

# QUINSIGAMOND ROWING CLUB

## MEMBERSHIP MANUAL



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Version as of January 28, 2025

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# 1 MEMBERSHIP

The Quinsigamond Rowing Club (QRC) is a 501(c) 3 charitable organization that strives to provide quality, community-based rowing for its adult membership, aged 18 years and over. The QRC accepts members without regard to race, gender, age, religious affiliation, or sexual orientation pursuant to its bylaws.

## 1.1 CODE OF CONDUCT

The QRC was established with the primary goal of cultivating and advancing amateur rowing, including, but not limited to, the instruction, improvement, competition, and enjoyment of the sport of rowing in a safe, friendly, and social spirit. QRC members are expected to conduct themselves in a manner that promotes such an atmosphere. Failure to do so may lead to membership loss by 4/5 Board vote.

***Failure to comply with the rules outlined in this and all other club documents shall be subject to Board review and potential disciplinary action up to and including revocation of membership.***

## 1.2 MEMBERSHIP CATEGORIES

QRC membership is renewed annually at the beginning of the calendar year. Renewal is carried out via Regatta Central. Annual membership dues or fees will be communicated via email and/or posted on Regatta Central and the QRC website.

1. **Associate Member** – Entitles members to participate in QRC functions and events. No rowing privileges. No voting privileges.
2. **Rowing Member** – Entitles members to use all QRC-owned rowing equipment located in bay 8 and the clubhouse facilities at the Donahue Rowing Center. These members have voting privileges.
  - a. **Primary Rowing Member** - Membership category for returning members! This is the “regular” rowing membership. Entitles member to use all QRC rowing equipment for the current year.
  - b. **Family Rowing Member** - Entitles partners or family member of a regular member to a discounted membership with use of all QRC rowing equipment for the current year.
  - c. **NEW QRC Member** - This member category only for individuals that are new to the club.

3. **Rack Member** - Entitles a member to use all QRC-owned equipment, except for the same boat type of the rack fee being paid. These members have voting privileges.
  - a. **Bay 3 Rack Member** – This category is intended for those who keep a private boat stored in bay 3 at the Donahue Rowing Center and who pay annual rack rental fees directly to the town of Shrewsbury.
  - b. **Bay 8 Rack Member** – Entitles member to keep a private boat stored in bay 8. A rack storage fee corresponding to the boat type must be paid to the QRC in combination with this membership.
4. **Coxswain Membership**– For QRC-approved coxswains only. No rowing privileges. No voting privileges.
5. **Coach Membership**– For QRC coaches only. No rowing privileges. No voting privileges.

### 1.3 JOINING THE QRC

The membership process is as follows:

1. Sign up for a USRowing membership.
  - a. Sign a USRowing waiver and complete safe sport attestation
  - b. At this time you do not need to add a club affiliation.
2. Register as a **NEW QRC Member** through Regatta Central and pay the associated membership fee via Regatta Central.
3. New members are required to schedule a bay and facilities orientation through the Board (Board@qrcrowing.org).
  - a. If a Board member does not reach out to you to schedule an orientation, please contact the Board.
  - b. This orientation discusses what is expected of QRC members and reviews the policies of the club in regard to safety, equipment usage, boathouse conduct, liability, facilities usage, and navigation pattern
4. All members are required to provide proof of ability to swim. Please find the swim test certification in the appendix and on the QRC website (<https://qrcrowing.org/wp-content/uploads/2016/08/qrc-swim.pdf>).
  - a. This is a one-time requirement. All members will need to submit proof within 30 days of becoming a member. Members who have not submitted certification will not be allowed to sign up for programs or reserve boats.
  - b. Swim test must be certified by a Lifeguard or American Red Cross Water Safety Instructor. Members who are lifeguards or certified scuba divers may submit documentation of credentials in lieu of a swim test certification.

## 1.4 BAY 8 ACCESS CARD

All current QRC members are eligible to receive an access card. The member is responsible for requesting a card from the Shrewsbury Town Offices.

1. The Director of the Parks and Recreation department will confirm current membership with the QRC Board.
2. The bay key card can be found on the QRC website (<https://www.qrcrowing.org/wp-content/uploads/2022/10/BayCardApplication2022.pdf>) and should be sent to the following address:

Town of Shrewsbury  
100 Maple Ave  
Shrewsbury, MA 01545

## 1.5 GUEST & VISITOR ROWING

### 1.5.1 Member's Guest - Responsibilities

The QRC Guest Rowing Policy is designed to encourage non-members to join the club and become contributing members. The QRC encourages members to invite family members, friends, or other rowers to row with us. It is also designed to accommodate occasional out-of-town guests who are traveling and would like to benefit from our venue, our equipment, and our hospitality. This policy is not intended to cover coxswains who are coxing for a recognized QRC team or program.

Guest Row Policies:

- Members have priority over guests in the use of club equipment.
- Guests must be at least 18 years of age.
- A guest must be sponsored by either a club member or a Board member.
- The sponsoring member must be able to attest to the guest's ability (including but not limited to sculling and bowing/steering ability, and swimming).
- Sponsored guests must be accompanied by the sponsoring member.
  - At the Board's discretion, a guest may row unaccompanied by the sponsoring member after receiving an orientation to bay 8, the lake, and the procedures followed by the QRC.
- To bow or cox, a guest demonstrated evidence of ability to bow (at the discretion of the Board).
- Guests are allowed 3 free guest rows per year. Membership is required thereafter.

- The sponsoring member is responsible for ensuring that before using any club equipment all guests must complete the following:
  - All guests must sign both QRC and USRowing waivers (located in binder above logbook).
  - Equipment must be signed in/out in the logbook.
  - Guest must register as a guest rower through Regatta Central before rowing.
- The sponsoring member takes responsibility for any damage caused by the guest rower (note: current deductible as of January 1, 2023 is \$500).
- One day of racing/rowing in a regatta as a composite rower counts as one guest row.

### 1.5.2 Visiting rower – responsibilities

Visiting experienced rowers from another club may use club equipment by following this procedure:

- Contact the QRC Bay Captain ([baycaptain@qrcrowing.org](mailto:baycaptain@qrcrowing.org)) to initiate the request.
- The Bay Captain will confirm that the rower is a qualified rower who can use equipment safely and without causing damage, either by reference, demonstration, or both, to be determined by the judgment of the officer.
- The visiting guest must be given an orientation to bay 8, the lake, and the procedures followed by the QRC.
- Access to the bay may be via club members only (i.e., guests will not obtain a key card).
- Visiting privileges are free; however, donations to the club will be accepted.

