



Oxford Boathouse  
Woodbridge, VA



# **Operating Procedures and Guidelines**

## **Septemberne 2024**

*There is no "I" in competitive rowing, no most valuable player. Every rower has a part and is equal in every respect to the others. If one rower is off, the whole boat suffers. A rower has to execute each part of the stroke with exact precision and composure in synch with the others, every movement as fluid and as smooth as possible. These abilities require not only years of training to master, but a great deal of concentration and physical ability.*

*Physiologically, rowers are superb examples of excellent conditioning. They have to be. Few sports are as physically demanding to the entire body as rowing. Only cross-country skiing and long-distance speed skating ask as much from an athlete. And, since rowing a mile and a quarter in approximately six minutes places huge demands on the body's aerobic system, rowers utilize oxygen better than almost any other athletes.*

*The last 500 meters of the race are excruciating. The energy is all gone. The muscles are burning. The body is well into oxygen debt. But the mental discipline remains, and the athletes continue, straining to synchronize each motion, and mentally counting the strokes to the finish.*

*Rowin' on the Rivah!, Tom Chillemi & Krichet Holley,  
Mathews County News, Crew*

*Unlike individual sports, only the rower has the additional burden - the knowledge that your performance affects those who sit in front of and behind you.*



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## **Approval Page**

### **PWRC Operating Procedures & Guidelines**

*Kerrie Golden* 9 July 2024

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Kerrie Golden  
PWRC President

Date

*Bruce Ware*

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Bruce Ware  
PWRC Vice President

14 July 2024  
Date

*Kerri Pagel*

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Kerri Pagel  
PWRC Secretary

July 24, 2024  
Date

A handwritten signature in cursive script, reading "Dorothy Sorensen", written over a horizontal line.

Dorothy Sorensen  
PWRC Treasurer

Date July



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# Prince William Rowing Club (PWRC)

## 1. The Prince William Rowing Club

### A. Overview

The Prince William Rowing Club (PWRC) is a not-for-profit athletic organization managed and operated by its members. The Board of Directors (BoD) and officers serve as elected volunteers. The club provides its members in the Woodbridge, Dale City, Manassas, and adjoining areas an adult rowing program for novices to experienced rowers.

The adult rowing program begins the first weekend in June and continues until early November.. The season is capped with the Head of the Occoquan (HOTO) regatta. Later regattas may be attended depending on interest and availability of rowers and weather permitting. Many of our members begin rowing as novices (have no previous rowing experience) and join out of curiosity or to try rowing because their sons or daughters were on the crew team. Many join the club to develop physical strength, stamina, and teamwork. Others join to hone rowing and team skills and compete at national regattas. Regardless of initial purpose, our members become long-lasting and ardent enthusiasts of crew. Rowing, unlike most other sports, is not age dependent.

### B. History

The PWRC started as an extension of the student-rowing program in 1990. Interested parents practiced and then rowed in the Head of the Occoquan as mixed adults (adult exhibition – no class status). After a couple of years, the Occoquan Chase was added with the parents still participating as mixed adult exhibition boats.. The third year brought enough adults to allow rowing in separate men's and women's categories, qualifying for both Masters' men or Masters' women events in both the Occoquan Chase and the Head of the Occoquan. In the following years the group grew, and the founding members were invited to the Prince William Crew Association meetings. In late fall of 1997, the PWRC was organized as an associate member of the Prince William Crew Association (PWCA), first setting up the adult rowing program and then conducting the first novice summer rowing camp. In January 1998 the PWRC was incorporated as a not-for-profit organization, providing an adult Masters rowing program..

### C. Goals of the Prince William Rowing Club

The following are the enduring goals of PWRC. Each year the board may develop additional or more specific goals for the current rowing season.

- Promote a vision of a community club
- Partnership with PWCA and high school rowing







- Continue partnership with Lake Ridge Park authority
- Promote inclusivity providing a fun, fair, equitable and cooperative environment for practice and competition
- Engage in community service projects
- Continue to enhance club efficiency
- Ongoing recruitment and membership growth
- Enhance access to all rowing options
- Encourage regatta participation

## **2. Program Offerings**

The prime focus of PWRC is to provide a rowing program that fills the needs of its members and community. PWRC offers both sweep and sculling programs. The programs offered by PWRC include Learn to Row, Adult Novice Camp, Novice Team, Racing Sculling, Racing Women, and Racing Men. PWRC operates out of the Oxford Boathouse located at the Lake Ridge Park Marina, Prince William County.

