

ORRA Member Handbook - FY 2027





Document Change Log

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Welcome to Oak Ridge Rowing Association

This staff and member handbook has been prepared to introduce you to our famous venue and organization. It contains many of the policies and practices in effect at ORRRA and Atomic Rowing. The Board of Directors and our coaching staff welcome you and want to keep you safe in your rowing endeavors. We are committed to providing a positive learning and working environment for our athletes, coaches and directors. Please become familiar with the information contained herein and reach out to us with any questions you may have. We look forward to all of you enjoying the upcoming rowing season.



I. Introduction

1.1 Legal Organization

Oak Ridge Rowing Association, Inc. is a non-profit organization, founded in 1978, with principal offices at 697 Melton Lake Drive, Oak Ridge, TN 37830. This corporation is organized exclusively for charitable purposes as defined by section 501(c)(3) of the Internal Revenue Code.

1.2 Organization's Mission

Promote the sport of rowing.

Oak Ridge Rowing Association supports the sport of rowing in East Tennessee. This support includes rowing-specific equipment, a boathouse and similar facilities that can support rowing shells and equipment storage and onsite training, on-water coach and safety launches, racecourse materials, and other infrastructure needed to support sprint and long-distance competitive events.

The specific objectives and purpose of this organization include:

- a) to provide instruction in the sport of rowing to persons from twelve years of age¹;
- b) to provide facilities and equipment for participants to engage in the promotion and participation of the sport of rowing;
- c) to provide opportunities for participants to engage in recreational and competitive rowing;
- d) to sponsor, host and/or participate in events and activities that promote the sport of rowing.

1.3 Organization's Structure

ORRA is managed by a Board of Directors, with the Chairman presiding over that Board. Per the bylaws of the organization, the structure also includes a non-voting advisory committee to the Board and Chairman. The two largest activities of the organization, the regatta execution and the coached athlete program, are managed by their respective directors, the Executive Events Director and the Executive Athletic Director. Volunteer Committees provide the balance of the support activities for the organization.

1.3.1 ORRA Board

The Membership of the Board of Directors is maintained at <https://orra.org/board-of-directors/>. Further, there are different distribution lists that may be used to reach the appropriate person(s).

- president@orra.org reaches only the current Chairman
- board@orra.org reaches all current Board Members
- exec@orra.org reaches the four Officers, i.e. Chairman, Vice President, Treasurer, and Secretary.
- secretary@orra.org reaches the current Secretary
- treasurer@orra.org reaches the current Treasurer
- hr@orra.org reaches the HR Committee
- governance@orra.org reaches the Governance Committee.

¹ Participation by persons younger than 12 years old in the coached program(s) requires written concurrence by the Executive Athletic Director and a parent or guardian.



The Board of Directors meets monthly to accomplish the business of the organization. In accordance with the Bylaws, notice of regular and annual meetings will be published to each member in good standing.

1.3.2 Accounts & Payments

ORRA manages the account services of the members and the organization with an accountant/bookkeeper. Contact Jon Neveu at accounts@orra.org.

1.3.3 Executive Events Director

ORRA manages the breadth of events, including spring training, regattas, outreach, sponsorship, and other items from a single focal point. Contact regattadirector@orra.org for information regarding any non-coached-program event.

1.3.4 Executive Athletic Director

Coached programs are the responsibility of the Executive Athletic Director. From this single focal point, the Atomic Juniors and Masters programs are managed. Further, the Executive Athletic Director plans the travel and coordinates the care and feeding of our Junior athletes with the Atomic Boosters.

Contact Lisa Glenn, the Executive Athletic Director, at lglenn@orra.org. Find additional information about our Coached Programs and Staff in Section IV.

1.3.5 Atomic Boosters

The Atomic Boosters is the volunteer organization that works with the Executive Athletic Director to coordinate parent chaperones for away-events where team travel is appropriate and provide food services for the athletes during both home- and away- events. Boosters also supports special events (Holiday parties, end of season celebration, etc.) and fundraises to support the Boosters' annual operating budget. Atomic-branded spirit gear is available through the Boosters. Members that contribute to the care/feeding of the youth athletes through Booster volunteer sign ups can accrue up to eight hours of volunteer hours each season in this capacity.

- Distribution
 - atomicboosters@orra.org
- FY27 Booster President - Jessica Hill

1.3.6 Additional Committees

ORRA benefits from a number of committees. Many of the Committees provide our members with opportunities to apply their specific talents and interests to the activities of the organization. Several committees are described in the ORRA by-laws, and additional descriptions in (Appendix?).

In accordance with the bylaws of the organization, the Board of Directors may form other committees to accomplish a specific duty or task. Once the committee completes the work associated with that task, the committee is dissolved.



Your work on various committees is recognized as part of your volunteer commitment. While the Board of Directors are active on many of these committees, your contributions can be especially helpful.

1.3.6.1 Advisory Council

ORRA bylaws support an Advisory Council that can assist ORRA with strategic objectives. Members of the Advisory Council shall possess the desire to serve the community and support the work of the organization by providing expertise and professional knowledge. Members of the Advisory Council shall comply with the confidentiality policy set forth herein upon being voted onto and accepting appointment to the Advisory Council. There is no limit on volunteer hours accrued in this capacity.

1.3.6.2 River Rats

Every February, ORRA installs more than 16,000 meters of stainless steel cable and 2,000 yellow and red buoys to support our sprint racing season. This race course stays in through the last event of the sprint regatta season and then must be completely removed, cleaned and stored. Considerable maintenance of the course is necessary in addition to more than 1000 volunteer hours for installation and removal. River Rats will learn the engineering intricacies of the course installation, and manage pools of volunteers to install, align, straighten, tension, and repair the course. ORRA provides one of the best race courses in the country. We are always happy to welcome volunteers that can contribute to the strategy and process for executing this activity. There is no limit on volunteer hours accrued in this capacity.



