

PRC Basic Member Handbook



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Introduction

Welcome to the PRC!

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

Mission

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

Who we are

The PRC is the premier rowing club of the Northwest as well as a community in and of itself. Started by the George Pocock Rowing Foundation in 1994, the PRC is a non-profit rowing center led by a Director (Matt Lacey) who is overseen by the Management Committee (chair: Warren Perkins). The PRC prides itself on providing opportunities for rowers of all ages and skill levels, from 13 year old juniors to 90 year old seniors, and from complete novices to Olympians. A focus on “1PRC” highlights our intention of communal inclusion, activity, and involvement, allowing you to get as much out of the PRC as you put in.

PRC Logo



Oar Design



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

Joining the PRC

It's easy, just fill out membership [paperwork](#), sign waivers, complete a float test, read this handbook, learn PRC rules, and pay dues. You can join at any time and your dues will be prorated according to when you join. For the most up to date process, please visit our [membership](#) page.

Contact Us

We are always happy to field your questions and hear your ideas and opinions. The best ways we can be reached are:

Email: info@pocockrowingcenter.org

Phone: 206-328-0778

Fax: 206-328-4239

For all PRC info you can also check out our website: <http://www.pocockrowingcenter.org>.

Code of Conduct

The George Pocock Rowing Center's reputation depends on our ability to do the right thing, even when it isn't easy. This Code of Conduct is a collection of rules and policy statements intended to assist Members of the Center, including employees, in making decisions about their conduct while using or representing the Center or its programs.

The Code is based on our understanding that no one should ever sacrifice integrity, or give the impression that they have, even if they believe it would help the Center.

Each of us is accountable for our actions, and each of us is responsible for knowing and abiding by the policies that apply to us. Managers have a special responsibility, through example and communication, to ensure that staff under their supervision as well as the Membership at large understand and comply with the Code and other relevant policies. Coaches have a similar responsibility for the athletes under their direction.

The Code of Conduct serves as a reference for decisions in a variety of circumstances. No rulebook can anticipate every situation. The personal integrity and behavior of Center staff define the character of our Center, and these actions collectively create our reputation. Never underestimate the impact of your conduct on the success of the Pocock Rowing Center.

- The Code applies to all members, managers, coaches, and employees of the Pocock Rowing Center. Some provisions of the Code continue to apply after a relationship here has ended.
- You are required to comply with the terms of the Code of Conduct as a condition of your continued membership or employment at the Pocock Rowing Center.
- If you violate the Code of Conduct, you may be subject to disciplinary action, including termination of membership or employment.
- The Pocock Rowing Center prohibits retaliation of any kind against members or employees who have made good faith reports of violations of the Code of Conduct. Report violations to the Director or any member of the Management Committee.
- Obtain, use, and share confidential information about Pocock Rowing Center members, and staff only as needed and where it is part of your job responsibilities.
- Use the center's assets, including voicemail and e-mail, for the conduct of Pocock Center business and in a manner that does not reflect negatively on the Center or its members.
- Conduct your personal business and other activities in such a way as to assure that your interests do not conflict with the interests of the Center.
- Gifts and entertainment provided for employees and management by members, parents, and others doing business with the Center are generally discouraged. Accept gifts and entertainment under very limited circumstances.

It is considered a gross violation of this Code of Conduct for any member or employee to request or receive, directly or indirectly, anything of value for or because of his or her vote or influence with respect to any act or proceeding of the Center.

- Members and employees shall not have any direct or indirect financial interest, except a remote interest, in any contract, purchase of materials, or activity financed from Center funds.
- In the event that a transaction gives the appearance of a conflict, the member or employee shall provide a complete and transparent accounting of the transaction to the Director or MC upon request.
- Members shall take no private actions that will compromise the MC or Director.
- When in doubt about a situation, discuss it with the Director, a member of the Management Committee, your supervisor, or your coach.

Infractions and Discipline

The PRC is a Membership organization run on the basis of trust and individual responsibility for one's actions. Coaches, PRC staff, elected leadership – including elected Junior leadership, or parent chaperones are not 'looking' for behavioral problems, however if, through their own behavior, a Member calls attention to themselves, then supervisory or disciplinary action may be warranted. *Failure to follow Safety and other House Rules, boat and launch lighting rules, and other policies and rules can be grounds for discipline including forfeiture of rack space, suspension of member's privileges, coaching privileges, or expulsion from Membership in the PRC.*

Depending on the severity of an infraction, the Director and the MC have a variety of disciplinary avenues. Each case will be treated individually. In general however, management will follow a progressive system ranging from warnings to termination.

