

Boulder Community Rowing
Members Handbook
2013-2014 Season



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Appendix:

- Club Rules (as of handbook publish date. Refer to website version for updates)
- Bylaws
- Programs Document

2013 Contact List

Board of Directors	--	board@boulderrowing.com
Membership Coordinator	Caitlin Crouch	membership@boulderrowing.com
Reservoir Liaison	Alan Ward Mark Venezia	mark@boulderrowing.com
Programs Coordinators	Sweep/General -Dave Kelley Sculling - Caitlin Crouch	Programs@boulderrowing.com sculling@boulderrowing.com
Equipment Reservation Coordinators	Caitlin Crouch (online system)	sculling@boulderrowing.com
	Mark Venezia (sweep boats)	equipment@boulderrowing.com
Equipment Manager	Mark Venezia	equipment@boulderrowing.com
Head Coach	Ala Crocket	HeadCoach@boulderrowing.com
Sculling Certifications	Ala Crockett	HeadCoach@boulderrowing.com
Volunteering	Ted Noyes	volunteer@boulderrowing.com
Treasurer - Finances	Joanne Herrera	treasurer@boulderrowing.com
Mailing List Coordinator	Caitlin Crouch	membership@boulderrowing.com
Merchandise Coordinator		merchandise@boulderrowing.com
Boulder Sprints Committee	Mark Venezia	regatta@boulderrowing.com
Website	Ted Noyes	webmaster@boulderrowing.com

The volunteers listed with make every effort to respond within 48 hours. If you do not receive a response within 48 hours, please forward that same inquiry to a member of the board of directors. The BCR email addresses may be forwarded to another volunteer than listed if needed (such as vacations).

Physical Address:

Boulder Reservoir
5565 N 51st St.
Boulder, CO 80301

Mailing Address:

Boulder Community Rowing
PMB 102
1630-A 30th Street
Boulder, CO 80301

Membership

Registration

Registration for membership and programs for Boulder Community Rowing (referred to as “BCR” and “the Club”) is facilitated through the [Regatta Central](#) website. Members can register by clicking any “Sign-Up” link on our website or by going directly to Regatta Central’s website. (Participants will have to establish a free account with Regatta Central to register.) Once registered, payments can be made using a credit card online or by sending a check directly to BCR. Be sure to save the Regatta Central log-in information because the same account is used for all future registrations.

To find our program and membership offerings from [Regatta Central’s](#) homepage, go to the “Clubs” tab, scroll down to “Boulder Community Rowing” and click “Show Details.”

Membership Year

Our membership year is from April 1 – March 31st. We offer discounted memberships for people who start rowing late in the season (after August 1st and after September 1st) to compensate for the shortened membership year. All memberships need to be renewed at the start of a new membership year, before rowing.

Waivers

Each calendar year, a new set of waivers must be signed before going out on the water or participating in any BCR programs.

There are three waivers:

- 1) USRowing,
- 2) City of Boulder, and
- 3) BCR Swimming Waiver.

All three are located on the BCR homepage under the “Members” tab. There is a magazine rack located inside the shed on the right side. Signed waivers may be left in the designated slot at the top of the rack or mailed to our PO Box. All waivers must be signed before your first row of the season. There are usually blank waivers located in the middle slots of the magazine rack.

Membership Requirement

Membership is required for registration in all programs with the following exceptions. Our Learn to Row, Learn to Scull and Clinics are open to non-members. In the case of the Learn to Row and Learn to Scull programs, we want to give people new to the sport a chance to try it out, before committing to join the Club. To continue rowing with the Club after these introductory courses, membership is required.

Club membership contributes to several different functions within the Club. Membership dues cover payments to the City of Boulder to store our boats at the Reservoir and to use the Reservoir for boating. It also contributes to the maintenance, repairs and purchase of club equipment. Members of BCR receive a Reservoir Pass that grants access to the Reservoir, without paying the daily admission price (\$6.25 per day).

(There are opportunities for guests to row on an occasional basis. Please see the section regarding guests.)

