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*Information copied from member only login page @ LongBeachRowing.org website*

## I. **GUIDELINES FOR USE**

LBRA's guidelines for rowing in Long Beach are designed to provide everyone with a safe rowing experience. Please familiarize yourself with all of the following information. If you have any questions, please ask any board member. Thank you for your cooperation.

### **GENERAL**

1. LBRA owned equipment (boats, oars, ergs, etc.) and facilities are for use by paid LBRA rowing members in good standing only. Launches/motors are for use by approved coaches only.
2. Guests are permitted on a limited basis. See the Guest Policy section in this document for limitations and your responsibilities concerning invited guests.
3. Boathouse hours of operation are 5 a.m.-10 p.m daily.
4. Quiet hours are between 5-7 a.m. and 7-10 p.m., for the respect of our neighbors.
5. The speed limit for driving down Boathouse Lane is 25 mph. (The police will ticket you for speeding)
6. Smoking inside the boathouse or on the premises is not permitted.
7. Dogs are not to be left unattended and must be leashed. Owners must ensure that dogs present no danger, annoyance or inconvenience to anyone at the boathouse.
8. Be extremely careful in the boat storage bays and on slick/wet services; never run or roughhouse in or around the boathouse.
9. Never step over a boat; always go around.
10. The last person at the boathouse is to lock all of the bays and front doors, and turn off all of the lights. If no one else is at the boathouse when you are rowing or if the activity is slowing down, lock up. Anyone having business there will know how to get in.
11. Please respect the equipment and policies of the other programs that share the facility.

### **SAFETY AND TRAFFIC PATTERNS**

1. Wear bright colored clothing or a hat to help others see you.
2. If rowing in the dark, boats **MUST** have a bow light. In addition, wearing a flashing red light can also help others see you.
3. Be aware of the strong tides when you are leaving or returning to the dock. Strong tides can make returning to the dock much more challenging for rowers at every level.
4. Do not leave the dock unless you completely understand the rules regarding right-of-way and traffic patterns. If in doubt, ask.
5. When on the water, check frequently for buoys, swimmers, floating debris, and other vessels on the water. Please warn other rowers about any special conditions that could



affect their safety.

6. Row around Naples Island in a clockwise direction.
7. Rowing boats must stay on the starboard side of the waterway. (If you are unclear about the meaning of "port and starboard," ask for clarification.) Slower boats being overtaken by faster boats should move over to give faster boats the most direct course advantage. However, when in doubt, faster boats should overtake other rowing boats using the outside lane.
8. Be extra cautious when going across the stadium at times when water skiers are present and when rowing around the corner by the Yacht Club.
10. Rowers MUST be out of Marine Stadium by 8:00 a.m. The water skiers have the right to enter at that time and will not always see you or be patient with you. Rowers may use the stadium again after sunset, check newspaper for exact sunset times.
11. Having a launch supervise a practice is added insurance for the protection and safety of the equipment and rowers. (For more information see the Responsibility Matrix found later in this document.)
12. Novice coxswains should always be accompanied by a launch.

#### **CARRYING AND LAUNCHING BOATS**

1. Make sure you understand how to remove boats from the racks before taking them.
2. Boats should be carried close to the riggers and not at the bow and stern in order to minimize stress on equipment. Riggers should not be used to lift the boat; use the boat hull/gunnels only.
3. Put boat in proper slings to make any personal adjustment to foot stretchers. Do not adjust riggers as they are set by the LBRA Captain.
4. Inspect the boat for damage before launching. Check all nuts and bolts for tightness.
5. Report any damage to LBRA owned equipment on The LBRA Captain's Repair Sheet found near the podium in the first bay.
6. Carry oars down to the dock before bringing the boat down.
7. Close all drain and ports in your boat before leaving the dock.
8. Launch from the left side (east) of the dock, and land on the right (west) side.

#### **CLEANING EQUIPMENT**

1. All boats, oars, and seats must be thoroughly rinsed and dried after each use.
2. Take special care to rinse moving parts such as seats and oarlocks.
3. Wipe tracks clean to remove any debris that could damage the seat or the tracks.
4. Hang towels neatly on the towel racks to dry for next use.
5. Recoil the water hose after each use.
6. Leave all boat drain plugs open during storage.
7. Periodically, equipment should be thoroughly washed using soap, not just rinsed.