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

Membership

Member Responsibilities

All members of the PRC are responsible for staying up to date with happenings at the PRC via reading emails, newsletters, postings, and checking of the website. We try to disseminate information in multiple ways to ensure all members are made aware of events and issues. We need your support to have an informed and up to date membership.

Membership

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

Full Membership:

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

Benefits:

1. 24/7 Access to the Center*, workout facilities, and locker room.
2. Club boat access
3. Access to PRC Programs
4. Private rack space eligibility
5. Access to special member events
6. Free parking at the Center
7. Voting rights in PRC elections.

Discounts:

- *Age (25 and younger*)*
- *Family (all members at same address/each adult gets a vote up to two adults/family)*
- *Annual*
- *High Performance Team Athletes*

*Members under 18 must have supervision when using club equipment.

Fitness Membership:

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

Benefits:

1. 24/7 Access to the Center*, workout facilities, and locker room.
2. Access to special member events
3. Free parking at the Center

Supporting Membership:

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

Benefits:

1. Remain an active member
2. Receive newsletters and Center updates
3. Access to special member events

Life Membership:

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

*24/7 Access to the Center is gained through individual access codes given out upon joining the PRC.

Note: When joining the PRC, you will be added to our mailing list, from which you'll receive our newsletters and other updates. We will never give your contact info out without your permission and you can be removed from this list at any point per your request.

Event rental and membership:

Any members renting the PRC or any part of it pay a discounted rate equal to the regular weekday rate, regardless of what day it is rented for. Howerer: Members may have a **lack of access to the Center** from time to time, due to outside parties Center rentals for private events. During these times, the Center will not be available to its members. Events are intentionally scheduled to not conflict with regular boathouse usage times, but moving equipment out for events may affect these time periods.

Membership Pricing

All prices for membership and PRC programs can be found through the [membership](#) webpage.

Payment Policies

Dues and Fees

The primary source of PRC funds are the membership dues and usage and program fees. The prompt payment of the dues and fees provide for the economic health of the organization. The club's fiscal year runs from January through December. All continuing membership dues and fees will be billed in December, and will be due January 31st. Members who chose to pay quarterly will be billed the month prior to the quarter-end.

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

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

Fee Basics

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

Prorating Policy for Mid-year Membership and Programming

If you join the center or join a program or team mid-year or mid-quarter, we will prorate the cost of that program to the nearest month. (For example if become a full member May 2nd, you will be charged for May - December or 58.33%, which would be billed quarterly as 33.33% of dues for the 2nd quarter and then 100% for the 3rd and 4th quarters each.)

Payment Methods

Payment can be made by cash, check, or VISA/Mastercard. If you prefer, you may put a credit card on file to be charged automatically each quarter. These cards will be charged on the 7th day of each quarter or the next business day if the 7th falls on a weekend or holiday.

Refunds of Dues and Fees

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

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

Membership Dues refunds will be granted with the understanding that the member is resigning from membership and will immediately vacate assigned rack space(s) and locker(s). Anyone wishing to re-join the club who has resigned under these circumstances will be subject to all the procedures and fees applicable to any prospective new member.

Member Reinstatement Fee

To cover administrative costs related to reprocessing members, a \$100 reinstatement fee is required for all members who are rejoining the club after choosing to cancel membership at a previous time.

Refunds of Program Fees

All users of the PRC are Members of the PRC, including participants in seasonal rowing or fitness programs. A member may request a refund of program fees for any reason, however because program costs are 'front-loaded', i.e. purchases and staffing commitments are made in advance, there may be no refund or a limited refund:

- Programs run by Members such as the PRC Masters Men or any of the Private Clubs set their own program fees and refund policies;
- Programs run by the PRC such as the PRC Junior or Masters Women's program, PRC based fitness programs, or PRC based Camps will observe the following guidelines:
 - Program Fees are due and payable at the start of the program or season.

- Participants who commit to participation, but do not pay in advance, are never the less, obligated as if they had paid in advance.
- Cancellations & requests for refunds received at least one week prior to the start of the program will receive 100% refund unless stated otherwise in registration materials;
- Cancellations & requests for refunds received after the start of a program, but within one (1) week of the start of the program may receive a 50% refund unless a program specific cost policy that modifies the cancellation request period is included in the registration materials;
- Cancellations & requests for refunds received after the start of a program, but after one (1) week of the start of the program will receive no (a 0%) refund unless a program specific cost policy that increases the cancellation request period is included in the registration materials;

Program refunds will be granted with the understanding that the participant is withdrawing from the program, however depending on the circumstances and the desires of the participant, a time-limited credit for participation in a different or subsequent session of a program may be granted by the Director for an amount greater than the amount specified in the refund policy.