## 2 ROWING

The following rules and regulations, disseminated by the QRC in addition to those dictated by the Quinsigamond Rowing Association. These rules are meant to ensure that Lake Quinsigamond remains a safe place to row. As with any sport, especially one taking place on water, no amount of regulations can take the place of common sense. Please read the following rules carefully:

### 2.1 TRAFFIC PATTERNS & MAPS

1. Stay as far to the right as practical at all times. Stay out of the middle of the lake.
2. Traveling north – stay to the Shrewsbury shore.
3. Traveling south – stay to the Worcester shore.
4. Do not turn or stop in areas marked on the lake map (see below) as “no turn/no stop zone.”
5. Do not “sit” in areas marked on the lake map (see below) as “no sitting,”. turn and move to the sides of the lake immediately.
6. The areas marked shallow are indeed shallow. Stay clear of them.
7. To reverse direction, turn 90 degrees, row directly across the lake and complete your turn on the other side.
8. Scullers and crews must pass in single file through the Narrows.
9. Scullers and crews may turn around an island but must do so counterclockwise. Give way to traffic in the main traffic lanes.
10. No more than three crews may travel abreast in the same direction.
11. Coaches must slow launch to a minimum wake speed when passing other crews or scullers.
12. Overtaking boats shall stay to the left of those being passed. The overtaking boat shall give way to the boat being passed.
13. Traveling north – stay to the Worcester side.
14. Traveling south – stay to the Shrewsbury side.
15. Pay attention to signage near the DRC docks on race days when the traffic pattern is reversed for the entire lake. It is particularly important to be vigilant for those rowers who may have missed the notice and may be rowing on the wrong side. Please see sections below.



# LAKE QUINSIGAMOND

## TRAFFIC RULES – NORTH LAKE

- General Traffic**
- Stay to the right at all times.
  - Traveling North – Stay to the Shrewsbury shore.
  - Traveling South – Stay to the Worcester shore.
  - Do not turn or stop in areas marked "No Stop/No Turn" a zone.
  - Do not "sit" in areas marked "No Sitting", turn and move to sides of lake immediately.
  - The areas marked shallow are extremely shallow, stay clear of them.
  - To reverse direction, turn 90-degrees, row directly across the lake and completely turn on the other side.
  - Crews must go single file through the Narrows.
  - Crews may turn around an island but must do so counterclockwise.
  - No more than three crews may travel abreast in the same direction.
  - Coaches must slow launches to minimize wake speed when passing other crews or scullers.
  - Appropriate lighting must be used when rowing one half hour before dusk to one half hour after dawn.



**LEGEND**

- No Sitting
- No Stopping or Turning
- Shallow Area
- Traffic Route

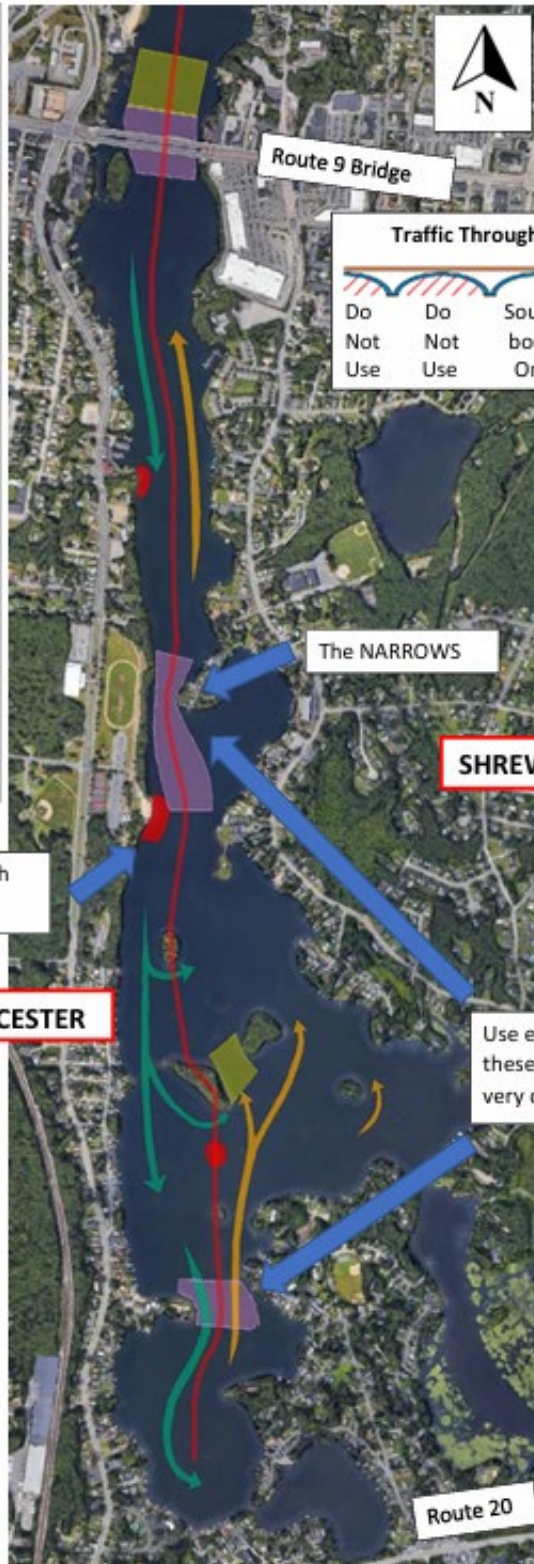
**Traffic Through Route 9 Bridge**

Do Not Use	Do Not Use	South-bound Only	North-bound Only	Do Not Use	Do Not Use

# LAKE QUINSIGAMOND

## TRAFFIC RULES – SOUTH LAKE

- General Traffic**
- Stay to the right at all times.
  - Traveling North – Stay to the Shrewsbury shore.
  - Traveling South – Stay to the Worcester shore.
  - Do not turn or stop in areas marked "No Stop/No Turn" a zone.
  - Do not "sit" in areas marked "No Sitting", turn and move to sides of lake immediately.
  - The areas marked shallow are extremely shallow, stay clear of them.
  - To reverse direction, turn 90 degrees, row directly across the lake and completely turn on the other side.
  - Crews must go single file through the Narrows.
  - Crews may turn around an island but must do so counterclockwise.
  - No more than three crews may travel abreast in the same direction.
  - Coaches must slow launches to minimize wake speed when passing other crews or scullers.
  - Appropriate lighting must be used when rowing one half hour before dusk to one half hour after dawn.