#### **LOCKER & RESTROOMS**

1. Leave the locker and restrooms clean and tidy after use.

#### **WEIGHT & ERGOMETER AREA**

1. Closed toe shoes must be worn when using free weights.
2. Weights should not be used in front of the boat storage bay doors.
3. All weights must be put away after use.
4. Ergometer tracks should be wiped down after each use.
5. Ergometer handles should be left against the flywheel cage.
6. Keep music volume down. If others are using the ergs, please be considerate and ask them if the music is okay or if they would rather have it turned off.



## **CHECKING OUT LBRA EQUIPMENT FOR REGULAR USE**

### **BOATS**

1. Using LBRA boats is on a first come, first served basis. Negotiate as required with other LBRA members to resolve immediate and long-term boat usage concerns.
2. All LBRA owned boats and private boats **must** be logged in and out every time they are used. This is important in order to know who is on the water at any point of time. In addition, it serves to determine the amount of use of the facility and equipment (private and club). The logbook is located at the podium in the first bay.
3. Approval for use of any of the 'Blue Listed' boats must be obtained before use. (For more information on 'Blue Listed' boats see the Policy on Equipment Use and Blue List sections, which are found later in this document)
4. Any damage to LBRA owned equipment must be reported immediately to the LBRA Captain and recorded on The LBRA Captain's Repair Sheet found near the podium in the first bay. Your name and contact number must be recorded on this sheet.
5. Use of any non-LBRA owned (e.g. College, LBJC or privately owned) equipment and/or supplies by LBRA members must be approved by the respective program, coaches or private owner prior to any use.
6. Oars designated for specific boats shall not be used for other purposes without the LBRA Captain's approval.

### **ERGS/ROWING MACHINES**

7. Ergometer/rowing machine use by LBRA members is on a first come, first served basis. Negotiate as required with other LBRA members to resolve usage concerns. Keep in mind that ergs that are tilted up for space saving reasons are in good working order (unless marked otherwise); they may be moved for your workout to a location that is out of the way of other members. When finished, please return the erg to its proper storage location.
8. LBRA rowing members in good standing have priority on use of LBRA owned ergometers. Occasional loan usage agreements may be made by the LBRA Captain

with other programs (e.g. with LBJC Juniors, college women) as deemed necessary. However, LBRA members needing access to machine(s) may instruct participant(s) in those programs to free up machine(s) immediately. Report any problems to the LBRA Captain.

### **LAUNCHES / MOTORS**

LBRA owned launches/motors are for use by approved LBRA coaches. See LBRA Captain for access and instruction on proper handling, fueling and equipment care.

### **CHECKING OUT LBRA EQUIPMENT FOR USE AT REGATTAS**

1. A boat sign up sheet is usually posted a few weeks before a regatta. If there is no sheet, start one and post it at the podium in the first bay for all LBRA members to see and use. If the boat you want to use has already been signed up for, check race event and times to see if there would be a conflict in its use.
2. It is the boat user's responsibility to obtain LBRA Captain's approval for use of equipment for travel to regattas.
3. Boat users must assist in de-rigging, rigging, loading and unloading boats at the boathouse prior to and after the regatta as well as at the regatta site. Boats returning from regattas must be cleaned and rigged within 24 hours after return.
4. Boat users must pay for their share of the cost of transporting the boats to and from the regatta. The LBRA Captain and trailer organizer are responsible for determining costs.



### **USRowing® MEMBERSHIP**

Although USRowing membership is not required in order to be a member of LBRA, some formally organized regattas require membership in order to participate. Contact USRowing for membership details at 1-800-314-4ROW or visit them on the web at [www.usrowing.org](http://www.usrowing.org).

### **VOLUNTEER SERVICE HOURS**

Each LBRA member is expected to contribute 12 hours annually to help with regattas, work parties, special events, equipment and facility maintenance, committee activities, etc. Each time you have volunteered, complete a Volunteer Service Voucher and place it in the red box.

### **GUEST POLICY**

An individual may be invited as a guest a maximum of three times to row with LBRA owned equipment or to use a member's private equipment before being required to join LBRA. (An example of abuse of this policy is when a member or different members bring the same individual as a "guest" more than the three times permitted, in order for the guest to avoid having to pay dues) There is no restriction on the number of different guests that can be brought to row. The club member shall supervise the guest in the proper handling of club equipment and also supervise the guest during rowing if the guest is either inexperienced at rowing or is unfamiliar with our waterways and traffic patterns. It is the member's responsibility to explain, and to make sure that the guest understands, proper equipment handling procedures and how our waterways and traffic patterns work.

