

Equipment Maintenance Assignment Policy

Fall 2025, authored by S. Pookpanratana (VP of Operations, operations@capitalrowing.org)

Purpose: Distribute the maintenance workload of CRC equipment (rowing shells, oars, etc) to CRC membership in an equitable and transparent manner to benefit all athletes. Empower members to perform routine maintenance tasks and decrease the 'downtime' of shells. CRC is a volunteer-run organization. The long-term success of the club relies on a well-maintained fleet that enables all members to enjoy the sport of rowing. This requires participation from all programs in the routine upkeep and repair of shells.

Why is there a need?: These club programs often run back-to-back, sometimes within the same morning or evening. No "downtime" for equipment — one group finishes just before the next needs the same boat or oar. No room for surprise repairs on short notice. Often at the end of practice, members and coaches are rushing to leave the boathouse, which can lead to mistakes or missed checks on repairs. Thus, incorporating a cultural mindset of dedicated maintenance and repair sessions ensures every member's quality row and safety on the water. Maintenance is equity. CRC's mission is about rowing access and inclusion for all — which only works if we steward the shared resources equitably. One Row!

Requirements: Each club program will be primarily responsible for the basic maintenance of the equipment (eg, shells and its oars, lights assigned to them and repair / maintenance sessions will be led by coaches during the practice times. Shells will be assigned based on program size and frequency of use. Simple non-immediate repairs on assigned shells will be completed by each program within 1 week. Time for maintenance and repairs will not be counted towards CRC volunteer hours. There are repairs that must be fixed immediately regardless of the assignment of shell responsibility as they may impact other program practices or risk more severe damage to the equipment. These immediate repairs include: skeg / rudder, missing/broken seats, missing/broken footstretchers, missing rigger or oarlock hardware, replace missing bow balls, replace missing bow clips, and oar collar replacement.

Guidance and training: The VP of Operations will provide standard operating procedures (SOP) for many common maintenance and repair tasks (outlined below), initial hands-on training sessions and additional training when requested, and office hours on the weekends to provide assistance and guidance on tasks. Any repairs or maintenance that are more extensive will need permission from VP of Operations before start of work.

Consequences (draft): If programs are not satisfactorily maintaining their assigned equipment, then the CRC board may take actions on the program and/or its members, which may include levying financial actions or restricting access to equipment.

Recommendations on how to complete the maintenance and repair tasks:

- Many tasks require a wrench or screwdriver, can be completed within 10 - 30 minutes.
- Coaches will re-assign or shorten practice session so to allow for tasks to be completed by the athletes
- When poor weather conditions result in cancelling or shortening practice at the boathouse, re-allocate the practice time to complete needed maintenance and repairs

Maintenance and repair tasks responsibilities:

- All Damage or Maintenance should be reported using iCrew 'damage reports' (on the Club Home page).
- Completed Immediate Maintenance tasks should be reported in icrew using a 'damage report'. Start the description with "Fixed..." or "Maintenance..."
- For maintenance that uses important spares (like skegs), please indicate the number of spares remaining in the comments.
- Request purchase of missing or replacement items to operations@capitalrowing.org

For Athletes to conduct	For Operations (or designee) to conduct or approve
Skeg and rudder replacement (Link)	Adjust rigging span
Seat wheel replacement (Link)	Shell or oar repairs requiring epoxy
Checking and tightening riggers, pitch angle (Link)	Shell modifications that require drilling
Swappable shoe plate installation, tightening, troubleshooting (Link). Inspection of "repair" box of shoes (~ 2 weeks)	Modification of shell accessories that require cutting or drilling
Heel tie replacement, adjust length	Replacement of sweep oar inside grips
Footstretcher track replacement, Tightening seat tracks	Application of blade wraps or painting
Replacement of oar outside grips (0:30 mark, Link), collars (Link), adjusting in board and length	Removal of paint on blades
Cleaning oar grips	Change in rigging (ie port or starboard)
Replacement of bad speakers (Link)	Re-running speaker cables
Replacement of bow balls	
Cox boxes: replacing batteries (old style), replacing head set, cleaning connectors, clearing memory (for GPS, every 1-2 weeks)	
Cox Lanyard: multitool, whistle, light stick, spacers	

Maintenance schedule

Task	Frequency	Due Dates
Wash shell guts down with soap and water	After every practice	
Wash shell guts down and up with soap and water	Once a week	
Complete guts up inspection, repairs and cleaning (Link)	Once per season, record in icrew	Before end of May, before end of September
Wax and polishing hull	Once per year, record in icrew	Before end of August
Check heel tie length	One week before each regatta use	
Inspect oars including measure inboard / length	Once per season, record in icrew	Before end of September

Equipment Maintenance Assignment (some equipment assigned twice): Sweep

Program	Equipment Leads	Registered athletes (typical)	Shells (8+) or other	Shells (4+) or other
Juniors	Coaches	50	Queen, Sammie, barges (bailing water)	Das
Comp Sweep	Coaches	40	Keo, Venture, Milos, Advantage	Punishment, Offense, Liquid, Unnamed VHP 41
Morning Sweep	Coaches	56	Design, Sammie	Goh, Standard
Evening Sweep	Coaches	34	Gain, Unnamed VHP 51	Das, Goh, Standard
INR	Coaches	23	Flight	Deduction
Sunday Sweep	Coaches	20	Swappable Shoes	Cox boxes, cox lanyard
Suns Up Sweep	Coaches	16	Endurance	Swappable Shoes

Equipment Maintenance Assignment (some equipment assigned twice): Sculls

Program	Equipment Leads	Registered athletes (typical)	Shells (4x) or other	Shells (2x) or other	Shells (1x)
Juniors	Coaches	50	Pearl, Currach		Achievement, Pursuit
Comp Sculling	Coaches	15		PFO, CAPS LOCK	Kestrel, Moxie, Small, Poor House
Morning Sculling (Adv & Intermed)	Coaches	32	Oars	Beltway, Callinectes, Letter	Blues, Drive, Fresh, Endeavor, Human
Evening Sculling (Adv & Intermed)	Coaches	15		OCMC	Pride, El Cap, Working Capital, Resilience
Sunday Sculling	Coaches	13	Oars	Swappable Shoes	Connection