

THE MILWAUKEE ROWING CLUB

**OPERATIONS**

<b><u>BOATHOUSE</u></b>	
<b><u>ISSUE</u></b>	<b><u>POLICIES AND PROCEDURES</u></b>
<b>1. Program Usage Coordination</b>	
<p>Schedule for Facilities and Water Use</p>	<p>Training times reserved for specific programs to be negotiated among the programs prior to each season</p> <p>Program priority for launches:</p> <p><b><u>Spring:</u></b></p> <ol style="list-style-type: none"> <li>1. College programs</li> <li>2. Juniors</li> <li>3. Masters (Women &amp; Men)</li> </ol> <p><b><u>Summer:</u></b></p> <ol style="list-style-type: none"> <li>1. Juniors</li> <li>2. Masters (Women &amp; Men)</li> </ol> <p><b><u>Fall:</u></b></p> <ol style="list-style-type: none"> <li>1. College programs</li> <li>2. Juniors</li> <li>3. Masters (Women &amp; Men)</li> </ol> <p>Upon final approval by the Operations Committee (at this time, the Club board of directors), post each program's training schedule on one consolidated schedule in the following locations:</p> <ol style="list-style-type: none"> <li>1. Boathouse</li> <li>2. Website</li> <li>3. Fight Club</li> </ol>
<p>Rotating Jobs</p>	<p>Programs will rotate responsibilities for the following jobs:</p> <ol style="list-style-type: none"> <li>1. Clean the bathroom weekly.</li> <li>2. Haul off all trash every weekday.</li> <li>3. Haul off the lost and found weekly.</li> </ol> <p>Schedule:</p> <ol style="list-style-type: none"> <li>1. <b><u>Marquette</u></b> Spring season (Spring Workday until Summer Workday).</li> <li>2. <b><u>Juniors</u></b> June (Summer Workday through Fall Workday)</li> <li>3. <b><u>MSOE</u></b> Fall (Fall Workday through Winter Workday)</li> </ol>
<p>Daily Jobs (Before you leave the Boathouse . . .)</p>	<p>Adult Members with keys and Coaches of undergraduate programs and juniors are responsible for the following:</p> <ol style="list-style-type: none"> <li>1. <b><u>Clean the entire Dock</u></b> before taking any equipment down. No green slime.</li> <li>2. <b><u>Wash boats and oars</u></b> with Simple Green and water after use.</li> <li>3. <b><u>Lock the Boathouse.</u></b></li> </ol>

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	<p>a. The Boathouse is to be locked (front door and back door) at all times when no one is present - everyone who has a key to the Boathouse is responsible for locking the doors before leaving <i>or</i> making sure that someone else with a key is still there.</p> <p>b. If you are the <u>last boat to go out</u> on the water and no one is left at the Boathouse, close <i>and lock</i> the doors and close gates.</p> <p>c. If you are the <u>last boat to come in</u>, close and lock the front and <i>back</i> doors before going home.</p> <p><b>4. <u>Return equipment in usable condition.</u></b></p> <p>a. Check to be sure all nuts and bolts are properly tightened and that foot stretchers and rudders are functioning. Check heel ties and bowballs.</p> <p>b. Repair any minor damage prior to racking boats. "Minor damage" includes replacement of missing nuts and bolts, broken locks, lost fins, unusable back stays and unusable shoes. It also includes temporary patches to small hull punctures i.e. tape or glue.</p> <p>c. Assure that low inventory for parts used for minor repairs is reported to the Operations Committee designee immediately via email - indicate priority of need and when they are needed.</p> <p>d. Put broken oars in the back of the Boathouse - do not put them back with the other oars</p> <p>e. Put "Do Not Row" or "Do Not Use" tag on all equipment with major damage and on the blank side write down the problem using a dry erase marker. "Major damage" means rudder replacement, broken hull parts requiring more than a piece of clear packing tape to keep out water, or a broken rigger frame.</p> <p>f. Assure that all major damage is reported to the Operations Committee designee immediately via email. <a href="mailto:gaahrens@michaelbest.com">gaahrens@michaelbest.com</a> or <a href="mailto:jrc4@chorus.net">jrc4@chorus.net</a></p> <p><b>5. <u>Nothing Left Out of Place or Outside the Boathouse.</u></b></p> <p>a. Pick up and take with you all trash and garbage from inside and outside the Boathouse.</p> <p>b. Do not haul any debris out of the river.</p> <p>c. Put all unclaimed clothing and other personal items into the Lost and Found bin.</p> <p>d. Put all gas cans stored in the gas cabinet and the gas cabinet closed.</p> <p><b>6. <u>Clean the Floor.</u></b> Use the squeegee to get all the water out of the front of the Boathouse before and after your practices.</p> <p><b>7. <u>Turn off lights</u></b> in the sculling bay before locking doors (lights in the sweep bay are on a timer).</p>
<b>2. Access</b>	
Keys and Lock	<p>Front door lock to be replaced annually</p> <p>Keys to be distributed to:</p> <p>a. Adult Masters rowers</p> <p>b. Coaches of undergraduate and junior programs</p>
Back Door	To be used only in the case of an emergency
<b>3. Building Maintenance</b>	
General	<p>The City of Milwaukee supported the development of the new Boathouse through support of a major grant proposal, use of TIF funds, and extensive planning assistance. In essence, the Club holds the Boathouse in trust to serve the mission of providing rowing to the community as a whole. The Boathouse, as such, is on display "24-7" and must be operated in a clean and orderly manner at all times.</p> <p>The area outside the Boathouse is available for public use at all times. The Club does not lease it. Under the terms of the Club's lease, the Club has a priority easement across it for Club activities. If someone is in the way, the Club has the right to ask them to move temporarily. However, this right must be exercised with the utmost</p>