### **A. Learn to Row**

Each spring PWRC hosts free Learn to Row events for the community. The purpose is to introduce adults to the sport of rowing and serve as a recruiting tool for the club. Although the focus is adult rowers, anyone 12-years old or older may participate. Learn to Row events include boat house tours, learn to erg, learn to get in/out of a boat, and a short row in an 8+ sweep boat with experienced rowers, coxswain, and coach.

### **B. Adult Novice Camp**

The purpose of the Adult Novice Camp is to acquaint adults in the community to the sport of rowing and develop the desire to join the PWRC Masters rowing program. The Adult Novice Camp is generally held the last two weeks of May each year just prior to the start of the rowing season.

### **C. Novice Team**

This program is for adults who have never rowed before. The program will focus on technique, endurance, and the conventions of rowing (vocabulary, etiquette, etc.). Novice rowers may elect to continue rowing into the fall season and participate in local regattas on the Occoquan.

### **D. Associate Member**





## E. Experienced (competitive and non-competitive)

The experienced rowing programs at PWRC are for rowers who have at least one year of rowing experience. Experienced rowers may participate in one of two categories: recreational and competitive rowing.

The **Intermediate Team (recreational program)** is for rowers who want to improve their rowing skills, exercise, and enjoy the sport of rowing. Since the Intermediate Team is for recreational rowers, racing opportunities are very limited. Intermediate Team rowers may have the opportunity to attend several regattas during the year: primarily local regattas on the Occoquan.

**Racing Sculling, Racing Women, and Racing Men Teams (competitive program)** are for rowers who wish to improve their technique, build endurance, and compete at regattas in the summer and/or fall seasons. Joining a racing team requires previous rowing experience along with a commitment to attend practices, the ability to withstand the physical demands of training, and dedicate the time to training and racing. Per US Rowing, to compete in Masters' events, the rower must have attained the age of 21 during the current calendar year as of December 31. Masters' boats usually compete by age categories based on the average age of all rowers in the boat; the age of the coxswain is not included. A Masters' crew may compete in a younger age category but not in an older boat category.

## F. Pre-Season Rowing

The purpose of pre-season rowing is to work on rowing skills and begin to build boats in preparation for the summer season and the early races for the sprint season. Spring rowing is not designed for conditioning and fitness purposes or for social rowing. Pre-season rowing occurs only on Sundays in April and May.

Pre-season rowing is dependent upon the ability to lease boats and launches and the availability of coaches and coxswains.

Pre-season rowing is not included in club administrative and program fees so must be paid separately per session through the use of punch cards in iCrew. Session cost will be determined annually by the BoD depending on the per person costs to the club to conduct pre-season rowing. Individuals will only be charged for those sessions they attend.

Coaches will determine the parameters of pre-season rowing including line-ups based on availability of rowers and if conditions are safe to conduct a rowing session.

Rowers must become full members of PWRC prior to participating in pre-season rowing. Once a rower is a member, the rower will purchase punch-cards and complete their availability in iCrew. Rowers must check-in at each session for the punch card to be cashed in.





Additional information on pre-season rowing can be found at [Pre-Season Rowing Guidance](#)

## **G. Guest Rower**

Guest rowers are defined as individuals who are not currently members of PWRC and are either visiting the area or are interested in rowing with PWRC and wish to conduct one or two rowing sessions with the club.

The following guidelines will be followed for guest rower participation:

- The individual must be an experienced rower which is defined as someone who has completed a novice year either as a high school, college, or Master's rower.
- Rowing sessions are limited to two sessions.
- Coordination of the rowing session must be made with the appropriate team coach so the rower can be worked into a line-up.
- The guest rower cannot take a seat away from a PWRC member

The rower must sign a USRowing waiver or verify that the online USRowing waiver is up to date. A guest rower who requests to row more than two sessions will be approved on a case-by-case basis by the BoD as recommended by the coach. All the prior guidelines regarding coach coordination, seat availability and a signed USRowing apply. In addition, the rower will be charged a fee as determined by the treasurer and approved by the BoD based on the current cost per row multiplied by the number of rows and may be required to complete SafeSport training and sign the Boathouse Rules and Code of Conduct documents prior to rowing.

