



2006 MEMBERSHIP HANDBOOK

Version 1.2

RULES>POLICIES>PROCEDURES

Regatta Park and
Exchange Avenue Facilities



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Mission Statement

The Oklahoma City Boathouse Foundation's mission is to operate the Chesapeake Boathouse in such a way as to improve the quality of life for the citizens of Oklahoma City, attract community involvement in the boathouse and to promote the use and development of the Oklahoma River all while lessening the burden on city government to provide public amenities.

Chesapeake Boathouse Public Usage

Utilizing the Boathouse

The Chesapeake Boathouse is intended as a destination point for community interaction with the Oklahoma River and surrounding parks. The Chesapeake Boathouse is open to the public through day use opportunities and membership options. The Oklahoma City Boathouse Foundation welcomes the public to become membership of the Chesapeake Boathouse through the following steps:

- Complete and sign the Chesapeake Boathouse membership application form
- Complete and sign the United States Rowing Waiver of Liability Form
- Payment of the membership fee (monthly or in full)

Members/users without rowing or paddling experience are required to complete a Chesapeake Boathouse-sponsored introductory class before utilizing Chesapeake Boathouse watercraft. Members/users must also be certified to utilize certain Chesapeake Boathouse equipment as detailed in the Level Classification System (Addendum III).

Experienced rowers and paddlers are entitled to a two session complimentary trial to determine how they would like to become involved in the Chesapeake Boathouse. Scholarships are available to qualified individuals with a demonstrated need.

Types of Membership

The Chesapeake Boathouse offers a simple membership structure that offers a variety of benefits and options to suit various interests wishing to utilize the Chesapeake Boathouse on an ongoing basis. Membership is not required to access the boathouse and daily user options are available. Membership fees can be paid annually or monthly. Monthly fees are at a slightly higher rate and are paid via a direct debit from a checking or savings account. Information on membership, clinic, and program fees can be found in Addendum I.

- Individual Membership Benefits include:
 1. Access to the Chesapeake Boathouse rowing shell, kayak, and dragon boat fleet during operating hours and subject to qualification
 2. Participation in Chesapeake Boathouse activities and periodic special clinics covering a variety of training subjects several times a year. Some clinics may carry a small fee.
 3. Reservation of the Chesapeake Boathouse Event Facilities for private parties or special events according to the posted fee schedule, less a 15% discount.
 4. Use of the fitness center during club hours, and subject to availability during coached program times.
 5. Private or semi-private lessons with certified Chesapeake Boathouse-certified instructors.
 6. Use of club shells for private lessons at no additional cost.

7. Eligibility for rack space for Member's privately owned shell or kayak, according to the posted fee schedule and subject to availability or wait list.
 8. Discounted enrollment fees for all Chesapeake Boathouse classes which do not require boathouse membership as a prerequisite.
 9. The member may invite a Guest to participate in Chesapeake Boathouse social and fitness activities, some of which require a Guest fee, as posted. Examples are weekly Boathouse ergometer group rowing classes, yoga, etc.
- Family Membership Benefits include all of the above, plus:
 1. Participation of up to four family members/users in Chesapeake Boathouse Individual Membership benefits
 2. Does not include Chesapeake Boathouse program registration
 - Institutional and Corporate Membership Benefits are structured on a case by case basis, depending on participation level, number of members/users, duration, etc. Please contact the Event/Development Director for details.
 - Collegiate Rower Program Athletes who are enrolled in any College or University may participate in Chesapeake Boathouse Programs, on a space available basis, and use the fitness center, during their summer break and/or winter break, based upon the posted fee schedule. Priority for all boatings goes to program members/users.

Inactivation of Membership

A member may elect to inactivate their membership by notifying the Boathouse Manager before the 15th day of any month. The change will go into effect on the first of the following month.

Any member whose account falls more than 15 days in arrears is not allowed participation and shall be considered to have inactivated their membership after 30 days of non-payment. A \$25 late fee will be assessed to membership fees not paid within 15 days of the due date.

Inactivation may also occur as a result of a member's inappropriate behavior, violation of Chesapeake Boathouse protocols, deliberate misuse of equipment, a disruptive attitude that does not foster a sense of teamwork, and for safety violations of any kind. Inactivation under these circumstances shall be at the discretion of the boathouse management.

Operations

Chesapeake Boathouse Access

The Chesapeake Boathouse is a state-of-the-art \$3.5 million facility that is accessible to members/users during posted hours of operation or during pre-arranged sessions by certified boathouse coaches.

With the exception of major holidays and special events, members/users may access the Chesapeake Boathouse from:

9:00 am to 8:00 pm, Monday through Friday,

7:00 am to 5:00 pm, Saturday

9:00 am to 5:00 pm, Sunday

Updated and/or additional hours of operation will be posted at the boathouse and at www.chesapeakeboathouse.org as they become available.

