

# Donahue Rowing Center



## Manual

Updated 2008

# DONAHUE ROWING CENTER

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DONAHUE ROWING CENTER  
MISSION STATEMENT

7-6-94

*5/8/08 Revised*

**MISSION**

The mission of the Donahue Rowing Center is to provide and maintain: facilities, instructions, assistance, encouragement and guidance in the sport of rowing to students, adults, adaptive rowing programs and the general public.

**BACKGROUND**

The Donahue Rowing Center was built on Town owned land by vote of the Shrewsbury Annual Town Meeting in 1991 using major funds provided by the Massachusetts Urban Self Help Program and Irving James Donahue, Jr. Additional funds were received from other private sources.

Ground Breaking Ceremonies took place on April 24, 1992. The first shells were stored in the boathouse on December 5, 1992. Dedication Ceremonies were held April 24, 1993. Final construction was completed in 1994 at a total cost of \$1,074.882 with minimal cost to the taxpayers of Shrewsbury.

The Building committee consisted of: Richard D. Carney, Edwin B. Coghlin, Jr., Vice-chairman, Irving James Donahue, Jr., Gerald S. Shelby, Chairman, and Thomas J. Sullivan.

The Architect Firm was Gale Associates, Inc. of Weymouth, MA, Steven C. Habeeb, Architect. The Contractor was L. V. Mawn Construction Company of Boston, MA.

The first Advisory Committee, responsible for implementing this Mission under the Parks & Recreation Commission, was appointed by the Town Manager as follows: Irving James Donahue, Jr., Gerald S. Shelby, Chairman, and Thomas J. Sullivan.

The Donahue Rowing Center 2002 addition ,which was donated, has added 4 more storage bays to the original 1992 6 bays for singles, doubles, fours and eights racing shells.

Ownership of the addition was transferred to the Town of Shrewsbury as a gift, costing \$700,000, from Barbara Grant Donahue & Irving James Donahue, Jr. via the Shrewsbury High School Alumni Association, Ronald G. Sanguinet, President.

The addition was dedicated on September 27, 2002 with over 500 past and present rowers of the Donahue Rowing Center present.

DONAHUE ROWING CENTER  
ORGANIZATION CHART

3-16-93, Updated 1/04

**ORGANIZATION**

The Town Manager and Parks & Recreation Commission are responsible for carrying out the mission of the Donahue Rowing Center for the Town of Shrewsbury, implemented by the Donahue Rowing Center Advisory Committee.

**DRC AD COM**

David Carlstom, Chairperson  
Susan E. Falzoi, Secretary  
Robert Cox  
Staff :  
Angela Snell, Director of Parks and Recreation

ORGANIZATION CHART

Approved by the Town Manager, Daniel Morgado  
September 16, 1999

**DONAHUE ROWING CENTER  
RULES & REGULATIONS**

11-01-94, 5/8/08 revised

DONAHUE ROWING CENTER ADVISORY COMMITTEE  
(DRC ADCOM)

The Donahue Rowing Center Advisory Committee is appointed by the Shrewsbury Town Manager and is under the Shrewsbury Parks & Cemetery Commission. The DRC ADCOM is responsible for the general operation of the facilities and shall make rules and regulations concerning this operation.

**GENERAL**

1. All DRC users shall comply with the Rules & Regulations established by the DRC ADCOM and the LAKE QUINSIGAMOND COMMISSION.

2. Coaches are responsible for overseeing compliance by their crews.
3. Visitors and users of the facilities are expected to contribute to the common good of the Donahue Rowing Center, shall cooperate with each other and shall not destroy, damage or waste the equipment, the facilities, or the property.
4. Users are expected to volunteer for work parties, to work on committees and to provide assistance in maintaining an excellent rowing center for the community.
5. Persons using any boats must be able to swim.
6. Motor vehicles are not allowed in the front of the boathouse without specific permission. Limited parking shall be in designated areas only.
7. Gasoline storage shall only be in DRC ADCOM approved areas on the premises within Shrewsbury Fire Department approved cabinets, containers and quantities. All gasoline shall be stored off the premises during the winter months.
8. NO SMOKING shall be allowed anywhere on the premises, which included all building and grounds within the fenced area.