If the guest is learning to row you should teach her/him the fundamentals in a double wherry with yourself in the bow or at the dock while you are holding on to the wherry. If your guest is learning to sweep row, only a sturdy 'General Use' 4+ is to be used. See the LBRA captain for the appropriate boat to use.

Experienced rowers visiting our area and seeking to row on a one-time basis should contact the LBRA Captain for information about available Club equipment as well as waterway and traffic patterns rules. (Examples of such one-time rowing would include someone here on business travel looking for an opportunity to row at our club, someone here visiting a family member, etc.) This one-time usage by experienced rowers is generally welcomed, but is limited to no more than three times per year. Guest rowers are subject to all applicable guidelines found in this document.

Prior to rowing, guests must complete the purple waiver form found at the podium in the first bay and place it in the red box. Guests must be signed in on the Rowing Log, indicating which member the guest is associated with.

Your personal boat and oars are your business and your guest may use them at your discretion, as long as the guest is not using your boat to avoid membership dues. The LBRA Board of Directors reserves the right to act in the interest of the club in these situations.

### **LEARN-TO-ROW PROGRAM**

We strongly encourage all members to recommend LBRA's Learn-to-Row program to all new people seeking to learn how to scull. The program teaches:

1. Sculling technique
2. Safety
3. Traffic patterns
4. Care of club equipment
5. Information about club equipment available for use

### **POLICY ON EQUIPMENT USE**

Broken shells are no fun. Repairing a damaged training boat is an inconvenience. Breaking a race boat can be disastrous. The history of accidents and near accidents with club equipment reinforces the need



to protect not only the club's investment in the club's equipment, and the equipment of club members, but also the personal safety of individuals.

LBRA has designated boats as 'General Use', 'Blue Listed', or 'Race Restricted' in an effort to preserve racing equipment and to keep the learning activity in recreational 'General Use' boats. A list of boats that are designated 'General Use,' 'Blue Listed' or 'Race Restricted' is posted in the glass case located between the first and second bays.

#### **GENERAL USE**

General Use boats may be used by any LBRA rowing member in good standing.

If you are just learning to row, a good place to start is to row a wherry or trainer around Naples Island using the prescribed traffic patterns. After mastery at this level, the next step is steering a team boat, such as a pair or a double. However, the rower must ask the LBRA Captain or the President for instruction before trying this. When proficient, the rower can move into the faster four or quadruple sculls set aside as 'General Use' team boats.

#### **BLUE LISTED**

Blue Listed equipment is for use only by experienced LBRA rowing members who have been approved to row specific boats.

The LBRA Captain determines which members are on the Blue List, and for which boats they are Blue Listed. Most of the Blue Listed boats require a rower to steer the boat. To be added to the Blue List the rower must satisfy the requirements and standards set in the Blue List policy. Members should know which boats on the Blue List they are qualified to row. A list of Blue Listed members is posted in the glass case between the first and second bay.

#### **RACE RESTRICTED**

Top-of-the-line race boats are for race-specific training and racing only. Restricting use of race equipment prior to scheduled races reduces exposure to damage and prolongs the competitive usefulness of such equipment. Only bona fide racing combinations should row Race Restricted equipment. Race Restricted boats typically are not to be used by novices and they are not for normal daily use.

The Race Restricted boats are to be used by skilled LBRA rowing members who are Blue Listed and who are preparing for a specific race. Under special circumstances a non-Blue Listed rower may be a crew member in a Race Restricted boat with the approval of the LBRA Captain. However, under no circumstances may a non-Blue Listed rower be the crew member primarily responsible for the equipment. (For more information on rower responsibility see the Responsibility Matrix found later in this document).

Race Restricted boats are available for training use up to 30 days prior to a specific race. This does not include the Bay Series. Qualified members may train in Race Restricted boats only one day prior to a Bay Series race. Rowers must row in the race they are training for. If they fail to do so, rowers may lose Race Restricted boat use privileges.

LBRA members who make up a novice combination may practice or race in Race Restricted equipment only if the coach and LBRA Captain feel such use is appropriate. Specific approval by the LBRA Captain must be obtained in each such instance and the coach must accompany the crew on the water at all times.

#### **RESPONSIBILITY AND ENFORCEMENT**

Members using club boats are responsible financially for any damage incurred. Violation of these rules could result in the cancellation of club membership.

Policy enforcement of the aforementioned policies by the LBRA Captain, the President, Board Members, or LBRA members should not be considered personal. The goal is to ensure a safe rowing experience for



all. Willful non-compliance to these policies will result in proceedings that may result in expulsion from the club.