II. Membership

Oak Ridge Rowing Association (ORRA) provides several different membership options to meet the needs of the rowing community, including local and non-local participants, youth, full-time college students, non-rowing supporters, lifetime memberships, and staff. Further, the introductory programs do not require any specific Membership participation, allowing new rowers in their first Fall or Spring season, Learn to Row participants and participants in Community, Team Building, and similar introductory programs to more easily participate in the sport.

2.1 Benefits

Benefits of your Membership with Oak Ridge Rowing Association include:

- Access to the physical facilities, including the boathouse, fitness facilities, and docks. This is traditionally managed through distribution of a physical key², assigned to the Member in good standing. There are no restrictions on when adult Members may use the facilities, subject to external requirements or restrictions from the City of Oak Ridge or an external entity such as USRowing. The boathouse is in Melton Lake Park, which is managed by the City of Oak Ridge (COR). COR may choose to enforce the Melton Lake Park “Dusk to Dawn” policy, affecting the parking areas. USRowing, NCAA or similar entity may have specific restrictions affecting the race course, docks, and/or facilities associated with the execution of a Regatta. These limitations are minimized, and published. ORRA asserts no further restriction³.
- Use of the club’s fitness equipment, including ergs, weights, and similar training equipment as well as audio-visual systems.
- Use of the club’s certified rowing equipment. This includes 1x, 2x, 2-, 4x, 4-, 4+ and 8+ as well as both sweep and sculling oars. Use of club equipment is typically “first come, first-served” although coached programs always have priority. Some equipment has further restrictions based on the experience of the athlete. Club members may not use private equipment without the permission of the owner.
- Private equipment storage, inside the facility, as space is available (storage charges apply).
- Participation in the Governance of the organization. All Members in good standing are eligible to vote in ballot items, including Board of Director elections. Individual Members receive one vote per ballot. Family Members (1/1A and 6/6A) each receive a vote and therefore have a total of two votes. Further, as a Member in good standing, you are eligible to join the Board of Directors. Members are invited to participate in the Annual Meeting. Members are invited to appear before the Board of Directors as part of any regularly scheduled meetings (monthly). Members may attend the Open agenda for any ORRA Board of Directors meeting. ORRA maintains no external Board Members, per the organization’s bylaws.
- Guest privileges (the ability to sponsor or host Guests) as defined in ORRA Club policies.
- Oak Ridge Rowing Association Membership is renewed annually, on August 1, coincident with the beginning of the organization’s fiscal year. New Members that join during the year may request a prorated membership fee.

² ORRA anticipates a move to an electronic key/access system in FY26.

³ For safety reasons, youth are not allowed in the facility outside of scheduled program times without adult supervision.



2.2 Responsibilities

Responsibilities of each Member of Oak Ridge Rowing Association include:

- Each Member agrees to adhere to and follow Oak Ridge Rowing Associations Rules and Policies. Failure to do so may result in loss of membership. The revocation of Oak Ridge Rowing Association membership and its privileges is wholly at the discretion of the Oak Ridge Rowing Association Board of Directors.
- Each Member agrees to complete the [Oak Ridge Rowing Association Liability Waiver](#) and Code of Conduct in Appendix B (annual renewal).
- Youth athletes may not access the grounds, boathouse, weight room, or other facilities outside of scheduled program times without adult supervision.
- Each Member agrees to keep/maintain their account in good standing.

2.3 Membership Categories

Membership in Oak Ridge Rowing Association is required for participation in ORRA's programs, with specific exceptions for first season Atomic Juniors/Masters, Learn to Row programs, and other introductory events. First season athletes do agree to the annual volunteer commitment. These volunteer commitments significantly defray the Membership cost. New Members that join during the year may request a prorated membership fee. Please see the details for each option below.

2.3.1 Traditional ORRA Individual and Family Membership

The following Membership Categories are described:

1 - Individual Adult Membership (Active Rower), 40 Hour Volunteer Contribution

Individual 12-month reduced-fee membership for those who plan to be an active participant in the club's activities with full club privileges and accords one vote on club matters brought to the membership. A contribution of 40 hours of volunteer services is required for this membership. New Members that join during the year may request a prorated membership fee that is based on the fiscal quarter of the year in which the request is received.

1A - Additional Adult (2+ Active Rowers), 40 Hour Volunteer Contribution

Additional adult member 12-month reduced-fee membership for those who plan to be an active participant in the club's activities with full club privileges and accords one vote on club matters brought to the membership. An additional contribution of 40 hours of volunteer services (beyond the prerequisite) is required for this reduced fee membership.

PREREQUISITE: 1 - Individual Adult Membership (Active Rower)

1B - Additional Youth, 16 Hour Volunteer Contribution

Additional youth 12-month reduced-fee membership for those families that have additional youth in the club's junior programs. An additional contribution of 16 hours of volunteer services (beyond the prerequisite), for each youth, is required for this reduced fee membership.



PREREQUISITE: 1 - Individual Adult Membership (Active Rower)

2 - Parent (non-active) and 1st Junior Rower, 40 Hour Volunteer Contribution

Individual 12 month reduced-fee membership for those families that have an active youth participant and accords one vote on club matters brought to the membership. A contribution of 40 hours of volunteer services are required for this membership. New Members that join during the year may request a prorated membership fee that is based on the fiscal quarter of the year in which the request is received.

2A - Additional Novice/Junior Rower, 16 Hour Volunteer Contribution

Additional youth 12-month reduced-fee membership for those families that have additional youth in the club's junior programs. An additional contribution of 16 hours of volunteer services, for each additional youth, are required for this membership.

PREREQUISITE: 2 - Parent (non-active)

3 - First Season Novice/Junior/Master (non-Member), 8 Hour Volunteer Contribution

Individual seasonal (first season only) membership for those families that have a newly-participating youth active in the club's junior programs. Also used for first season masters that are active in the club's adult program. A contribution of 8 hours (single season) of volunteer services is required for this membership. This category allows those new to rowing to participate in coached programs without the additional membership fee for their first season. This category may be used for transferring athletes that are moving from an existing rowing program to the Oak Ridge area. This category is available to a specific athlete only once.

PREREQUISITE: None in their first Fall or Spring Season; Will transition to Type 1, 2, or 6 at the conclusion of that first Season.