Alternative Payment Options

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

Changing Membership

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

New Member Referral Incentives

Any member who refers a new member to the center will receive 10% of that new member's total membership payments for the year as a credit towards their following year's membership dues. There is no limit to the number of referral credits you can receive.

Service Hours

As the Center runs for and by its members, we require 10 hours of service from all members towards the PRC per year. These hours can be completed at our two annual work parties in the Spring and Fall, or by serving on a [committee](#), helping with programs such as Learn to Row, and other random tasks. Hours are recorded by filling out a "community service credit form" outside of the office and placing it in the box, or by emailing info@pocockrowingcenter.org with you hours and task. If you choose, you may opt out of service hours at \$10/hour. If you join the Center mid-year, your hours will be prorated accordingly.

Guests

Members may entertain guests at the PRC at any time, however:

- Guests are welcome to use PRC facilities and equipment only when accompanied by a member;
- Guests may use facilities including ergometers, weights, boats and docks;
- Use of club boats, including singles and doubles, by a guest is permissible only with the permission of the Director;
- Guests may not operate launches, however they may accompany a coach or driver on a launch;
- The Member must sign a waiver, and pay the one-day guest fee for any approved use including rowing or participation in a fitness class;

- Guests must follow all PRC house rules;
- Guests may row two times in any season, and will then be expected to pay for membership appropriate to their age to continue rowing;
- The Member is responsible for all charges, including guest fees, boat usage or launch fees;
- The PRC member sponsoring the guest is liable for any damage caused by their guests;
- Guest fees are \$5 per day with an added \$10 per day if using club boats.
- *Seasonal Reciprocity*: Visiting members of another peer rowing club with whom the Director has established a reciprocal relationship are treated as Members under the terms of that relationship for up to one rowing season.
- PRC members who wish to train for a race with a non-PRC member and use PRC equipment and facilities must request written permission from the Director prior to the start of their use of PRC equipment. Permission will generally be granted provided the usage does not conflict with other PRC members use or enjoyment.

Boathouse Regulations

Common Sense

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

- Know yourself, those with whom you row, and the conditions;
- Be observant of all conditions, especially weather/water conditions;
- If in doubt about whether or not something is safe, it probably isn't;
- Be aware of the risks at all times, be observant of changing conditions, consider the state of the equipment and know yours and your crew's ability;
- Follow the rules about lighting and safety on the water and in the boathouse;
- Know necessary phone numbers (911), and the location of University Hospital;
- Following safety rules and proper procedures can increase the chances that if anything does go wrong, it will be more of an inconvenience than a disaster.

The PRC has implemented the following policies to help Members, Coaches and Staff make informed decisions and better ensure the safe practice of our sport and the use of our building.

Safety

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

- **Clothing**: It is recommended that all scullers and at least the bowman in team boats wear light-colored, highly visible tops or jackets to improve visibility by other rowers/boaters on the water. High visibility

yellow wind jackets or fluorescent cycling or crossing-guard vests are an option for early morning or late evening rows.

- **Bow Balls:** Every boat must have a firmly attached ball of not less than 4 cm (1.5 inches) diameter on its bow. Where the construction or nature of the boat is such that the bow is properly protected or its shape does not represent a hazard then this requirement need not apply.
- **Heel Restraints:** Heel restraints and “quick-release” mechanisms must be in proper and effective working order in all boats equipped with fitted shoes. These restraints should not allow the heel to lift more than 5cm (2 inches).
- **Buoyancy:** Bow and stern compartments must function as individual buoyancy compartments and must be checked annually to ensure that they will function as intended. Boats should meet minimum flotation requirements sufficient to support a swamped boat and its crew, with the top of the seats being no more than 5 cm below the surface of the static waterline.
- **Lighting:** All boats rowing out of the PRC should have Coast Guard approved lighting when operating before sunrise or 1 hour before sunset.
 - Lights are required for all club boats (including launches) that are launched before sunrise or plan to dock after sunset. Lighting should consist of a bow light (red/green) and a stern light (white). (The PRC does not provide lights for its club boats -- these must be provided by the members/programs using the boats.) Operating without Coast Guard approved lighting represents gross negligence on the part of the rowers and coaches involved, and may lead to suspension of privileges or expulsion from the PRC.
 - Coast Guard approved navigational lighting includes a combination or separate bright red and green sidelights mounted at the bow of the boat and visible for at least one (1) nautical mile from the side of the boat, and a bright white light mounted at the stern and visible for at least one (1) nautical mile for 360° around the boat or at least from the sides or behind the boat.
 - Inadequate lighting including weak or poor batteries, or missing or broken lights represents one of the most significant safety concerns in the waterway. People without adequate lighting are a problem for other boats on the waterway that may be properly illuminated. Poor or no lighting can result in severe injuries and even death for people involved in a collision, not to mention property damage to boats and equipment. Different boathouses have different rules, but Coast Guard and State DOT rules provide for fines of between several hundred and several thousand dollars for violations.
 - If lighting fails or becomes lost or disabled during a turn-out, the boat should immediately return to its boathouse and replace/repair the lighting.
 - Coaching launches operating in low or no light periods should carry spotlights sufficient to illuminate hazards at 80-100 yards in front of shells in a turnout, with power supplies that are sufficient to last for the duration of a turnout.
 - *Failure to follow the On the Water House Rules and Lighting Rules can be grounds for discipline including forfeiture of rack space, suspension of member's privileges or expulsion from Membership in the PRC.*
- **Traffic Patterns:** All rowers launching from the George Pocock Rowing Center must follow the traffic patterns in the Lake Washington/Ship Canal waterway. A detailed description of the general rules and guidelines for waterway traffic can be found [below](#). *Failure to follow the On the Water House Rules and Waterway Traffic patterns can be grounds for discipline including suspension of member's privileges or expulsion.*
- **Bad Weather:** All PRC programs will take place as scheduled (indoors if necessary) regardless of the weather conditions outside. Unsafe conditions may include dangerously high winds, lightning storms, or other similar situations. Because weather patterns which may affect rowing safety are unpredictable