Pursuant to United States Rowing guidelines, members/users and their guests are required to sign in as they enter the Chesapeake Boathouse and sign out before they leave. Complete access to the Chesapeake Boathouse may be limited during private events in the Chesapeake Boathouse event facilities. Notification of these special events will be posted in advance at the boathouse. Members/users are requested to be attentive to avoid disturbing private functions.

Access During Non-Scheduled Times

Rowing outside of the scheduled rowing times at the Chesapeake Boathouse can be done through coordination with Chesapeake Boathouse management and a boathouse certified coach. All rowing that occurs in Chesapeake Boathouse equipment during non-scheduled times must have a certified boathouse coach on duty to oversee the safety of the participants and the security of the facility.

Copying of keys or sharing the security code with others is strictly prohibited and is grounds for termination of membership.

Safety

The safety of all members/users, guests and staff is the highest priority at the Chesapeake Boathouse. All Chesapeake Boathouse certified coaches must participate in the Coaches Committee and help formulate and review safety procedures. Periodic updates to the Chesapeake Boathouse safety procedures will be posted on www.chesapeakeboathouse.org and in the boathouse.

Aboard the Chesapeake Boathouse wakeless coaching launches, coaches must carry life jackets, foil blankets, 2-way radio or cellular phone, first aid kit, basic tools and a paddle.

Each rowing shell stored in the Chesapeake Boathouse shall have a properly affixed bow ball and quick release heel ties.

All kayakers and dragon boat paddlers must wear a life jacket at all times while on the water.

Each member affirms that he or she can swim or tread water for at least 10 minutes, and everyone who participates in an Introduction to Rowing Class is required to watch the safety video provided by the US Rowing Association.

The Chesapeake Boathouse imposes a mandatory counter-clockwise traffic pattern for all vessels launching from the boathouse and rowing docks. All vessels launching at sun down or before sunrise must have proper lighting affixed to the bow of the boat. Scullers using Chesapeake Boathouse boats are required to provide their own spare red blinking lights as a back up. Members/users who own their own boats are required to properly light their shells or lose their rack privileges at the Chesapeake Boathouse.

All members/users must observe the posted USRowing Safety Regulations and special rules applicable during cold weather months.

Members/users may only row boats in which they are certified to utilize by the Chesapeake Boathouse coaching staff. See the Chesapeake Boathouse Level Classification System detailed in Addendum III for more information.

Accounting

The Chesapeake Boathouse's procedures are designed to make Membership as hassle free as possible. Members/users may pay the annual membership fee up front or monthly at a slightly higher rate via a direct debit from a checking or savings account.

The annual membership fee is due on the anniversary date of initial membership into the Chesapeake Boathouse. Members/users who choose to pay via a monthly direct debit will have the first month of dues prorated based upon their start date. After that, monthly dues are payable on the 1st of each month. The annual membership fee may also be paid through a secure transaction online at www.chesapeakeboathouse.org. We do not send out invoices or statements.

Payments are considered late after the 15th of the month and incur a late fee of \$25. After the 15th of the month, any member still in arrears is not allowed to participate or use the facilities. We do not prorate partial months, other than a member's starting month, and there are no refunds.

Members/users who elect to participate in Chesapeake Boathouse Programs or Clinics must pay separately on or before the first day of the session. Membership, Program and Clinic fees may be paid online with a credit card. See the Chesapeake Boathouse Fee Schedule for current rates

Communication

The Chesapeake Boathouse features a comprehensive website with a member section containing the latest Chesapeake Boathouse news and information. Members/users may utilize a message board to communicate with one another and provide information about upcoming boathouse events and rowing times. The message board may only be used as a positive forum of communication about Chesapeake Boathouse related activities and events.

Boat Exchange

The Boat Exchange is an equipment storage annex to the Chesapeake Boathouse located on the south shore of the Oklahoma River at Exchange Avenue. The Boat Exchange provides access to the Western Avenue Basin for rowing and paddling interests. Access to the Boat Exchange can be made through appointment with Chesapeake Boathouse management. All policies, rules, and procedures of the Chesapeake Boathouse apply to the Boat Exchange.

Protocols

Check-In

All members/users are expected to check in at the computer kiosk located near the member entrance on the east side of the building. All members will be assigned a membership card and number upon completion of the membership application and payment of fees. Members/users are also expected to check out prior to exiting the facility.

Equipment Checkout

Members/users wishing to utilize Chesapeake Boathouse watercraft must complete an entry in the monitored log book located on the reception counter in the east end of the facility before and after the outing. If a member desires to utilize a rowing shell in the Chesapeake Boathouse fleet, he/she must request the boat log for the corresponding boat and complete an entry before and after the row. Should a member transfer the use of the boat at the dock to another member, the member returning the boat to the rack must complete log book entry and return the log book back to the reception counter.