4 - Annual Non-Local Membership

Oak Ridge Rowing Association provides a specific Membership option for those whose primary residence is more than fifty miles from the Melton Hill Lake boathouse at 697 Melton Lake Drive, Oak Ridge TN. This is a great option for people who maintain a second residence in the Oak Ridge area and want to use the facilities when in the area; for people who have moved away from Oak Ridge, but want to retain a link to the organization and use the facilities when they are here; and for commuters who spend time in Oak Ridge for work, and enjoy having a consistent location from which to row.

Non-local Members receive all of the same benefits as Individual and Family Members except for two specific criteria- they are non-voting Members; they have no specific volunteer option, i.e. they are encouraged to volunteer to support the organization, but there is no explicit requirement as part of the annual Membership fee. New Members who join during the year may request a prorated membership fee that is based on the fiscal quarter of the year in which the request is received.



5 - ORRA Non-Rowing Membership

Non-rowing memberships are intended for those who would like to support and be involved in the organization, but who do not row. This is a non-voting membership. There is no volunteer service commitment for this category.

6 - Annual Full Membership, No Volunteer Contribution

Individual 12-month membership for those who plan to be an active participant in the club's activities with full club privileges and accords one vote on club matters brought to the membership. No volunteer services are required for this full priced membership. Any contribution of volunteer hours is greatly appreciated. New Members who join during the year may request a prorated membership fee that is based on the fiscal quarter of the year in which the request is received.

6A - Additional Adult, No Volunteer Contribution

Additional adult member 12-month membership for those who plan to be an active participant in the club's activities with full club privileges and accords one vote on club matters brought to the membership. No volunteer services are required for this full priced membership. Any contribution of volunteer hours is greatly appreciated.

PREREQUISITE: 6 - Annual Full Membership, No Volunteer Contribution

6B - Additional Youth, 16 Hour Volunteer Contribution

Additional youth 12-month membership for those who plan to be an active participant in the club's junior programs. A contribution of 16 hours of volunteer services is required.

PREREQUISITE: 6 - Annual Full Membership, No Volunteer Contribution

7 - College Membership

College memberships are available for full time students attending schools outside the local area. Each college membership session, up to 90 days, is associated with the corresponding scheduled break in the academic calendar of the attending institution. Because the College Membership is intended to be short-term, and participation may occur at different periods of the year, College Members are non-voting Members and have no specific volunteer option, i.e. they are encouraged to volunteer to support the organization, but there is no explicit requirement as part of their fee.

8 - Lifetime Member

The Lifetime Membership is awarded by the ORRA Board of Directors based on the service of the individual to the community. The Lifetime Membership receives one vote on club matters brought to the membership.



9 - Staff Member

Staff Members that work scheduled hours that are no less than the equivalent of 25% of the full time annual equivalent of 1920 hours in a single year are granted non-voting Membership in ORRA. There is no fee, cost, or volunteer commitment for Staff Members.

2.3.2 Membership Category Conversion

There are specific cases where it may be appropriate for a Member category to change. ORRA will assist that Member/family to make those adjustments. For example, many of the participants in the Youth program are initially categorized in Category 2, Parent (non-active) with First Junior Rower. ORRA certainly welcomes interested parents to participate further. Parents can participate in Learn to Row programs or similar introductory programs without any specific obligation, just as anyone in the community can. Further, as a Member, they have access to the facilities and can arrange private, coached lessons. If they want to continue rowing, ORRA can simply convert their Category 2 membership to a Category 1 membership, with the Category 1B membership for the youth. This conversion carries no additional annual cost. There is a 16-hour increase in the aggregate volunteer commitment.

Other conversions can also be considered.

2.4 Volunteer Hours

As noted above, ORRA offers a number of Membership categories that can provide the appropriate structure for you or your family. We further offset the cost for these Memberships through the contribution of your time, energy and skills (volunteer hours). Our volunteers provide thousands of hours each year to a wide variety of tasks, from the installation and maintenance of the sprint race course to the execution of Regattas. These activities drive significant revenue for the organization, and that revenue then allows ORRA to provide cost-effective options for Membership across the rowing community. Reference the specific volunteer obligations for each category above, and summarized in Section 2.6.

Volunteer opportunities are advertised through Sign-Up Genius, via the email associated with your account. Many volunteer positions require little or no training. Certain volunteer roles, such as launch driver or course marshall, require training that is coordinated through the Regatta Events Director. If you are interested in those roles, watch for announcements about training. Contact regattadirector@orra.org for more information.

By committing to these volunteer hours, ORRA will substantially reduce your Membership cost for that year. However, this is a commitment on your (your family's) part to meet or exceed that number of hours; i.e. the total volunteer hours for a Family Membership are aggregated, using all Members of the Family. In the event that a Member cannot fully meet their annual volunteer commitment, the Membership fee for the subsequent year will be prorated to reflect their reduced volunteer contribution in the previous year. If that Member does not return, the volunteer obligation remains, and will be billed accordingly.

2.5 Volunteers that Go Above and Beyond - Premier Volunteer Credits

Many of our volunteers exceed their initial 40 hour annual obligation. ORRA recognizes those volunteers who go above and beyond with a credit toward their Membership Account as follows: For each additional 32-hour increment of recorded volunteer time above the initial annual obligation, ORRA will credit your account with an additional \$250 which may be applied to any programmatic fee including coached



sessions, boathouse storage, outstanding balances on your account, and team travel. The additional 32 hours must be fully met, i.e. there is no prorated adjustment or credit for premier-volunteer hours above 32 but less than 64.

Within a Family Membership, aggregate hours may determine eligibility for these Premier-Volunteer credits. For example, a family with two adult members (Category 1/1A) completes a confirmed aggregate of 120 hours of volunteer work throughout the year. They would meet the volunteer commitment of (40+40) for the year, and receive a single 32-hour premier-volunteer credit for the balance of 40 hours.

There is no limit on the number of additional 32-hour credits that may be accrued.

Credits accrued in any fiscal year may be applied to that same fiscal year and the subsequent fiscal year. They will expire after that period.