and subject to sudden change, the decision to go on the water will not be made until the actual scheduled start time of the session.

- **Four Oar Rule:** During particularly cold weather the Director or the chair of the MC may invoke the "4-oar rule" without warning. Invocation of the 4-oar rule means that NO PRC club 1x or 2- should LAUNCH FROM the PRC until the 4-oar rule is rescinded. It applies to PRC boats and is highly recommended to private boats. We have doubles, fours, quads, and eights to get you through the cold weather. The rule is in effect when the **4-oar Card** is placed in the window of the 3 exterior man doors, the door from the 2nd floor to the boat bays, and on the bay door window adjacent to the log-book. Violation of the 4-oar rule can result in suspension of rowing privileges. If and when the weather warms up, the Director et al will consider removing the restriction. This is a rule instituted for our membership's safety. We have a large exercise room with ergs, bikes, weights, and land-training classes to keep our members fit during these brief interludes when it is not safe to row. Give thanks that you live in Seattle and not Boston.
- **Buddies:** It is **STRONGLY RECOMMENDED** that ALL boats not accompanied by launches go out with 'buddies' – i.e. another boat of comparable speed, and that the buddies remain together throughout the workout.

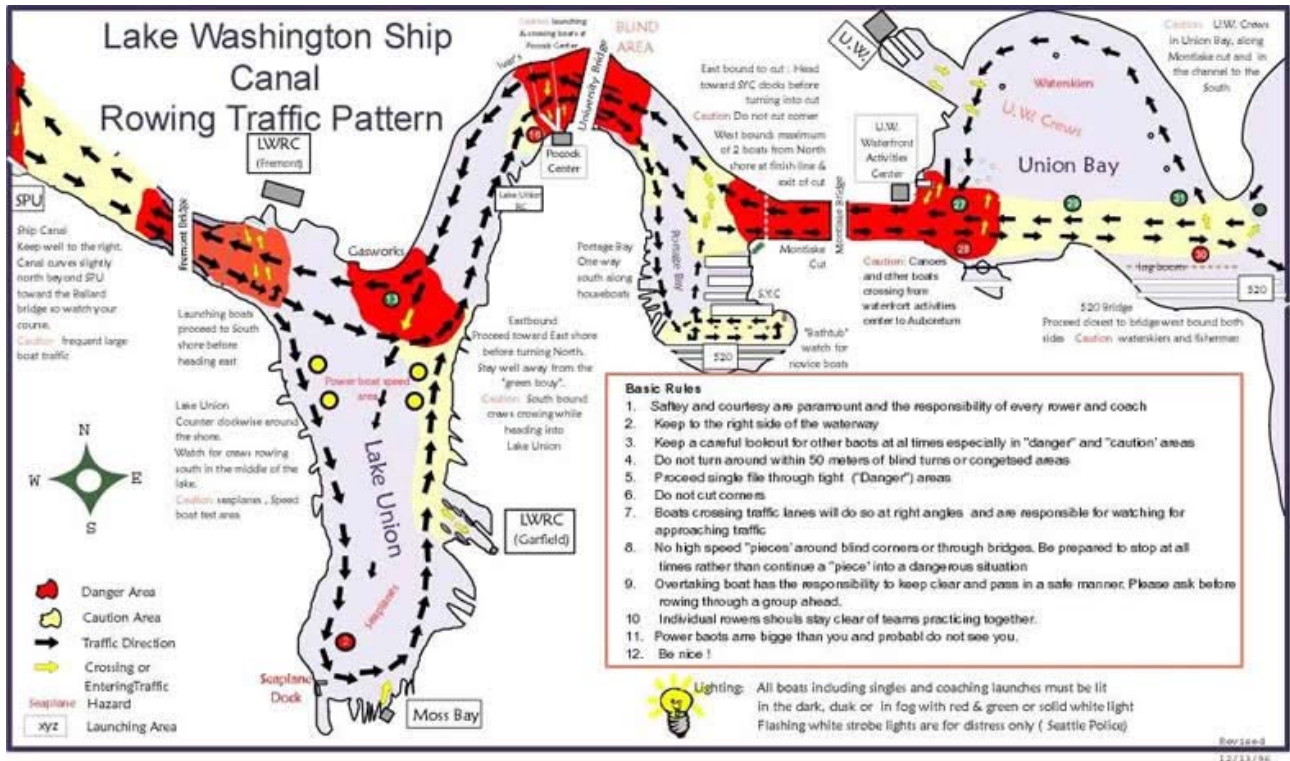
Boat Handling

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

Before taking any club boat out:

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

Traffic and Waterway Patterns



Above is the waterway pattern for rowing around the Pocock Rowing Center. More indepth details include race courses and rowing pattern specifics can be found in our [Seattle Waterway Traffic Flow pdf](#). We highly recommend reading this file for anyone rowing on the waters surrounding the PRC.

Tools and Rules

Logbooks

All boats, including both PRC club and restricted boats and all private boats, rowing from the PRC shall be signed out and in again in the logbook in the boat bay indicating the name of the boat, rack space, times out and in, and names of rowers in the boat.

Dock Protocol

- Dock Etiquette calls for rowers to get on and launched from the dock as quickly as possible. Be considerate of others, and PLAN to get on and off the dock quickly. If you discover breakage or missing equipment, check for others waiting to launch. If there are others waiting to launch, take the boat out of the water and put it back on shore in slings and make the repair. Do not hold up everyone else while you fix your boat. Adjust your foot stretchers on the water if boats are waiting to launch or come in.

- Oars and sculls should be taken to the dock or rack immediately before taking the boat down. Do not leave untended blades on the dock to act as hazards for others.