Noise

All members/users are expected refrain from loud behavior while the boathouse is in use by a private party for a special event.

Pedestrian Trail Access

The river pedestrian trail around the Chesapeake Boathouse and adjacent to the Boat Exchange remain unobstructed at all times and remain fully accessible to the public. Members/users must use proper precaution when crossing the pedestrian trails with a rowing shell, oars, or paddle equipment.

Parking

The parking lot east of the boathouse is available for members/users and guests except during special events where a portion of the parking lot may be reserved. Overflow parking is available near the boat ramp on the east side of the Byers Avenue Bridge. Parking on boathouse grounds and pedestrian trails is strictly prohibited.

Damage to Equipment

Accidents can happen, but members/users should take precaution to prevent them. All Members/users must be attentive during docking and boat handling. Even though the Coxswain is responsible for being in command of the boat, everyone must watch for problems. In the event of accidental equipment damage, the individual rower or members/users of the program during which the accident occurred shall assist in the repair when appropriate. In the event of negligence or a violation of a boathouse safety rule, the member will be expected to pay for the cost of the repair.

Inappropriate Behavior

Members/users are expected to exercise good sportsmanship while using the Chesapeake Boathouse and/or the equipment and when representing the Chesapeake Boathouse in competition. Divisive conduct that undermines the principles of teamwork and unity that are inherent to the successful rowing program is unacceptable in the Chesapeake Boathouse. Such conduct may result in loss of

membership privileges. Members/users must also refrain from using foul language while on the boathouse grounds, in Chesapeake Boathouse equipment, or while representing the Chesapeake Boathouse during events. Members/users must always wear a shirt and shoes while in public areas of the Chesapeake Boathouse. Excessive horseplay is forbidden as it could cause harm to fragile equipment or disrupt special events. Members/users are expected to be courteous to others members/users in utilization of equipment and dock space. Please keep dock times to a minimum and return club equipment within the time entered in the logbook.

Special Events

Special events will be held periodically in the Chesapeake Boathouse event facilities, on the grounds, and/or on the Oklahoma River. Members/users are expected to help accommodate these events and may be temporarily limited to regular access to the boathouse or river.

Smoking

Smoking in the boathouse is strictly forbidden.

Pets

No pets are allowed inside the Chesapeake Boathouse.

Lockers

Lockers are intended for day use only for members/users. Please remove all personal belongings and locks following each use of the Chesapeake Boathouse.

Cleanliness

All members/users are expected to assist in maintaining the cleanliness of the Chesapeake Boathouse by doing the following:

- Return all equipment to the proper location upon the completion of a rowing or training session
- Return all tools and parts to the designated location in the repair bay
- Wipe down all fitness equipment following use
- Place all trash and water bottles in the proper receptacles
- Re-rack all weights following use
- Place all personal belonging, clothing, etc. in a locker or cubby prior to an exercise session
- Posting notices, signs, etc. to the walls is strictly forbidden

Equipment Maintenance

The following procedures must be followed when utilizing a Chesapeake Boathouse vessel:

- Before Row
 - Inspect shell for damage and tightness of nuts and bolts
 - Wipe off tracks in the rowing shell
 - Row only boats level-qualified to row and of the appropriate weight class
- After Row
 - Thoroughly rinse and wipe each rowing shell or kayak, oars, oar grips, and paddles
 - Open all vents to ensure proper ventilation for the boat during storage
 - Ensure towel is free from dirt or objects that could be abrasive to the boat
 - Report any damage in the designated log book and to the Boathouse Management immediately after damage occurs or is discovered.
 - Return boat proper storage location

Security

When rowing outside of normal operating hours, members/users are responsible for the security of the boathouse and its property. All doors must be locked and bay doors shut upon launching for a rowing session.

Cold Weather Rowing/Paddling

Members/users must take extra precautions when rowing in cold weather and observe special cold weather rules. Cold weather rules will be posted at the boathouse and on the web site. Rowing and paddling in Chesapeake Boathouse-owned rowing shells/kayaks is forbidden without a safety launch within 200 feet of the boat when the water temperature is below 50 degrees.

Personal Floatation Devices/ Water Safety

All members/users of the Chesapeake Boathouse and Boat Exchange Annex must view the USRowing Safety Video prior to using Chesapeake Boathouse-owned equipment. Personal floatation devices are required for all users of Chesapeake Boathouse paddle equipment or passengers on safety launches.