**Traffic Through Route 9 Bridge**

Do	Do	South-	North-	Do
Not	Not	bound	bound	Not
Use	Use	Only	Only	Use

Quinsigamond State Park Beach  
(stay at least 60 feet off shore)

**WORCESTER**

**SHREWSBURY**

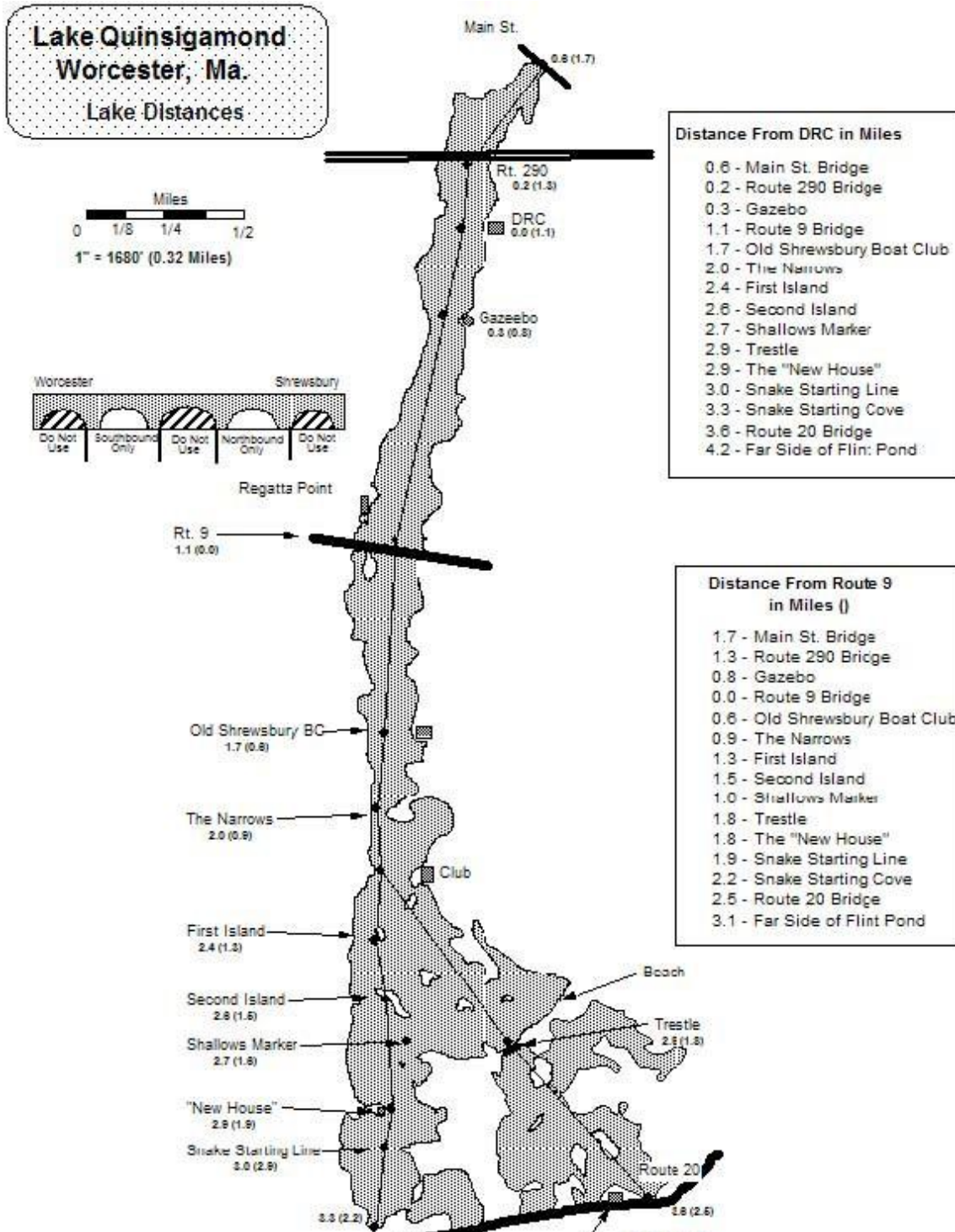
Use extreme caution in these areas, boat traffic is very concentrated

**LEGEND**

- No Sitting
- No Stopping or Turning
- Shallow Area
- Traffic Route



## 2.2 LAKE DISTANCES



## 2.3 LAUNCHING AND LANDING

- Select an appropriate set of oars and carry them, blades first, down to the dock (sculling oars) or rack (sweep oars).
- Use care when carrying the boat and placing it into the water next to the dock. Be aware of others around you.
- Under normal traffic patterns, use the North dock to launch.
- Do not leave any personal belongings on the dock while rowing.
- Get on and off the dock as quickly as possible. Do not “park” your boat nor leave it unattended.
- Make any mechanical adjustments to the boat either in slings prior to launching, or while on the water.
- When landing under normal traffic patterns, use the South dock.
- Quickly exit your boat and put sculling oars in the middle of the dock, and sweep oars to the dockside rack. After putting away your boat, quickly retrieve your oars from the dock area.

## 2.4 SPECIAL TRAFFIC PATTERNS

Occasionally, the traffic pattern will be reversed from the above noted “normal” traffic pattern as determined by the QRA. When noted that reverse traffic pattern is in effect, please follow the traffic flow as described below or communicated by the club. Launching and landing docks are reversed as well.

Please note that the reverse traffic pattern applies to the entire lake and rowers should be cautious that other watercraft on the lake are not governed by the reverse traffic pattern. Pay attention to what is ahead of you while rowing.