There is no ability for individuals from one Membership to contribute hours toward premier volunteer credit to someone in a different Individual/Family Membership.

The full policy for volunteer and premier credits is located [here](#).



2.6 Membership Cost Structure

Category	Description	Annual Member Fee	Annual Volunteer Commitment (hours)
1	Individual, Active Rower	\$325	40
1A	Additional Adult	\$100	40
1B (each)	Additional Youth	\$0	16
2	Parent and 1st Junior Rower	\$325	40
2A (each)	Additional Youth	\$0	16
3	First Season	Prorated. \$0 in first season	8
4	Non-local	\$200	0
5	Non-rowing	\$150	0
6	Individual, Active Rower	\$925	0
6A	Additional Adult	\$300	0
6B (each)	Additional Youth	\$0	0
7	College Student	\$75	0
8	Lifetime Member	\$0	0
9	Staff Member	\$0	0



III. ORRA Regattas, Spring Training, Team Building, Other

3.1 Introduction and Scope

Oak Ridge Rowing Association broadly supports a large number of activities beyond the coached programs, including hosting Regattas, providing a hosted venue supporting training teams on Melton Lake, providing an introduction to rowing as a Team Building activity, and other events. All of these activities are managed and led by the Executive Events Director.

These activities are critical to the financial success of ORRA, providing net income that then supports the facilities, launches, engines, docks, and other equipment. The net income additionally offsets the expenses associated with our coached programs. Our volunteers are equally critical to the success of these activities, contributing their skills, time, and effort to ensuring that these activities are the best they can be. ORRA has a well-deserved reputation for delivering exceptional service to our regatta participants, making Oak Ridge a premier destination for rowers nationwide.

3.2 Regattas

ORRA hosts two sprint regattas each spring, and a head race regatta each fall. Descriptions of ORRA-hosted events are below. ORRA also annually manages multiple regatta events for organizations such as Scholastic, USRowing Youth, collegiate invitationals, conference, and national championships. In these events, ORRA provides contracted services on behalf of the host organization that may include everything from the venue to the sprint course. Volunteer hours provided by ORRA members are critical to ensuring events run smoothly. Refer to the regatta schedule at <https://orra.org/events> for the current schedule of events.

Secret City Head Race

Join ORRA on beautiful Melton Lake as we host teams from the southeast and midwest as they compete over the traditional downstream (Saturday) and throwback upstream (Sunday) 5000m race courses. The Secret City Head Race offers racing for USRowing Youth (U19 +exceptions), Collegiate Novice, Collegiate/Open, and Masters over two days in all boat sizes. We also offer Inclusive Events including the 2x and 4+.

Dogwood Junior Championships

Top teams from the Southeast and Midwest go head to head on the water in what is typically the last full race for these teams prior to their USRowing Regional races and national selections. The event is scheduled for 2.5 days to include a Friday afternoon racing session. Dogwood Juniors Championship regatta typically includes more than 620 entries and over 1,600 athletes ranging from under-15 to 12th grade.

Dogwood Masters “Old Dog” Regatta

ORRA hosts its annual Masters Spring regatta with adults 21 and older competing in 1000-meter racing. This regatta marks the unofficial start of the Masters Summer racing which includes USRowing’s Southeast Regionals and finishing with the Masters National Championship.



IV. Atomic Coached Programs

Welcome to ORRA and Atomic Rowing!

The process of learning to row, then building your skills and fitness to reach a higher level of performance is always life-enhancing and many times life-changing.

We are excited to walk this journey with you; one filled with growth, challenges, sacrifices and great rewards. This is a place where you will grow as an individual and as a member of a community: whether it be the club, the Juniors program, or your specific crew. As with any group, there are operating procedures and expectations that are important to familiarize yourself with and to follow as we move forward. We are building a great community of rowing enthusiasts and racers and look forward to welcoming you into our community.

Go Atomic!

*Lisa Glenn
Executive Athletic Director*

- Safety is our highest priority. This includes age- and skill- appropriate training, injury prevention, equipment safety, and a challenging, diverse and welcoming environment.
- We view ourselves as members of one team throughout Atomic and ORRA. As such, we emphasize a focus on **we > me**. While skill, strength and speed differences exist in all sports, we manage those differences on the water, minimizing hierarchies and individual interests off the water.
- Our competitive success will be a result of teamwork, training and development.
- We intend our community atmosphere of sportsmanship, respect, and good citizenship to live within the Atomic program, ORRA community, and extend to our broader community.
- One aim of the Atomic coaching staff is to create a team of rowers who are knowledgeable, competent and exhibit strong fundamental rowing skills. Another aim is to prioritize development of these characteristics of high functioning teams: humility, hard work & support of others.
- The Atomic coaching staff for juniors and masters teams can be found at <https://orra.org/atomic-rowing/>



4.1 Communication with Atomic Staff

The preferred method of communication from athletes/parents is **email** to the Athletics Director (lglenn@orra.org). Individual coaches should not be contacted directly by parents with concerns or other agenda items. If you wish to arrange a meeting or communicate about coached programs, please email the Athletics Director at lglenn@orra.org.

Please note that Atomic/ORRA's methods for communication with our youth athletes, whether via GroupMe, CrewLab, social media, or directly, complies with SafeSport policies and are "observable and interruptible." A concise description can be found at <https://kidsports.org/safesport/>.

4.1.1 GroupMe | CrewLab

Youth and Masters Athletes should be in their Team's respective GroupMe and CrewLab platforms.

4.1.2 Email

Supplemental communication is emailed directly to primary and secondary parent contacts and masters participants.

- *If you are not registered, you will not be included in CrewLab/GroupMe, nor receive information via email.*
- *You can verify that your email is current with an email to: accounts.orra.org*

4.2 Juniors Program

Membership - Athletes in their first season (either Fall or Spring) with Atomic are not required to have an ORRA membership. First year athletes have the same volunteer requirements as other members. All other athletes are required to have an ORRA membership. Reference the ORRA Member Handbook, Section II for additional information.