Membership Levels

Individual – This is our general membership that is valid for the full membership year (4/1/2013 – 3/31/2014).

Family Membership – Additional family members can receive a discounted annual membership (first family member pays full price). This membership has the same privileges and is valid for the entire membership year.

Student – This is a full membership option for full-time students. Proof of student status may be required. (Membership year 4/1/2013 – 3/31/2014).

Summer Student – This membership option is available for students who will only row for a limited time in the summer. Membership has full privileges from 6/1/2013 – 9/1/2013. Membership dates may be shifted, based on school schedules. Please contact the Membership Committee to make arrangements.

Late Season- Individual memberships are prorated for rowers who join after August 1st and again after September 1st. This is to account for the shortened membership year. Membership year ends on 3/31/2014.

Coxswain- Coxswain memberships are free of charge for individuals willing to volunteer as a coxswain for 16 program practices. Otherwise, coxswain memberships may be purchased for \$100. Coxswain membership includes a Reservoir Pass.

Membership Benefits

Membership includes access to the Boulder Reservoir; there is no daily entrance fee to the Reservoir (the City entry free for the Reservoir is \$6.25 per day for non-Members). Members also have access to all Club equipment, in accordance with the Club Rules (See Section 2 of Club Rules). Please note that the Club has a tiered system for all sculling equipment. All boats are available to advanced scullers, but only a few shells are novice shells. Reservoir access outside of park hours is contingent on the annual contract. Please contact the Board of Directors for more details. Access to the winter erg training facility may require an additional fee or enrollment in an erg program (see programs document and club updates for details).

Club Mailing List

The Club uses a Google Group mailing list for club-wide correspondence, including important announcements, events and monthly meeting details. All members are automatically added to

the mailing list after registering for membership via Regatta Central. If you have questions about joining the mailing list, please contact the Mailing List Coordinator listed at the front of the handbook. The mailing list address is members@boulderrowing.com. Members will be able to send emails to this address after they have accepted the invitation from Google Groups to join.

Members are free to post to the group mailing list. Please send only rowing-related messages and refrain from sending solicitations for non-rowing ventures. Please keep all correspondence constructive.

Reservoir

Reservoir Access Card

Each member will receive an access card to the Boulder Reservoir. Here is how to get a new card or an old one reactivated:

Returning Members: Passes from last year will be reactivated after registering for a new membership. It usually takes about a week to reactivate a card. Please try to renew your membership with enough lead time before your first row for your card to be reactivated. If a new card is needed, please contact the Reservoir Liaison.

Learn to Row and Learn To Scull Participants: During the program, participants receive a temporary entrance card to the Reservoir to use during the trial period. This card is a paper business-card sized pass with the valid dates written on them. After signing-up for membership, the Reservoir will be notified to issue a card. It usually takes about a week to make, and should be available for pick-up at the front gatehouse. If the front gate does not have a name in the system, please contact the Reservoir Liaison.

New Members: If a member joins the Club without taking one of the introductory programs, then the Reservoir will be notified to issue a card following registration on Regatta Central. It usually takes about a week to process, at which point the card should be available for pick-up at the Reservoir front gate. If the front gate does not have the member's name in the system, please contact the Reservoir Liaison.

For other questions, please contact our Reservoir Liaison.

Reservoir Access Outside of Park Hours

Rowing before park hours is contingent on the club's contract with the City of Boulder. In the early and late part of the season, normal rowing hours fall outside the park's operating time and there is no reservoir patrol boat on the water. Program participants and independent rowers may row before park hours while a BCR contracted coach is on the water in a safety launch. Independent rowers do not need to enroll in a supervised rowing program but there are additional safety procedures to row before park hours. Section 14 of the Club Rules outlines the safety requirements and rules surrounding rowing before park hours for all rowers.

