



Common Policy and Manual

(1/1/2017)

ERA Common Policies and Procedures

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About Everett Rowing

Mission Statement: The Everett Rowing Association offers the premier rowing experience for adults and youths in the Greater Everett Area. The association combines recreational, social and competitive opportunities that lead to building health, life skills and rowing excellence.

Motto: “Catch the Spirit of Rowing”

Boathouse/Office: Langus Riverfront Park, 300 Smith Island Road, Everett, WA. 98201

Boathouse Phone: (425) 345-5138

Mailing Address:

Everett Rowing Association

P.O. Box 1774, Everett, WA. 98206

Website: www.everettrowing.com

Official Documents

All official documents shall be kept in a safe location known to the Director and President of the Board of Directors.

Audit Committee

The Board of Directors shall appoint a Finance Committee to review the financial records and budget of ERA. A detailed review will be conducted each year. This committee shall make a report of their findings to the Board of Directors.

Questions of Policy Concern

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

Grievance Process

When an ERA member or group of members feels the need to have an issue settled, and that issue is not addressed in the existing bylaws or policies then a grievance may be filed with the President of the Board of Directors. This grievance must be in written form and also must be signed by those filing the grievance. The President will then review the grievance. If the problem can be solved within existing organizational bylaws and policies, the President will so inform the parties involved. If the grievance involves an area not addressed in the club bylaws and policies, the President will place the issue on the following month's Board of Directors meeting agenda.

Key Holders

Keys are issued to Everett Rowing Association staff and private boat owners. Additional keys will be issued as determined necessary by the Board of Directors or Executive Director. Key holders must be a minimum of 19 years old.

Private Boat Storage

- Private Boats may be stored at the boathouse by ERA members for a fee and depending on available space.
- Storage fees shall be determined by the Board of Directors.
- The Private Boat Owner Storage Agreement will govern the terms of storage, and will be in force from signing until the boat is removed from the boathouse.
- Private boats may not be relocated from their rack without notification of the boat owner.
- Statements will be sent to owners at the beginning of the calendar year.

Rowing Programs

Introductory Programs

The purpose of Introduction to Row and Learn to Row classes is to offer the residents of Snohomish County the opportunity to recreate on the Snohomish River and surrounding waterways. These programs also serve as a gateway to membership in the Everett Rowing Association.

Adult Programs

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

Youth Programs

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

- Introductory youth programs will run weekly during the summer season.
- Youth programs for Middle School athletes will run in the spring and fall seasons.
- Youth programs for High School athletes will run in the Spring, Summer, Fall and Winter seasons.

Other Programs

The Executive Director may create and offer other programs, provided the program meets the Mission Statement of the Everett Rowing Association.

Operations Policies

Safety Policy

All coaches and athletes shall follow the Everett Rowing Association Safety Policy, which will be maintained by the Board of Directors and Executive Director.

Athlete Protection Policy

All coaches, athletes and parents shall follow the Everett Rowing Association Athlete Protection Policy, which will be maintained by the Board of Directors and Executive Director.

Equipment Policy

Use of Everett Rowing Association equipment is limited to the following participants:

- ERA Adult Programs
- ERA Junior Programs
- ERA Introductory Classes
- Participants or guests as designated by the Executive Director.

Equipment use is governed by the Everett Rowing Safety Policy.

The Executive Director or designee will generate a list assigning club boats to appropriate levels of users. This list will assign boats to either a competitive program or general club use. Boats assigned to competitive use will only be available to coached competitive programs.

Significant damage will be noted in a log book available at the boathouse. ERA staff will determine whether or not the damage qualifies as significant.

Equipment Handling

- Enlist enough people to safely carry, launch, and row the boat without injury to themselves or damage to the shell.
- Place the shells in stretchers to check all rigging, including footstretchers, seats and tracks before rowing.
- Launch and recover with the bow into the current.
- Give wide berth to bridge abutments, dead heads, log rafts, pilings, debris, and other manmade or natural obstacles, and avoid coming about or drifting when immediately up current from them.
- After use, place shell on stretchers, thoroughly rinse and polish dry.
- Inspect the dock and grounds to be certain all equipment has been put away before leaving.

Membership Standing

Youth and adult members shall remain current with regard to fee payments in order to be considered in good standing.

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

Fundraising

Our fundraising purposes are stated:

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

Our fundraising events are organized as follows:

Events

Sorticulture, Otter Island and Head of the Snohomish each net \$4,000 - \$6,000, which is dedicated to the general operating budget. Social events such as the Row to Irma's, glassybaby party and Oktoberfest each net the club between \$800 and \$1,500, and are dedicated to the operating budget.

