

TEMPE TOWN LAKE BOATING RULES OF OPERATION AND CONDUCT

1.0 PURPOSE

This document has been created to institute a common set of procedures and establish a minimum level of conduct for all rowers/paddlers/sailors utilizing Tempe Town Lake and the associated facilities. All recognized program leaders; coaches, certified launch drivers, and boat storage renters shall sign and abide by this document. In addition, these individuals shall insure that everyone associated with their program, students they are coaching, individuals for whom they are responsible, or people they are escorting abide by the guidelines established in this document. The procedures set forth in this document apply to the Town Lake Recreation Staff as well as all those listed above. Failure to follow these guidelines shall result in penalties levied upon individuals and/or rowing/paddling/sailing programs. Signed copies of these Rules of Operation and Code of Conduct must be on hand for all individuals participating in any on-going program that operates on Tempe Town Lake.

2.0 ETIQUETTE ON AND OFF THE WATER

Tempe Town Lake, the boat storage areas, and their surroundings are all part of a public park; all actions of the boating community while within the park must be maintained to a high standard since these actions are scrutinized by the general public.

The boating community on Town Lake is very diverse with many different clubs, organizations, and individuals rowing, paddling and sailing with many different goals. It is important that all groups and individuals remember that everyone is a representative of the Town Lake Boating Community. The expectation is that each user and user group will conduct themselves with behavior and actions that are consistent with friendly rivalries, including adherence to the general rules of good sportsmanship, respect for each other and respect for all programs and equipment on the lake.

2.1 Tempe Town Lake Park Rules

- When individuals or groups are observed not following this code of conduct, lake users are encouraged to politely notify them of the violation in a timely manner. If it is believed the outcome of the notification does not lead to a productive resolution, the next step is to contact the Town Lake Boating Coordinator.
- Offensive language is not permitted.
- All users must be respectful to other park users, members of other lake user programs, Town Lake Boating staff members, Park Rangers and any authority figures on the lake.
- All users are responsible for maintaining the lake, boat storage area, and surrounding areas keeping the area free of trash and debris, even if the trash was not discarded by yourself or the group you represent. Coaches and group facilitators are encouraged to have their athletes frequently canvass the area to remove trash and debris. Coaches, group facilitators and the club they represent shall be penalized if their respective groups fail to keep the area clean.

- When using the boat beach, the boat ramp or marina docks, when washing equipment, using the restrooms, or involved in any situation where others are waiting, it is expected that the users shall view the task as a priority and expedite the process.
- No changing with any undergarment exposure is allowed in the parking lot, boat storage area, or any public area in the park or marina confines.
- All users shall wear appropriate athletic clothing. Inappropriate coverage and 'undergarments only' are not allowed.
- Programs and individuals that conduct classes or services within the Tempe Town Lake Park for compensation shall observe the following procedures:
 - File a Programmed Use Form with the Lake Boating Staff at least two weeks before the class
 - Pay the following Lake User Fee's for the class:
 - \$5.00 fee per student per season of service if the class meets less than 7 times
 - \$10.00 fee per student per season if the class meets 7 or more times.
 - These fees shall be paid to the Town Lake Boating Office at the completion of each season. There are three seasons per year:
 - Fall (Sept., Oct., Nov., and Dec.) – Lake user fee due in Dec.
 - Winter/Spring (Jan., Feb., Mar., Apr., May) – Lake User Fee due in May.
 - Summer (June, July, Aug.) – Lake User fee due in August

2.2 Boat Storage Area Rules

- The Operation Center and Marina boat storage areas are for the exclusive purpose of storing boating equipment and supporting the transfer of boating equipment in and out of the storage area. The boat storage area shall not be used for meetings, or other activities not directly associated with the movement or storage of boating equipment. This includes the areas outside of the boat storage gates that are reserved for boat preparation, washing, rigging(sailing) and general boat movement.
- All facility users are held responsible for their actions. In addition, coaches and group facilitators shall be held accountable for the actions of those they are overseeing. Tempe Town Lake Boating Staff has the right to deny access to anyone.
- When handling equipment within the boat storage areas, extreme care should be used. All actions within any of the boat storage areas will be conducted in a manner that does not risk damage to stored equipment. All equipment stored within the boat storage areas shall be returned to its assigned location including boats, ergs, tools, oars, dollies, lifts, slings, etc.
- Equipment that is not part of each specific user's club inventory and/or not a boat they own is not to be used under any circumstances without prior permission from the equipment owner or the club president/head coach.