## 2.5 VISIBILITY

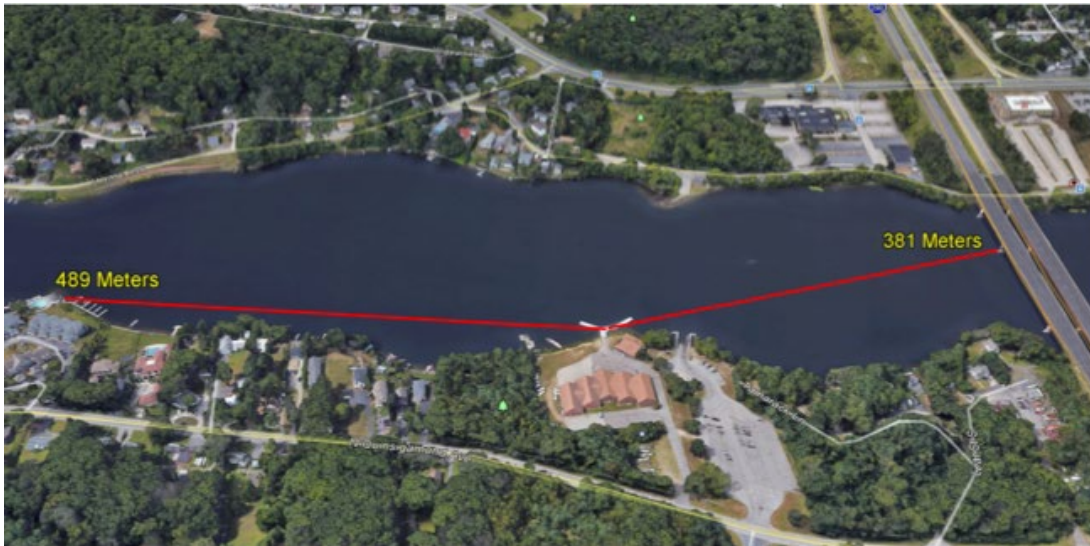
### 2.5.1 Fog

At the time of launch rowers shall be able to see the concrete supports of the Route 290 bridge north of the docks, the white gazebo south of the docks, and other rowers on the water within the same distances (i.e., water-level fog/mist).

Coaches are responsible for determining that there is enough visibility to conduct a practice. Extra care should be exercised in the presence of any fog. Coaches should stay closer to their crews and should keep a sharp lookout for other crews both ahead and

behind. Scullers should check their course more frequently and be aware that they might be almost totally invisible to other crews on the lake.

Rowers caught on the lake during a sudden fog should proceed with extreme caution. Crews should stop often to look for other crews or scullers and the shoreline. Stopping and listening in a fog is often more effective than looking when trying to locate other rowers.



### 2.5.2 Lighting

Inadequate lighting on a shell is an invitation to disaster. It is important that lights be used so crews can see each other and so motorboats can see us.

1. Proper lighting must be used by all shells and launches one half hour before sunset and continuing until one half hour beyond sunrise OR during any other low visibility conditions.
2. A bright flashing strobe light is also recommended. Lights shall be visible from a reasonable distance at all times when turned on. This requirement enforced by the QRC and law enforcement officials on the lake.
3. Any rower found to have rowed without appropriate lighting maybe temporarily suspended from using QRC equipment and/or launching from DRC for a period of time at the discretion of the Board.

### 2.5.3 Clothing

It is highly recommended that at least one individual in each boat being wearing high visibility clothing during each row.

## 2.6 WEATHER RELATED POLICIES & PROCEDURES

### 2.6.1 Cold Weather

The combination of low water and air temperatures in the spring often result in conditions that can result in hypothermia or frostbite for rowers. Immersion in near freezing water can be fatal in less than 5 minutes. Coaches and rowers should exercise caution during the early spring and late fall when the danger of hypothermia and frostbite is highest. This includes keeping boats closer together, carrying the proper safety equipment (see below) and not taking chances. Coaches and rowers are encouraged to learn the effects and warning signs of hypothermia and to practice emergency treatment when necessary.

### 2.6.2 4-Oar Rule

The Board will notify the membership when the 4-oar rule is in effect. It will remain in place until rescinded by the Board.

1. All rowers, coxswains, coaches and launch passengers MUST wear a PFD.
  - a. Auto hydrostatic (i.e. self-inflating when immersed in water) PFDs strongly recommended.
  - b. All rowers in non-coxed boats (2x and 4x) must be Captains Tested.
  - c. No Guest Row unless guest has been Captains Tested from another rowing club.
2. Two club singles may row together or with a larger boat. Boats must stay within 100 meters of each other (essentially 10 boat lengths, based on a single shell).
3. Privately owned singles may row alone.
4. Doubles and larger boats may row alone, but are strongly encouraged to row with other boats.
5. At least two individuals on each boat (or both rowers if two singles) MUST carry a cell phone in a waterproof case and a sound producing device such as a whistle.
  - a. Recommend whistle be worn on PFD for ease of access.
  - b. Recommend phone be insulated and/or heated to preserve battery life when needed.
6. Club boats must be inspected, and components adjusted, in slings prior to use. Report damage on white Board and email details to the Bay Captain.
7. At least one article of hi-vis clothing should be worn regardless of time of day.

### 2.6.3 Fog

Please refer to fog policy in the VISIBILITY section above.

## 2.7 THUNDER AND LIGHTNING

Thunder, lightning and other sudden storms can come up quickly and without warning. Please listen to weather reports prior to launching. No one is faster than lightning. Lightning can travel up to 10 miles in less than a second. Err on the side of safety first.

1. No boat, club or private, may be taken out if thunder or lightning have been observed during the previous 30-minute.
2. If you are starting to launch from the boathouse and hear thunder and/or see lightning, return with the boat to the boathouse.
  - a. QRC upholds a mandatory 30-minute wait after the last sighting of lightning or sound of thunder before trying to launch again
3. If you are on the water and hear thunder and/or see lightning you should immediately get off the water and seek shelter.
  - a. Returning to the boathouse may be optimal if you are nearby. If not, seek shelter somewhere along the lake.

## 2.8 SPECIAL SITUATIONS

### 2.8.1 Flipping

Flipping most often occurs in sculling boats; however, it occasionally occurs in sweep boats as well. Your primary concern should be your own safety first, then the boat.

When/if you flip:

1. First, ensure all boat members are accounted for and do not require immediate attention.
2. Try to right the shell. This makes it easier to move the boat.
3. Swim the boat to shallow water before attempting to get back in.
4. Re-entering the boat in deep water should be the LAST ALTERNATIVE. Unintended damage to the boat can occur such as bent riggers and split gunwales.

### 2.8.2 Towing

If a shell is to be towed by a motorboat, make sure to:

1. Take all oars out of the oarlocks.
2. Close the oarlock gates.
3. If not already so, flip the boat onto its hull. No boat should be towed cockpit down.
4. Keep the boat away from the engine propeller.
5. Go slowly.

