

REGINA ROWING CLUB

2011 – 2012 MEMBERSHIP HANDBOOK

WELCOME TO THE REGINA ROWING CLUB!

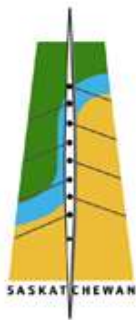
Whether you are a new member just joining our Club, an established rower renewing your membership, a parent of a rower, or a learn-to-row participant trying out our sport, we hope this handbook will answer your questions about the Regina Rowing Club (RRC).

We also invite you to visit our website at www.reginarowing.com. Members are encouraged to visit the website often for regularly updated information in the special members-only section of the website.

The RRC continues to grow and thrive with the assistance of volunteers, rowers and non-rowers alike. We welcome, encourage and need the involvement of parents, family, and friends of rowers who want to help the Club function for everyone's benefit.

If you would like to help the Club by volunteering your time, skills, and talents, or if you have any questions about the material in this handbook, please refer to the Club Directory on our website for the names of people who will gladly answer your questions. Parents of junior rowers are particularly encouraged to be actively involved in the Club by helping at regattas, with fundraising, as drivers, or as chaperones.

All members are encouraged to visit the website regularly for current information, read notices posted at the boathouse, and watch for Club emails at the address you provide on your membership form. While the RRC Executive will do its best to keep you informed, it is the responsibility of each member to take the initiative to stay informed about the events and activities of the Club, whether they relate to fundraising, regatta schedules or practice times. This is your Club!



In addition to membership fees and fundraising, funding for rowing in Saskatchewan is sponsored in part by Saskatchewan Lotteries.



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Section 1: MEMBERSHIP CATEGORIES AND PROGRAMS

The Regina Rowing Club has a proud history of developing regional, national, and international rowers. We recognize that to get to the top, you must first learn the basics. As such, the RRC offers programs to suit rowers of all abilities – from the beginner who has never been in a boat, to the Club level athlete training for regional competition, to the athlete aspiring to Canada's National Rowing Teams.

The Club offers six membership categories:

- Competitive
- Non-Competitive
- Learn-to-Row
- High School
- Fall / Winter
- Associate

The RRC is utilizing a Skills Assessment tool to evaluate each member's rowing ability. The Skills Assessment is intended to help coaches ensure that new members and less experienced rowers have the skill, ability and knowledge to safely handle equipment, navigate the lake, and respond appropriately in emergency situations. Members who successfully complete the Skills Assessment may row independently of coached program.

The Competitive and Non-Competitive categories offer multiple programs. A brief description of all membership and program options follows. For more information on each, please contact the RRC Program Coordinator, Karen Hamelin.

COMPETITIVE MEMBERSHIP

Competitive Memberships are for rowers who want to compete at local, regional and/or national regattas. Crews are formed by coaches based on a variety of factors, including a rower's age, weight (lightweight or heavyweight), ability, fitness level, goals, and commitment. The competitive racing categories (age as of December 31, 2010) are:

- Competitive Novice Men & Women (some regional events only)
- Under 17 Men & Women (*formerly Junior B*)
- Under 19 Men & Women (*formerly Junior A*)
- Under 23 Men & Women
- Lightweight Men & Women (under 160 lbs. for men, 130 lbs. for women)
- Senior Open Men and Women
- Masters Men & Women (21 and older)

NON-COMPETITIVE MEMBERSHIPS

INDEPENDENT PROGRAMME (SENIORS AND MASTERS AGES)

The Independent Programme is for individuals with advanced rowing skills who are 19 year of age or older. This programme is for members who have extensive competitive experience and/or have successfully completed the Skills Assessment and are able to row independently of a coached program.

NOVICE PROGRAMME

The Novice Programme is for new members, 19 years of age or older, who have completed the Learn-to-Row and those who have yet to develop the skills to row in the Independent Programme. The Non-Competitive Novice Programme is coached on a full-time basis by the New Members Coach. A Skills Assessment determines whether an individual is sufficiently prepared to advance from this programme into other programmes. The Novice Programme runs from May until the end of August. Rowers in this programme can choose to compete if they upgrade to a Competitive membership. Rowers may choose to participate in the Novice Programme even after successfully completing the Skills Assessment.