- Damage to equipment or witness of equipment damage must be reported to the Tempe Town Lake Boating Staff immediately, and if applicable, to the coach or Club representative that is present. If a specific arrangement has been made in advance between the boat owner and the person inflicting the damage the owner shall be contacted directly and the Tempe Town Lake Operations Staff does not need to be notified. For example if a boat owner allowed another rower/paddler/sailor to use their equipment, then the person borrowing the equipment shall contact the boat owner directly.
- Nothing shall be left in a location that blocks access to or movement of stored equipment. This includes boats in slings, stairs, lifts, ergs, sails, oars/paddles, PFD's or any other items.
- No bicycles, pets, weight training equipment of any kind or personal equipment of any kind shall be allowed in any of the boat storage area without prior permission from the Town Lake Boating Staff.
- All Boat Storage Facility gates must be closed unless a person is present and actively utilizing the storage area.
- The water hose shall be stored in the cage with the water turned off when not in active use. The water hose shall not be used for any non-rowing related personal use, for example washing personal vehicles.
- Use of equipment that you have not been specifically permitted to use is prohibited.
- All land training activities should be conducted away from the boat storage and boat washing areas. At the Op Center, the Marquee Theatre parking lot shall not to be used for erging, land warm-up, team meetings or other activities that will interfere with Marquee events. At the marina, the access road should be kept clear of the previously mentioned activities.
- All boats must be tied down when stored on racks. Use cautions when strapping/un-strapping boats, and insure that strap buckles and/or other objects do not touch other stored equipment.
- No boats may not be left on slings unattended, or out of their storage area without prior authorization from the Town Lake Boating Staff.
- Do not leave towels, personal items, clothing, water bottles, or trash lying around the storage areas.
- Slings left in the boat washing area for boats still on the water shall be left in a usable orientation. This is especially important for boats that cannot easily reconfigure slings to accommodate their boat when they return from the water.

2.3 Lake Rules

- Tempe Town Lake hours of operation are between 5:00 AM and 10:00 PM. No boat shall be operating on Tempe Town Lake beyond these hours of operation.

- Tempe Town Lake is used by many recreational boaters that may be less familiar with the lake and unaware of these rules so be cautious at all times and put safety first. This is especially important around bridges, the boat ramp, docks, boat beach, and other high traffic areas because of the large number of different boat types and restricted visibility.
- The lake traffic pattern is a counter-clockwise flow with all east-bound traffic staying to the south and all west-bound traffic staying to the north. This pattern is to be observed at all dock and launch sites as well. The following outline for turns at each end of the lake needs to be observed:
 - No boat should turn, and/or start moving in an opposite direction until they have passed the center dam piling at each end of the lake. This is for boats rowing or paddling around the lake oval.
 - Those boats that stop in the southeast/northwest corner of the lake need to turn 90 degrees and head directly across the lake until they are past the center piling before turning and heading back in the opposite direction.
 - If a boat plans on stopping for drills, coaching discussion, etc. it should happen well out of the normal flow of traffic. (For example at the east end of the lake in the north corner, or in the center of the Lake where traffic is not as heavy).
- Passing boats have the right of way in a rowing or paddling situation. Boats being passed shall give way and allow the passing boat ample space to pass on the side of the passing boats choosing. In sailing and power boat use the rules state that a boat being passed is the stand on vessel and the overtaking boat is the give way vessel and therefore must pass in a safe manner careful not to interfere with the stand on vessel.
- Any accident that happens on the water resulting in personal injury or property damage should be reported to the Park Rangers or the Lake Boating Staff as soon as possible. The Park Rangers may issue citations based on their assessment of the situation. Corrective action will be taken by the Boating Staff if lake rules were violated.
 - If damage does occur the party responsible for the accident will be held accountable for all repairs. Corrective action to make the repairs must be done in a timely manner and all parties involved, as well as the Boating Coordinator, need to be made aware of the time line.
- Accidents, near misses or lake safety rule violations should be reported to the Boating Coordinator. Violators will be monitored and these violations will be logged. Repeat violations will bring about corrective action.
- Stopped boats shall make all efforts to stop in the middle of the lake and not obstruct the normal traffic flow. No boats shall stop or congregate under or near bridges.
- All lake users shall work together to expedite the launching and landing of boats, especially when other boats are waiting. No boat shall take more than 3 minutes to clear the dock or beach when launching or landing while other boats are waiting.