6. If the boat is broken, follow the steps listed in the Broken Equipment Policy upon your return to shore.

### 2.8.3 Water Rescue

In the unlikely event that rowers come upon an emergency water rescue situation, the QRC has adopted the Quinsigamond Rowing Association's recommendations for water rescue while in a rowing shell:

1. Do not attempt to jump out of your rowing shell to assist in rescue of a person in the water.
2. Often the best course of action for a single sculler is to position your boat so that a conscious person can hang onto the stern while you row to shore and safety
3. Consider carrying a cell phone at all times in a waterproof container. Dial 911 in an emergency and provide your exact location and situation. A whistle is also recommended to carry at all times.

## 2.9 COACHES

1. Stay within hailing distance of all boats you are coaching. Do not let your crews run unaccompanied down the lake.
2. Electronic megaphones and radios are highly recommended.
  - a. Electronic megaphones cannot be used before 7am
3. Carry the proper safety equipment in your launch.
  - a. This includes PFDs for everyone under your supervision on the lake, a paddle, a fire extinguisher and any other equipment that may be required by law
4. Carry rigging tools in the coaching launch.
5. Gas and drain plugs should be checked by the operator before putting the boat in the water and before pulling away from the dock.

## 2.10 IDENTIFICATION

All members are encouraged to row with QRC-painted blades; however, they are not necessary. Rowers should **not** compete under QRC rowing with a different boat club's blade design.



## 3 EQUIPMENT

### 3.1 EQUIPMENT USAGE

Rowing shells are delicate pieces of equipment and are subject to damage if mistreated. Club equipment also includes launches/motors, ergometers, oars, slings, etc. Because the QRC equipment is shared among many members, it is extremely important that it be treated with care and returned promptly and properly. Please observe the following guidelines when using QRC equipment:

1. QRC-owned boats may be used by members in good standing in accordance with their membership level.
2. All members must take the QRC captain's test prior to using racing-level equipment.
3. Members may only use equipment appropriate for their skill and weight class.
4. Make sure you are familiar with the general QRC rowing guidelines in the Membership Manual (this document), specifically, the Safety and Traffic Rules of the lake (Section 2), the DRC Rules and Regulations (Section 4.1) and the Lake Quinsigamond Commission Rules (Section 4.5).
5. If you reserve a boat, please follow the guidelines (Section 3.7).
6. Inspect all moving parts of the boat to ensure proper working order. Report issues to the Bay Captain (Section 3.10).
7. Take care when taking boats on and off racks. Beware of racked boats, riggers, and other rowers.
8. When returning the boat to its rack, orient it facing the same way as it was when you took it out.
9. Keep bow balls together for those boats sharing a rack arm. This prevents damage to the skegs when moving boats on and off the rack.
10. Wipe down the boat and clean the seat tracks upon returning it to the boathouse
11. Make sure oarlocks are closed.
12. If you cannot get the boat from the rack to the water safely or vice versa, ask someone for help.
13. Ensure when selecting oars that you use club oars that are appropriate for your selected boat.
14. When putting oars back, ensure blades are in a slot and handles rest on the wooden slats.
15. Launch usage requires permission from the Bay Captain and/or the Board (Section 3.3).

### 3.2 BOAT WEIGHT CLASSIFICATION

The QRC attempts to provide equipment that matches the skills and physical characteristics of its members. Please use appropriate equipment.

The following weight ranges are broad guidelines. Please check the specifications listed on Regatta Central and on the boat before use, as each boat has a different range. If in doubt, ask an experienced club member or coach to assist you.

1. Lightweight – under 165 pounds
2. Midweight – up to 185 pounds
3. Heavyweight – over 185 pounds

### 3.3 LAUNCH POLICY

1. It is recommended that launch drivers and those accompanying drivers in launches wear personal flotation devices (PFD) at all times whilst afloat.
2. During the 4-Oar Rule, launch drivers and launch occupants are required to wear a PFD.
3. At least one article of Hi-vis clothing should be worn.
4. Only those approved by the Bay Captain and/or Board (or Board designee) will be eligible to drive the safety launch.
5. All launch drivers MUST use the “Kill Switch Wrist Band”, if the kill switch wrist band is not present or the device is not working, the launch shall not be used.
6. Each launch should have the following safety items:
  - a. PFD/life jacket for each member of a crew (including launch driver) on the water,
  - b. A cellphone in a waterproof case,
  - c. A megaphone (powered or cheerleader type),
  - d. Signaling device (whistle or horn),
  - e. Paddle,
  - f. Tools (adjustable wrench, Phillips head screwdriver, nuts, spacers etc.),
  - g. Water bailer,
  - h. 50-foot safety line,
  - i. First aid kit.
7. Operators of launches should have an uninterrupted 360-degree view at all times. Use of heavy ballast in the bow of the launch (cinder blocks, passenger, etc.) can be used to trim the launch so it rides level.

8. Launch drivers need to be aware of the wake their launch throws. Drivers should do their best to minimize wakes when passing other crews when at all possible. At no time should a launch's wake be allowed to swamp or endanger a shell/canoe/kayak/paddleboard. If a launch needs to pass or maneuver around a crew the coach should clearly communicate his/her intentions.
9. After a rowing session, if the safety launch is no longer needed, the coach or launch driver shall ensure that all safety items and gas cans are returned to, and properly stored in, the bay.
10. Lights are required to be used before sunrise or after sundown. For launches, these should be standard red/green for the bow lights and all-around white for the stern light.
11. Launch drivers should be aware of the boat's weight capacity and not overload the boat.

### 3.4 NON-PROGRAM LAUNCH USAGE

1. Each request must be submitted to the Board (Board@qrcrowing.org) for approval.
2. The driver of the launch must be "certified" by the Bay Captain or the Bay Captain's designee.
  - a. For insurance purposes, the driver must be an employee of the club (on our payroll for the current club year) OR a full member of the club.
3. Cost for each session is listed and payable on Regatta Central.
4. Launches must be reserved through Regatta Central by the member following the same procedure as boat/shells.
  - a. QRC programs have priority usage of all launches.

### 3.5 CAPTAINS TEST

#### 3.5.1 Rules and Regulations for Captains Testing

Note: *Approved Board members* are agreed upon by the remainder of the officers as competent to undertake the tasks outlined in this policy. Approved Board members must possess the proper qualifications to conduct and approve the captain's test for sculling. Qualifications include completing a captain's test in all sculling categories and a minimum of one full season of rowing.

##### 3.5.1.1 Coxed Shells

Coxswains' approval and qualifications are detailed in the Coxswain Manual.