## **II. LBRA Equipment Use Policy**

addendum introduced during Rob Glidden's presidency.

LBRA provides a large and well-maintained fleet, plus other significant training assets, for the benefit of club members. This policy governs the use of our rowing shells, oars, launches, and land-based exercise equipment.

### **Policy**

The Board of Directors strives to meet the needs of all member athletes for training and racing, in a fair and balanced way. This means keeping certain equipment reserved for competition so that regular daily use does not create undue wear or risk of damage. Board authority extends to a protocol for making decisions on equipment use.

As a general principle, the Board holds that there shall be no single individual – not the President, nor Boat Captain, nor any other Officer or Director – who has the explicit or implied authority to grant or deny equipment use. This is because LBRA's assets are owned by all. Empowering an individual runs the risk of favoritism and cronyism in resource allocation, which can create resentments and unnecessary conflict. Conversely, it is impractical to resolve usage requests by putting a decision to the whole club. The middle ground is to allow the Board to fulfill its role as a proxy for the membership.

### **Authority**

This policy covers most situations. Interpretation in specific cases shall be the responsibility of a three-member subcommittee of the Board ("Equipment Committee") that consists of the President, the Boat Captain, and a third Director nominated by the President and affirmed by the Board. Situations in conflict with the provisions of this policy, as well as appeals of the decisions reached by the committee, shall require the Board to act in open session at a regularly convened meeting and in accordance with its procedures and the bylaws.

#### **Use of Shells by LBRA Members**

Shells shall be categorized as "Day Use", "Combo", and "Race-Restricted".

Day Use equipment may be used by any club member on a first-come, first-served basis once the member is qualified by signoff of a Board-approved coach. Novice equipment and older shells generally fit this category. There is no reservation system, and in the case of a team boat, all members of a crew must be on-site and ready to launch to take precedence over another crew. Supervision of the shell on the water is not required unless the member is part of a Learn-to-Row program and is not yet approved for unrestricted use.

Combo equipment may be used by club members that have demonstrated competence and exemplary care in its use, at the discretion of the Boat Captain. These shells are often needed for racing as well as training, and crews wanting priority for an upcoming race may receive exclusive use within 30 days of a target race. When not reserved for an upcoming regatta, any qualified crew may use such equipment on the same first-come, first-served basis as Day Use shells. Supervision of the shell on the water is not required if the coxswain (or bow rower in the case of blind boats) has been certified for this duty by a Board-approved coach.



Race-Restricted. Boats that are the newest in the fleet and which deserve special care so as to be in top shape for events that are national or international in scope (Crew Classic, masters Nationals, Head of the Charles, FISA Worlds, and equivalent) fit in this category. Such boats may only be used for training in the 30 days leading up to race use, and may be reserved for the exclusive use of a crew at the discretion of the Boat Captain. Supervision by a coach is strongly encouraged; if not provided, each member of the crew is individually and collectively responsible for the cost of repairs up to the replacement value of the shell.

Shells will be categorized by the Equipment Committee in the above manner whenever there is a significant change in the fleet (new acquisitions that “demote” older equipment, for instance) but at least annually.

#### **Use of Shells by Non-Members**

Situations will arise with guest rowers, composite crews, and rowers from other organizations.

Guests may use LBRA equipment free of charge when sponsored by a club member and conditioned on execution of a legally-binding release of liability (“waiver”), within the terms of the guest access policy.

As a general guide, guests shall not cox or steer a blind boat without demonstrated knowledge of our waterways (such as returning ex-members) and/or decades of accident-free experience.

Composite crews may use LBRA equipment free of charge when at least half the crew consists of regular, full-time, paid-up LBRA members.

All other use shall be considered a rental. Access shall be with the consent of the full Board, and with a two-part fee in an amount to be established by the Board annually. The first fee component is fixed and represents an allocation for maintenance and normal wear, on a per-seat, per-use basis. The second component is variable, representing the transport cost, if any, to out-of-town venues; this component shall be in an amount uniformly charged to all other LBRA members on a per-seat, per-race basis and used to defray total transport costs.

For non-LBRA use by sister programs that share the Pete Archer Rowing Center (Beach Crew, LBJC, and CARP), LBRA equipment may be loaned at no cost if a formal reciprocity agreement for the sharing of equipment between programs exists. Otherwise, rental terms as above shall apply.