- All boats operating between dusk and dawn must have a white stern light that can be removed for signaling in case of an emergency and a red or red/green bow light. Both of these lights need to have 360 degree visibility. Note: lights mounted on individuals within the boat are not a substitute for having lights on the boats. The safety lights need to be affixed to the boat and not to anyone in the boat. This safety measure is of the highest importance and it is better to error on the side of caution putting lights on before the sun goes down, rather than be caught without lights.
- All lake users shall extend courtesy to people fishing and avoid running over their lines while boating. A reasonable gap of open water between people fishing on the shore and boats on the lake is necessary and must be observed, except around the docks, boat ramps and boat beach when launching or landing.

3.0 SAFETY BOAT OPERATION RULES

The primary purpose for safety boats on Tempe Town Lake is for the safety of ALL lake users. It is the responsibility of the operator to not only monitor their programs' boats, but to also provide immediate assistance if another lake user is in need, and to insure that their operation of the safety boat does not negatively impact other lake users.

- All Launches must have a current permit and required safety items on board. Individual launch drivers and the club they represent will be held accountable for the launch they are using.
- Only individuals that have been certified to operate safety boats on Tempe Town Lake by the Tempe Town Lake Boating Coordinator shall be allowed to operate a boat on Tempe Town Lake. It is the responsibility of individuals wishing to be certified to schedule the certification prior to operating a boat.
- Safety Boats shall be operated with a minimum number of people on board unless actively rescuing people from the water. This insures adequate capacity aboard the launch to rescue lake users in need. Remember these are safety boats first and not cruise boats or lake tour boats.
- No passengers are to be carried on the open bow of any boat, unless it is a rescue situation or the boat is being used to perform authorized work on the lake.
- To insure the safety of all boaters the operators shall actively remove any debris that can pose a hazard to Tempe Town Lake boaters. If the operator is incapable of removing the debris they should seek assistance, or report the hazard in a timely manner to the Tempe Town Lake Boating Coordinator. Safety boat drivers are expected to help remove trash on the water as an active member of the boating community.
- Safety boats shall always be operated at a speed below wake speed unless in close formation with a crew or traveling to an identified emergency.
- Safety boats shall always be operated at a no wake speed between the Mill Ave. Bridge and the Railroad Bridge because of the traffic density, boat beach erosion, and boat rental operations.
- Coaches shall do their best to organize their practices to minimize the amount of boat wake while moving between rowing shells that are not rowing in a group.

4.0 BOAT STORAGE

The primary purpose for the boat storage areas is to provide a relatively secure location to store actively used rowing shells, sailboats, paddling vessels (canoes, kayaks, outrigger canoes and dragon boats), oars/paddles and other boating equipment. Boat owners who do not follow the rules listed below run the risk of having their boat storage permission revoked after one written warning.