LEARN-TO-ROW MEMBERSHIP (LTR)

LTR is for individuals with no previous rowing experience. Participants learn basic rowing techniques and terminology over three days (eight hours total). Classes begin in May. Please call the Club for specific times. All new members must complete the LTR before they can join the Club. Snug-fitting exercise clothing (tights, bicycle shorts) is recommended. Participants are encouraged to join the Novice Programme after completing their LTR classes.

Learn-to-Row classes are run over a Wednesday evening (2 hours), a Thursday evening (2 hours) and a Saturday morning (4 hours). The 2011 Learn-to-Row sessions are scheduled for:

Learn to Row #1 – May 4, 5, & 7

Learn to Row #2 – May 11, 12, & 14

Learn to Row #3 – May 25, 26, & 28

Learn to Row #4 – June 1, 2, & 4

Learn to Row #5 – June 15, 16, & 18

Learn to Row #6 – July 6, 7, & 9

To register or obtain more information contact the New Members Coach or the Club Manager.

HIGH SCHOOL MEMBERSHIP

This membership category is for high school students with little or no previous rowing experience. High School rowing runs from early May until the end of June. Athletes in this programme may choose to finish rowing at the end of June or upgrade to a Competitive Membership.

FALL / WINTER MEMBERSHIP

Fall membership is available to rowers who have successfully completed the Skills Assessment. Fall memberships run from September 1 through March 31. Winter membership is available to individuals who begin rowing after the on-water season. Winter memberships expire on March 31.

ASSOCIATE MEMBERSHIP

Associate members are registered with the Saskatchewan Rowing Association and Rowing Canada Aviron to provide insurance coverage for volunteers and to facilitate the flow of information. There is no cost to register as an Associate. Parents of junior rowers are strongly encouraged to register as Associates.

Section 2: CLUB FEES

MEMBERSHIP TYPE	FEE	FUNDRAISING COMMITMENT <i>(Fundraising cheques are post-dated \$50 cheques, payable to the Regina Rowing Club, and are required at the time of registration.)</i>
Competitive membership:		
1. Individual	\$550	6 fundraising cheques
2. Family with 2 members	\$1000	6 fundraising cheques per member
3. Family with 3 or more members	\$1400	6 fundraising cheques per member
Non-Competitive membership	\$400	6 fundraising cheques
Learn-to-Row membership (3 LTR sessions – 8 hours)	\$150	No fundraising cheques
High School membership	\$130	2 volunteer shifts at the Western Canada Sprints Regatta (boat holders). No fundraising cheques
Fall membership (Available to rowers who successfully complete Skills Assessment)	\$200	2 fundraising cheques
Winter membership	\$120 or \$30/month	No fundraising cheques
Associate membership (No on-water privileges)	No fee	No fundraising cheques
Guests (For experienced oarspersons only. First on-water row is free. Participant must sign waiver and complete registration form. One week of rowing with no boat reservation privileges.)	\$50	No fundraising cheques

Fee Notes:

1. Please carefully review the Fundraising section for details on fundraising requirements.
2. All members (excluding High School, Associate, Winter, and Life members) must provide the required post-dated fundraising cheques at the time of registration. Fundraising cheques are \$50 in value and should be made out to the Regina Rowing Club. Cheques must be post-dated for the first day of each month as follows:
 - Competitive & Non-Competitive: Post-dated for the first days of September, October, November, December, January, and February.
 - Fall: Post-dated for the first days of November and December
3. All members attending an out-of-town regatta will be assessed additional fees to offset all direct costs of the Club of attending the regatta. These costs may include but are not limited to entry fees, boat transportation and/or rental, and coaches' travel expenses. In addition, junior-aged rowers will also be required to offset chaperone costs. All fees will be determined by the Club Manager, in consultation with the Programme Coordinator, before every out-of-town regatta. Fees must be paid in advance of the regatta.
4. Non-Competitive, Learn-to-Row and High School memberships may not compete in any regatta including the Western Canada Sprints Regatta held in Regina at the beginning of June. These members may upgrade at any point in the season to a competitive membership by paying the fee difference including fundraising obligations.
5. Learn-to-Row and High School participants may apply their fee towards a Competitive or Non-Competitive membership, provided that they join the Club the same year in which they complete the Learn-to-Row or High School programme.
6. Membership fees may only be refunded for health reasons. A doctor's certificate may be required.
7. Boat storage of private boats is subject to availability. Boat storage is at the owner's risk, as Club insurance does not cover private boats. Annual boat storage fees cover the period from April 1st to March 31st. Fees will not be prorated if the boat is removed from or brought into the boathouse anytime during this period. Annual storage fee for members is \$200. Annual storage fee for non-members is \$300. Members have priority over non-members.

Section 3: MEMBER PRIVILEGES

Members of the Regina Rowing Club are entitled to the following:

1. Opportunities to develop fitness and build incredible friendships.
2. Membership in Rowing Canada Aviron (RCA) and the Saskatchewan Rowing Association (SRA). Portions of registration fees are directed to these associations on your behalf.
3. Use of RRC equipment, at the discretion of Club coaches or staff and based on individual skill and ability.
4. Instruction and coaching.
5. Year-round access to the training facility.
6. Opportunities to compete for the RRC in local and out-of-town regattas (depending on membership type).
7. Eligibility for funding assistance from SRA. This includes athlete assistance for travel to RCA National Rowing Championships and certain coaching and officials courses.
8. Voting rights at RRC and SRA general meetings and eligibility to run for office at the provincial and local levels.
9. General liability insurance through RCA.
10. Opportunities to attend RRC social events throughout the year.
11. Associate members are entitled to participate in non-rowing activities such as coaching, board membership and socials. Associates are registered members of the RRC as well as the provincial and national associations (SRA and RCA), and as such receive voting privileges. All volunteers with the Club are encouraged to register in this category.

Section 4: MEMBERSHIP RESPONSIBILITIES

- Members of the Regina Rowing Club are required to observe the following duties and regulations:
 - Only members in good standing shall be allowed Club privileges. Renewing members with outstanding fundraising commitments shall not be considered members in good standing and shall be required to fulfill their outstanding fundraising commitment before participating.
 - Prior to going on the water, all participants must sign a waiver, complete registration forms, pay membership dues, and submit the required fundraising cheques.
 - Wet launching is not permitted on Wascana Lake.
- Equipment use is at the discretion of Club coaches and staff. Equipment privileges will be afforded to individuals and crews based on:
 - Experience and technical ability, including Skills Assessment;
 - Availability of equipment;
 - Programme priorities;
 - Commitment to a programme at the Regina Rowing Club; and,
 - Other factors that may be pertinent to the individual's or crew's situation.
- No person shall use Club oars or boats, including Club singles, unless authorized by the Club coaches or staff. The boats to be used in specific programmes will be determined by the Club coaches and staff, and will be posted at the boathouse. All equipment must be reserved using the sign-out board posted at the boathouse.
- Oars have been specifically designated to boats and/or crews; the use of designated oars is required unless directed otherwise by the Club coaches, staff or the Facilities & Equipment Coordinator.
- Use of privately owned boats is at the prerogative of the owners; unauthorized use is prohibited.
- Suspension of membership or equipment privileges, as determined by the RRC Board of Directors, may occur due to:
 - Non-maintenance or abuse of equipment
 - Abuse of membership regulations
 - Other factors that are not in the best interest of the RRC
- All individuals and crews are required to clean and maintain Club equipment and facilities.
- No horseplay will be tolerated in the boathouse or around equipment.
- Bicycles or other personal equipment cannot be stored in the boathouse without prior authorization by the coaches, staff, or Facilities & Equipment Coordinator.
- Unsportsmanlike behaviour and/or use of profane language are not permitted around the boathouse or dock, on the lake, or at any RRC event.
- All equipment damage shall be reported immediately to a coach, Club Manager or equipment manager, and noted on the equipment repair board.
- Like most non-profit organizations, our Club relies heavily on the volunteer efforts of our members to survive and grow. It is a condition of membership to contribute volunteer time. Volunteering keeps the membership fees down and makes programmes available to all Club members. Please make the effort to help out when you are asked and offer your time even when not asked.