Racing and Regattas

Schedule

The list of regattas the Chesapeake Boathouse will attend will be posted at www.chesapeakeboathouse.org and on message boards at the boathouse. The Chesapeake Boathouse rowing programs are divided into four seasons, each of which involves a regional race. The seasons are as follows:

1. December thru February, Winter Training
2. March through May, Spring Sprint Season
3. June through August, Summer Training
4. September through December, Fall Head Race Season

Line-ups

Several weeks before each race, coaches will inquire whether members/users wish to participate in a certain race. Participation includes the cost of entry fee(s), trailer transportation cost, and a prorated share of the Coach's regatta pay. Typically local racing costs run about \$25 - \$45 per regatta depending upon the number of events entered. Once a member signs up to race, they have committed to that event. Coaches then make line-ups that will race together in specific categories. In the event someone has an emergency and a substitute rower must take that person's place, the original member who signed up to race still incurs the costs of that regatta. Depending on the situation, sometimes the substitute is willing to reimburse the original member, but this is handled directly between the members/users. If a rower or a line-up backs out of a race, that individual or line-up will still incur the costs for that entry and the host organization may also charge a 'scratch fee' in addition to the entry fee(s).

The opportunity to race can be a valuable experience for rowers as it helps to improve skills at all levels. Racing is, not, however, a requirement of membership.

During regular practice times immediately before a race, priority boatings will go to the combinations of people who will be racing at the next event. On some regatta days, when many of the Chesapeake Boathouse staff, boats and rowers are at the regatta, regular practice does not occur, and non-racing members/users are encouraged to use the ergs and weights.

Selection for National Events

For those advanced rowers who wish to race at national caliber regattas, the selection process can last several weeks. Entry into these boats carries certain skill and fitness standards that are age and weight adjusted. The process includes ergometer testing, seat racing on the water, and a significant training commitment by all rowers involved. A certified Chesapeake Boathouse program coach has the discretion to select the lineup for the race.

Traveling to Away Regattas

Those athletes who are selected to race at an away regatta understand that they will incur the costs of travel, shared hotel, prorated race fees, trailering costs, and coaching travel costs.

Equipment Allocation

Prior to submitting entries to each regatta, the Coaches Committee must meet to review all the entries from each Program and allocate the appropriate boats, oars and Coxswains for each entry. Some regattas allow multiple entries into the same event and others do not. If there is a conflict between the timing of races and the available equipment, the Coaches and the Executive Director will decide how the entries are to be ranked, typically by anticipated speed, and submit them accordingly. All Chesapeake Boathouse-sponsored programs receive priority use of boathouse equipment. The Chesapeake Junior Crew receives priority over the Chesapeake Boathouse-sponsored master programs if a conflict arises. Despite these priority protocols, Chesapeake Boathouse staff expects all coaches to work together to ensure all members/users have opportunities to race and have a positive experience doing so.

United States Rowing Association

The United States Rowing Association is the national governing body for the sport of rowing in the United States. Members/users who race are required to join this organization, but all Members/users are encouraged to join. One of the greatest benefits of membership in the USRA, is the individual liability insurance that comes with it. USRowing supports and develops Olympic rowing teams for the United States and provide our sport with the Rules of Rowing, the safety officials and referees at all local, national, and international venues, at no charge.

Uniforms & Affiliation

One of the rules of the sport of rowing is that the members/users of a team must race in team uniforms. The Chesapeake Boathouse will offer options for regatta apparel, ranging from a basic jersey to a custom JL Unisuit for advanced rowers. All rowers in a boat must wear the same team apparel. All members/users utilizing Chesapeake Boathouse equipment must register under the name "Chesapeake Boathouse" when completing regatta registration. Uniforms for junior team members/users may have the team name "Chesapeake Junior Crew" while masters' jerseys may contain the team name "Oklahoma City Crew."

Trailing

With some exceptions, racing at regattas requires trailering boats to and from the venue. Signing up to race, should be considered a full day obligation and racing Members/users attending regattas are expected to assist in trailer loading and unloading. The boats are usually loaded the day before, during practice time, and unloaded and rigged at the Chesapeake Boathouse upon return. This can make for a long day, so plan ahead for food and family obligations.

Equipment

Use Within Programs

All of the Chesapeake Boathouse equipment is assigned for use in certain programs, and within those programs, further assigned by weight class and skill level. It is the Coach's responsibility to place individuals at given seats in certain boats for each practice. Rowers should be placed only in boats they are qualified to row and under proper supervision. The goal is for rowers to be comfortable in the boat, to improve, and at the advanced level, to develop maximum speed in a given category. Chesapeake Boathouse-sponsored programs have first priority for usage during program times.

Use by Individual Members/users

Chesapeake Boathouse members/users may reserve a boat up to one week in advance, provided the boat is not already being used in a program at that time, and that the rower is of the appropriate size and skill level for the boat. Please see the Chesapeake Boathouse Level Classification System Addendum for more information.

Privately Owned Boats

Rack space for private boats is at a premium at the Chesapeake Boathouse and members/users who own their own boats must maintain active membership. They are free to use their boat anytime the Chesapeake Boathouse is open to the public.