## **3. Staff Selection and Responsibilities**

### **A. Coach Selection**

New coaches are selected by the BoD after review of their qualifications and interview, if needed. Returning coaches simply need to indicate their intention to return.

Coaches are assigned to coach specific teams (e.g., Racing Women) based on experience and desire.

### **B. Coxswain Selection**

Coxswains may be high school students or adults. They are selected based on their interest in becoming coxswains.

Experience is preferred but not necessary if they exhibit confidence, leadership skills, and a readiness to learn.

On occasion when a regular coxswain is not available, a rower may be asked to perform coxswain duties. If a rower has been asked to perform as a coxswain more than three times, the





rower will be compensated for all subsequent coxswain sessions. Compensation will be equal to that paid to an adult coxswain and applied in a manner determined between the rower and the coxswain

### **C. Coach and Coxswain Responsibilities and Authorities**

Coaches and Coxswains will provide for the safety of rowers and coxswains and abide by all Member Responsibilities as outlined in IV.B below.

Communication is critical for coaches. At the beginning of the season coaches should meet with their teams to discuss their expectations for the rowers and coxswains and the team as a whole. Such a discussion may include, but is not limited to, fitness levels, attendance, racing, and skills assessments. Ultimately, coaches are in charge of the team and will establish boat line-ups, develop workouts (on and off the water), and enforce club rules and guidelines to ensure safety, promote fitness, improve rowing skills, and prepare for racing, as appropriate.

Coaches have the responsibility to ensure the best rowing experience for all rowers, which allows coaches the liberty to recommend the most appropriate boat or team for an individual rower or coxswain based on their skills and abilities to function effectively in a boat. The coach must use his/her best judgment in communicating this information to rowers and coxswains while treating all members with respect and dignity. If the coach is recommending a team change, he/she must discuss the recommendation with the coach of the receiving team.

Coaches have the latitude to set performance standards to establish a base requirement to be a member of a specific team or to race in certain boats to ensure the best rowing experience and safety for all. Additional performance standards may be established and used to create boat line-ups. Coaches should communicate these standards to all team members at the beginning of the season.

Coaches have a shared responsibility with the rowers and coxswains to ensure weekly boat maintenance is performed. Coaches will teach and/or ensure proper boat maintenance and care, how to rig/de-rig a boat, and load/unload a boat trailer. Coaches should not assume experienced rowers understand boat care and maintenance.

Coxswains, under the guidance of the coach, will take charge of the boat providing instruction and feedback to the rowers during workouts and races ensuring safety of the boat and rowers while on the water.

Coaches and Coxswains must maintain clear communication with each other, the rowers, and BoD to ensure an efficient, effective, and safe rowing experience for all members.

Coaches and Coxswains will enable the growth of this club and its reputation in the local area and in the greater rowing community.





## 4. PWRC Membership and Responsibilities

### A. Membership

To be a member of PWRC you must be a high school graduate or at least 19 years old, pay the annual membership dues, and agree to abide by the “Member Responsibilities” contained in paragraph B below. A member may be terminated if, after investigation, it has been determined that he or she has violated, in whole or in part, the member responsibilities contained in paragraph B. below. Participation in the competitive rowing program also incurs additional costs in the form of regatta fees, the amount of which depends upon registration fees, transportation costs etc. Member accounts must be paid in full before being allowed to register for the following season. Coaches and coxswains for PWRC must register as PWRC members but they do not pay membership dues. Registration is important to ensure insurance coverage of the coaches and coxswains.

PWRC offers an associate membership for rowers who wish to remain active in the PWRC socially, but cannot join as a full member. Dues for Associate Members cover their USRowing membership and some other administrative fees. Associate Members are not considered “drop-in” rowers and cannot request to row with team boats during regular practices or regattas. In special circumstances, Associate Members may be asked to fill a seat in a boat racing in a regatta if no regular members are available or willing to fill the seat. If asked to fill a seat, Associate Members will be allowed one to two practices with the line-up in preparation for the regatta. Associate Members are permitted to register for regattas as an individual competitor and row under PWRC.