Section 5: FUNDRAISING

The following guidelines provide RRC members with the information they need in order to plan to fulfill their individual fundraising responsibilities throughout the rowing year. Every RRC member should understand the importance of both volunteerism and fundraising to our Club – without both there will be no Club!

Each member pledges fundraising cheques against their promise to meet their fundraising obligations as outlined on the following pages. Just as important as scheduled fundraising events are the uncountable day-to-day tasks that require many hands and shared talents to keep the Club functioning for every member's enjoyment and benefit. Build Club spirit by pitching in when asked or by stepping up to offer help when you see something that needs to be done – whether it's sweeping a dock or a floor, cleaning up around the boathouse, or helping someone carry a boat. We are all responsible to each other to make our Club the best that it can be!

HOW FUNDRAISING WORKS

The fundraising year is consistent with the Club registration year (ie: April 1 to March 31). Each RRC member must provide the required post-dated fundraising cheques when they register, in the amounts and dated as outlined in the Club Fees section. Members who do not submit the appropriate fundraising cheques will not be considered members-in-good-standing and will not be allowed Club privileges. Members are required to fulfill their fundraising obligations (see below) and are encouraged to participate in other fundraising and volunteer opportunities throughout the year (see below). Fundraising cheques are cancelled once fundraising obligations are complete.

The Executive recognizes that it may be challenging for some members who are away for part of the year to fulfill their fundraising obligations. Members in this situation are expected to participate in fundraising events early in the season and to involve parents or designate someone who can work in their place to help them fulfill their commitment. Please contact the Fundraising Coordinator early in the year to discuss options. Fundraising cheques are held by the Treasurer who cashes them only when informed to do so by the Board of Directors.

Members who join in the middle of the rowing season are not required to complete fundraising commitments that occur prior to their registration dates.

FULFILLING YOUR FUNDRAISING COMMITMENT

The following information outlines fundraising responsibilities.

Fundraising is vital to the operation of the Club and is only effective if all Club members participate. To this end, each member pledges fundraising cheques against their promise to fulfill their fundraising obligations:

- Members pledging six fundraising cheques are required to complete four (4) firewood deliveries, one (1) shift at the Cathedral Village Arts Festival (CVAF), assist with coaching as described later in this section, and serve on a club committee
- Members pledging two fundraising cheques are required to complete two (2) firewood deliveries.

It is the responsibility of each member to fulfill their fundraising obligations, either in person or through a substitute. The Executive will make every effort to publicize fundraising events (CVAF & Firewood Schedules) by email and through postings at the boathouse. It is up to members to stay informed about fundraising events.

Firewood Delivery

All members who are required to provide fundraising cheques **must participate** in firewood deliveries. Members with Competitive or Non-Competitive memberships must participate on a fall firewood delivery team and deliver a minimum of four (4) deliveries. Fall members must deliver a minimum of two (2) firewood deliveries. Students leaving the city in the fall must recruit a parent, friend, or other Club member to substitute for them to complete their four firewood deliveries. Members who do not show up for a scheduled wood delivery shift and do not arrange for someone else to take their place will have fundraising cheques cashed. It is each member's responsibility to notify the Firewood Coordinator about shift substitutions. Each member will be scheduled for four deliveries as part of a team. Additional delivery opportunities are usually available.

Cathedral Village Arts Festival Beer Gardens (May 26, 27, & 28, 2011)

All members, or a designate, must work one (1) shift at the Cathedral Village Arts Festival Beer Gardens. Only members over 19 years of age may work at this function. Those members under the age of 19 must find a designate (parent, family member, friend) to work in their place, or, with the prior agreement of the Fundraising Coordinator, may participate in another equivalent activity during the year.