### **3.5.2 Captain's Test Requirements**

This is a test to make sure that everyone who joins the QRC and desires using club equipment is able to do so while ensuring safety to both rower and equipment and understands general procedures of using club equipment. It will be administered by an approved Board member or director or rowing. The results of the test will determine whether the rower is allowed to use the club's advanced equipment. If the rower has little or no sculling experience or fails the Captain's Test the rower will need to complete 60 miles in the Alden or Explorer singles. Below are the elements of the test:

1. Sign boat out
2. Carrying boat to dock and launching without incident
3. Rows through Rt. 290 bridge, turns and rows back
4. Demonstrates ability to paddle both square and feather
5. Stop quickly (hold water)
6. Row backwards (backing the boat)
7. Row on the square
8. Docks successfully
9. Returns boat to rack without incident (i.e. hitting adjacent boats)
10. Wipe down boat
11. Sign boat in

***Failure to comply with these rules will be subject to Board review and potential disciplinary action up to and including revocation of equipment usage.***

## **3.6 ROWING SHELL CLASSIFICATION AND PRIVILEGES**

### **3.6.1 Sculling Shells**

#### **3.6.1.1 Singles (1x):**

Singles are classified as novice or advanced. Currently the Alden and Explorers are novice level and listed appropriately on Regatta Central. Novice-level members must have assistance when transporting boats to/from the dock. Novice-level members rowers must be supervised by the Director of Rowing, approved Board member, or designated coach until approved to row unsupervised. Novice rowers must stay north of the Rt. 9 Bridge. All members must pass a captain's test prior to rowing unsupervised in an advanced shell. The Board will maintain and update a list of captain's tested members.

### **3.6.1.2 Double (2x)/Pair (2-):**

Only members who have passed the singles Captain's Test may bow a double/pair unsupervised.

### **3.6.1.3 Quad (4x):**

A prerequisite to bowing the quad is gaining appropriate experience under supervision and having passed the singles Captain's Test. To bow the quad unsupervised, the member must pass a quad -specific captain's test. This test includes the ability to ensure the safety of the boat and crew while rowing at a high speed and the ability to row while using a toe-steering mechanism. The test will be administered by an approved Board member. The Board will maintain a list of quad captain's tested members.

## **3.6.2 Sweep Shells**

### **3.6.2.1 Pair (2-):**

See policy above for Double (2x)/Pair (2-).

### **3.6.2.2 Eight (8+)/Four (4+):**

Eights and fours may only be taken out unsupervised with a QRC-approved coxswain. The Board will maintain a list of QRC-approved coxswains.

## **3.7 DAILY USAGE RESERVATION POLICY**

The QRC strives to maintain a fleet of boats of varying types to meet the needs of its membership. Certain boats and boat types are rowed more frequently than others. In an effort to maintain fairness, it is recommended that members follow the Reservation Policy when reserving boats in advance. If a member wishes to row a boat, he or she must use the reservation system through Regatta Central first to ensure its availability. Any boat not reserved is considered available for ninety minutes.

1. Boats may be signed out up to seven days in advance.
2. Members may not reserve any club boats for more than 90 minutes.
3. Members may not reserve the same club boat more than a total of three days at the same time of day in any seven-day period.
4. Reserved boats not launched within 15 minutes shall forfeit the reservation.
5. Boats may be used on a first come, first serve basis if not reserved.

### 3.8 LOGBOOK

The logbook serves two important purposes. It documents how far you have rowed which, if you are a rack holder, determines your eligibility. More importantly for safety reasons, the information in the logbook lets others know your intentions and if/when you have returned.

- All boats launching must be registered in the logbook located on the desk in bay 8. Make entries legible including: date, name, time out, time due back, time actually back and cumulative miles (for rack holders.)

### 3.9 OFFSITE EQUIPMENT USAGE

1. All requests to use shells offsite must be submitted and approved by the Bay Captain.
  - a. Request for regatta usage is prioritized.
  - b. Prior to taking a boat offsite, you must demonstrate to the Bay Captain that you have the ability and equipment to safely transport the boat.
  - c. The Bay Captain will ensure this is noted in Regatta Central.
2. Members can request to take shells offsite for regattas an unlimited number of times a month.
3. Members can request to take shells offsite once per month for non-racing purposes.
4. Boats may be reserved and picked up after 9 AM and then must be returned the following evening/night, so that they are available for use by others the following morning.

### 3.10 BROKEN EQUIPMENT/MAINTENANCE OF EQUIPMENT

It is expected that members will leave club equipment (shells, oars, ergs, slings, etc.) in the same condition in which it was found, if not better. Each member is responsible for any equipment they use. It is the responsibility of each member to either report a maintenance issue (loose oar collar, rigger pitch, etc) or compensate the QRC for any damage that occurs while the member is using said equipment, including but not limited to any insurance deductible payment listed on the QRC's insurance policy. Please reference the damage policy.

1. All members must report damaged equipment or equipment in need of maintenance as soon as possible to the Bay Captain.
2. Register this information by filling out an Incident Report Form located in the binder above the logbook in the bay as well as on the white Board located near the

oars. Contact the Bay Captain by email or in person with details of the issue. Contact information is on the bulletin Board.

3. If a piece of equipment is unusable, take steps to disable the equipment (take out shoes, remove seat) and put a note on the equipment.
4. The Bay Captain will assess the issue and determine the course of action to be taken. He or she is responsible for insuring proper repair work. Should more than \$100 be required to affect the repair, the Bay Captain will contact the QRC officers for authorization.
5. Once the equipment is properly repaired and/or usable, the Bay Captain will post a notice on the bulletin board and the white board in the QRC bay.

## 4 DONAHUE ROWING CENTER

### 4.1 DONAHUE ROWING CENTER RULES AND REGULATIONS

- Only QRC or QRA members may park in the paved lot behind the boat bays.
- Cars are not permitted beyond the chain and sign in the driveway.

### 4.2 ROWING

- Boats should observe regulations regarding launching on the north and docking on the south.
- Observe the two-minute rule of using the dock.
- Obey the “rules of the road” when rowing. Watch wakes.
- Coxswains must use judgment in yielding to single rowers carrying boats.
- Water fowl deterrents must be put up on dock ends after launching or recovering boats.
- Last persons on premises (bay or clubhouse) must lock up and shut off lights.
- Coaches’ launches must be equipped with lights.