#### **Use of Oars**

Oars belonging to the club are assigned to specific shells and sets are not to be taken in whole or in part for unassigned boats.

Oars shall not be re-rigged (length, inboard, or grip) by individuals. With the Boat Captain’s permission, a set of oars may be customized for a specific crew competing in a specific race, if within 30 days of that race and the associated shell is also reserved.

#### **Use of Coaching Launches**

Launches may only be used by approved operators, such as coaches or approved members as needed for regatta operations.

Launches operated by individuals receiving no compensation (regatta volunteers, pro-bono coaches) or direct (“W-4”) employees of the Association shall have operating costs borne by the club. Coaches that derive income from their activities shall rent the launch at an hourly rate determined by the Board annually. This charge helps defray the cost of fuel and maintenance, and helps establish the independent contractor status in the eyes of the IRS. (Supplying one’s own equipment, whether owned or rented, is a significant test of independence.)

It shall be the responsibility of all launch operators to immediately top off the gas upon their return to the dock, so that all launches are always available and ready.



As with rowing shells, there is no reservation or preference system for launches. They shall be taken on a first-come, first-served basis, and the operator must be underway and not blocking access to any other launch, and remove all personal property that implicitly lays “claim” to a launch, otherwise the use is forfeited.

#### **Gym Equipment**

Weights and indoor exercise equipment are available without restriction to club members, to bona-fide guests, and others that may obtain Board approval. Waivers must be executed and valid, and are the responsibility of any sponsoring club member in the case of use by non-members.

#### **Violations**

Club members are required to know the essential principles behind this policy, which are little more than common courtesy and realization that club equipment belongs to us all. Use of equipment is encouraged, but with minimal rules that preserve fair access and equipment condition.

Any individual found in violation of the policy shall forfeit use of any and all club equipment for 30 days after the first violation, 90 days in the case of a second, and a full year for subsequent violations.

### **III. VOLUNTEER POLICY**

LBRA makes it a priority to keep costs contained and dues low, thereby being an excellent value relative to other rowing clubs, gyms, and fitness centers. A key part of achieving this goal is the volunteer service of our members, whose many talents and backgrounds can be used to improve and maintain the club. A side benefit is the “ownership” and club pride that comes from giving of one’s self to the greater common good.

#### **Policy**

The Board of Directors strives to have all members participate in club operations in meaningful ways. Club members are expected to perform at least 12 hours of volunteer service per year, equivalent to just one hour per month, distributed as the member is able to perform them. Of these, at least four hours must be during or in support of a major regatta hosted by LBRA (Christmas Regatta, Beach Sprints, Spring Regatta, or USRowing-sponsored regatta if held locally). Members who meet this standard and who properly document it receive a credit on their dues in an amount to be determined annually by the Board. The credit is not pro-rated for lesser service, nor is a larger credit offered for greater participation.

This policy applies uniformly to all members as individuals, regardless of membership grade.

#### **Qualifying Service**

Examples of acceptable volunteer service or projects include:

1. Full half-day shift, without breaks for racing, at a major club event (Christmas Regatta, Beach Sprints, Spring Regatta, or USRowing-sponsored regatta such as Southwest Regionals if hosted in Long Beach) with a defined assignment. Service as a licensed referee qualifies.

2. Learn-to-Row Day
3. Learn-to-Row camp assistant
4. Bay Series officiating
5. Coaching without financial compensation, if coaching credentials recognized by the Board o Adaptive events, such as wounded warrior rows
6. Launch repair
7. Service on the Board of Directors





8. Organizing a significant club-wide social activity (open to all, not just a crew or constituency)
9. Formal work party for boathouse maintenance
10. Cleaning and servicing ergometers and indoor bicycles – Cleaning and organizing shop space or storage
11. Website maintenance
12. Projects of lasting impact requiring at least four hours to complete, if specifically

Approved by the Board beforehand, including but not limited to –

- a. Health and safety projects
- b. Legal consulting
- c. Engineering and architectural consulting o Accounting or financial consulting

Examples of tasks that do not qualify for volunteer credit include:

1. Putting slings away at the end of a row
2. Coiling hoses or washing down boats or the wash deck
3. Putting abandoned clothing in the Lost and Found bucket
4. Bringing snacks to share when not tied to the food needs of a major club event
5. Cleaning the kitchen after impromptu celebrations
6. Paid coaching
7. Managing, organizing, or coordinating one's own crews
8. Helping rig/de-rig boats and load/unload the trailer prior to an out-of-town regatta (which is
9. always expected of all participants in such regattas)
10. Coxing
11. Being a substitute for a rower, whether in practice or competition
12. Organizing a party or celebration for anything less than the full membership
13. Offering yoga or fitness classes
14. Volunteering for LBJC events and regattas, unless specifically co-sponsored with LBRA
15. Volunteering for CSULB events and regattas, unless specifically co-sponsored with LBRA
16. For avoidance of doubt, volunteer credit is not given for
17. Cash donations to any organization or individual in lieu of work hours
18. Showing up on the day of a regatta, work party, or organized task without prior arrangement and specific assigned duties. However, credit is offered if a member is asked by a club officer to fill in for others on an urgent or emergency basis.

### **Documentation**

Volunteer service records shall be kept by the Membership Chair, updated monthly and posted to the LBRA website. Members wishing to claim credit must do so as soon as practicable but no less than one month before membership renewal, and may do so by sending a paper or electronic form to the Membership Chair along with tangible, witnessed evidence of the member's service.

Record accuracy is the sole responsibility of each member, and verbal claims without adequate supporting documentation cannot be honored.

### **About Volunteer Hours**

Members are expected to complete 12 hours per year and submit a record of their volunteer hours by September 1st. Members who fail to complete their volunteer hours will be charged an extra \$300 in addition to their regular membership dues.



New members who joined less than 3 months before this deadline are NOT required to complete volunteer hours their first year.

How do I log hours that I've completed?

There are two options for submitting your hours:

1. Log your hours digitally using iCrew. To do this, log into iCrew, and look for the "Journal" or "Your Hours" section and create a new entry.

Volunteer/Work Hours

Tessa Kohl

\*Date:

\*Volunteer/work activity type:

\*Activity can be verified by:

\*Volunteer hours worked:

Notes:

Or Fill out the paper form. These are available at the boathouse.

*LBRA Safe Sport Policy – need updates, Hanne 10/13/2024*

#### IV. **LBRA Safe Sport Policy**

##### ***In Compliance with US Rowing Member Requirements Effective March 1st 2017***

It shall be the policy of the Long Beach Rowing Association (LBRA) that its Board Members, staff and coaches participate in, as well as its lessee organizations adopt an, athlete safety program no later than the June 1st 2017, to be renewed each subsequent year beginning on January 1st, 2018. In the case of organizations that are representative of a formal parent organization such as a university or school, then the policy in place and required by that entity may be used, providing it addresses the minimum components as required by US Rowing and the US Olympic Committee.

The athlete safety program shall include, at a minimum, the following components:

**Prohibited Conduct:** A policy that prohibits and defines the following misconduct: ▪ Bullying

- Hazing
- Harassment(includingsexualharassment)
- EmotionalMisconduct
- Physical Misconduct
- Sexual Misconduct (including child sexual abuse)

In the event you perceive an occurrence of bullying, hazing, harassment, emotional or physical misconduct or sexual misconduct at the Rowing Center, you can report it anonymously via the LBRA Safe Sport Email Hotline ([lbrasafesport@longbeachrowing.org](mailto:lbrasafesport@longbeachrowing.org)) or confidentially to a member of the LBRA Board who will immediately begin an internal investigation. **If you believe a crime is, or has been, committed in any of the identified misconduct areas, please contact Long Beach Police Department**



**immediately at 911 (in the event of an emergency) or at (562) 435-6711** and then advise a member of the LBRA Board.

In 2014, the State of California added Section 11105.07 to the California Penal Code (CPC) which requires background checks for volunteers or employees of youth sports programs. In addition, existing statutes regarding sexual abuse with minors include CPC 261.5 and section 11165.7 which require mandatory reporting of child abuse by administrators of private day camps, private youth organizations, or youth recreation programs.

The policy shall apply to: (1) All LBRA members, staff, guests, and approved coaches; (2) any lessee organization utilizing the Peter Archer Rowing Center under the auspices of LBRA, (3) athletes LBRA designates for participation in any US Rowing registered or branded event; and (4) individuals LBRA formally authorizes, approves or appoints (a) to a position of authority or (b) to have frequent contact with athletes.

Prohibited misconduct shall include, without limitation: Romantic or sexual relationships, which began during the sport relationship, between athletes or other participants and those individuals (i) with direct supervisory or evaluative control, or(ii) are in a position of power and trust over the athlete or other participant. Except in circumstances where no imbalance of power exists, coaches have this direct supervisory or evaluative control and are in a position of power and trust over those athletes or participants they coach.