Coaching

Volunteer coaching is required of all members. Members may either assist the New Members Coach with a Learn-to-Row session (3 classes), the Novice Programme, the High School Programme or with another programme in order to fulfill this commitment.

Western Canada Sprints Regatta (June 11, 2011)

All members are expected to volunteer at Sprints, or find a substitute, for a minimum of one (1) shift (four hours). In order to have a successful regatta, all members are encouraged to help out as much as possible.

Service on a Club Committee

In order to spread the administrative and facilities workload across the membership, all members are required to serve on (1) club committee. A sign-up sheet will be available on Registration Day.

Board of Directors (Regina Rowing Club or Saskatchewan Rowing Association)

The work required to fulfill Board duties will be recognized as a substitution for two (2) fundraising obligations per Board member; however, this work may not be substituted for firewood deliveries.

Other

Fundraising credits will be determined at the discretion of the Club Executive as required throughout the year as other fundraising projects are identified.

Unique fundraising projects that may arise throughout the year will be presented to the membership to determine if there is enough support to complete the project successfully. Funds raised through this process will be designated for specific capital acquisitions, which will be detailed to the membership.

If there is insufficient support from general membership, the opportunity will be offered to individual members or groups of members to complete the project in the name of the Club. These individuals may then use the funds raised to offset their personal rowing expenses. If no group is willing to complete the project it will be declined.

Tracking Individual Fundraising Work

Competitive, Non-Competitive and Fall members shall each maintain a personal Fundraising Log. Fundraising Logs are available at registration and may be downloaded from the club website.

It is the responsibility of each member to use the Fundraising Log to track their personal fundraising activity during the year (April 1 – March 31) and submit the Fundraising Log to the Fundraising Coordinator by December 1st of each year.

When a member participates in a fundraising event, the member is responsible for obtaining a signature from an authorized individual. Authorized individuals are members of the Board, firewood crew captains, the Club Manager or other individuals designated by the Fundraising Director.

Members who lose their Fundraising Log should contact the Fundraising Coordinator.

If a member's fundraising obligations have been fulfilled then all fundraising cheques will be destroyed. In the event that a member does not complete the required obligations the member's cheques will be cashed as detailed below.

For members pledging six (6) cheques, their cheques will be forfeited as follows:

- If the member only completes 2 fundraising obligations then 6 cheques will be cashed.
- If the member only completes 3 fundraising obligations then 5 cheques will be cashed.
- If the member only completes 4 fundraising obligations then 4 cheques will be cashed.
- If the member only completes 5 fundraising obligations then 3 cheques will be cashed.
- If the member only completes 6 fundraising obligations then 2 cheques will be cashed.
- If the member completes all 7 fundraising obligations then 0 cheques will be cashed.

For members pledging two cheques, both cheques will be cashed if the member does not complete two (2) firewood deliveries.

Section 6: REGATTA LOGISTICS

Travel Information

The RRC hosts the annual Western Canada Sprints in Regina. All other regattas are out of town. Consequently, competitive rowers may travel on many weekends from the end of May to October. Information on race schedules, travel, and accommodation for specific regattas is posted at the boathouse and distributed by email prior to the event; however, the following general information applies to all regattas we attend.

Costs

See Fees Notes in the Club Fees section.

Transportation

Members are responsible for their own transportation to and from regattas. Many choose to organize carpools among themselves; however, involvement by parents of rowers under the age of 18 is mandatory to ensure the safety and well-being of each participant. Parents of junior members are responsible for the transportation arrangements of their son/daughter. The Parent Coordinator will assist in coordinating arrangements for junior members.

Accommodation

Members are responsible for arranging and paying for the cost of their own accommodation. Members may choose to stay with friends and relatives, camp, or stay in hotels. While the RRC may reserve a block of rooms in a hotel close to the regatta site, it is each member's responsibility to confirm their own reservation with the hotel and to pay their own cost of accommodations.