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	<p>tact, care and courtesy. There must be no unpleasant confrontations with the public. Any questions or problems should be referred to the Operations Committee designees immediately.</p> <p>The ramp and dock are owned by the Club, but are available to the public for launching and recovering, but not mooring, non-motorized boats, e.g. kayaks. The Club has a priority of use, but tact, care and courtesy must be extended to the public.</p> <p>No motor vehicle – including motorcycles – may be brought down the driveway to the plaza in front of the Boathouse.</p> <p>No bikes in the Boathouse.</p> <p>No loud or boisterous conduct.</p> <p>Foul, profane, sexual or scatological language is prohibited.</p> <p>No smoking or gum chewing in the Boathouse.</p>
Bathroom	Absolutely nothing but bodily waste and toilet paper – which is manufactured to dissolve on contact with water – may be put in the toilet. Conserve paper in the bathroom.
Personal Effects	<p>No personal property of any individual or program may be left in the Boathouse except as necessary while actually rowing, i.e. keys.</p> <ul style="list-style-type: none"> <li>• Tools, extra clothes, boat carrying racks for personal singles or doubles, etc. are to be kept at home.</li> <li>• Any thing you bring in must go out with you when you leave.</li> <li>• The Club provides no overnight storage for any personal property of an individual or program.</li> <li>• The Club assumes no responsibility for personal effects left in the Boathouse.</li> </ul>
Interior Alterations	No alterations or additions to anything in the Boathouse may be made without written authorization from the Operations Committee.
<b>4. Equipment Usage</b>	
Boats	<p><u>General</u></p> <ul style="list-style-type: none"> <li>• No private boats larger than a single or double/pair (unless they are leased to the Club for general Club use and approved by the Club Board) may be stored or racked at the Club.</li> <li>• No coxed boat may be rowed without a coxswain.</li> <li>• Rowers should not carry a fully rigged boat with less than the number of rowers the boat holds (i.e., eight people carry an eight, four people carry a four or quad, etc.).</li> <li>• Club boats, launches and oars may only be used in the Milwaukee Harbor estuary unless permission has been obtained from the Operations Committee to use them at regattas.</li> <li>• Club boats, launches and oars may only be used in the Milwaukee Harbor estuary when the floating dock is in the Milwaukee River at the Boathouse.</li> <li>• Club boats and launches must be used in a manner to comply with all applicable local state and federal laws.</li> </ul> <p><u>Allowable adjustments by rowers and coaches for boats:</u></p> <ul style="list-style-type: none"> <li>• Footstretchers.</li> <li>• Contact operations designees gaahrens@michaelbest.com or jrc4@chorus.net about height changes.</li> <li>• The rigging for each boat will be determined by the Club and the specifications for each boat will be posted.</li> </ul> <p>Allowed adjustments by rower and coaches for oars:</p>