Holiday Wreath and Flower Sale

- The Holiday Wreath and Flower Sale generally nets \$10,000, on total sales of \$20,000.
- \$3,000 is dedicated to the operating budget.
- Approximately \$2,000 is credited back to athlete accounts, helping defray the cost of rowing.
- The excess is used for critical small capital purchases: oars, launch motors and cox boxes. In 2016, we brought in the sweep oar rack and 3 new cox boxes.

Auction

The auction is broken into 4 components:

- The majority of auction proceeds are dedicated to the annual operating budget.
- Fund-a-need is dedicated to major equipment purchases such as boats.

- The Dessert Dash funds our financial aid program for youth athletes and increases our endowment.
- The Wine Draw funds the Parent Booster Club, which is responsible for feeding our youth athletes at regattas.
- Excess proceeds are used for emergencies, (such as truck replacement) or other capital purchases (food trailer).

Auction attendance is the biggest driving factor for a successful event.

Other Donations

Corporate Match, Solicited giving and other general donations are applied to the general operating budget, and to fund other boathouse needs, such as weight sets, stretching mats, launch motors or other infrastructure items.

Legacy Gifts

Some donors connect to Everett Rowing via bequests in their wills or estate planning process by designating a dollar amount or percentage of their estate. These gifts are applied according to the wishes of the donor. When unspecified, the Board of Directors applies the funds according to the current needs of the club.

Sponsorship Donations

In the boathouse, there are a number of boats named by the wishes of the donor. Generous donors have purchased naming rights for shells for \$10,000. Earlier this year, we had two very generous donations totaling \$15,000 that were contributed directly to our endowment, per the wishes of the donors.

Parent Booster Club

The Parent Booster club raises funds to feed youth athletes at regattas, ensuring athletes are prepared to race. While the value of these meals is truly immeasurable, we typically spend \$6,000 per year to serve 2200 athlete meals. These funds are raised primarily through the sale of ERA branded sportswear, but also through events such as the clothing drive, which net nearly \$950 in 2016.

Some points of note:

Each fundraiser is critical for the club to meet our operational needs, from putting gas in the launches, to ensuring we aren't missing practice because we don't have enough equipment or the boats are in poor condition.

Rowing equipment is expensive.

- A new cox-box system for an 8, including the wiring and speakers costs \$923.
- One new pair of sculling oars costs \$500. Up to \$670 for the "skinny" versions.
- A new set of 8 sweep oars costs between \$2,800 and \$4,200, depending on the version.
- A new pair / double costs \$12,750 for the "core" model.
- A new 4 or quad, depending on the model, costs between \$20,000 and \$26,000.
- A new 8, depending on the model, costs between \$40,000 and \$55,000.
- A replacement carbon fiber rigger costs \$420.

We purchase equipment as economically as possible, buying used boats in great condition to serve some of our needs, and buying new boats to serve others. We believe in the Pocock product for a number of reasons, including competitiveness, quality, durability and efficiency. The Tytus family has been a supporter of the club since its inception in 1984. As the shells and components are built right here in Everett, we also believe in supporting our local economy. Our volunteers and paid staff work incredibly hard to maintain the equipment to sustain its value, both to our club, and on the open market.

Budgeting

Over the years, the Board of Directors has fine-tuned our financial modeling. The model separates direct program costs from common expenses. Common expenses are assigned to each program based on the percentage of hours the program uses the facility. This model ensures that fees accurately reflect the costs of running each program.

Recent History of Fundraising

In 2015, we fundraised \$140,674, which allowed us to meet our operating budget, bring in a "new" 8 (Spirit of Everett), a new quad (Snohomish), 2 new cox-boxes and fund our financial aid program. In 2016, so far, we have brought in a "new" 4+ (Tulalip) a brand new 4+ (Lynn and Brenda Dykgraaf) and 3 new cox boxes, as well as a new weight set. We've also been able to increase our endowment by nearly \$30,000.

How this happens:

Our fundraising is strong because our athletes and their families make a deep connection with the sport, and the organization that makes everything happen. The sport, and our club in particular, is fortunate to have a history of generosity based on a desire to "give back" to a sport and program that has enriched all of our lives.

Our fundraising is also strong because, like rowing, our team comes together to work, and everyone contributes in some fashion. In the same way that a crew might be made up of members of varying strengths, our community is made up of a wide range of people with a tremendous amount of skill in some form or another. The work of fundraising here at Everett is organized in order to make it easy for everyone to participate.