Chaperones

All junior-aged members (under 18) must be chaperoned by a parent or responsible adult at out-of-town regattas. Parents, if they wish, may designate another parent to be responsible for their child. The Parent Coordinator is available to assist parents in this area.

Regatta Rules

The following rules pertain to athletes competing for the RRC:

- Only members in good standing with the RRC will be allowed to compete.
- Members must act as good ambassadors of the RRC.
- RRC members under the legal drinking age (in Saskatchewan) will not be allowed to drink alcoholic beverages. A code of conduct will be outlined by coaches.
- Inappropriate behaviour will not be tolerated, will be dealt with by the RRC's Board of Directors and may result in suspension or loss of membership privileges.
- Regatta expenses must be paid prior to regatta departure.
- Individuals in a crew are responsible for scratch fees, in addition to entry fees, that result from a race that they enter but do not race. Scratch fees vary by regatta.
- Members must be in attendance at all boat loading and unloading unless special permission is arranged with the coach prior to the regatta.
- Junior members may not leave regatta site without their coach's permission.
- RRC racing uniform must be worn when competing.

Section 7: SAFETY REGULATIONS

Safety regulations have been developed by the RRC in association with the Saskatchewan Rowing Association and Rowing Canada Aviron to foster a safe environment for our members. It is a condition of membership that they are followed. These regulations were designed by rowers, for rowers, to minimize the inherent risks of participating in a water sport. All participants must sign a waiver prior to engaging in any Club activity.

Boats

- Crews must sign out on the Safety Board in the boathouse prior to launching and must remove their name upon completion of their row.
- Personal flotation devices must be either in the rowing boat or in the on-water coach boat in sufficient numbers for the largest crew on water.
- No crew may row alone. Two boats must be on the water at all times – either two rowing shells or a shell and a coach boat.
- Junior members must have authorized adult supervision when they are using Club equipment.
- Coxswains and/or bow seats must carry a whistle while on the water.
- Members who have not successfully completed the Skills Assessment must be supervised by a coach while rowing.

Environmental Conditions

- Rowing is permitted during daylight hours only.
- Rowing is prohibited in unsafe weather conditions (high wind, fog, extreme temperatures, etc.) as determined by the coach/staff person.
- Cold water rules may be posted at the boathouse and placed in effect during early spring and late fall.

Flow Pattern

- A map of the flow pattern is posted at the boathouse.
- Rowing behind the islands is prohibited unless permission is obtained from both a RRC coach and a Canoe Club coach.
- Crews docking have priority over crews launching.
- Crews stopping at either end of the lake must be well clear of traffic.
- Slower or stopped crews shall yield and give way to faster crews.

Safety/Coach Boats

- Anyone operating a motorized vessel on the water must have a Boat Operator's License as required by Transport Canada.
- Safety/coach boats may be used only by RRC coaches. Other members may use these boats if permission is obtained from a coach or the Club Manager, or in an emergency situation.
- Crews must ensure that a safety/coach boat is on the water or at the water's edge (with a full gas tank and life jackets) before rowing.
- The driver and all passengers in safety/coach boat must wear a properly fastened personal flotation device.

- Coach boat operators shall minimize their swells when either passing or being passed by other crews.

Swim Test

- Junior athletes must participate in a swim test. Senior and Masters Members are encouraged, but not required, to participate in the swim test.
- Members who are unable to complete the swim test are required to take a lifejacket in the boat with them whenever they row.

Other

- All members will participate in an annual review of safety policies.
- Properly stocked first aid kits must be placed in each coach/safety boat as well as in the boathouse.
- Safety rules must be monitored by all members, especially by the coaches and Board members.
- Members not adhering to RRC rules will be reported to the RRC Board of Directors for disciplinary action which may include loss of Club privileges.
- All adult rowers must sign a waiver before going on the water.
- All rowers under 18 years of age must have a signed Parental Consent Form before going on the water.