- All users are responsible for maintaining the boat storage and surrounding areas free of trash and debris, even if the trash was not discarded by yourself or the group you represent.
- For rowing all individuals storing equipment at the Op Center or Marina must either be an individual, full privilege member of US Rowing or a member in good standing of a club/school/program that is an organizational member of US Rowing. All clubs/schools/programs operating out of the Op Center must be organizational members of US Rowing. Verification of this membership must be shown at the time of boat rack renewal. Failure to maintain membership in good standing will result in the revocation of storage privilege. Proof of current membership must be provided at the time of boat space renewal.
- The Tempe Town Lake Operations Staff shall maintain a public list of those users waiting for a storage location within the boat storage areas. This list shall also show the order in which the individuals will be called upon as spaces become available. Boat storage will be granted on a first-come first-serve basis for each boat type.
- Access to the storage facilities is for boat owners (must have current boat permit and storage fees paid), club members authorized by club president, class or program participants, coaches, and facilitators. Anyone allowing access to unauthorized users will have their gate access privilege taken away.
- All boats must have current boat permits displayed on the boats and all fee's including boat storage facility annual dues (and lake user fee's for clubs/programs) must be current. In addition permits are not to be transferred from boat to boat under any circumstances. Please also be aware that if a boat ownership changes, the Lake Operation Center Staff must be notified. The rack or space that the boat is stored in does not follow the boat, when the boat changes ownership. The open space goes to the next in line on the waiting list.
- All boats shall have a prominent and visible label, such as the boat name or the name of the owner (covered boats must have a label on the outside of the cover).
- Boats shall only be stored in the location allocated to them by the Tempe Town Lake Boating Staff. No boat shall be moved to another rack or space without prior approval from Town Lake Boating Staff. Boat storage racks/spaces are not allowed to be transferred to other users. This applies to individuals as well as boating programs.
- No loose items shall be allowed in the boat storage areas, all equipment must be labeled and smaller items maintained in containers. No equipment, including any type of fitness equipment, shall be brought into the storage areas without prior approval from the Tempe Town Lake Operations Staff.
- All boats must be tied down when stored within the boat storage areas.
- Boat access cardholders shall not transfer or loan cards to any other individual or party.

- Boats may not be left on slings unattended or out of their usual storage spot without the prior approval of the Tempe Town Lake Boating Staff. If permission is granted for a boat to be left on slings, it must not block access to other equipment that is not owned by that club or individual.
- Town Lake Boating Staff has the authority to reconfigure boat storage spaces as needed. If boat relocation is required the Town Lake Boating Staff shall provide at least 2 weeks notice to boat owners, so that the owners can move their own equipment. If the boats are not moved by the owners, the Town Lake Boating Staff reserves the right to move boats to other rack spaces.
- Boat owners with a boat registration that is out of date will be contacted by the Park Rangers or the Tempe Town Lake Boating Staff and asked to renew their boat registration. If the registration is not updated within 1 month of the request, the owner shall be asked to move their boat from the Town Lake storage area within 2 weeks. Upon notification the boat owner loses rights to that space.
- Boats that have not been used for 3 consecutive months will have a written notice placed on the boat asking the owner to contact the Tempe Town Lake Operations Center, unless prior arrangements have been made. The Lake Operation Center Staff will also contact the boat owner via email and/or telephone. If the owner does not contact the Operations Center within 1 month they will be asked to remove their boat from Town Lake storage within 2 weeks. Note: It would be prudent for boat owners who will be away or not using their boat for one reason or another for an extended period of time, to notify the Operation Center Staff so as not to lose their storage privilege.
- All individuals storing boats in the storage area are expected to do the right thing in regards to their boat and storage space. The sale of a rack space, along with the sale of a boat will not be accepted or tolerated. If it is determined that this took place, the original boat owner as well as the new owner will lose all storage privileges.
- Unused boats in rack space assigned to any programs will be monitored for the entire program, rather than based on an individual boats use.
- Town Lake Operations Staff has the right to deny access to anyone.

5.0 BOATING PROGRAMS

Groups that charge fees in return for providing classes or services are considered a boating program. Due to the size and number of activities associated with boating programs, these groups must abide by additional operational requirements.