### 4.3 SPECIAL FUNCTIONS

- Special functions on the grounds or in the clubhouse must be booked ahead with the Shrewsbury Parks and Recreation department. A request form must be filled out in advance and returned to the office for each function. You will be notified of your approval. Members are responsible for any set up, clean up, and trash removed to the dumpster for any functions held. Staff is not provided for functions without a rental fee.

### 4.4 OTHER

- The DRC is a smoke free facility.
- Gas tanks must be marked with the organization’s name.
- Unused equipment must not be allowed to accumulate on the outside of the boathouse.
- All parties are referred to DRC general rules and regulations regarding general rules, boathouse, clubhouse, gasoline storage and usage and dock rules.
- Bay captains and coaches are asked to review these rules each season with their rowers and guests.
- All rules and regulations as established by the Lake Quinsigamond Commission must be followed and adhered to.



#### 4.5 LAKE QUINSIGAMOND COMMISSION RULES

**The Lake Quinsigamond Commission acting under the authority of Chapter 294 of the Special Acts of Legislature of Massachusetts of the year 1916, as amended by Chapter 357 of the Acts of 1973 and other amendments thereto, adopted the following Rules and Regulations pertaining to Lake Quinsigamond.**

By order of the Lake Quinsigamond Commission:

Peter Collins, Chairman

Michael Paika

Kenneth Polito

James Hester Jr.

Captain Steele

Shawn Valliere

Amanda Amory

Scott Conway

Richard Simitis

Bill Nelson

##### RULE 1

Any vessel, vehicle or recreational vehicle of any nature operated on Lake Quinsigamond must meet the statutory requirements of the General Laws of the Commonwealth of Massachusetts. All operations of water craft on the water of Lake Quinsigamond shall be in strict compliance with the U.S. Coast Guard Rules and Regulations, the General Laws of the Commonwealth of Massachusetts and Rules and Regulations of the Lake Quinsigamond Commission as ordered.

##### RULE 2

No person shall illegal discharge sewage, thermal pollution, siltation or any other substance which by itself or in combination with any other substance might tend to create a public nuisance into Lake Quinsigamond or into Flint Pond or Hovey Pond, or tributaries thereto, or all of them, in the county of Worcester. Nor shall any person illegally fill in said lake or said ponds or illegally obstruct the flow into or from said lake or ponds, including all waste or refuse from any dwelling building factory or other establishment. No person shall litter the lake or its shoreline or its tributaries.

##### RULE 3

All boats or any water craft must, if equipped with toilet facilities have a marine approved holding tank. Boats or any water craft having toilet facilities equipped to discharge effluent

overboard will not be permitted on the water of Lake Quinsigamond unless the thru hull fitting for discharge is plugged from the outside of the boat or craft.

#### RULE 4

No person shall annoy another person or utter any profane, indecent, threatening or abusive language or loud outcry, or play any game of chance, or have possession of any instrument of gambling or do any obscene or indecent act, or use, for the purpose of annoying another person a flashlight or any light or horn or other device, in or upon the waters of Lake Quinsigamond. The use of a bull horn, megaphone, or other amplification device after 8:00 PM or before 7:00 AM, except in an emergency, shall constitute a disturbance of the peace.

#### RULE 5

No person shall operate any boat, vessel, snowmobile, motorcycle or other vehicle of any type at a speed greater than 40 m.p.h., or a safe and reasonable speed depending on existing conditions, except during an official supervised race for which the Quinsigamond Commission has issued a permit in writing. The operator of any boat, vessel, snowmobile, motorcycle or other vehicle of any type shall reduce boat to headway speed where operator's vision is obscured by bridges, curves or bends. Speed at all times must be reasonable and proper for existing conditions.

#### RULE 6

All persons using the water of Lake Quinsigamond must obey official marker buoys and signs. Craft shall not be tied to buoys or moorings.

#### RULE 7

No person shall post, paint, affix or display any sign, notice, placard or advertising device on any part of the waters of said lake up to the high water mark, except with the written authority of the Lake Quinsigamond Commission.

#### RULE 8

No person shall moor any vessel, boat, canoe, raft, buoy or float or erect a wharf, wharves or other structures in the waters of Lake Quinsigamond which presents any hazard, or is not consistent with the reasonable and safe use of the lake as determined by the Lake Quinsigamond Commission. The Commission may order the removal of any such item which it deems hazardous.

#### RULE 8A

Any person installing or placing a dock in the waters of Lake Quinsigamond, Flint Pond, or that portion below Stringer Dam shall apply for and construct said dock in compliance with –New Dock Permit Application Process“ and –Dock Construction Regulations“ as enacted by the Lake Quinsigamond Commission on May 19, 1999.

#### RULE 8B

All docks must be maintained in a safe structural condition. Any dock or part thereof deemed hazardous by a commissioner or police officer authorized by the commission may order the repair or removal of said dock. If a dock is deemed a hazard, the owner shall be given 30 days to either repair or remove said dock. The failure of the owner to repair or remove said dock may result in an order by the Commission to remove said dock at the expense of the owner in addition to fines and court fees.

#### RULE 8C

No boat, vessel or vehicle of any type shall be moored or secured to any unregistered dock or to a dock that fails to display a valid registration plate and sticker. The registered owner of said boat, vessel or vehicle shall be subject to a fine of fifty dollars (\$50.00). Each day that said boat, vessel or vehicle is moored to said unregistered dock shall constitute a separate violation.

#### RULE 8D

Each valid registration plate shall/will entitle said registered owner to moor their boats, vessels or vehicles for residential property and one boat, vessel, or vehicle for condominiums and commercial docks. Any vessel not registered to the dock owner and so moored for more than seven days in a calendar year, shall constitute a commercial dock space requiring approval of the Commission for a commercial permit.

#### RULE 8E

All wharfs or docks must display a valid registration sticker by May thirtieth of each year.

#### RULE 9

No person shall abandon a boat, canoe or other vessel, or leave the same unfixed, or allow boats, wharves, floats and barrels to go adrift upon the water of Lake Quinsigamond.

#### RULE 10

Swimming is prohibited at any point in the lake more than 50 feet from land and in those areas officially marked “no swimming.” Swimming across the lake is prohibited.

#### RULE 11

Jumping and diving off bridges, buildings or other structures into the lake is prohibited, except wharves and designated diving structures. Jumping or diving from ropes or lines attached to trees or structures are also prohibited.

#### RULE 12

Ski-Kites are permitted only with written authorization from the Lake Quinsigamond Commission.