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	<ul style="list-style-type: none"><li>• Clams.</li><li>• The loading of each set of oars will be determined by the Club and will be posted.</li></ul> <p><u>Pre-use procedures:</u></p> <ul style="list-style-type: none"><li>• Pay attention to removing boats from the racks, as the boats are stored in rather tight confines. Confer with a more experienced rower or your Coach if you are unsure as to how to maneuver a boat from its storage space. Don't be afraid to ask for help, even if you merely need a spotter to watch and make certain that the procedure goes smoothly.</li><li>• The racks on casters on the floor should not be left in the boat bay or outside while rowing – tuck them out of the way beneath the lowest racks.</li><li>• Before taking any boat out – a Club boat, a launch or your own private boat – you MUST sign out in the log book. This holds true whether the boat is being removed from the Boathouse for a row or to go to a regatta. Log date, time in and out, and any comments about the boat or the conditions on the water. When you come back from rowing it is VERY IMPORTANT to sign in with the time you returned. Failure to do so may result in a search party trolling the river in search of a missing rower.</li><li>• Each recreational single must have a pfd or inflatable life preserver.</li><li>• Only take a butt pad if a Coach tells you that you need one. They are not just for people with soft butts, they actually have a purpose.</li><li>• Check equipment – no Club boat may be rowed with any damage or missing or broken parts (foot stretcher bolts, wheels, heel tie downs, bow balls, tracks, nuts and bolts, fins)</li><li>• Check that there is a split (lock) washer under every wing nut in the boat when you get on the water – this prevents the foot stretchers from loosening during practice.</li></ul> <p><u>Post-use procedures:</u></p> <ul style="list-style-type: none"><li>• Before you even attempt to pick up and move a boat, make sure than you have the appropriate slings in which to set the boat once you are outside the Boathouse.</li><li>• Wash with sponges and Simple Green before racking. In particular the oily film that sticks to the boat on the water line about ¾ of the way up the hull the “scumline” must be removed. Water alone is not enough to remove the oily film from the boats.</li><li>• Visually inspect. No Club boat should be stored with any damage or missing or broken parts – i.e. foot stretcher bolts, bowball, heel tie downs.</li><li>• Before bringing any boat back into the Boathouse, make sure that the stern (back) end of the boat will be going in first. All the boats in the Boathouse should have the bows and sterns facing the same direction – bows upriver and sterns downriver.</li></ul>