Varsity - Athletes in the varsity program have competed for at least one novice season and are ready to work both mentally and physically toward becoming a high performance rower. Varsity athletes will train at a high level both on land and on the water. Practice Schedule: M-F 4:15-6:15pm; Sat. 8:30-10:30am.

Development - Development athletes are typically new or still young in the sport. In the fall, Development focuses on fundamentals without the pressure of racing; practicing 3 days per week. In the spring, Development athletes practice 4 days per week. Occasionally, rowers who demonstrate the required physical and emotional maturity may be asked to work with the Varsity. Practice schedule (Fall): T-TH 4:15-6:15pm; Sat. 8:30-10:30am. (Spring) T-W-TH 4:15-6:15pm; Sat. 8:30-10:30am.

4.3 Juniors Season

Fall Season: Late August - Mid-December

Fall season priorities include general fitness development, skill development, and long distance racing in October and November for the Varsity group. Fall race distance is 5k, and run in a time trial format with a staggered start.

Spring Season: Mid-January - Mid-June

This is the main rowing season!



Spring races are 2k and are run head to head from an even start position. Spring races are demanding on the aerobic and anaerobic systems. Consistency of training is required to perform at a high level in spring competition.

Early spring racing occurs in March and April. In May, we aim to take a large group of Atomic athletes to Southeast Regional Rowing Championships, which is a qualifier for USRowing Youth Nationals. Although not every crew may qualify, practice continues for all youth and the season concludes after Nationals.

Summer Camps:

Learn-To-Row, Small Boat, and High Performance Camps occur during the summer. These camps are separate from regular Fall and Spring programming and have additional programming fees associated. Participation in summer camps does not impact first season ORRA membership waivers.

4.4 Masters Program

Membership - Athletes in their first season (either Fall or Spring) with Atomic that are participating in the coached program(s) are not required to have an ORRA membership. First year athletes have the same volunteer requirements as other members. All other athletes are required to have an ORRA membership. Reference the ORRA Member Handbook, Section II for additional information.

Masters rowers may participate in coached programs and/or row independently. Coached sessions include Learn-To-Row & followup, Development, and Performance rowing.

4.5 Masters Season

Fall: August - December

The Performance masters group trains 3 days per week (Tue/Thu evenings & Saturday morning). The Development masters group trains 2 days per week (Tue/Thu evenings). Fall competition includes 5k races through the southeast.

After fall racing, coached programs move to on-land training Tuesday and Thursday evenings, and continue water sessions on Saturdays for the Performance group. Land work addresses specific limiting factors, technical work, fitness and flexibility and strength training.

Spring: January - June

Spring sessions follow the same schedule as fall. Improving fitness, technique, flexibility and strength is the early spring focus. Transition to on-water work in March and April allows for specific spring racing training. Spring Racing includes the Dogwood Masters Regatta, hosted by ORRA, in early June. The spring season concludes with the Dogwood Masters Regatta.

Post Season: June-July

Post-season programming includes participation in regional or other suitable competitive events in late June. In July and August, masters participate in summer "Open Row" which focuses primarily on technical development in singles and doubles.



V. Boathouse and Equipment

The following policies, guidelines and expectations are noted.

- Always row safely, observing posted guidelines. ORRA guidelines suggest not rowing, on your own, when the combined water and air temperature is lower than 80 degrees Fahrenheit. In cold temperatures, larger boats are always safer than small boats. Wind, fog, and other weather can be a factor. Refer to the posted “safety check before you row” guidelines before rowing.
- Rowers must sign out and in, using the logbook located outside the office.
- Use of club singles (1x) outside of coached programs requires successful completion of an observed flip test.
- Club equipment (shells) are specifically marked using three distinct color tags:
 - GREEN: unrestricted use, primarily for beginner and intermediate rowers.
 - YELLOW: for intermediate and advanced level rowers.
 - BLACK: Racing shells - Restricted. For those who have a coach’s permission only.
 - *If you are simply going out for a training row or pleasure row, use shells marked with green or yellow tags. Always check with the coaching staff if there is any question about a specific shell.*
- All members are expected to help maintain a clean, clutter free space: pick up trash, clean up after yourself, and leave the space better than you found it.
- The facility is for rowing equipment and necessary tools only. Items not relating to rowing will be placed in “lost & found” for 3 days, then discarded.
- Bay doors must be closed when not in use.
- When you leave, lock the doors and turn off the lights
- Report equipment problems to coaches and staff. Place a note on broken equipment if a shell is rendered unsafe or unusable.
- Coached programs do not use private equipment. Atomic rowers will use what is assigned by the coaching staff.
- Boats must be rinsed after each use, cleaned weekly and serviced seasonally.
- All equipment used at the boathouse (ergs, weights, mats, etc.) should be wiped down with Simple Green and disinfectant. Supplies are provided in a container near the ergs.
- ORRA provides the opportunity for Members to store their personal equipment in the Boathouse. Reference the ORRA Private Boat Storage Policy.
- Boathouse keys shall not be loaned to non-Members.
- Non-returning Members are reminded: the boathouse key is the property of ORRA and must be returned.



VI. Atomic Coached Program Fees

Atomic Rowing program fees contribute to staff salaries, daily practices, program operations, launch maintenance and fuel, and equipment. For Youth programs, an Atomic Booster Fee is also included in the programming costs at registration. Atomic Rowing coached program fees do not include travel, regatta event/entry fees, uniforms, gear, or ORRA membership dues.

6.1 Regatta fees

Costs associated with regatta participation are billed separately. Team travel costs may include but are not limited to: entry fees, truck rental and trailer transportation fees (including fuel, coach hotel, and transportation costs), athlete meals, coach travel allowances, etc. These costs are combined and then divided among all participants. See Section 8.2 for additional information in regard to attendance and fees.

6.2 Uniforms

Team uniforms (Tanks tops / Unisuits) are a separate expense and are required for all Junior athletes competing. A gear order form will be distributed at the beginning of each season for purchases of gear and uniforms. Masters have access to tanks, unis, jackets, hats, and other items through timed purchases coinciding with the beginning of each season. The costs for these items are separate from the coached program and regatta fees.