- In rowing programs must be registered with US Rowing, and carry US Rowing Organizational insurance or insurance of equivalent or greater coverage.
- Any new boating program that wants to start operating on Tempe Town Lake must meet with the Boating Coordinator in order to go through the Town Lake Rules and Procedures.
- Programs shall have all their participants sign the “Athletes Code of Conduct” provided in Appendix A of this document. Programs shall keep a current copy on file for all program participants. If a situation arises the Tempe Town Lake Boating Staff will ask the involved club/program for the signed copy of those individuals involved in the situation. If a program fails to provide said documentation, corrective action will begin within one week of the request.

- Rowing programs shall have all of their participants participate in a float test or re-entry test as well as watch the US Rowing Safety Video. The coach or club representative must also verbally go over the hazards of:
 - Leaving the shell if a water accident occurs
 - Heat exhaustion

The club is expected to keep this documentation on hand at all times and provide the Boating Coordinator with a copy for any individual requested. If this documentation is not provided within one week of the request corrective action will be taken.

- All boating programs must notify the Tempe Town Lake Boating Coordinator of any class or program that will be held within the Park a minimum of two weeks prior to the start of the class. This notification shall consist of filing a Programmed Use Form. If the program is charging a fee for the activity, the required permits and fees outlined in Section 2.1 of this document must be satisfied.
- Programs wishing to sponsor visiting teams need to contact the Town Lake Boating Coordinator at the earliest stages of the planning.
- No program shall leave athletes participating in a junior program unsupervised during official practice times. This applies to all land as well as water workouts. All Junior programs are to have a safety boat on the water for practices, and for any class or program with participants under the age of 18.
- For Rowing: Any athlete who is a participant in a junior program on the Lake is not allowed to switch to another junior program in mid semester. If an athlete wants to change programs they can, but they must sit out that semester and/or join the new program at the start of the next semester. Coaches recruiting Junior athletes from another Town Lake rowing program will not be tolerated. The offending coach and program will be issued corrective action by the Town Lake Management Staff.
- Programs must have at least one Board Member and one coach representative at the regularly scheduled Tempe Town Lake User Meeting. Failure to attend 2 consecutive meetings will result in the issuance of a corrective action.

6.0 CORRECTIVE ACTIONS

The intent of this document is to establish a common standard for boating operations on Tempe Town Lake that all individuals and programs can abide by. If it is found that an individual or program cannot abide by the rules or guidelines outlined in this document corrective actions shall be implemented by the City of Tempe.

- Notice of violations by individuals and/or clubs or programs must be put in writing and submitted to the Boating Coordinator within three days of the violation. In addition, date, time and violation must be listed as well as any witnesses present. Email notice will suffice.
 - The violations will be investigated and reviewed by a Board consisting of:
 - The Lake Management Team Manager
 - The City's Recreation Supervisor in charge of boating
 - The Park Ranger Supervisor
 - The City's Boating Coordinator

- Depending on the results of the investigation individuals and/or clubs will be subject to permanent or temporary restrictions including but not limited to revocation of boat storage, launch rights, program status, and/or boating permits. The Operations Center Staff has the right to deny access to anyone.

7.0 ACKNOWLEDGEMENT OF THESE RULES AND PROCEDURES

My signature below indicates my agreement to abide by the above listed rules and procedures.

Printed Name _____

Signature _____ Date _____

Club Affiliation _____

Please select all that apply to you:

- Club Official/Board member Coach Town Lake Recreation Staff
- Certified Launch Driver Assigned Boat Storage Space Club Member

APPENDIX A
TEMPE TOWN LAKE ATHLETE CODE OF CONDUCT FOR JUNIOR OR HIGH SCHOOL
AGE ATHLETES

Tempe Town Lake, the boat storage areas, and their surroundings are all part of a public park; all actions of the rowing community while within the park must be maintained to a high standard since these actions are scrutinized by the general public.

The boating community on Town Lake is very diverse with many different clubs, organizations, and individuals rowing, paddling and sailing with many different goals. It is important that all groups and individuals remember that everyone is a representative of the Town Lake Rowing, Paddling and Sailing Community. The expectation is that each user and user group will conduct themselves with behavior and actions that are consistent with friendly rivalries, including adherence to the general rules of good sportsmanship, respect for each other, respect for all programs on the lake, respect for each others' equipment and general behavior that is in line with the development of recreational boating on Town Lake.