- Crews and coxswains should remain vigilant and aware of any obstacles that might impede progress to or from the dock (riggers on boats on racks, lifts, slings, other crews waiting in line, etc.)
- All crewmembers are required to help carry boats to and from the water;
- At least one member of a crew should hold the boat while others collect oars
- Cox boxes and any other electronics should be tested and confirmed to be in good working order before embarking on a row;
- Our neighbors in Wakefield's apartment building or in the sailboats moored at the dock are sleeping in the early morning hours. Be considerate of them and keep noise to a minimum.
- Be considerate. Shove off as quickly as possible, and row your boat to a position OUT of the channel before you stop to tie-in. Similarly, on your way in, stop and pivot your boat to prepare to land OUT of the way of boats going by in the channel

After landing:

- Get off the dock as quickly as you can!;
- Return the boat to the same rack you got it from;
- Wipe the boat down with a reasonably clean towel (if there are no clean towels, write a note on the boat maintenance white board);
- Visually inspect the boat for signs of damage or wear which need repair. If you find any damage – regardless of who caused it or if its just built up wear and tear, write a note on the maintenance white board or email director@pocockrowingcenter.org;
- Sign the boat back in on the Boat Logbook;
- Report any collisions you may have had (either with other boats or with stationary objects) to the office;
- Put your oars away;

Locker Room

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

- Lockers may be used during the day for free. Any lockers used over night must be rented (@\$18/qtr)
- All personal belongings, other than shoes, must be stored entirely inside a locker. Shoes may be stored neatly on top of lockers
- Hooks by the showers are for use when showering or for drying towels. Please refrain from drying towels on locker doors.
- Management may make occasional sweeps of locker rooms, placing items in the lost and found box, which is periodically donated to Junior Programs, RVR, and/or Goodwill.
- Those using gym bags are asked to place them out of the way – in or on top of a locker – as to not impair use of floor space by others.

Regatta Trailer Costs, Including Private Boats

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

If the PRC takes a trailer to an away regatta, members may get their private boats on it on a space available basis. The price of trailering is created by totaling all expenses and dividing it by number of seats on the trailer. Owners of private boats on the trailer are responsible for covering their share of these expenses.