Members/users with private boats need to provide their own insurance and maintain their boats with the proper safety features, including proper lighting for use in darkness. Any member who does not follow the water traffic safety pattern or is not well lit, both from the bow and stern, will lose their rack space at the Chesapeake Boathouse.

Fitness Center

All Members/users are welcome to use the ergometers, cardio equipment, and weights anytime the Chesapeake Boathouse is open. In the event a regular program is using them, the program has priority, but all coaches try to make accommodation for shared usage. Certain weeks of the year the Junior Program has sole use of the ergometers from 4:00 to 6:00 pm.

Equipment Reservations

Equipment may be reserved by contacting a member of boathouse staff and completing a reservation entry in the logbook for the desired rowing shell.

- a. Boat reservation is for 90 minutes, and may be made for a period no longer than one week in advance.
- b. If reserved boats are not in use within 15 minutes of the reserved times, then the boat becomes available to others.
- c. If a boat leaves late, it still must be returned within 90 minutes of the original signed-up time.

Chesapeake Boathouse Coaches

Coach to Rower Ratio

Once a Program reaches consistent attendance of more than 20 members/users, the program size is adjusted. This may occur by adding a second coach or an additional program may be created. It is the coach's responsibility to keep multiple boats within sight for safety, give each boat the workout plan for the session, and divide coaching time reasonably among the participants. With less experienced rowers and Coxswains, this can be very difficult due to the inconsistency of performance, which occurs at that level.

Coach Rotation and Guest Coaches

It is common for rowers and coaches to develop a bond that can be a great experience, but because so much is learned by hearing different coaches' views and perspectives, coaches may be shifted between programs upon the conclusion of the season. Feedback about all Chesapeake Boathouse coaches is always welcomed by the Executive Director.

Coaching Interns

The Oklahoma City Boathouse Foundation is interested in promoting the growth of the sport of rowing in this region and recognizes the need to continually develop new coaching talent. The Chesapeake Boathouse provides interested members/users with the opportunity to learn from our advanced coaches and receive increasing compensation as their skill and capabilities develop. The Chesapeake Boathouse will also host periodic USRowing Coaching Clinics to further develop the coaching resources in this region.

Private Coaching

Private lessons and private programs are available at the Chesapeake Boathouse from certified coaches. All coaches and participants are required to be members/users of the Chesapeake Boathouse. All private coaches and programs must be approved by Chesapeake Boathouse management. Private lessons are limited to one boat per instructor, while a private program is limited to 20 participants. An assessment fee will be assessed to the private coaches for use of the boathouse and equipment on a seasonal basis. For more information about private coaching or private lessons, please see the Chesapeake Boathouse Private Coaching Overview in Addendum II.

Coach's Compensation

Each practice time on the water is scheduled to be an hour and a half. Chesapeake Boathouse Coaches are paid for two hours, which is intended to allow them time to be accessible 10 minutes before practice and to accumulate time to prepare for practice, work on boats and to do line-ups for racing.

Programs, Classes, and Clinics

The Chesapeake Boathouse offers a variety of programs, classes, and clinics to suit a variety of interests and abilities.

Chesapeake Boathouse Programs

Each Chesapeake Boathouse program is offered one to five times a week, and members/users are encouraged to choose the one that best fits their schedule and interests. Each program currently includes both sweep and sculling opportunities. Every program includes both men and women, and program schedules and participation adjusts seasonally.

Rowers who are interested in focusing on and training for competition should let their coach know, and the coach will guide them to the next step, which may include shifting to another program time. More information on the Chesapeake Boathouse programs can be found at www.chesapeakeboathouse.org.

Clinics and Classes

Learning to row at the Chesapeake Boathouse is fun and easy. Classes are offered all year long in one and five session intervals and may meet multiple times a week. Missing a session now and then is not a problem. At the end of the class, rowers and paddlers are invited to join the Chesapeake Boathouse and participate in any of the Chesapeake Boathouse program. See posted schedule of Learn to Row class times and boathouse programs at www.chesapeakeboathouse.org or at the membership counter in the boathouse.

Private Lessons

Many opportunities exist at the Chesapeake Boathouse to receive personal training from a skilled instructor, or to participate in a program designed to fit individual and small group interests. Please contact Chesapeake Boathouse management for a list of certified private coaches. Information on private coaching at the Chesapeake Boathouse is contained in Addendum II.

Rentals and Special Events

Private Event Reservations

The Chesapeake Boathouse offers a dramatic setting to host your next business meeting, reception, or special event. Dragon Boats and Kayaking equipment is also available for rental. Please see Addendum V for a description of the event space and a complete list of rental policies and procedures. All Chesapeake Boathouse members/users receive a 15% discount on posted rental rates and are encouraged to let their friends and associates know that the Chesapeake Boathouse is available to the public as well.