- When individual rowers/paddlers/sailors or specific groups are observed not following this code of conduct, lake users are encouraged to politely notify them of the violation in a timely manner. If it is believed the outcome of the notification would not lead to a productive resolution then contact the Town Lake Boating Coordinator instead.
- Offensive language is not permitted.
- All users must be respectful to other park users, boaters, instructors, Town Lake Operations staff members, Park Rangers and any authority figures on the lake.
- All users are responsible for maintaining the lake, boat storage area, and surrounding areas free of trash and debris, even if the trash was not discarded by yourself or the group you represent. Do not leave towels, personal items, clothing, water bottles, or trash lying around the storage area.
- When using the boat beach, the marina docks or boat ramps, washing equipment, using the restrooms, or involved in any situation where others are waiting, it is expected that the users shall view the task as a priority and expedite the process.
- No changing is allowed in the parking lot, boat storage area, or the lobby of the Operation Center.
- All users shall wear appropriate athletic clothing. Inappropriate coverage and 'undergarments only' are not allowed.
- No one is encouraged to leave their cars overnight in the boat storage parking area. The City assumes no responsibility for cars parked in this area.
- When handling equipment within the boat storage areas, extreme care shall be used. All actions within the boat storage areas will be conducted in a manner that does not risk damage to stored equipment. All equipment stored within the boat storage shall be returned to its assigned location including boats, ergs, tools, oars, dollies, lifts, slings, etc.

- Nothing shall be left in a location that blocks access to or movement of stored equipment. This includes boats in slings, stairs, lifts, ergs, group meetings, oars/paddles, sails or other items.
- No bicycles, weight training equipment of any kind or personal equipment shall be allowed in the boat storage area without prior permission from the Town Lake Boating Staff. A Coach's or Club President's permission does not satisfy this requirement.
- All Boat Storage Facility gates must be closed unless a person is present and actively utilizing the storage area.
- The water hose shall be stored in the cage with the water turned off when not in active use. The water hose shall not be used for any non-rowing related personal use, for example washing personal vehicles.
- Use of equipment that you have not been specifically permitted to use is prohibited.
- Any land warm-up or land training activities should be conducted away from the boat storage and boat washing areas. At the Op Center, the Marquee Theatre parking lot shall not to be used for erging, land warm-up, team meetings or other activities that will interfere with Marquee events. At the marina the access road is not to be used for any of the previously mentioned activities.
- All boats must be tied down when stored on racks. Use cautions when strapping/unstrapping boats, and insure that strap buckles and/or other objects do not touch other stored equipment.
 - Passing boats have the right of way in all paddling/rowing situations. Boats being passed shall give way and allow the passing boat ample space to pass on the side of the passing boats choosing. In sailing and power boat use the rules are that a boat being passed is the stand on vessel and the overtaking boat is the give way vessel.
 - All lake users shall work together to expedite the launching and landing of boats, especially when other boats are waiting. No boat shall take more than 3 minutes to clear the dock, beach or boat ramp when launching or landing while other boats are waiting.
 - All boats operating between dusk and dawn shall have at a minimum a white stern light that can be removed for signaling in case of an emergency and a red or red/green bow light that have 360 degree visibility. Note: Lights are to be mounted on the boat and not on individuals.
 - Driving in and around the boat storage areas is to be done at a slow and safe speed, with no one playing games behind the wheel of any vehicle. All vehicles are to be operated with a 'safety first' attitude because of the heavy pedestrian and boat traffic present.
 - Although it would be impossible to list every infraction, the basic understanding of this document is that all lake users will conduct themselves properly in all circumstances.

My signature below indicates my agreement to abide by the above listed and implied rules and procedures.

Printed Name _____ Club Affiliation _____

Student Signature _____ Date _____

Signature of Parent

or Guardian for Participant _____ Date _____