The cost of trailering PRC Club boats to regattas for programs is charged to the programs and must be accounted for in the fees set for participation in the regatta. In this way the Junior Program bears the cost of trailering boats to Junior Regattas, Masters to Masters regattas, etc. Participants in Masters Programs are responsible for allocating the cost of the use of the trailer among the users of the boats used by them at regattas.

Boat Use

Club Boat Policy

1. All Full members have access to all club boats with green duct tape on the end of their racks.
2. Before taking out a boat, you must confirm it is not already reserved during the time you plan to take it out in the club boat reservation binder by another member.
3. If it is not reserved, you must sign it out in the log book before taking it out on the water.
4. To reserve a club boat: place your initials in the corresponding boat, time, and date boxes in the reservation binder. Boats may be reserved up to two weeks before hand, and for up to two hours at a time.

EXCEPTION: The only times you cannot reserve boats are during the Junior and Intermediate Programs. Please visit their webpages: [Juniors](#) and [Intermediates](#) for their times. During those times equipment may be available, but cannot be guaranteed.

5. Boats on yellow duct taped racks are only to be used by PRC Programs with a PRC Coach.
6. Club boats may be taken to regattas only with the Director's permission. Prior to a regatta individuals and Programs will need to coordinate with the Director and the Boatman to ensure that sufficient transportation arrangements are made and boats and usage are properly accounted for.

Launches & Eights

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

Launches & Fours

No PRC 4+, 4-, or 4X may go out without a launch, except that those 4's specifically designated by the Director, and with advance permission from the Director, may be used without an accompanying launch during daylight hours seasonally from May 1 through October 20.

Junior Supervision

No Junior crews or scullers may go out from the PRC at any time unless they are accompanied by either a) a launch or b) a Regular Member in a boat of comparable speed. The Director may waive this requirement.

Reservations

Club boats can be reserved by all full members for use. By initialing in the corresponding time, date, and boat you wish to use. The following rules must be followed in reserving boats:

- Reservations can be made up to two week in advance.

- Boats may be reserved for up to two hours at a time on weekdays and up to an hour and a half on weekends.
- Selected boats may be blacked out at times due to specific program use (intermediates and juniors). Please use the other club boats at these times.
- You can only reserve a boat three days a week.
- If you have any issues or scheduling conflicts, please contact the office.
- Remember you need to sign in and out in the log book.

Private Rack Policy

Wait List

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

Improved rack space

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

Liability/insurance on private boats

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

Launches

Club launches can only be used for club programs or private lessons with office permission. Exceptions may be made, but must be run through the [director](#). In addition, only those in compliance with the Washington Boater Education program and PRC standards may drive PRC launches.

Programs

Club Programs

The Pocock Rowing Center offers a variety of Programs in hopes of satisfying all rowing goals of the membership and the greater public. Prices vary depending on the program. Program structures may be changed at any point to best serve the membership, though sufficient notice will be made before changes are enacted.

Learn to Row

Most months the PRC hold two learn to row sessions, one weekday evenings, and the other weekend mornings. Each course has six classes for only \$50. For more info or the upcoming schedule, visit:

www.pocockrowingcenter.org/learn-to-row.html.

Intermediates

Serving as the next step for Learn-to-Rowers, the PRC has a burgeoning intermediate program featuring three distinct levels that allow all participants to receive coaching that matches their experience and skill level. Each level meets in an ongoing manner several times per week, so you can join at any time. To figure out what level you should join, please contact the office of one of the intermediate coaches. For more information, visit: www.pocockrowingcenter.org/intermediate-rowing.html.

Collegiate

Throughout the summer, the PRC offers a program for college students who have returned to the Seattle area. The coaching is structured around supporting college rowers continued fitness, while providing constructive coaching. Please contact the office for more information. College age rowers are also welcome to join the club as full members and row without the collegiate program.

Masters Men's and Women's Teams

The PRC houses both a men's and women's masters rowing teams. Both teams are designed for competitive oarsmen, ranging in age from 21 to mid-60s. The background of each team member varies, but all have a strong desire to pull hard, go fast, and have fun. Teams practice three times weekly in the mornings in both sweep and sculling, and race in both Open and Masters events locally and nationally. The teams are always interested in adding more rowers. More information can be found at: www.pocockrowingcenter.org/club.html.

Juniors

For up-to-date information on all PRC Junior programs, please visit: <http://www.pocockrowingcenter.org/junior-rowing.html>.

Spring Season

The junior spring season is the most competitive and biggest of the junior seasons. With multiple local regattas, out of area regattas: Brentwood on Vancouver Island, BC, Regionals in Vancouver, WA and a culmination in Nationals in Cincinnati, OH, the spring season is quite exciting. The season generally begins at the beginning of February and ends mid-May.