Parking

There is a small parking area located between our boats and the Reservoir's shoreline. To get to the lot, continue on the main road until you pass our boats, located on the left side of the road. Take the next left to head towards the water and the lot will be on the left. To avoid boats and cars from crossing paths (especially on dark mornings), please do not cut through the boat area on the way to the lot. Also, parking is not allowed on the shoulders along the main reservoir road. Overflow parking is located on the south side of the main road, just west of the boats.

Programs

Registration

Registration for membership and programs is facilitated through the [Regatta Central](#) website. Members can register by clicking any “Sign-Up” link on our website or by going directly Regatta Central’s website.

To find our program and membership offerings from [Regatta Central’s](#) homepage, go to the “Clubs” tab, scroll down to Boulder Community Rowing and click “Show Details.”

Some programs have a limited number of spots available. These programs are first-come, first-served and will be based on sign-up through Regatta Central. No emails or verbal indications of interest will be honored. Waiting lists will be managed by the Programs Committee. If a program is full, check to see if there is a program set-up on Regatta Central that is designated as a waitlist for the program of interest (i.e. Sculling Racing Waitlist). If a waitlist exists, sign-up for the waitlist (there is no charge for the waitlist). If seats become available in the program, the Programs Director will transfer members from the waitlist to the program roster, based on the order of registration. If there is no waitlist on Regatta Central, please contact the Program Director.

If you have questions about signing-up, contact the Program Director.

Curriculum, Expectations and Guidelines

Every year, the Programs Committee develops a document that outlines the logistics, curriculum and requirements for each program, which is approved by the Board of Directors. The Program Document is available on our website and provides more information than what is posted on the programs webpage.

Program Coaches

The club will try to keep the website updated with current program coaches and their contact information. If this information is not available, please contact the Head Coach for details about program coaches.

Program Absences

With the exception of the sweep racing program, other programs do not have an attendance policy. For programs without an attendance requirement, it is still important to communicate absences to the coaches so they can plan lineups and boat assignments accordingly. Please do your best to communicate absences with the program coach as soon as possible.

Special Circumstances

If a member is unable to attend a program as-designed (*i.e.* due to work schedules, vacations, etc.), s/he should contact the Programs Coordinator and Treasurer to determine if there are options to modify the program according to the needs of all parties. The Club will do its best to make accommodations for individuals while preserving the integrity of the program and considering the interests of all participants.

Private Lessons

Private and semi-private lessons with BCR coaches are available for both members and non-members. Lessons are scheduled based on rower and coach availability. BCR members have discounted prices compared to non-member lessons. Lessons are 1.5 hours long and the price is per boat. The maximum number of boats allowed in a semi-private lesson is three. Please contact the Head Coach for more information or to schedule a lesson.

Members:

Private-	1x \$70	2x \$80	4x \$120
Semi-private-	1x \$55	2x \$70	4x \$100

Non-members:

Private-	1x \$85	2x \$95	4x \$135
Semi-private-	1x \$70	2x \$85	4x \$115

Racing and Regattas

All BCR members are welcome to attend races throughout the year. There are several Club-sponsored regattas each year both locally and out-of-state. These regattas are open to anyone, regardless of program participation. For these regattas, there will be a point person in the Club that contacts the entire club via the mailing list, with information about how to get involved. Club-sponsored regattas are open to sweep rowers, scullers, novice and experienced rowers. For information about which regattas the club will sponsor, please see the Programs Document. For information about how to get involved, please contact the Programs Committee. The sweep racing program generally has a target regatta each session that is mandatory for all participants. Some of these target regattas also coincide with club-sponsored regattas that are open to all members to participate. However, Racing Program members receive first priority with respect to equipment for target races.

Members are encouraged to race in regattas outside of the racing programs and club-sponsored regattas. Please see the Club Rules regarding the use of club equipment for regattas. For limited-entry regattas, please see the Programs Document regarding the Club's policy for these regattas and guaranteed entries.

For all regattas, travel and accommodations will be the responsibility of each participant. Additional group costs for entry fees, equipment rental, coach travel, etc. will be determined by the group.