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	<p><u>Transport:</u></p> <ul style="list-style-type: none"> <li>• No Club equipment may be transported without first obtaining appropriate permits required by Wisconsin and other state authorities.</li> <li>• Shell trailer loading must be supervised by experienced persons or a program Coach.</li> <li>• Shell trailers stay on city streets for loading and unloading. They are not to be brought down the driveway.</li> <li>• No undergraduate or high school student may drive or ride in any shell trailer or vehicle attached to a shell trailer.</li> <li>• Jim Camp is the only currently authorized driver for the Club trailer.</li> <li>• The use agreements between the Club and with MU and MSOE prohibit coaches and rowers from driving or riding in any vehicle attached to the shell trailer.</li> <li>• No junior coaches or parents etc., or any one else will be permitted to pull unless and until they are put on the approved list. If you have suggestions, send them so we can decide about approval.</li> <li>• Use the bright yellow cam straps for boats on shell on the trailer</li> <li>• Each boat will have two straps on the end of the boat that is closest to the towing vehicle.</li> <li>• All straps will be looped all the way around the cross bar on the inside of the boat – not just passed under the bar.</li> <li>• Any padding used to carry small boats will be separately taped to the cross bar – this does not really apply to MU or MSOE since they will not be hauling any small boats.</li> <li>• Strap buckles are to be away from the hull.</li> <li>• Correct loading is the responsibility of the program hauling boats, but if Jim is not satisfied, he is not required to move the trailer, i.e., if Jim makes a suggestion, follow it.</li> </ul>
Oars	<p>Collars and other adjustable parts of oars may only be adjusted by authorized individuals.</p> <p><u>Allowable adjustments by rowers</u></p> <ul style="list-style-type: none"> <li>• “Clams” may be used to adjust the gearing of the oars.</li> </ul>
	<p><u>Pre-use procedures</u></p> <ul style="list-style-type: none"> <li>• Wash bird droppings off the entire length of the dock before carrying oars or other equipment down and before any boats are launched (this means thoroughly washed – not just spread into a green bacteria-laden slime)</li> <li>• Oars must be carried to the dock either singly or with one oar in each hand.</li> <li>• Place oars with the blades “tip” up to avoid damage.</li> </ul>
	<p><u>Post-use procedures</u></p> <ul style="list-style-type: none"> <li>• Clean with Simple Green before storing</li> <li>• Store matched sweep oars together in the same rack</li> </ul>
Launches	<p><u>General</u></p> <ul style="list-style-type: none"> <li>• Coaching launches are to be used only by qualified Coaches and Club personnel. They are not recreational watercraft for Club Members to use.</li> </ul>
	<p><u>Pre-use check</u></p> <ul style="list-style-type: none"> <li>• Pump out any water in the hulls with a bilge pump.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Kill switch lanyards must be attached to the driver.</li> <li>• PFDs must be worn by each person in the launch.</li> <li>• Canoe paddles</li> <li>• Lights and horns</li> <li>• Throw rings</li> <li>• Open breather valves on top of the tanks</li> <li>• Required license documentation</li> <li>• First aid kit (every coach – or cox for uncoached sweep boats – must carry a first aid kit) in the launch</li> </ul>
	<p><u>Use</u></p> <ul style="list-style-type: none"> <li>• Maximum of two people in a Solo launch and one person on an outrigger launch</li> <li>• Operate carefully – launches are very fragile on both ends as the fiberglass easily gets holes when bumped</li> <li>• <b><u>Do not</u></b> get closer than <b><u>20 feet</u></b> from shore as there are many shallow areas near the Boathouse</li> <li>• Launches are required to follow the traffic pattern.</li> </ul>
	<p><u>Post-use procedures</u></p> <ul style="list-style-type: none"> <li>• Pull a Solo launch all the way up into the next available spot so that all launches can be moored</li> <li>• Tip engine out of the water</li> <li>• Outrigger launches must be returned to the top of the float after each Coaching session – they must not be left tied up in the water</li> <li>• Check the bilge level of the launch and pump out using manual bilge pumps</li> <li>• All launches must be <u>locked</u> (the locks need the key in them to lock, the hasp cannot be shut without the key)</li> <li>• Nothing can be left in any Coaching launches overnight....it will get stolen</li> <li>• All life vests, gas cans, hoses and paddles must be returned to their storage spaces in the boathouse</li> <li>• All the breather valves must be closed before storing the cans</li> <li>• Remove all the hoses from cans before storing them in the cabinet</li> <li>• Place all gas cans in the storage bin and make sure the door is always shut – never leave the doors open or store cans outside the storage cabinet</li> <li>• All cans must be placed level in the storage container – no cans should be placed at an angle</li> </ul>
Cox Boxes	<p><u>Post-use procedures</u></p> <ul style="list-style-type: none"> <li>• All cox boxes must be plugged in after each practice, making sure that the red “charging” light appears when they are plugged in.</li> <li>• Do not jam the plugs in if they are not going in smoothly because jamming them may bend the pins</li> <li>• All head sets and charger wires must be up off the floor and hung on hooks</li> </ul>
Program Equipment	<p><u>Toolboxes</u></p> <ul style="list-style-type: none"> <li>• Each individual and program must provide its own tools marked with its name</li> <li>• The Club is not responsible for tools left in the boathouse</li> </ul>