#### RULE 13

No person shall use the waters of Lake Quinsigamond for the taking off or landing of aircraft, except in case of emergency or authorization from the Lake Quinsigamond Commission.

#### RULE 14

No person shall conduct a powerboat rental agency or carrying of passengers for hire on the waters of Lake Quinsigamond except as prescribed by and specified in a permit to be issued by the Lake Quinsigamond Commission.

#### RULE 15

No person shall at any time make an opening in the ice of Lake Quinsigamond exceeding ten inches in diameter, unless in case of emergency, except by permission of the Lake Quinsigamond Commission.

#### RULE 15A

No person, vessel, aerators, water pumps, heating – ventilation system, or device of any kind may be used that would interfere with the natural cycle of icing on Lake Quinsigamond.

Except by permission of the Lake Quinsigamond Commission.

#### RULE 16

All powerboat racing and water-ski competition, snowmobile races, iceboat races, canoe races and regattas are prohibited without the written permission of the Lake Quinsigamond Commission.

#### RULE 17

Snowmobiles, motorcycles, iceboats and other winter recreational vehicles shall exercise reasonable caution and are prohibited from operating over open water at any time, and shall follow the laws of the Commonwealth of Massachusetts and shall keep a reasonable distance from all persons, structures and cleared skating areas. Automobiles and trucks are not permitted

on the ice. All ice racing must be with the written permission of the Lake Quinsigamond Commission. The race course must be clearly marked to ensure the safety of the general public.

#### RULE 18

Racing by ice boats, whether propelled by motors or otherwise, motorcycles, snowmobiles or other recreational vehicles, powerboats or sailboats must be held on the portion of the lake that is north of the Lake Quinsigamond Bridge, Route 9, and only on a special permit that will be issued by the Lake Quinsigamond Commission. The race course must be marked and protected so as to ensure the safety of the general public.

#### RULE 19

All craft not covered by state or federal regulations must carry and display appropriate lighting from sunset to sunrise, including at least one portable flashlight.

#### RULE 20

Sailboats shall have the right-of-way over racing shells, canoes and row boats on Lake Quinsigamond.

#### RULE 21

The Rules and Regulations of the Lake Quinsigamond Commission shall be enforced by any state or municipal officer empowered to enforce the State Boating Laws of Massachusetts. Each such officer shall have jurisdiction over all waters of Lake Quinsigamond and its adjoining shores and may in the performance of his duties cross over or through public or private lands and property whether covered by water or not.

#### RULE 22

No boat, vessel, or vehicle shall be left moored or unattended within the loading area of any public boat ramp.

#### RULE 22A

Fishing, sun bathing, or loitering is prohibited in or on any public boat ramp actively being used for the loading or unloading of boats.

#### RULE 22B

Swimming is not allowed within fifty feet of any public boat ramp.

#### RULE 23

No person shall feed any wild animal including birds, ducks, geese, or similar water fowl in or on Lake Quinsigamond or within its adjoining shores.

#### RULE 24

All structures including ice fishing houses built on or moved onto the ice over Lake Quinsigamond, Flagg Pond, and Flint Pond are subject to the following: Structures must identify and display the owners name and address with at least two inch block letters; Structures must be removed prior to ice out, no later than February 15th of each year; If the structure is not removed the owner will forfeit the privilege for future permits and be subject up to a \$500.00 fine; Permit fee of \$20.00 per year.

#### RULE 25

An event fee of \$100.00 per event day, shall be assessed any organization granted a permit by the Lake Quinsigamond Commission to conduct activities on Lake Quinsigamond that substantially use or interfere with the general use of Lake Quinsigamond, Flint Pond or Flagg Pond.

#### RULE 25A

Events: A race, regatta, parade, exhibition or practice for a race which is conducted according to a pre-arranged schedule and which by its nature, circumstances or location will introduce extra or unusual hazards to the safety of life or property on the waters of Lake Quinsigamond may not be conducted without a permit issued by the Lake Quinsigamond Commission.

#### RULE 25B

The Commission may impose restrictions or special conditions upon any applicant or organization in the issuance of a Special Use Permit. The failure of any applicant, organization or participant to perform those special conditions set by the commission shall make the Special Use Permit, null and void. Any law enforcement officer, who has knowledge that the special conditions are not being enforced, shall terminate the event if the conditions cannot be immediately conformed to.

#### RULE 25C

No person, organization (public or private), participant, vendor, school, coach, or volunteer may participate in an event that does not have in possession a valid Special Use Permit from the Lake Quinsigamond Commission.

#### RULE 26

Upon public notice as required by Massachusetts General Law, the Lake Quinsigamond Commission shall meet in a public place, located within the Town of Grafton, Town of Shrewsbury, or the City of Worcester.

#### RULE 27

The Chief of Police of the Town of Shrewsbury, ex officio and the Chief of Police of the City of Worcester, ex officio may appoint a designee to represent them and act on their behalf to conduct business of the Lake Quinsigamond Commission.

#### RULE 28

No person, company, or organization of any type may “power load” a vessel onto a trailer or “Power clean” any engine or conduct any mechanical work or analysis within a boat ramp area of Lake Quinsigamond.

#### RULE 29

The Lake Quinsigamond Commission may ban an operator of any vessel from the waters of Lake Quinsigamond for a period of up to one year if the Commission finds after a public hearing that the person operated a vessel in a manner that was negligent or endangered the public.

#### RULE 30

The Lake Quinsigamond Commission may order the removal of any vessel from the waters of Lake Quinsigamond for a period of up to one year if the Commission finds after a public hearing that the vessel was operated in a manner that was negligent or endangered the public.

#### RULE 31

Motorized boats or vessels of any nature exceeding 30 feet in length are prohibited on Lake Quinsigamond. (Does not apply to Crew boats.)

#### RULE 32

Persons or vessels participating in the Coaching, Practicing, or Training of rowing or crew shall have distinctive identification as determined by the Commission after consultation with representatives of the participating schools.

**Whoever shall violate any of the above rules and regulations shall be subject to a fine not less than \$50.00 and not more than \$500.00 for each offense. Any person having law enforcement powers or a member of the sworn police service of the Commonwealth of Massachusetts, upon observing any violation of these rules may arrest without a warrant and bring such person before the appropriate court. This power of arrest is in addition to any powers of arrest granted under existing laws. The above rules voted and approved on November 16, 2005 by Commissioners of the Lake Quinsigamond Commission.**