Equipment Access

Access to Sweep Equipment

Please see section 2 of the Club Rules regarding access to sweep boats by club members. This section outlines the conditions that must be met to row sweep boats outside of coached programs (i.e. experienced stern pairs, coxswains etc).

Sweep boats cannot be reserved directly through the boat reservation system. Please contact the Head Coach to reserve a sweep boat.

Access to Sculling Equipment

For our members' safety and the safety of BCR's equipment, there is certification process for scullers to take boats out on their own. There are two levels of certification: Level 1 for novice scullers and Level 2 for advanced scullers. Since our sculling equipment is on a replacement rotation to prevent our fleet from aging at the same time, access to sculling equipment is tiered. Level 2 certified scullers have access to all club-owned sculling equipment. Level 1 certified scullers only have access to designated equipment. Club sculling equipment may be used by any level sculler while under the direct supervision of a BCR coach.

Level 1 Certification:

- Rower has demonstrated understanding of basic boat-handling skills.
- Rower is able to carry the boat and oars down to the water on own either overhead, on shoulder, or with dolly.
- Rower is able to demonstrate awareness of personal safety and safety of other boats/people on the water.
- Rower has demonstrated basic boat-handling skills on the water, including rowing, backing, turning in place, launching, docking, stopping quickly, and looking over the shoulder to steer.
- Rower has performed a "flip test" with a BCR coach present. Must demonstrate ability to either get back into boat or swim to shore using the boat as a flotation device.
- Rower has attested to acknowledgement and understanding of the risk involved in participation in a water sport and unsupervised use of BCR equipment. Rower has been instructed to carry a PFD for safety.
- Rower has demonstrated an understanding of safe and unsafe water, weather, and wind conditions. Knows traffic pattern and best ways to handle large wakes from speedboats. Understands merit of staying close to shore and uses good judgment about when to get off the water.

Level 2 Certification

- Must have steered 30 certified laps in another sculling boat
- Must have additional coach permission

For certification, please contact the Head Coach to arrange a certification test. Certification can be completed during sculling programs if the member is already participating in one. A small fee may be charged to cover the cost of the coach's time if outside of a regularly scheduled program.

Level 1 Equipment	Level 2 Equipment
David Dodrill (1x)	Halcyon (1x)
Lulu Rubini (1x)	Heat Wave (1x)
Tink (1x)	Irene Ann (1x)
Dilg (2x)	New Sky (1x)
	Unnamed White Peinert (1x)
	Hudson Lightweight (2x)
	Hudson Midweight (2x)
	Hudson Midweight (2x/-)
	Hudson Lightweight (2x/-)

Current as of handbook publish date

Reserving Sculling Equipment

The club uses an online reservation system for members to reserve sculling equipment. Members will be given access to reserve boats based on their certification level. Once a member becomes certified, please email the Reservation System Coordinator (with Certification Coach cc'd) and ask them for access. There is a video screencast tutorial about the reservation system available at: <http://boulderrowing.com/2011/boat-reservation-system-tutorial/>. A link to the reservation system and tutorial is located on the right side of the club's homepage.

Reserving Equipment for a regatta?

Per the Section 2 of the Club Rules, members can reserve equipment for regattas (home or away). Equipment requests must be submitted to the Equipment Manager at least 3 weeks before the regatta. See Club Rules for more details.

Equipment Damage

Report all equipment damage to the Equipment Manager. Tie a piece of “Caution” tape to the equipment so others know not to use it. Do not assume that others have reported the damage. Refer to Section 4 of the Club Rules for more details.

Private Equipment

In accordance with Section 2 of the club rules, privately-owned equipment (boats, oars etc.) may not be used without the explicit permission from the owner. Private equipment may be stored on BCR racks, based on space availability. They must be privately insured. Please contact the Equipment Manager for more information about storage options.

BCR Equipment Reminders

Sections 3 and 5 of the Club Rules list general rules regarding equipment use and care. In addition to the club rules, here are some friendly reminders:

All Boats, Oars, and Miscellaneous Equipment:

Please make sure that boats are properly strapped to the rack. If the boat can move or shift with the strap on it, then it's not tight enough. Make sure that the two sides of the strap are parallel to each and close to together. If you have any questions about whether the strap is properly secured, please ask a coach.