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	<p><b><u>First Aid Kits</u></b></p> <ul style="list-style-type: none"> <li>Each program is to provide each coach with a small first aid kit to carry on the launch- obtain small “camper” first aid kit - available at Laacke &amp; Joys.</li> </ul>
Repair Workshops	All Members of each program must attend a “Repair Workshop” taught by an Operations Committee designee. Attendees will learn how to make “minor repairs” and how to replace specific parts.
Coxswain’s Personal Tools	Each cox should carry a 7/16 inch wrench and an 6 inch crescent or the Vespoli combination cox wrench
Equipment Maintenance	No major repair or modification of the rigging (of any kind) of a Club boat or equipment may be made by any Member without prior permission of the Operations Committee.
Personal Equipment	Personal equipment in the Boathouse is limited to private sculling boats and oars
<b>5. Disposable Supplies</b>	
Procurement	Reimbursable purchases without prior written authorization from the Operations Committee are limited to gas and motor oil, soap, toilet paper, paper towels, trash bags. Reimbursement requests must have receipts and must be submitted to the Treasurer.
<b>6. Workdays to Prepare Facilities and Equipment for the new Season</b>	
Workday Tasks	Assigned via specific seasonal “Workday Checklists” (see attached)
<b>7. Regattas</b>	
Scheduling	<p>Coaches with programs participating in any regatta will meet with Joseph Cincotta prior to the start of the season to:</p> <ul style="list-style-type: none"> <li>Prepare the regatta schedule</li> <li>Assign programs to load and unload the trailer for each regatta that is attended by more than one program and each program’s contact person for loading and unloading</li> <li>Coordinate trailering/driver</li> <li>Appoint a “change request” person for each regatta who will serve as the central contact person to fields change requests for the regatta, discusses each change with each participating program’s coach before prior to “ratifying” the change and then assures that the regatta schedule is updated at all locations</li> <li>The proposed regatta schedule must be submitted to the Club Secretary for circulation to the Operations Committee at least four weeks before the beginning of the season.</li> </ul> <p>Program priority for regatta equipment (any program that uses non Club owned equipment for a regatta is not subject to priority ranking):</p> <ul style="list-style-type: none"> <li><b><u>Spring:</u></b> <ol style="list-style-type: none"> <li>College programs</li> <li>Juniors</li> <li>Masters (Women &amp; Men)</li> </ol> </li> <li><b><u>Summer:</u></b> Juniors and Masters (Women &amp; Men)</li> <li><b><u>Fall:</u></b> <ol style="list-style-type: none"> <li>College programs</li> <li>Juniors</li> <li>Masters (Women &amp; Men)</li> </ol> </li> </ul> <p>Upon final approval by the Operations Committee, post each program’s regatta schedule on one consolidated</p>

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	<p>schedule in the following locations – the regatta schedule will list the designated loading/unloading programs and respective contact people; the specific regattas’ registration deadline, and the “change request” person:</p> <ul style="list-style-type: none"> <li>• Boathouse</li> <li>• Website</li> </ul> <p>Deadline for posting the following season’s regatta schedule:</p> <ul style="list-style-type: none"> <li>• February 1, May 1, August 1</li> </ul> <p>After the posting date, <b>a program may change or add a regatta</b>, subject to the availability of enough equipment to maintain a minimum one hour interval between hot-seating and subject to the written approval of the Operations Committee.</p>
Preparation	<p><b>Two weeks prior to the due date for regatta registration</b>, Coaches of the participating programs must send to the Coach of the “loading” program a list of their program’s expected equipment needs for the upcoming regatta</p> <p><b>One week prior to the regatta</b>, Coaches of the participating programs must finalize the coordination of equipment and trailering for the regatta and rigging and de-rigging at the regatta site</p> <p><b>One week prior to the regatta</b>, the “loading” program must:</p> <ul style="list-style-type: none"> <li>• Prepare and distribute to each participating program and the Operations Committee an equipment checklist for the specific equipment to be transported to the regatta</li> <li>• Assure that all required paperwork for trailering/driver is submitted to the Operations Committee</li> </ul> <p>The <b>loading program</b> must assure that:</p> <ul style="list-style-type: none"> <li>• All boats are de-rigged prior to loading</li> <li>• All equipment is loaded and properly secured in good working order</li> <li>• Back up equipment and parts are loaded</li> <li>• Necessary gear is loaded</li> </ul> <p>The <b>unloading program</b> must assure that:</p> <ul style="list-style-type: none"> <li>• All boats are re-rigged upon arrival at the Boathouse</li> <li>• All minor damage to equipment is repaired</li> <li>• All equipment is unloaded and stored properly</li> <li>• All back up equipment, parts and gear are properly stored</li> <li>• Any major damage to equipment is immediately reported to the Operations Committee</li> </ul>

## FIGHT CLUB

<u>ISSUE</u>	<u>POLICIES AND PROCEDURES</u>
<b>8. Program Usage Coordination</b>	
Schedule for Facilities Use	<p>Training times reserved for specific programs to be negotiated among the programs prior to each season</p> <p>Upon final approval by the Operations Committee, post each program’s training schedule on one consolidated schedule in the following locations:</p> <ul style="list-style-type: none"> <li>• Fight Club</li> <li>• Website</li> </ul>



