

Des Moines Rowing Club Policies and Procedures

Personal items should not be stored in the boathouse

Equipment Reservation:

- All club equipment must be reserved using iCrew system
- Reservation time should be for the rowing time (dock to dock) and not include muster or time to return the equipment. This allows for hot seating a boat and the schedule to reflect when the equipment is being used.
- Cancel a reservation any time the equipment will not be used and as early as possible. This allows others the opportunity to use it.
- All members of the crew must be registered members of the club prior to the scheduled row.
 - Add the list of the crew members, using first and last names, in the “Note” field of the reservation.
- Best practice to maximize the use of club equipment is to allow opportunity for two reservations for a boat at peak times (e.g. weekday evening a boat can be taken out twice).
 - If you are unable to reserve equipment during peak times because current bookings do not accommodate equipment being used twice, please email directors@desmoinesrowing.org with your request.

Equipment Care:

- Do not row broken equipment and do not take parts from other boats to fix a boat.
- Please refrain from wearing rings when using oars with black microfiber suede grips (e.g. sweep oars T1-8) as they cause excessive wear
- Extreme care and caution should be maintained when removing shells and returning them to their racks. Your shell or riggers must never touch another shell or riggers.
- Shells must be lifted and not slid across the rack on which they sit.
- When docks are busy, put the boat on slings in the parking lot to set stretchers and check the boat before launching.
- Never use a wrench to tighten the stretchers. Only use your fingers to tighten.
- Take care when placing the boat in the water. All rowers make sure their toes are on the edge of the dock (or knees are in the water if wading in). **Coxes must stand by the skeg (fin) to make sure it's over the water.** Shells must be rolled carefully toward the water and then placed lightly on the water without brushing or touching the edge of the dock. Be aware of the fin's position and its angle to the dock - keep it clear.
- Take shoes with you when you row or they may not be there when you return. Place shoes in the boat with care to prevent debris from getting in tracks.
- Check the dock before leaving the boathouse to be sure nothing is left behind.
- Put things away where you found them and pick up trash when you see it.

- Prior to rowing
 - Close hatches prior to carrying the boat to the dock
 - Visually inspect boat and rigging for damage, loose rigger connections including topknots
 - Inspect skeg (fin) and rudder for damage and verify proper functionality
 - Bow ball should be in good repair and firmly attached.
 - Oars: ensure collars, handles, grips, clams, and blades are secure and undamaged.
 - Check seat(s) and tracks to ensure they are in good working condition. Do not use seats that don't slide freely. If the seat will not stay in the tracks when the boat is upside down, take it out before turning the boat over so it will not fall out and break.
 - Heel-ties should be affixed to shoes and the foot stretcher (2-3" slack).
 - Check that the foot stretchers are in good condition and all three fastening pins must tighten firmly. If the stretcher moves on the pins or if one pin is missing, it will rapidly wear and break.
- When returning
 - Clean residue from seat tracks using small clean damp rags after each row
 - After each row, crews shall spray a vinegar solution on boats. Towel-dry shells with large towels.
 - Inspect boat for items that require maintenance or repair
 - Open hatches prior to placing boats are on the rack.
 - Oarlocks shall be closed before putting boats back in their racks.
 - Foam protectors are required to be placed on all oarlocks making sure to cover the topnuts prior to placing boats on the rack
 - Monthly, all boats need washed with clear water. Avoid soaking the shoes, which promotes their rapid deterioration.
 - Oar handles shall be sprayed with a mild bleach solution at least weekly and left to air dry.
- Report Damage
 - All members and crews shall notify the equipment manager by phone or email (repairs@) when equipment is broken or in needing repair; however, slight and regardless of whether it occurred before or during the member's use.