DONAHUE ROWING CENTER  
RULES & REGULATION

*3-16-93, 1/04 Revised. 5/8/08 Revised*

**BOATHOUSE**

1. Each of the ten storage bays shall designate a Bay Captain and First Mate who will be responsible for the operations in that bay.
2. At all times, when not occupied, the rear bay doors of the boathouse shall be kept locked.
3. Bay #3, under the management of the Parks and Recreation Department, shall be for singles and doubles. Each single or double shall be stored on a separate rack. All boats must have a license agreement on file at the town hall

4. Individual privately owned shells or boats shall not be stored in bays assigned for school use unless used for school purposes.
5. Coaching boats may be temporarily stored on a bay floor if a school has been assigned use of the full bay or if boats do not interfere with others using the bay.
6. Rack rental fees shall be on a yearly basis starting July 1 to June 30, payable to the Town of Shrewsbury in full on July 1 for the upcoming year. Fee schedules will be set by December 31 for the next fiscal year.
7. Users who have not paid their rack fees within 30 days of the due date may lose their usage privileges after written notification to the address shown on the License agreement application. A late fee will be charged.
8. Bays may be sectioned off by users for secured storage, offices, etc. with the approval of the DRC ADCOM.
9. No sub-letting of rack space.

**DONAHUE ROWING CENTER  
RULES & REGULATIONS**

4-13-93, 5/8/08 Revised

**DOCK RULES**

1. All launching shells will launch from the NORTH end of the dock. Both sides of the dock should be used.
2. All landing shells will land on the SOUTH end of the dock. Both sides of the dock should be used.
3. No oars should be left on the dock at any time. Oar racks should be used when launching and landing.
4. All launching shells will observe a 2 minute limit on the dock from the time the shell is placed in the water to the time that it launches. All landing shells will also

observe a 2 minute limits on the dock from the time that the shell lands to the time that it is lifted from the water. This time limit must be strictly observed during the hours of sunrise to 6:00 am; 7:00 am as to 8:00am; 3:00 pm to 5:00pm; 6:00 pm to sunset.

5. Launching and landing is done on a first come first serve basis. Shells should line up on the ramp and wait their turn to launch. Landing shells should line up off the SOUTH end of the dock and wait to land. During peak times launching shells may use the SOUTH end of the dock as long as there are no shells waiting to land and landing shells may similarly use the NORTH end of the dock. Boats must wait their turn to land even if they are using the NORTH end.
6. Nothing should be left on the dock after launching or landing (i.e. shoes, water bottles, sweatshirts).
7. Launches are allowed to tie only to the center section of the dock and are only allowed to stay for short periods of time (under 5 minutes). Launches are never to be put in the water from the dock. Engines should never be put into the launches from the dock. No launches are allowed to be tied to the dock overnight.
8. All launches should be secured to the shore or launch docks so they do not obstruct shells launching or landing. They preferable should be pulled up on shore.
9. Nothing, except launches, should be left outside of the bays at any time. Launches must be only kept in designated launch storage areas along shoreline.
10. Subject to any other regulations by the Lake Quinsigamond Commission

DONAHUE ROWING CENTER  
RULES & REGULATIONS

**PARKING LOTS & GROUNDS**

1. Trailers must be left in the upper parking lots. Two trailers shall not park across from one another. This is the fire lane.
2. The lower parking lot is reserved for the use cardholders (renters and coaches). All other vehicles (including vans) must be parked in the upper lots. Parking by permit only on race days.
3. No shells shall be stored on the grounds or in the parking lot.
4. Coaches shall instruct parents to drop off and pick up in the boat ramp next door. Parents vehicles are not allowed inside the fence at the DRC.

4/13/1993  
5/8/2008 *Revised*

DONAHUE ROWING CENTER  
GASOLINE STORAGE AND USAGE

1. Gasoline storage, on or within any part of the premises, shall be only within U.S. Coast Guard Approved motorboat portable gasoline containers that are in good condition.
2. All flammable material storage within the boathouse shall only be within OSHA and Shrewsbury Fire Department approved flammable storage cabinets. Gas cans shall never be stored on the floor or any other location.
3. The MAXIMUM amount of gasoline that may be stored in any flammable storage cabinet shall be 30 gallons in Bay 1-6 and 60 gallons Bay 7-10. (Total allowable maximum gasoline storage in Bays 1-6 is 150 gallons; Bays 7-10 is 180 gallons in no more than 3 cabinets.)
4. There shall be NO TRANSFER of gasoline or oil from one container to another anywhere on the premises. Gas tanks must be filled and fuel mixed off the premises.