### B. Member Responsibilities

1. Abide by USRowing Rules
  - a. PWRC adheres to the rules established by the USRowing, the governing body for rowing in the United States. These rules apply to all rowing races and regattas that are registered by USRowing
2. Abide by the Prince William Crew Association (PWCA) Safety Instruction
  - a. The PWCA has responsibility to operate the Oxford Boathouse under the authority of the Lake Ridge Park Authority. PWCA is the umbrella organization for PWRC and the high school rowing programs. PWRC with the high School rowing programs operate as independent organizations under the PWCA. The PWCA reviews, approves, and issues the PWCA Safety Instruction to be followed by all users of the Oxford boathouse. All [Safety Instructions can be found here.](#)
3. Abide by the Oxford Boathouse Rules. [Read the rules.](#)
4. Abide by the constitution and by-laws of PWRC Read the [By-Laws](#)





5. Abide by these PWRC Operating Procedures & Guidelines

6. Abide by the PWRC [Code of Conduct](#)

a. Coxswains are involved in the sport of rowing as members of the PWRC. PWRC's core purpose is to enable adults and youth to get together for the enjoyment of participating in the sport of rowing at whatever level of competition they desire. Each rower will become familiar with the PWRC Code of Conduct to ensure an atmosphere of enjoyment is maintained and practiced between the members, coaching staff, and coxswains. Read the full [Code of Conduct](#)

7. PWRC Club Expectations

- a. Success of the club depends on clear, two-way communication between all coaches, coxswains, and rowers. Open communication between the coaches, coxswains, and rowers along with attendance is critical to the development of the rower and to the success of PWRC and its rowing mission.
- b. Rowers are expected to be on time to practice. If a rower is going to be late, they are expected to communicate with their coach in a timely manner.
- c. All members will use the selected application/tool "iCREW" for establishing their membership, communicating their availability and attendance, viewing lineups, making timely payments and using other functions as the BoD deems appropriate for the smooth operation of PWRC.

8. Abide by all health, welfare, and safety guidelines as per the [Virginia Department of Health and the Prince William County Public Health District](#) regarding infectious disease guidelines and other illnesses that may impact the health and welfare of the rower or other rowers in the club.

## C. Membership Revocation

PWRC membership may be terminated due to repeated behavior that violates the member responsibilities (paragraph B above) or as a result of a single incident so egregious that it risks the safety of PWRC members or other rowers on the Occoquan and/or tarnished the reputation of a PWRC member, coach, officer or PWRC as a whole. Such behavior has no place in the boathouse, on the water or at regattas and will not be tolerated.

Membership revocation proceedings will commence upon submission of a written notification to the BoD of an alleged incident or grievance. The entire BoD will review the notification and, if deemed necessary, bring in an independent outsider to provide an unbiased assessment of the incident or grievance. The BoD will review the allegation, take a vote within 15-days of receipt of the written notification, and make a recommendation to either dismiss or proceed with further investigation of the alleged incident or grievance. If the BoD cannot meet





the 15-day timeline, they will provide a written notification to the member as to why the BoD cannot meet the 15-day goal. The BoD will present the findings and recommendation in writing to the member issuing the complaint.

All membership revocation actions will commence immediately upon notification of the member, resulting in the member forfeiting any dues paid, and be in effect for not less than three years.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]







## D. Grievances

Grievances experienced or perceived by any member of the PWRC or its associated coaches and coxswains shall be first brought before any member of the PWRC BoD for initial receipt and action. The grievance shall be in writing and signed by the aggrieved party or a witness to the alleged violation.

The aggrieved member may request a special meeting with the BoD. The BoD will hold a special meeting within seven days of the request or a reasonable period depending upon the availability of Board members. PWRC By-Laws, Operating Procedures, Code of Conduct, and USRowing rules and guidelines will be used to assess the grievance and guide the actions of the BoD. The underlying goal is to resolve the grievance in a fair and equitable manner to ensure the aggrieved party feels the BoD exercised due diligence in addressing the grievance.

The BoD may request other parties associated with the grievance attend the special meeting to present any pertinent facts. No Board member will adjudicate or resolve any grievance in the absence of the entire board. The BoD will only consider grievances submitted in writing and signed by the aggrieved party(ies). If a Board member is personally involved in the grievance will recuse him or herself from the BoD proceedings.