The prohibition on romantic or sexual relationships does not include those relationships where it can be demonstrated that there is no imbalance of power. For example, this prohibition does not apply to a pre-existing relationship between two spouses or life partners. For factors that may be relevant to determining whether an imbalance of power exists, consult the USOC's Athlete Protection Policy.

Lessee organizations are not required to prohibit misconduct as specifically categorized above. For example, a lessee organization may prohibit sexual harassment as "harassment," "sexual harassment," or under some other category or definition. If a lessee organization's relevant athlete safety policies do not define a particular type of misconduct, the definitions set forth in the US Rowing Athlete Protection Policy, found in the US Rowing Safe Sport Policies at: <http://usrowing.org/Safety/SafeSport.aspx>, shall apply.

#### **Criminal Background Checks**

LBRA shall require criminal background checks for those individuals it formally authorizes, approves or appoints (a) to a position of authority over, or (b) to have frequent contact with athletes. For purposes of clarification, a lessee organization is considered to formally authorize, approve or appoint an individual in instances where the lessee organization has control over the appointment process.

#### **Education and Training**

Beginning March 1st, 2017, each lessee organization shall require education and training concerning the key elements of their safety program for those individuals it formally authorizes, approves or appoints (a) to position of authority over, or (b) to have frequent contact with athletes. Before October 1st, 2017 each lessee organization shall offer and encourage the same.

#### **Reporting**

LBRA, and each lessee organization, shall establish a procedure for reporting misconduct which will be made available to LBRA members, staff, guests, and approved coaches and any others utilizing the Peter Archer Rowing Center under the auspices of the Long Beach Rowing Association.

#### **Enforcement**



LBRA, and its lessee organizations, shall have a grievance process, which is materially free of bias and conflicts of interest, to address allegations of misconduct following the report or complaint of misconduct, which has not been adjudicated under a criminal background check. The grievance process, whether by policy or operation of law, shall include the opportunity for review by a disinterested individual or body. LBRA, and its lessee organizations, shall adopt a Policy and Participant Safety Handbook that outlines various aspects of an athlete safety program. LBRA will utilize the US Rowing Internal Policies and Participant Safety Handbook until such time as LBRA develops and adopts its own guidelines for enforcement.

### **Requirements**

The minimum standards established with this policy will be reviewed at the beginning of each calendar year, and updated as needed, by the LBRA Board of Directors, in compliance with US Rowing and US Olympic Committee requirements. In implementing an athlete safety program, LBRA shall be guided by the principle that supporting the health and safety of its athletes is a key element of its organizational mission.

Failure to meet the minimum standards as set forth in this policy may result in disciplinary action by US Rowing and/or LBRA including, without limitation, the withdrawal of membership or insurance liability coverage and the possibility of negating renewal of future leases for the Pete Archer Rowing Center facility. Some exceptions to the minimum standards of this policy, based on the organizational structure of the lessee, may be granted by US Rowing or LBRA on a case-by-case basis where appropriate, provided that such exceptions do not materially endanger athletes. Such requests shall be made in writing to the US Rowing CEO and the LBRA Board President.

### **Long Beach Rowing Association Code of Conduct**

All members should endeavor at all times to advance LBRA and the sport of rowing in the best traditions of sportsmanship. Promoting enjoyment, participation, personal improvement, high standards of competence, character, civility, and citizenship through rowing should be every member's goal. All members of Long Beach Rowing Association should always conduct themselves in a kind and courteous manner in and around the boat house and on the water.

We share the boat house with 4 other organizations and all members should be mindful of promoting good relations with our co-tenants and helping everyone have a positive and enjoyable experience at the boat house. Members always should act in a kind respectful manner to enhance a spirit of cooperation, mutual respect, and trust among the members and co-tenants.

When on the water, always be polite and good neighbors to other users of Alamitos Bay and the Marine Stadium.

When in and around the boat house, please be aware of our Spinnaker Bay neighbors. Especially be aware of reducing the noise levels early in the mornings and late in the evenings.

It is the responsibility of LBRA members to contribute to a friendly and healthy boat house environment. All members have a responsibility to follow safety rules and to immediately report accidents, injuries, and unsafe or broken equipment.

We all have the responsibility to contribute to the good governance of LBRA and help maintain and improve its reputation in the local and rowing community. Members should treat members, co-tenant, and all neighbors with courtesy and respect, without harassment or physical or verbal abuse.