5. Flammable storage cabinets shall always have doors closed and secured when not actually storing or removing items. If locks are used, duplicate keys must be given to the Director of the Donahue Rowing Center and the Director of Parks & Recreation for periodic cabinet inspections.
6. Small quantities of other miscellaneous flammable materials such as paint, spray cans of lubricants, cleaners, paints, etc., shall be stored only with permission and shall be within cabinets certified for storage of flammables.
7. No other flammable materials shall be stored in any part of the clubhouse except small quantities of cleaning supplies in the Janitor's Room.
8. NO SMOKING is allowed in the boathouse, clubhouse or in the fenced-in premises in general, including the docks.
9. IMPORTANT.....Infraction of any of the above rules and regulations concerning gasoline storage and usage could result in loss of gasoline storage privileges anywhere on the premises.

*11/3/92 Rules & Regulations Approved by the Town of Shrewsbury & Chief, Shrewsbury Fire Department.  
2002 Amended  
3/11/03 amended*

#### DONAHUE ROWING CENTER SUPERVISION OF TEAMS

- Coaches must supervise their teams while on the premises.
- Coaches are responsible for the actions of their rowers in the Quarterdeck.
- Rowers and guests are not to sit on the porch railings.
- Rowers need to be respectful of others near the docks and bays.
- Bags may be left in the Quarterdeck by crews only on race day. Bags should not interfere with the traffic flow of the facility.
- Men's and ladies' facilities must be accessed directly from their outside doors, NOT through the Quarterdeck. Exit from the facilities shall also be from the restroom exits.
- Water bottles should be thrown in proper receptacles. Teams should pick up after themselves.
- When leaving the bays at the end of the day, check to be sure all lights are shut off and water bottles have been thrown away.

- In the early morning, rowers need to talk into their boats so as not to disturb residents who live on the waters edge.
- Vandalism will not be tolerated.
- Last coach on premises must lock up and shut off lights in the bay and clubhouse.

## Special Functions

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

## Other

- Gas tanks must be marked with the school name.
- Unused equipment must not be allowed to accumulate on the outside of the boathouse.
- All parties are referred to DRC general rules & regulations regarding general rules, boathouse, clubhouse, gasoline storage and usage, and dock rules.
- **Bay Captains and coaches are asked to review these rules each season with their rowers and guests.**
- The host school should send a copy of the Donahue Rowing Center Rules & Regulations to the visiting team(s) prior to the race.
- All race schedules must be provided to the Parks and Recreation Department and the Lake Quinsigamond Commission in advance of the season.

*Revised 3/01, 3/11/03*

### DONAHUE ROWING CENTER RULES & REGULATIONS

7-5-94

### BUDGET & FINANCES

#### **INTRODUCTION**

This document is put together as a record of the basic financial thinking that went into the first budget preparation of the Donahue Rowing Center.

#### **BACKGROUND**

The Financial Construction Policy for the Donahue Rowing Center was to build this facility at no or minimal cost to the Town. This was accomplished. Major construction

funds came from the Massachusetts Urban Self-help Program, Irving James Donahue, Jr. and other private sources with minimal cost to the Town of Shrewsbury.

When the Donahue Rowing Center was expanded in 2002, it was again built at no cost to the Town as the addition was transferred to the Town of Shrewsbury as a gift, via the Shrewsbury High School Alumni Association.

The Financial Operation Policy of the Donahue Rowing Center was to have users pay for all short and long term operating and capital costs and to be no major financial burden to the Town of Shrewsbury. The primary source of operating income was to come from rental of rack space by users for the storage of shells, including the town of Shrewsbury at one-half the rack rental rate charged to others per terms of the state grant. Other income may come from rental of THE QUARTERDECK (Club Room), special fund raising programs and events, special gifts, etc.