6.3 Steve & Betsy Spooner Atomic Juniors Scholarship Fund

The Steve and Betsy Spooner Scholarship Fund is a needs-based fund that may be available for Junior athletes that need financial assistance to cover some portion of the costs of Atomic Junior programming. Awards from this fund can be used in conjunction with additional earned credits from extra volunteer hours. Scholarship awards cannot be credited towards ORRA Membership, travel, equipment, or Regatta entry/participation. Applications for the scholarship are due before a session starts, and athletes must re-apply for each session. If you would like more information about the Spooner Scholarship Fund, please contact scholarship@orra.org. Scholarships are distributed in accordance with the Scholarship Policy and at the discretion of the Scholarship Committee.

Donations to the Scholarship Fund are greatly appreciated and are tax-deductible. The funds are invested at the direction of the Treasurer & Board of Directors, with an expectation of generating income that can be applied to scholarship requests.



VII. Registration | Memberships

- **ORRA Membership**

https://www.regattacentral.com/clubs/?org_id=1169

Membership is renewed by default at the beginning of the fiscal year.

- **Atomic Program Registration**

https://www.regattacentral.com/clubs/?org_id=2797

Click on “programs and classes”

- **USRowing Annual Membership**

www.usrowing.org

When you join/renew, you must affiliate with Atomic Rowing.

Club Code: **NNWKN**

All athletes must carry at least a **Basic** USRowing membership.

Championship membership is required for participation in Regional and National regattas.



VIII. Atomic Competition | Regattas

Regattas bring together thousands of athletes for 5000-meter head races in the Fall and 1000- and 2000-meter sprint races in the Spring. Regattas are unlike any other sport competition. The events run best when they have the full attention of the athletes, complemented by the efforts of Atomic Boosters and parents. General expectations for regattas are outlined below.

8.1 Waivers

In order to compete, each athlete must provide a waiver, coordinated through ORRA, before onsite Registration may occur.

8.2 Participation

It is expected that youth rowers are available and will participate in crew selection and competition, as appropriate. Masters athletes use a separate signup method to indicate availability.

If an athlete will not be participating/traveling with the team to a specific regatta, you are asked to notify the Executive Athletic Director **before** the event entry deadline and at least 3 weeks prior to the event. If notification is not given within this timeframe, you will be responsible for fees associated with the crew entries associated with your athlete. *Entries are due 4+ weeks prior to the event and “scratch” deadlines are non-negotiable with regatta organizers.

While the expectation is that athletes travel with the team (bus, van) during a Team Travel trip, extenuating circumstances can arise. In such a case, notify the Executive Athletics Director ASAP. The **3 week** guideline applies here also. Note: travel costs for buses/vans are divided evenly among regatta participants, so families remain responsible for that portion of the regatta expense even if they must make other travel arrangements.

8.3 Boosters at Regattas

Parents are encouraged to attend regattas, whether at home or away. One of the best places to hang out is with other parents and the gathered athletes at the Atomic Booster tent. Bring a camp chair, and be ready to lend a hand with the food service for the athletes. You'll be an immediate asset to the Boosters, can cheer on the Atomic athletes, learn more about the sport, and meet others in the Atomic family.

8.4 The Atomic Team Trailer Area and Coaches at Regattas

The Team Trailer is a controlled area that the coaches respectfully ask remains for athletes and coaches only. This is consistent advice you will see exercised at all levels of the sport. Please understand that coaches and athletes are preoccupied with pre- and post- race responsibilities, which start more than two hours before the first race and end only when the last boat is stored away. Our staff are happy to talk with you, but please schedule those discussions away from race days in accordance with communications guidelines listed in section IV.



Appendix A - Financial Responsibility

A.1 Financial Responsibility

All invoices are due upon registration or receipt (whichever occurs first) and can be paid via credit card, cash, or check. Please make checks out to **Oak Ridge Rowing Association**.

Payment Plans are available upon request. Please contact our bookkeeper Jon Neveu at accounts@orra.org to request a payment plan that fits your budget and schedule. All accounts are to be paid in full by the end of the season in which the charges are incurred.

If an account is not paid in full, does not have a payment plan on file with the bookkeeper within 45 days of the statement date, or fails to adhere to the payment plan, the rower acknowledges that they forfeit their rowing privileges and may not participate in practice or regattas until their account complies.

The bookkeeper is available via email or phone to answer questions about your account or to take payments by credit card during the following hours:

Monday thru Friday - 5:30PM to 8:30PM
Saturday and Sunday - after 10AM

Payments by check can be dropped off in the payment box, located next to the boathouse office, or mailed to:

ORRA
697 Melton Lake Drive
Oak Ridge, TN 37830

Bookkeeper email: accounts@orra.org

A.2 Payment Plan Policy

In order to support ORRA activities, our members need to stay current with their fees. These fees support the boathouse, our staff and programs, and give you - as a member - access to club rowing programs, resources and events.

To that end, the bookkeeper can establish a payment plan, if needed, with the family and the account will note the arrangements agreed to. Ideally an account is paid in full before the end of the season. To arrange a payment plan please contact the bookkeeper at accounts@orra.org.

As long as the payment plan is adhered to (at least monthly payments), it will keep the participant on the water and the account safe from any further action. Please immediately contact the bookkeeper if there is a problem with a future payment(s) or if there will be a delay in the payment arrangements previously established.



A.3 Refund Policy

The following refund policies apply to ORRA Memberships, Youth and Adult coached programs, and shell storage:

- The first week of any Youth or Adult coached programming season may include a “trial period”. If you withdraw (in writing/email) from a program before it begins or in the first week, you will receive a full refund. If you withdraw in the second or subsequent week, there will be no refund.
- Significant changes of status, which may include moving from the area, injuries that preclude rowing, or prolonged illnesses will be dealt with on a case by case basis by the Board of Directors. A request, submitted in writing or via email, must be made to the Board for a review and determination by the Board. Credits may be given towards future programs under special circumstances.