Any Chesapeake Boathouse member who is interested should contact the Sue Hollenbeck, Special Event/Development Director for more information or to make a reservation.

Volunteerism

The Chesapeake Boathouse was built to be a very special place where there is an atmosphere of friendliness, appreciation and good natured competitiveness. It should be acknowledged that volunteer support in the care for the equipment, boathouse maintenance, light office work, boathouse supervision, and special events help support the organization and keeps membership costs low. It is suggested that each Chesapeake Boathouse member commit to a minimum of 16 hours of boathouse volunteerism annually. Please log all volunteer hours in the log contained on www.chesapeakeboathouse.org.

There are many easy ways to help out, some of which are:

- recruiting new members/users
- recommending the Chesapeake Boathouse as a venue for special events, off-site meetings and retreats
- encouraging friends to take a Learn to Row Class
- paying dues on an annual basis
- supporting our fundraisers and regattas
- serving as a boathouse "Ambassador" on Saturday mornings
- assisting with a Learn to Row class
- becoming certified as a boathouse supervisor and opening the boathouse for open rowing during non-staffed times.

ADDENDUM I – FEE SCHEDULE

Access Fees

Category	Access Fee	Seasonal Fee	Monthly Fee
Individual	\$350/year	n/a	\$35
Family (up to four family members/users)	\$600/year	n/a	\$60
Chesapeake Junior Crew	\$900/year (includes summer open rowing)	\$425 (four month season; includes five two-hour coached sessions per week)	\$75 (includes summer; \$100 early termination fee)
Collegiate Rower Program	n/a	\$125 (three month summer) \$40 (one month winter)	n/a
Day Pass (facility use only)	\$7/day		

Program/Clinic Options

Program/Clinic	Membership Required?	Enrollment Fee
Introduction to Rowing Series	no	\$125 /5 sessions
	<u>member discount</u> 25 %	\$250 /15 sessions
Introduction to Junior Rowing	no	\$75 /4 sessions
Discover Rowing /Kayaking /Dragon Boating	no	\$35 /90 minute session
Adult Coached Program	yes	\$160 / 3 month season (three 90 minute sessions per week)
Fitness Programs	no	\$40 /Yoga Pass (four 60 minute sessions)
	<u>member discount</u> 25 % - Yoga	\$60 /Group Erging Pass (eight 45 minute group sessions)
	50% - Group Erging	\$90 /Package
Summer Camp	no	\$250 /week (five 4 hour sessions)
	<u>member discount</u> 25%	

Rack Rental Options

Boat Type	Membership Required?	Monthly Fee	Annual Fee
Single Shell/Kayak	yes	\$20	\$240
Double Shell/Kayak	yes	\$30	\$360

Monthly fee option requires direct debit from checking or savings account.
A \$25 late charge will be added to all fees not paid within 15 days of due date.

ADDENDUM II - PRIVATE COACHING

Overview

The Chesapeake Boathouse supports the efforts of experienced coaches to provide services that enhance the skills of members/users of the Chesapeake Boathouse. Such private coaching arrangements must be approved by Chesapeake Boathouse management in advance and require a signed agreement between the coach and the Oklahoma City Boathouse Foundation.

Private Lessons

Private lessons are single-session arrangements between a coach and one individual/ one crew. Private lessons may occur during any open rowing time and fees are to be paid directly to the coach. **A \$10/hour fee to the Chesapeake Boathouse is due should a safety launch and/or the training barge be used for the lesson.**

Private Programs

Private programs are multiple session arrangements between an approved coach and a group of Chesapeake Boathouse members/users. Private programs must be reviewed and approved by Chesapeake Boathouse management prior to commencement. Private programs will be evaluated for the availability of equipment and potential conflict with scheduled Chesapeake Boathouse programs. Private programs during peak rowing times are limited to three two-hour sessions per week. Peak rowing times are Monday through Friday 5:00pm-7:00pm and Saturday 8:00am-1:00pm. All coaching fees are to be paid directly to the coach. **A \$50 (or \$1.50/session) assessment per participant must be paid by the coach to the Oklahoma City Boathouse Foundation every three months. Program sizes are limited to 20 participants including coxswains.**

Requirements

- All private coaches and students must be active members/users of the Chesapeake Boathouse
- All coaches must be approved by Chesapeake Boathouse management and sign a private coaching agreement
- All approved coaches must participate in the Chesapeake Boathouse Coaching Committee
- Coaches are responsible for the safety of all participants and the proper care of all equipment
- Chesapeake Boathouse-sponsored programs have first priority on Oklahoma City Boathouse Foundation-owned equipment
- All equipment used for private coached programs and lessons should be reserved in advance of each session.
- All assessment fees must be paid to the Oklahoma City Boathouse Foundation within fifteen days of the commencement of a privately coached program
- Private programs competing in regattas must register under the Chesapeake Boathouse Oklahoma City Crew team name and wear approved racing apparel
- Private lessons may not replace the Introduction to Rowing/Paddling prerequisite class for member usage of Chesapeake Boathouse equipment.