The rack fees established from the time of initial shell storage on December 5, 1992 to June 30, 1993 was set at \$500.00 per rack for eights and fours, and \$250 for singles. Rack fees for next financial years starting each July 1 will be established by December 31<sup>st</sup> of the preceding year.

#### **LONG RANGE PLANNING WITHIN THE DRC REVOLVING FUND**

A Donahue ROWING CENTER REVOLVING FUND for the operation of the facilities was voted at the 1993 annual town meeting. All rack fees and other income will be paid into this fund and all expenditures will be made from this fund which will be kept as a single accounting entry by the Town Accountant but kept in an itemized BUDGET and RESERVE FOR MAJOR EXPENDITURES form by the Parks & Recreation Director.

#### **FUNDED DEPRECIATION**

Consideration was given to including Funded Depreciation in the yearly budget process which is commonly done in educational institutions, hospitals, Shrewsbury Light Department, etc. If the Donahue Rowing Center is valued at \$1,000,000, with a 40 year life which is commonly required by the IRS, it would have a funded depreciation rate of 2 ½% or \$25,000 per year.

If we added this amount to the Estimated Operating Budget of \$30,000 we would have a total operating budget of \$55,000 per year. In December 1992 there were an expected 42 paying eight-or-equivalent fee paying entities which would make an eight-rack fee of \$1310 for a full year. This would not be a reasonable acceptable fee to charge the potential users in the Central Massachusetts marketplace.

It therefore became important to itemize the projected long-range costs that would normally be included within funded depreciation and determine what costs must be

included. We shall label these items under RESERVE FOR MAJOR EXPENDITURES within the DONAHUE ROWING CENTER REVOLVING FUND with the full knowledge that it constitutes an amount that is less than normally obtained under usual funded depreciation methods.

## DONAHUE ROWING CENTER RULES & REGULATIONS

3-16-93

### **CLUBHOUSE**

1. NO DRINKING of alcoholic beverages will be allowed inside or outside the premises, except special events allowing alcoholic beverages to be served in THE QUARTERDECK (Club Room) may be permitted upon the approval of the DRC ADCOM and the licensing by the Shrewsbury Board of Selectmen if required. (See Alcoholic Beverages section on page 16)
2. Use of the QUARTERDECK (Club Room) shall be subject to the rules, approval and scheduling by the DRC ADCOM.

3. Use of the clubhouse shall be within designated hours of 5 am and 11 pm  
Entrance to locker room and rest room areas by rowers shall be through outside locker room doors only.
4. The proper conduct, as defined by the DRC ADCOM, of all users within the Clubhouse shall be the responsibility of the Bay Captains and the Coaches. Facility users are to keep the premises neat and clean for next users.
5. Crew members awaiting scheduled rowing time shall do so outside of the clubhouse and deck. The same shall apply after rowing unless for a scheduled use of the facility.

**Parks and Recreation Department  
Donahue Rowing Center**

**PLEASE CONTACT OFFICE FOR CURRENT RATES**



**Rack Rentals**

<b>Rack Rate</b>	<b>Per Year</b>	<b>Per month*</b>
8's		
4's on a 8 rack		

Doubles		
Singles		

\* Or any part. Not to exceed yearly rate.

Yearly rate is based on rental period of July 1<sup>st</sup> to June 30<sup>th</sup>.

\$15.00 Electronic card for bay access

Please contact the office for more information at 508-841-8503.

## **Donahue Rowing Center** **Visitor Policy**

Established 5/8/08

1. Any school, organization or individual that wishes to “host” a visiting crew, other than during a scheduled race, must notify and obtain permission from the Parks & Recreation office, in advance, the date, time, and name & contact of the visiting crew club. You will need to wait to for confirmation from the Parks & Recreation office to make sure their visit doesn’t conflict with any other scheduled use at the DRC.
2. An adult member/coach from the home organization must meet the visiting team at the DRC to inform them of the DRC rules and Lake Quinsigamond rules.
3. This policy is for teams or groups coming to use the facility outside of a scheduled race.

4. The use of the DRC is for renters of the facility and their guests only. Any school or club that wishes to use the DRC outside of a scheduled race must have a host team present.