Email for withdrawals - accounts@orra.org (all) and staffonly@orra.org (coached programs)

A.4 Prorate Policy

There are no reduced or prorated fees for athletes that join a season during the first 30 days of that program's season. An athlete that begins a specific coached program or changes coached programs more than 30 days into a specific season may request, through the Program Director, prorated fees for that season. The request must include the date the athlete started the program and how many weeks remain in the program. The bookkeeper will calculate the prorated fee and apply it to the registered athlete's account.

A.5 Registration Policy

All returning athletes must register via our registration portal *RegattaCentral.com* before starting a new program session. New athletes have 7 days after the first practice session of a particular season to register. Failure to register will preclude the athlete from participating on the water with the program and, after 10 days, the athlete will no longer be allowed to participate in the program.

A.6 Additional Costs for Competitive Program Participants

Contact Lisa Glenn (Youth, Masters) for anticipated uniform/clothing costs.



Appendix B - Oak Ridge Rowing and Atomic Code of Conduct

The Code of Conduct applies to Oak Ridge Rowing Association (ORRA) club members, Atomic masters, Atomic youth athletes and their parents.

Oak Ridge Rowing and Atomic Rowing is committed to providing a safe, positive, and growth-oriented environment for all youth athletes. This Code of Conduct outlines expectations for behavior at practices, competitions, team events, and online. Violations of this Code of Conduct may result in notifications and loss of privileges as outlined in Appendix C and Appendix D.

My signature below indicates that I have read, had an opportunity to get clarifications, and agree to abide by the ORRA and Atomic Code of Conduct and associated Discipline Policy.

- At ORRA and Atomic, we win and lose with grace and good sportsmanship: demonstrate good citizenship and act in a manner which reflects well on me, my family, ORRA and Atomic.
- I understand that I represent ORRA and Atomic in my online and face to face interactions and that all Safesport rules around bullying and harassment apply in those domains and that prohibited behavior may result in disciplinary action.
- I will make every effort to attend practice and be on time. I will be responsible for communicating anticipated absences as outlined by the coach. I understand boatings and workouts are prepared before practice starts. Coaches expect my attendance unless I have documented my absence in advance.
- I will have a full water bottle and wear necessary rowing attire: closed toed athletic shoes, tight fitting tops and bottoms, layers for cold/wet weather and a change of clothing.
- I understand athletes are expected to support their teammates through demonstrated effort, respect for others and all equipment, and maintaining a positive attitude.
- I will not engage in horsing around, excessive yelling or other attention-drawing behaviors while in and around the boathouse, at practice and at competition.
- I understand that controlled substances and weapons are not allowed at practice or any rowing related functions, and that Juniors are not allowed to possess tobacco or alcohol. As a Junior, I know that if my behavior causes sufficient concern, my food or drink may be confiscated or my bag searched at the discretion of coaches or chaperones.

Questions can be asked, and necessary meetings arranged, by emailing the Athletics Director at lglen@orra.org

By signing below, I acknowledge my understanding of our code of conduct and that there may be consequences for failure to comply with it at all times.

Member/Athlete Printed Name: _____

Signature: _____ Date: ____/____/____

(For youth program participants, parents signature needed on the reverse side)



As the parent of an Atomic athlete, I agree to support my athlete in upholding this code of conduct, and that I as the parent will similarly abide by the code of conduct.

Parent Printed Name: _____

Parent Signature: _____ Date: ____/____/____



Appendix C — Junior Athlete Progressive Discipline Policy

This policy is designed to ensure coaches and parents can appropriately address violations of the Atomic Code of Conduct. Consequences escalate only when behavior continues or when an incident is severe. Violations and responses are to be appropriately documented, and the ORRA Board kept informed.

Atomic coaches retain discretion for context (e.g., first-time incident vs. pattern of behavior). The Executive Athletic Director will be informed of all incidents and involved in all responses except for minor infractions. For all but minor infractions, conversations with an athlete under 18 will occur with a second adult present or through written communication with parents/guardians copied. ORRA adheres to US Rowing Safe Sport Policy and associated reporting to US Rowing and/or US Center for Safe Sport.

C.1 Step 1 — Verbal Warning

Minor infractions will be handled with a verbal warning from a coach. These behaviors are *minor, correctable, and typically not malicious* and do not compromise safety or violate Safe-sport or conduct rules. These behaviors are best corrected early with coaching, guidance, and documentation. These include, but are not limited to:

- Low-level disrespect toward coaches, officials, or team mates that continues after being asked to stop
- Practice disruptions
- Horseplay that does not endanger others
- Low-effort or attitude issues
- Communication failures (e.g., being absent without notification, mildly inappropriate memes or jokes that are not targeted at any individual)

A coach will:

1. Address the behavior directly and privately with the athlete
2. Allow the athlete a chance to explain their side
3. Explain why it is inappropriate
4. Provide guidance for improvement
5. Document the warning internally

C.2 Step 2 — Parent/Guardian Notification

If minor infractions continue after a warning is given, or if there is a serious infraction, the Executive Athletic Director (EAD) will contact the athlete's parent or guardian. A serious infraction is behavior that is intentional, repeated, or puts others at risk. Examples include, but are not limited to:

- Bullying, harassment, or targeted behavior (in person or via social media/digital communication platforms)
- Significant disrespect toward coaches or adults
- Unsafe conduct
- Intentional misuse of equipment or damage to property
- Conduct that damages team culture

The EAD will:



1. Address the behavior immediately with the athlete with a second adult present.
2. Allow the athlete an opportunity to explain their side before consequences are finalized
3. Contact the athlete's parent or guardian, providing a summary of the issue and expectations for improvement. The athlete may participate in the conversation
4. Formally document the infraction and the conversations with the athlete and parent/guardian.
5. Inform the ORRA Board in the next monthly meeting that a Step 2 action has been taken

C.4 Step 3 — Loss of Privileges

Upon repeated serious infractions of any kind, an athlete may lose:

- Practice participation
- Seat assignment
- Regatta participation
- Access to team communication platforms

The EAD will:

1. Take each of the actions outlined in Step 2, including contacting the athlete's parent or guardian
2. Determine the appropriate penalty
3. Determine whether a written improvement plan is appropriate
4. Inform the ORRA Board immediately that a Step 3 action has been taken

C.5 Step 4 — Suspension or Removal

This step is reserved for:

- Behavior requiring reporting to US Center for Safe Sport
- Possession of prohibited substances or weapons
- Threats or aggressive behavior
- Refusal to follow an improvement plan

The EAD will:

1. Take each of the actions outlined in Step 2, including contacting the athlete's parent or guardian
2. Because this impacts an ORRA member's status, the EAD must inform the ORRA Board before dismissing an athlete from the team.