ADDENDUM III - LEVEL CLASSIFICATION SYSTEM

The Chesapeake Boathouse owns a fleet of rowing and paddling equipment to suit a variety of interests and abilities. All rowing shells are divided into four categories that correspond with a member's skill level.

Classification of Equipment

LEVEL I - Training boats intended for beginning rowers who have logged 20,000 meters and have successfully completed an Introductory to Rowing clinic.

- Hudson T-6 Fleet
- Rowing Barge
- Kaschper Quad

LEVEL II - Recreational Boats, intended for novice, intermediate and advanced level rowers who have logged 40,000 meters and successfully completed the Level II skills test.

- MAAS Aero fleet
- Win Tech Explorer Single fleet
- Win Tech Explorer Double
- Water Jogger Doubles

LEVEL III - Narrow boats intended for intermediate and advanced rowers who have logged a minimum of 80,000 meters and successfully completed the Level III skills test.

- Win Tech Competitor Single Fleet
- Win Tech Competitor Doubles
- Pocock Quad
- Mass Singles
- Pocock Double
- Kaschper Double
- Win Tech Competitor Four/Quad fleet (with bow-certified rower)
- Vespoli Racer 8(Garland Reese)

LEVEL IV - Competitive boats intended for skilled and competitive rowers planning on training and racing who are certified Level III rowers, demonstrated a commitment toward training for an upcoming competition, and/or have received permission from the Boathouse Management.

- Resolute Freedom 8
- Win Tech Medalist Quads

Certification of Rowers

Members/users who wish to participate in sculling a single, sitting bow in a double or quad, rowing in a sweep boat, or coxing a four or eight without the supervision of a coach or instructor must be certified to row according to the skill tests listed below.

Note: Separate tests are required for sweep and sculling.

LEVEL I SKILLS TEST: Requirements for Level I will be satisfied by completing the following maneuvers in a Level I shell:

- Launch and land boat safely, without assistance
- Demonstrate proper handling of equipment
- Row to the Interstate 35 bridges and back,
- Demonstrate the following three skills: turn the boat in place, back the boat straight, and row forward and stop the boat.
- 20,000 logged meters in a Level I single

LEVEL II SKILLS TEST: Requirements for Level II will be satisfied by completing the following maneuvers in a Level II shell:

- Launch and land boat safely, without assistance
- Demonstrate proper handling of equipment
- Row to the Interstate 35 bridges and back,
- Demonstrate the following three skills: turn the boat in place, back the boat straight, and row forward and stop the boat.
- 40,000 logged meters in a Level II single

LEVEL III SKILLS TEST: Requirements for Level III will be satisfied by completing the following maneuvers in a Level III shell:

- Launch and land boat safely, without assistance
- Demonstrate proper handling of equipment
- Demonstrate proper rowing technique while rowing to the Interstate 35 bridges and back
- Demonstrate the following three skills: turn the boat in place, back the boat straight, and row forward and stop the boat
- 80,000 logged meters in a Level III single.

COXSWAIN SKILLS TEST: A certified coxswain is required in all sweep boats launching without the supervision of a coach or instructor. In order to become a certified coxswain for the Chesapeake Boathouse, the member must demonstrate the following:

- Cox shell to docks and back into boathouse safely,
- Proper navigation of the Oklahoma River,
- Cox crew to the Interstate 35 bridges and back,
- Turn the boat in place,
- Back the boat straight,
- Scull boat sideways,
- Hold water and stop boat.
- Proper use of commands
- Proper care and handling of equipment to and from the boathouse

EXCEPTIONS: An individual who is not a certified sculler may row in a double or quad provided there is a minimum of one Chesapeake Boathouse level-certified member in the boat. An individual who is not a certified sweep rower may row in a four or eight provided there is a minimum of two Chesapeake Boathouse level-certified members/users in the boat. Additional exceptions may be considered and are at the discretion of Chesapeake Boathouse management.

Guest Use of Equipment

Experienced rowers who are personal guests of Chesapeake Boathouse members/users may use Chesapeake Boathouse equipment or private equipment five times during a given year at no charge to the guest or members/users.

If damage occurs to a person who is using equipment while the equipment or people not certified for this use, the member(s) involved will be financially responsible for the damage. The hosting member is responsible for any and all actions of the guest, including damage to any club equipment or property.

A guest who wishes to row more than five times will be required to join the Chesapeake Boathouse in full. The hosting member must make arrangements with the Chesapeake Boathouse Management so that the guest can complete appropriate forms and a certification test (for club equipment only).