In an effort to try to preserve the oar handles from future UV damage, please place all oar handles facing the water (north) and the blades closer to the hill.

All boats are stored with the stern pointed towards the hill.

Before leaving, please police our area. Any water bottles should be recycled and trash placed in the trashcan at the top of the hill or on the way to the docks, not left in the shed. Forgotten clothing can be placed in the shed temporarily (1 week).

Due to the mice problems in the past (they love to chew on old clothes, power food wrappers, and even used water bottle tops), please do not leave personal items in the shed for your next row. Any personal items left for 1 week will be donated to charity or discarded.

Make sure the BCR shed is locked before leaving. If any ergs were used, make sure they are put away and the Colorado Junior Crew (CJC) shed is locked.

Launches

Wind and waves at Boulder Reservoir are quick to flip, swamp, or carry off our launches. The launches should be pulled onto a pallet and strapped down with a cinder block on each side of the hull. If the launch has an anchor, toss it out onto the sand as added security or tie the launch to something solid.

Gas is kept in the flammable cabinet located in between the 2x's and 4's, along with paint and other chemicals. If you're about to carry down the gas tank for a coach and it feels light or is 1/4 tank or lower, let the coach fill it up.

Sculling

Sculling oars are stored on the small rack adjacent to the shed. Check to make sure the oars are secured with bungee cords after each session.

1x oars have 1 strip of colored electrical tape on the shaft between the handle and the sleeve. The Tink and Irene Ann have oars rigged specifically for those boats.

2x oars have 2 strips of colored electrical tape on the shaft between the handle and the sleeve. Please keep these sets together. Contact the Head Coach with any questions.

Do not leave stroke coaches inside the boats. Please return them to the plastic bin on the shelf in the shed after use.

Sweep Specific

All the sweep oars are rigged for an 8+. If you want to use a set for the 4's, place a clam on the collar of the oar on the blade side to easily change the rigging to a 4+. There are additional clams in the shed in the wire shelves marked "oars/oarlocks." Put the clams back in the shed after use.

If using the oars for a 2-, use 2 clams on each oar to adjust the rigging.

Cox boxes are kept on the left wall inside the shed. Be sure to turn them off and plug them in after each practice.

Finances

Payments

Membership and program fees can be paid by credit card, check or cash. Payments are due by the program's start date. Credit card transactions are handled through Regatta Central during the registration process. If you decide not to pay at the time of registration, but would like to pay by credit card at a later date, sign onto your Regatta Central account and click "View Details" in the Registrations box on the home screen. There will be a prompt at the bottom of the screen to pay any outstanding balances. Be sure to check the balance due located directly above the Payment Method box (after the list of Credits & Adjustments). Regatta Central will charge the full amount of the balance due. If you believe that the balance is not up-to-date (such as a check dropped in the shed has not been applied against your Regatta Central account), please contact the Treasurer and do not proceed.

Checks can either be mailed to the Club's PO box or left in the locked mailbox located inside the shed.

The Club's PO Box is:

Boulder Community Rowing
PMB 102
1630-A 30th Street
Boulder, CO 80301

Payment Plans

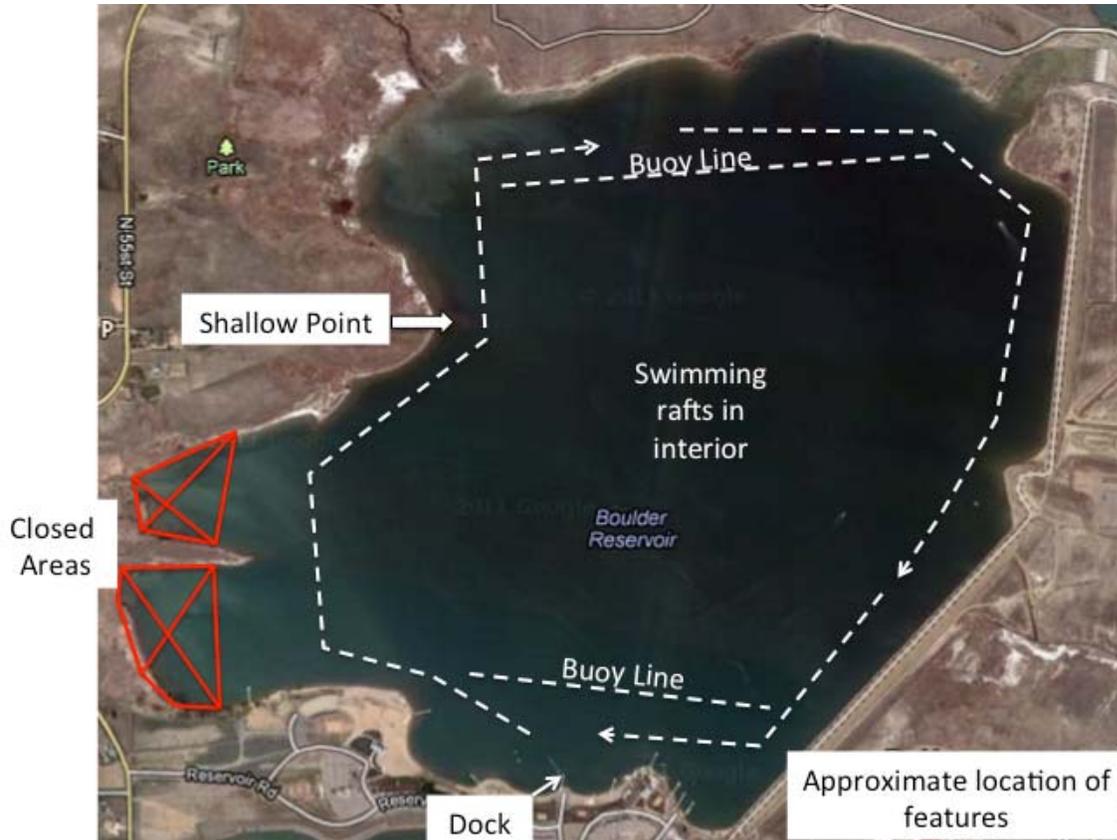
Payment plans are available for paying club dues in payments over time. Please contact the Treasurer to make arrangements.

Refunds Issued or Returned Checks

For any returned checks, the member will be responsible for any bank fees plus a \$5 administrative fee. Any refunds will be also be subjected to a \$5 administrative fee.

Rowing on Boulder Reservoir

Traffic Pattern



The traffic pattern for rowing shells is clockwise. Powerboats follow a counter clockwise pattern to the inside (towards the interior of the Reservoir) of non-motorized boats. Upon launching from the dock, boats are to head towards the western shore, staying on the outside (shore side) of the bouys. The areas in red indicate a wildlife area that is closed to all boats. Boats are not to cross the bouy line that indicates the boundary of the wildlife protection area. Along the western shore, there is a shallow point that must be avoided, especially as the water level drops later in the season. Be sure to give ample distance when turning the corner to continue towards the north shore. The bouy line along the north shore indicates a no wake zone. Rowing boats are to stay on the outside of the bouy line (shore side) and motorboats are supposed to stay on the inside. Along the eastern rock wall, there is no designation between wake and no-wake zones. Rowing shells should stay close enough to the rock wall to discourage motor boats from cutting between them and the dam but not too close in the case of westerly winds or wakes. Along the southern shore, there is another bouy line indicating a no-wake zone. Rowing boats are to stay on the south side of the bouy line. There are swimming docks anchored in the interior of the Reservoir that must also be avoided.

No Wake Times

The Reservoir designates regular no-wake hours on the Reservoir. Please see the Reservoir's website for the most up-to-date schedule. On the Reservoir's website, no-wake hours are listed under the "Boat Permits" tab from the menu on left.