Junior Summer Camps

Each summer the PRC offers multiple summer camps intended to both introduce new juniors to the sport and keep those already in the water involved and working towards successful Fall and Spring Seasons. Lengths, times, and camp descriptions vary each year.

Fall Season

The Junior Fall Season is the second most important season for Juniors. With multiple local regattas including the Tail and Head of the Lake, Head of Snohomish, Frostbite, and a trip to the Portland Fall Classic, the fall season is full of rowing. The season generally begins the Tuesday after Labor Day and ends mid-November.

Winter Training

Junior Winter Training offers a perfect opportunity for junior rowers to stay fit over the winter months and strengthen and condition to have a more successful rowing experience in the Spring. There are generally two sessions, one running mid-November to late-December and the other January to mid-February.

High Performance Team

The High Performance or Elite Program consists of athletes in peak fitness and ability levels who are in training to make the US National Team and Olympics. For more information please email hp@pocockrowingcenter.org or call the office at 206-328-0778.

Strength and Fitness

As a premier rowing facility, the PRC holds several classes intended to increase and maintain peak rowing fitness. New to the PRC in 2009, Cross-Fit Trainer and Olympian Lianne Nelson leads strength and conditioning classes six times per week. Each day is different, but all focus on high-intensity workouts that will get you in the best shape of your life. For more information and schedule of either of these programs, please visit our fitness webpage: www.pocockrowingcenter.org/fitness.html.

Ergomaniacs!

During the winter, Ergomaniacs! Rowing Fitness Classes run several times weekly to ensure rowers still have rowing options during the cold months. www.pocockrowingcenter.org/fitness.html for more info.

Private Lessons

Many of the coaches at the PRC provide private coaching lessons. To set one up, please visit our staff page (www.pocockrowingcenter.org/staff.html) to find contact information for our coaches.

Masters Private Clubs

Ancient Mariners Rowing Club (AMRC)

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

Contact: Kriss Sjoblom - 206-860-3893

Charley McIntyre Rowing Club (CMRC)

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

Contact: Herb Berry - kshcberry@comcast.net

Montlake Rowing Club (MRC)

MRC is dedicated to competitive sweep rowing and sculling. They recently celebrated the merger of Interlochen Rowing Club and former Seattle Yacht Club into our new team. They participate in major rowing events locally, on the West Coast and internationally. They are recognized for the fun and good sportsmanship of our members and are committed to introducing other women to the sport.

More Info: www.montlakerowing.org

Collegiate Rowing Program

SU Crew

The PRC is proud to host Seattle University Crew every Fall and Spring. Founded in 1965 by Jim Gardiner and Charlie McIntyre, Seattle University Crew is a competitive student-directed collegiate rowing program welcoming all students of Seattle University. Member of the Western Intercollegiate Rowing Association, the American Collegiate Rowing Association, and Seattle's own Pocock Rowing Center, SU Crew competes with varsity and club programs from across the West Coast. The Women's and Men's teams race throughout the year,

and are excited to once again work with PRC in co-hosting the 2010 Ergomania! The NW Indoor Rowing Championship on SU's campus.

If you are an Alumni, Family Member, Friend of SU Crew or are interested in the team, please contact us for more info on how to stay connected!

Contact: Sam Nelsen at samnelsen@gmail.com - 415-342-2284

Website: www.seattlecrew.com

More About the PRC

Governance

The following is from the governance charter for the formation of the Pocock Rowing Center, Management Committee:

- The Pocock Rowing Center is a membership-based rowing facility. All users of the PRC shall be members of the PRC or guests of members under the operating rules of the PRC.
- The PRC is located in the George Pocock Memorial Pocock Rowing Center 3320 Fuhrman Ave E, Seattle, WA 98102.
- The Pocock Rowing Center was built in 1994 and is owned and by the George Pocock Rowing Foundation.
- A Pocock Rowing Center Management Committee (MC) elected by members of the PRC, is a committee of the GPRF. The committee operates relatively autonomously from the GPRF and has the authority and responsibility to:
 - a. Set the day-to-day Policy for the operation of the center;
 - b. Support and act in the interests of the membership;
 - c. Monitor the work of Center staff;
 - d. Develop, track and approve the Rowing Center budget;
 - e. Inspect and oversee improvements and repairs of the PRC associated structures and equipment;
 - f. Oversee the disposition of equipment, including the acquisition and sale of equipment used for the common benefit of the PRC membership;
 - g. Commission and coordinate sub-committees to accomplish these tasks.

