needs to raise an issue or grievance in writing, they will submit it to the Mill Town Rowing Operations Director. The member(s) will agree on a reasonable amount of time to investigate and resolve the issue with the Operations Director. If the problem can be solved within existing organizational Bylaws and policies, the Operations Director will inform the parties involved. If the grievance involves an area not addressed in the club bylaws and policies, the Operations Director will place the issue on the following month's Board of Directors meeting agenda (if unresolvable between member(s) and Operations Director).

If the grievance is unable to be resolved at a local level, the Operations Director or the Mill Town Rowing Member will follow the US Rowing Grievance process; see [USRowing Grievance Procedures \(PDF\) - USRowing](#).

5. Key Holders - Reserved

6. Private Boat Storage - Reserved

- Private Boats may be stored at the temporary storage location (until a boathouse can be built) by Mill Town Rowing members for a fee and depending on available space.
- The Mill Town Rowing Board of Directors shall determine storage fees.
- The Private Boat Owner Storage Agreement will govern the terms of storage and will be in force from signing until the boat is removed from the boathouse.
- Private boats may not be relocated from their rack, by anyone other than the owner, without notification by the Operations Director to the boat owner.
- Billing statements will be sent to owners at the beginning of the calendar year or within the first 45 days of establishing a permanent boathouse.

7. Rowing Programs

Introductory Programs - The purpose of Learn to Row classes is to offer the residents of Snohomish County and surrounding area, the opportunity to recreate on the Snohomish River and surrounding waterways. These programs also serve as a gateway to membership into Mill Town Rowing.

Masters Program - The purpose of the Adult (Masters) Rowing Program is for rowing improvement, recreation, and competition. There will be a fee charged to pay for the coach, equipment, and administrative costs. The coach, class description, and fees will be determined and made available online and through email distribution.

Junior Program – ***Reserved (until a Junior Program is created)*** The mission of the Mill Town Rowing Junior

Crew Team is to provide the middle school and high school youth of Snohomish County with a unique athletic opportunity that will enrich their educational endeavors and to serve as a resource for continuing physical recreation and self-improvement. Program fees will be charged to pay for coaching, equipment, and administrative costs, as well as entry fees and travel expenses for local regattas.

Coxswain Program - The goal of the Mill Town Rowing Coxswain Program is for coxswains to work in tandem with the program coach to maximize crew improvements. The coxswain leads their crew on and off the water as well as steers the boat. A crew's performance is as dependent on a well-prepared coxswain as it is on the technical and athletic abilities of the rowers. The coxswain also plays an essential role in the psychology of the team, maintenance of the equipment, and the effectiveness and efficiency of a practice session. A fulltime coxswain shall have full membership at no cost.

Other Programs - The Operations Director, Head Coach, or Board of Directors may create and offer other programs, provided the program meets the Mission Statement of Mill Town Rowing.

8. Operations Policies

Safety Policy - All coaches and athletes shall follow the Mill Town Rowing Safety Policy, which will be maintained by the Safety Committee and Head Coach and will be posted on Mill Town Rowing's website. All members must review the Safety Policy and provide written acknowledgment at the time of joining Mill Town Rowing.

Athlete Protection Policy - All coaches, athletes, volunteers, and parents shall follow both the US Rowing Minor Athlete Abuse Prevention Policy, which will be maintained by US Rowing ([Minor Athlete Abuse Prevention Policies | U.S. Center for SafeSport \(uscenterforsafesport.org\)](#)) and the US Rowing Safe Sport Policy Manual ([US Rowing Safe Sport Policy Manual](#)).

Athlete Code of Conduct - All coaches, athletes, and parents shall follow the athlete code of conduct, which they must review and provide written acknowledgment at the time of joining Mill Town Rowing.

Equipment Policy - Use of Mill Town Rowing's equipment is limited to the following participants:

- Mill Town Rowing Learn to Row Classes
- Mill Town Rowing Masters Programs
- Mill Town Rowing Junior Programs – **Reserved (until a Junior Program is created)**
- Participants or guests as designated by the Head Coach.

The Mill Town Rowing Safety Policy governs equipment use.

The Head Coach or designee will assign club boats to appropriate levels of users.

Significant damage will be noted in an incident report through an equipment damage log maintained by the Safety Committee and the Head Coach. Mill Town Rowing will determine whether or not the damage qualifies as significant.

9. Equipment Handling

All members must enlist enough people to safely carry, launch, and row the boat without injury to themselves or damage to the shell.

- Place the shells in stretchers to check all rigging, including foot stretchers, seats, and tracks before rowing.
- Launch and recover with the bow into the current.
- Give wide berth to bridge abutments, dead heads, log rafts, pilings, debris, and other manmade or natural obstacles, and avoid coming about or drifting when immediately up current from them.
- After use, place shells on stretchers, rinse and dry (if able to do so) and ensure all equipment is stowed appropriately based on the club's facility configuration.
- Inspect the dock and grounds to be certain all equipment has been put away before leaving.

10. Membership Standing

Members shall remain current with regard to fee payments in order to be considered in good standing.

The Operations Director will ensure the club maintains an accurate roster of members.

11. Fundraising

The purpose of fundraising is to:

- Reduce the burden of common expenses on membership, allowing us to keep fees as low as possible, encouraging as many people as possible to participate in rowing.
- Repair and replace our equipment.
- Provide a need based financial aid program for youth.

As a member of Mill Town Rowing, you are an integral part of our fundraising efforts, and your active involvement ensures that our club thrives and continues to serve our rowing community effectively. From fueling our launches, ensuring adequate practice equipment, or maintaining the boats' condition – every contribution matters.

12. Parent Booster Club - Reserved

A parent booster club strives to build and maintain relationships with the Parent community, help create effective communication, and raise funds to assist the youth athletes of Mill Town Rowing.