Members should at all times avoid behavior at the boathouse that, although not rising to the level of harassment or abuse, may nonetheless create an atmosphere of hostility or intimidation. Members are expected to act with tolerance, sensitivity, respect, and impartiality toward all persons, regardless of age, sex, cultural or ethnic background.

Members should refrain from inappropriate behavior, including but not limited to impulsive, disruptive,



sexually harassing, disrespectful behavior or derogatory and inflammatory behavior. Some of the specific actions that are not permitted by Long Beach Rowing Association Members in and around the boathouse or on the water:

- 1) Any behavior that can be reasonably deemed to create a hostile boathouse environment or make others uncomfortable in the boathouse, shall be prohibited.
- 2) The diversity of LBRA members and co-tenants is a tremendous asset. Any discrimination or harassment based on race, color, religion, sex, and national origin will not be tolerated.
- 3) No use of pejorative language .
- 4) No intoxication on boathouse premises.
- 5) Verbal abuse, harassment, display of anger and aggressive behavior is prohibited. 6) Threats to harm others and physical violence is prohibited.
- 7) No use of the boat house for activities unrelated to rowing or physical training without the express permission of the LBRA Board of Directors..
- 8) No use of the LBRA Membership list for sales solicitation of products or services that are unrelated to rowing.
- 9) No dogs are allowed inside the boat house at any time.  
Dogs outside must be leashed at all times.

Board members shall make themselves available to members who may wish to raise concerns in confidence and to deal with such situations in an impartial and sensitive manner. Board members will endeavor to create an atmosphere in which members feel free to use, without fear of reprisal, the Board for conflict resolution, and to express concerns about situations that are conflictive and sensitive. Failure to observe LBRA's code of conduct will be grounds for disciplinary action by the Board. Disciplinary actions will be imposed for such misconduct depending on factors such as the nature and seriousness of the violation and the member's prior record of conduct.

Any member violating this code of conduct will either be issued a warning letter by the LBRA Board or have his membership suspended and be barred from the boathouse premises, depending on the severity of the violation. If a member is suspended by the board, the member can appeal for reinstatement by appearing before the board at a subsequent LBRA meeting. Before disciplinary action is imposed, the member will be given the opportunity to present his/her views on the alleged misconduct to the board .

## **V. TRANSPORTATION WAIVER AND RELEASE**

\_\_\_\_\_ ("Owner") hereby acknowledges that neither  
\_\_\_\_\_ ("Driver") nor California State University Long Beach nor the Long Beach Rowing Association nor the Long Beach Junior Crew (collectively "Long Beach Organizations") are carriers for hire and that Driver is providing transportation as a volunteer and is accepting pro-rata reimbursement of transportation expenses only.

In consideration of Driver's efforts and the use of vehicles belonging to Driver and/or a Long Beach Organization, and in recognition that the transportation of boats and other property listed below is being undertaken as a joint venture by Driver and Owner:



1. Owner Releases, discharges, and covenants not to sue Driver or any Long Beach Organization or their insurers, directors, agents, officers, volunteers, employees and other representatives (each considered one of the Releasees herein) from all liability, claims, demands, losses, or damages on Owner's account whether or not caused in whole or in part by the negligence of the Releasees in connection with the transportation of Owner's boats or other property.
2. Owner warrants and represents that its boats and other property being transported by Driver are fully insured against any damage, theft or loss that might occur in the course of transportation and Owner agrees to look to its own insurance to cover any damage, loss or theft and not to Driver or any Long Beach Organization or their insurers.
3. Owner further agrees that if, despite this release and waiver of liability, Owner or anyone on Owner's behalf, makes a claim against any of the Releasees, Owner will indemnify, save and hold harmless each of the Releasees from any litigation expenses, attorney fees, loss liability, damage, or cost which may incur as a the result of such a claim.
4. Owner agrees that the term "transportation" as used herein includes the entire time Owner's boats or other property are in custody of Driver or a Long Beach Organization whether pending departure or awaiting redelivery to Owner.
5. Owner represents and warrants that the person signing this Release on its behalf is authorized to do so, and has the right and authority to execute this Release and to bind Owner to this Release.

I have completely and carefully read this Waiver and Release prior signing my name below. I fully understand and agree to its contents and represent and warrant that I am authorized to execute this agreement on Owner's behalf.

On behalf of:

Describe Transportation:

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Describe Boats & Other Property:

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#### **Vi. LBRA Code of Conduct** approved by Board of Directors 2021.

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