Restricted Access

Boating on the Reservoir is restricted or not allowed during large events. Please refer to the Reservoir's website for the current schedule on the "Hours and Fees" tab.

Boating Conditions

Weather can change extremely quickly along the Front Range. Err on the side of caution during marginal weather, especially when rowing without an accompanying launch. Sections 8 and 9 of the Club Rules outline the boating conditions that must be met before rowing.

Volunteer for Committees

Boulder Community Rowing has several committees that are the workhorses of the club. Committees are open to any member who wishes to join and members can join at anytime. To join, indicate your interest in committee or volunteer activity when you register for club membership on Regatta Central, contact any committee coordinator listed at the beginning of the Member's Handbook, or contact the Board directly. The following list outlines longstanding committees and general committee responsibilities.

- Marketing Committee
 - Organize recruitment of new members
 - Design and print flyers with club info
 - Organize a booth at the Boulder Creek Fest. Organize volunteers to set-up, staff, and tear down the booth.

- Volunteer Committee
 - Work with head coach to coordinate volunteers work parties
 - Organize crews to help complete Reservoir volunteer hours (special event volunteers, clean-up)

- Equipment Committee
 - Work with the Head Coach to maintain, acquire and sell equipment.
 - Equipment Committee and Volunteer Coordinator will work together to plan and execute work parties

- Membership Committee
 - Update and publish an annual Member's Handbook
 - Be a point of contact for members
 - Plan membership social events
 - Facilitate sending out welcome information to members as they join (send out info about the handbook, waivers and establish a point of contact for all members)
 - Ensure that every member signs liability waivers (collect waivers at the reservoir and cross reference it with the membership lists)

- Boulder Sprints Committee
 - Help with the planning and execution of the 2013 Boulder Sprints
 - The committee will be in charge of volunteer coordination, food/drinks at event, regatta merchandise design and sales, program development, equipment coordination, BCR entries and more

- Development committee
 - Help raise money for infrastructure improvements (purchase and turnover of

- equipment)
- Corporate sponsorship recruitment

Volunteer Activities

There are volunteer activities for members who do not want to commit to a committee. Information will be sent through the email list about work parties, Learn to Row programs, reservoir clean-up days, and opportunities to help staff events at the reservoir, to name a few. If you're anxious to get involved, please contact the board or Volunteer Coordinator to get started.

Board of Directors/Club Meetings

The Board of Directors meets once a month to discuss Club matters. Club members are encouraged to attend. The first half hour of the meeting is a closed session that is limited to board members. Club members are welcome to join at the start of the open session. Meeting times and location are posted on the Club's homepage. Meeting minutes are also posted to the website. The agenda is consistent from month to month and includes updates from all BCR committees. The Board will do its best to communicate any major discussion points or votes to membership in advance. The beginning of each open session period has a Member Open section where club members are welcome to discuss topics that are not on the agenda.

Uniforms and Merchandise

BCR has designed team uniforms and other rowing clothing that is available to all members. The Club keeps some merchandise in stock and others are ordered periodically. Please see the website for information about current club gear and contact the Merchandise Coordinator for more information.

Guests

There are three options for guests to row with BCR.

1. Row as a guest with the Experienced Sweep program. Guests may row with the experienced program for \$16 per day. This includes the cost of Reservoir admission. Sweep rowers must have at least one year of rowing experience, sign all waivers and notify the club before coming. There is a limit of 8 guest rows, per person, with the program per calendar year. Please contact the Program Director to arrange a guest row.
2. Row with another BCR member. Guests can row with another BCR member as a sponsor. The cost is \$10 per row, with a limit of 3 per guest per calendar year. All waivers must be signed before rowing. Guests are responsible for the cost of Reservoir admission.
3. Take a private lesson. Non-members are welcome to take private lessons with BCR coaches.

Please refer to Club Rules and the Programs document for more details. Per our contract with the City of Boulder, guests are not allowed access before park hours, unless they are participating in a BCR program or private lesson.