Once certified in this manner, a guest will be considered to have permanent certification on club equipment at the given level.

ADDENDUM IV - Chesapeake Boathouse Rental Policies

Staff and Security Fees: The charge for security is \$30.00 per hour after hours per security guard based on a five (5) hour event. The rate increases to \$40.00 per hour after the five (5) hour event. The number of Security Guards required for an event will be determined by Chesapeake Boathouse staff based on the number of guests attending and the number of areas open to guests for the event.

- a) Security Staff.....minimum of 2 guards is required
- b) Security charges only applicable for evening events beginning after 5:00p.m. and on weekends.

Insurance: Prior to using the Chesapeake Boathouse, all users are required to have in effect insurance coverage at rates acceptable to the Chesapeake Boathouse management. This insurance can be purchased through the Chesapeake Boathouse or elsewhere. If purchased elsewhere, the user must provide the Chesapeake Boathouse management with a certificate of insurance, naming the Oklahoma City Boathouse Foundation as an additional insured.

Clean-up: the admission customer and/or cater is responsible for cleaning tables, kitchen facilities and other areas utilized for the event and for removing all trash and decorations from the event.

Miscellaneous:

- If more than one space is secured by the same party on the same day, the lesser priced space will be reduced by 25%
- If you are a state agency, non-profit, or donor, you may be eligible for a discounted price. Please inquire with our Chesapeake Boathouse events director for pricing.
- No smoking allowed in the Chesapeake Boathouse.
- All customers are responsible for adhering to the Oklahoma liquor laws
- Decorations may not consist of tinsel, glitter, confetti, birdseed, rice, hay or straw
- A complete list of Policies and Procedures is available.

ADDENDUM V - SPECIAL EVENTS RENTAL RATES AND CAPACITY

EVENT SPACE AND AMMENITIES	BANQUET CAPACITY	RECEPTION (STANDING) CAPACITY	THEATRE CAPACITY	SQUARE FOOTAGE	RENTAL RATE	AVAILABILITY
OAR Club Event Room 60 inch plasma display, counter space, sound, catering kitchen, dramatic overlook into boat bays	86 seating currently available for 56; Additional chairs and tables may be rented at an extra charge	258	184	1290	Weekday afternoon <u>\$250</u> Night/ Weekend \$500	Day and Evening
Reception Foyer Grand entrance to the boathouse with 24 foot windows overlooking the Oklahoma River, sound, kitchen access, pass through window for cocktails	46	140	100	705	Weekday afternoon <u>\$150</u> Night/ Weekend \$250	Day and Evening
Deck overlooking reflecting pool and river; sound system and speakers; space is also available for tents to supplement boathouse space (available separately)	194 seating currently available for 56; Additional chairs and tables may be rented at an extra charge	583	n/a	2915	Weekly afternoon <u>\$100</u> Night/ Weekend \$200	Day and Evening

*Prices subject to change based the season
 Nonprofit organizations receive a 10% discount on facility rentals*

STAFF / SECURITY FEES:

The charge for security is \$30.00 per hour after hours per security guard based on a (5) hour event. The rate increases to \$40.00 per hour after for events lasting more than 5 hours. The number of Security Guards required for an event will be determined by Chesapeake Boathouse staff based on the number of guests attending and number of areas open to guests for the event.

* Security Staff.....minimum of 2 guards required

* Security charges are only applicable for evening events beginning after 5:00 p.m. and on weekends.

DEPOSITS AND PAYMENTS:

A deposit in the amount of 50% of the base room rental price and a signed contract is required to guarantee the admission space. The deposit will be applied to the final bill, which is due 24 hours before the event. The remaining balance must be paid within 14 days after receipt of invoice following the event.

Please make checks payable to: **Oklahoma City Boathouse Foundation**

Send to: **Mike Knopp, Executive Director**
Oklahoma City Boathouse Foundation
P.O. Box 513
Oklahoma City, OK 73101

INSURANCE

Prior to using the Boathouse, all users are required to have in effect insurance coverage at rates acceptable to the Chesapeake Boathouse management. One week prior to the event, the user must provide Chesapeake Boathouse management with a certificate of insurance, naming the Oklahoma City Boathouse Foundation as an additional insured.

CLEAN-UP

The admission customer and/or caterer is responsible for cleaning tables, kitchen facilities, and other areas utilized for the event and for removing all trash and decorations from the event.

MISCELLANEOUS

- If more than one space is secured by the same party on the same day, the lesser priced space will be reduced by 25%.
- If you are a state agency, non-profit, or donor, you may be eligible for a discounted price. Please inquire with our Chesapeake Boathouse events coordinator for pricing.
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- Decorations may not consist of tinsel, glitter, confetti, birdseed, rice, hay or straw.
- A complete list of Policies and Procedures will be included with your contract.