Election of the Management Committee

The Management Committee consists of five to seven members. The PRC membership elects four of the members of the MC. Elected MC members will serve two year terms. Terms will be staggered such that an election will be held every year for two seats on the MC. The GPRF appoints one member to the Management Committee. The Management Committee may appoint two members.

Meetings

The MC meets monthly, currently on the 4th Thursday of the month. The Finance Committee also meets monthly, currently on the third Thursday of the month. Other committees meet on an as needed basis.

Committees

Management Committee (MC)

The MC determines all matters of PRC governance including but not limited to the setting of dues, fees, assessments and numerical membership limits, the maintenance of order, the protection of PRC property, the handling of PRC funds, the discipline of members and all other matters incident to successful continuation of the PRC into the future in accordance with its objectives.

The MC will establish Center policy regarding all matters, appoint committees, oversee the performance of the Director, and other duties as may be required from time to time.

Unless otherwise directed by the membership or otherwise specified by the Charter for the MC, all matters of governance of the PRC in every respect shall be determined by the Management Committee including without limitation the setting of dues, fees, assessments and numerical membership limits, the maintenance of order, the protection of PRC property, the handling of PRC funds, the discipline of members and all other matters incident to successful continuation of the PRC into the future in accordance with its objectives. The MC will establish Center policy regarding all matters, appoint committees, oversee the performance of the Director, and other duties as may be required from time to time.

Planning: One of the Management Committee's responsibilities is to set the Strategic direction of the Center and document that plan in the form of a Strategic plan that will be formally reviewed and revised every five years, and periodically updated as required. Beginning in the late Summer and working with the Director and Budget Committee, the MC will direct that an annual operating plan and the budget be developed so that it can be fully reviewed, approved, and presented to the Membership by the November annual meeting each year. Budgeted plans and programs will be designed to achieve goals and objectives in the Center's strategic plan, and balance the financial, operational, membership, and learning & growth perspectives within the PRC.

Building and Grounds Committee

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

Development Committee

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

Events Committee

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

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

Finance Committee (FC)

This committee is concerned with assisting the director to establish the annual budget and review financial

statements throughout the year. The committee will develop and recommend to the MC Financial, Budgeting, and Asset policies.

High Performance Committee

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

Junior Stewards

The Junior Stewards are made up of Junior Parents and PRC Members. It is tasked with organizing and supporting the efforts the Junior Program, to which all Juniors belong, travel and logistical support for the Junior team.

If you are interested in joining any of the committees, please contact the office (206-328-0778, info@pocockrowingcenter.org, or in person).

Parking

Parking is permitted in open spaces at the curb in front of the building, and in the lot across the street. Please park only in the spots labeled PRC. Red Robin spots are ok in the early morning hours, but not after 10:00 AM. Please NEVER park in any spots labeled Northwest Passage. Please do not double park in the street. Please do not park in the spots opposite the boat bay doors. They are reserved for the tenants in the Wakefield's house.

Junior Parents – please do not double park or wait in the street for your athletes after their practice. Park your car, come inside, socialize with the other parents, and then pick up your athlete.

Merchandise and Uniforms

The PRC has multiple forms of merchandise, clothing, and uniforms available. Many of these are available by order or in the office. For more information, please contact the [office](#).



Standard PRC Uniform and Shirt Designs

Events

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

Winter Party Against Seasonal Affective Disorder (WPASAD)

The first PRC party of the year gives members and guests a break from the cold dreary winters of Seattle and puts them into the Summer, just stepping in the door. With sand, beach setting, heat, bright lights and more, WPASAD is a blast.

Ergomania

The only indoor regatta in the Northwest, Ergomania is held at Seattle University with ergometer races in multiple age groups and distances. This is great way to challenge yourself while also having the chance to qualify for CRASH-B's in Boston. The event generally happens at the end of January.

Birthday Summer BBQ

Every Summer around the week after July 4th, we celebrate the birthday of George Y Pocock, and the birthday of the Pocock Rowing Center. Its a time of laid back fun, good eats, and community. We grill burgers and dogs beside the waterway on the lawn, and recount our recent great victories. Its a great time to bring your friends and introduce them to the other members of the PRC. If you would like to learn more about George himself, [go here](#).

Seattle Row for the Cure

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

Oktoberfest

Oktoberfest was the “initial” annual fundraiser/party started at the PRC. In line with Oktoberfest around the world, PRC’s party includes brats, beer, music, and much fun. We add a twist with a “Schinken und Eiern” (Ham and egger) race beforehand and 30-second erg challenges during. Make sure you are in attendance.

Event Rental

The Zesbaugh (main workout) room, Pickard (Conference) room, and kitchen are available for event rental. Both members and the public can take advantage of this. For information about rentals, please visit www.pocockrowingcenter.org/facility-rental.html.