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	<ul style="list-style-type: none"> <li>Boathouse</li> </ul> <p>Usage is to be program-wide, not individuals</p>
<b>9. Access</b>	
Monitoring	Prior to the winter season, each program to submit names to the Operations Committee designee for security access
<b>10. Maintenance</b>	
Rotating Jobs	<p>Programs will rotate responsibilities for the following jobs:</p> <ul style="list-style-type: none"> <li>Haul off all trash whenever the trash can is full – not less than weekly</li> <li>Haul off lost and found weekly</li> <li>Vacuum carpet</li> </ul> <p>Schedule:</p> <ul style="list-style-type: none"> <li><b><u>Women</u></b> Fall Workday through end of December April and May</li> <li><b><u>MSOE</u></b> January, February, March</li> <li><b><u>Juniors</u></b> June through Fall Workday</li> </ul>
Daily Jobs (Before you leave the Fight Club . . . )	<p>Adult Members and Coaches of undergraduate programs and juniors are responsible to make sure that the following have been completed before leaving the facility each day:</p> <ul style="list-style-type: none"> <li>Pick up and <b>throw away all trash</b> and garbage</li> <li>Put unclaimed personal items in <b>lost and found</b></li> <li><b>Bungees on sliders are in neutral i.e., middle position</b></li> <li>Equipment, butt pads and other <b>materials are properly stored</b></li> <li><b>Minor damage</b> is repaired</li> <li><b>Dead erg batteries</b> have been replaced</li> <li>All <b>erg handles</b> are unstretched</li> <li>Assure that any <b>major damage</b> is reported to the Operations Committee designee immediately via email</li> <li><b>Path to the adjacent room is clear</b> of equipment</li> <li><b>Turn off the lights</b> (some lights remain on at all times)</li> </ul>

## **BOATHOUSE INTERIOR DESIGN PROJECTS**

### **Lockers**

- Program Lockers may be considered in the future.

### **Logbook Desk**

- Logbook and pens.
- Blank guest waivers to be stored near the logbook.

### **Area Near the Boathouse Logbook Desk for Information Postings**

- Club key contacts and Coaches phone numbers
- List of Daily Jobs
- List of Rotating Jobs with name of responsible program (with program contact information) [NOTE: this information also needs to be posted at the Fight Club]
- Important all-Club communications (e.g., water time and Fight Club schedules, regatta schedule, Repair Workshop schedule, civil twilight times, safety information/rules, use procedures, etc.)
- Launch manual

### **Garbage Cans**

- Small trash can in the bathroom - emptied daily and trash removal from boathouse.
- Small trash can near the front doors - emptied daily and trash removal from boathouse.

### **Signage**

- Skill levels required to use specific sculls
- Label parts bins
- Label boat racks for each particular boat (boats used only/primarily by men to be on higher racks)
- Brightly colored laminated "Do Not Row" tags and "Do Not Use" tags
- "Rotating Jobs" sign
- "Daily Jobs" (i.e., "Before you leave the Boathouse (Fight Club)") sign

### **Legacy Displays**

- Historical artifacts
- Maps, articles, photos, banners, medals, etc.

### **Miscellaneous**

- Install more outlets – especially toward the center of the Boathouse.
- Install 2-3 more outlets specifically for cox boxes
- Establish place to store ergs – the maximum number to be determined during the interior design process
- Every replacement part should have its own labeled bin, drawer, shelf, or hook and, as appropriate, included with the parts should be a tag that says when level drops below 5, order 10.

## **CLUB PERMANENT OPERATIONS COMMITTEE IS THE ROWING CLUB BOARD**

### **The Secretary of the Club, Gary Ahrens, will:**

Receive for review and approval by the Operations Committee, proposed program schedules for regattas, water time and Fight Club usage

### **The Board will seek proposals for mechanisms to:**

Monitor and procure disposable items such as light bulbs, toilet paper, paper towels, hand soap, Lava soap, erg batteries, disinfectant cleaner, sponges, trash bags, etc.

Obtain and mix gasoline (generally twice a week)

- 100: 1 gas/oil mix for Yamaha motor
- 50:1 gas/oil mix for Mercury/Mariner 8 HP motor
- No mix for 15, 9.9, 6 and 4 HP Mercury motors

Monitor parts inventory, receive parts requests and procure (or monitor procurement of) parts

Monitor and procure boat transport materials: tie downs; cam straps; foam pads; bungee cords for securing riggers and for securing seats; flags

Receive equipment damage reports and monitor equipment repairs

Recruit Repair Workshop instructors

Schedule Repair Workshops and track that all Members of each program have attended

Schedule dates for seasonal workdays and post on the calendar on the Club website

Announce and organize seasonal workdays

Take care of legacy displays and information postings in the Boathouse (including Rotating Jobs posting at the Fight Club)

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