C.6 Required Reporting to the ORRA Board

To ensure transparency and oversight:

Monthly Reporting:

The Executive Athletic Director will report to the ORRA Board the number of conduct violations at Levels 2-4. Athlete names are included only for active Step 3 or Step 4 cases.

Immediate Notification:

The Board is notified whenever privileges are removed (Step 3) or suspension/removal is under consideration (Step 4).



C.7 Appeals

Parents or athletes may request a meeting with the coach and program director within 5 days of a disciplinary decision to discuss or appeal it. This meeting will include two staff members.

C.8 Record Reset Policy

To encourage growth and accountability:

- If an athlete completes a full rowing season without any additional violations, their conduct record resets to zero infractions.
- Athletes will continue to adhere to any behavior improvement plan that is still in effect.
- Documentation of prior violations will be maintained confidentially throughout an athlete's tenure on the team.
- When an athlete graduates or is no longer eligible for the junior program, conduct records shall be destroyed.



Appendix D — Adult & Masters Member Conduct Policy

D.1 Purpose

Adult and Masters members of ORRA are expected to uphold standards of safety, sportsmanship, and respect. Because adults operate independently in the boathouse, on the water, and during club activities, their conduct has direct implications for:

- Their personal safety
- The safety and well-being of other members
- The protection of ORRA's facilities, equipment, and reputation

This appendix outlines expectations, identifies conduct violations, and establishes when matters must be referred to the ORRA Board Human Resources (HR) Committee.

D.2 Core Expectations for Adult/Masters Members

Adult members must:

- Operate rowing equipment safely and responsibly
- Follow all boathouse rules, water safety rules, and ORRA policies
- Treat fellow members, coaches, volunteers, and staff with respect
- Maintain a positive and inclusive environment
- Protect club property and equipment
- Avoid behavior that places ORRA at legal, financial, or reputational risk

These expectations apply during all ORRA activities, including independent rowing, coached sessions, regattas, travel, and social events.

D.3 Categories of Conduct Violations

Violations fall into three categories:

1. Self-Endangerment
2. Endangering or Harming Others
3. Actions That Put ORRA at Organizational Risk

Each category is defined below, with examples and typical responses



D.3.1 Violations That Endanger the Member (Self-Endangerment)

These violations involve unsafe behavior that places the member at risk but does not directly threaten others.

Examples

- Rowing alone in conditions that violate ORRA safety rules
- Launching without proper lights during low-visibility conditions
- Ignoring weather advisories or unsafe water conditions
- Operating equipment while impaired
- Repeated failure to follow boathouse safety procedures
- Using equipment beyond one's skill level without approval
- Failing to return equipment and the boathouse to proper condition after use
- Failing to report damage to equipment or boathouse

Response

- Addressed by the Executive Athletic Director or designated coach
- May result in temporary loss of equipment access or boathouse privileges
- May result in requirement to repeat safety or equipment use training
- Documented for safety tracking
- Repeated violations escalate to HR Committee review

D.3.2 Violations That Endanger or Harm Other Members

These violations involve behavior that creates risk, injury, or harm to others. Violations in this category must be reported to the ORRA Board HR Committee.

Examples

- Unsafe rowing practices that endanger other people or boats
- Collisions caused by negligence or disregard for traffic patterns
- Aggressive or threatening behavior
- Harassment, bullying, or intimidation
- Tampering with another member's equipment
- Violating SafeSport principles in interactions with minors or adults

Required Action

- Referral to the ORRA Board HR Committee
- HR Committee determines whether investigation is warranted
- Temporary suspension of boathouse privileges may be imposed during review
- Serious or repeated infractions may result in exclusion from coached programs or loss of membership



D.3.3 Violations That Put the ORRA Organization at Risk

These violations expose ORRA to legal, financial, or reputational harm.

All violations in this category must be referred to the ORRA Board HR Committee.

Examples

- Misuse of ORRA property or funds
- Unauthorized use of ORRA facilities for outside activities
- Actions that violate ORRA's insurance, liability, or safety obligations
- Conduct at regattas or public events that damages ORRA's reputation
- Violations of city, park, or US Rowing regulations
- Failure to report accidents or damage as required
- Behavior that jeopardizes ORRA's relationship with partners, sponsors, or the City of Oak Ridge

Required Action

- Referral to the ORRA Board HR Committee
- HR Committee determines whether investigation is warranted
- Possible suspension of boathouse privileges during review
- Serious or repeated violations may result in termination of membership

D.4 Investigation Process (HR Committee)

When a violation is referred:

1. Initial Review
 - The HR Committee evaluates the report and determines whether a formal investigation is necessary.
2. Investigation
 - May include interviews, review of evidence, consultation with coaches or staff, and examination of safety records.
 - The club member will have an opportunity to tell their side of the story.
3. Findings & Recommendations
 - The HR Committee issues a written determination.
 - Recommendations may include education, probation, suspension, or membership termination.
 - The member may appeal the recommendation with the HR Committee Chairperson
4. Board Action
 - For membership termination, the full ORRA Board must vote.
 - The member may appeal the decision with the ORRA Board.

D.5 Non-Retaliation

Members may not retaliate against anyone who reports a safety concern or conduct violation.



Retaliation itself is a violation and will be referred to the HR Committee.

D.6 Acknowledgment

All Adult/Masters members agree to abide by the ORRA/Atomic Code of Conduct and this appendix as a condition of membership.