## 5. PWRC Board and Officers

An elected BoD includes elected officers and other PWRC members who serve in varying capacities based on the needs of the club. The elected officials include the President, Vice President, Treasurer, and Secretary. Other BoD appointed positions may include, but are not limited to: Regatta Coordinator, Coaches Coordinator, Coxswain Coordinator, Maintenance Manager, Communications Director, Newsletter Editor, Social Coordinator, and Spirit Wear Coordinator. The BoD plans conducts club operations following PWRC's Articles of Incorporation, By-Laws and Operating Procedures and Guidelines.

### A. General Responsibilities

The general responsibilities of the BoD include, but are not limited to:

- Act in a responsible manner to ensure decisions are fair and equitable by considering the best interest of the club, its membership, and the sport of rowing
- Be good stewards of the club's finances and bank account(s)
- Foster ownership by all club members by ensuring their involvement in the operation of the club, i.e., committees and decision making
- Address rowers concerns in a timely manner
- Ensure operating procedures are applied to all members to promote PWRC as a club and team sport.
- Address conflict of interest issues immediately
- Ensure effective and frequent communication to keep everyone informed







For a full list of elected officer and BoD appointed position responsibilities, please see the [BoD Duties](#) in the By-Laws.

## **B. Committees**

Committees are often needed to support the club in conducting recurring or single event activities depending upon the needs and desires of PWRC. PWRC has several standing committees but can establish ad hoc committees for a specific or short-term need. The BoD will appoint the heads of committees after soliciting for volunteers. PWRC members will provide support by volunteering to serve on these committees either as committee heads or as committee members. *(There should be a minimum of at least two people on each committee).* Please see the BoD Duties document for a list of committees and their chairs. [BoD Duties document](#).

## **C. Elections**

Elections for the BoD will be held in November of each calendar year. The Nomination Committee will assist in the solicitation of PWRC members to serve on the BoD. The Board Officers will be nominated and elected by the general membership at the end of season membership meeting. The Nominating Committee will determine the most appropriate election procedures considering various factors to include, but not limited to, the number of nominees and the best methods for casting votes (i.e. in person or electronic). The BoD will serve for a period of 12-months, from January 1 through December 31. This will give the current board time to close out old business and pass on information and records to the new board at the end of each calendar year.

## **D. Awards and Recognition**

The BoD is responsible for determining appropriate awards and recognition of club members, which may include a formal program with the establishment of an Awards and Recognitions Committee if deemed appropriate and necessary. The BoD currently reviews and approves any awards or recognitions that are awarded by the club and purchased with club funds. This does not include any personal gifts, plaques, or awards given to members or coaches within a given team and paid for with personal funds.

The President manages the Spirit Award which recognizes club members who demonstrate exceptional sportsmanship, team and club support, and positive attitude. Coaches will nominate one to two candidates per team per season. Coxswains will be nominated separately. Although not prohibited, it is recommended that coaches do not nominate the same member in consecutive years. Awards include a Spirit Award medal that is presented at the end of season club meeting.





## 6. Meetings

### A. Board Meetings

The BoD will meet monthly and as needed. A quorum of a majority of Board members must be present to conduct business. Meetings will be open to all club members, but only Board members may vote. The BoD will assign one winter meeting for strategic planning for the upcoming season. The general activities of the BoD meeting may include, but are not limited to:

- Conduct routine business of the club, to include overseeing the planning and execution of PWRC rowing programs
- Address the financial status of PWRC and review the budget
- Recommend changes to club documents and Operating Procedures and Guidelines as required and solicit member input as appropriate.
- Solicit from general membership changes to the club's Operating Procedures and Guidelines as required
- Plan general membership meetings, both as required and as needed
- Resolve issues and problems as they arise
- Establish committees and solicit a committee chair and members
- Discuss upcoming events and activities

Each meeting will be conducted in accordance with a written agenda distributed to the BoD in advance. Minutes of each board meeting will be documented in writing and available upon request.

### B. General Club Membership Meeting

At a minimum, two general membership meetings will be conducted. One meeting will occur before the season starts and a second, after the season ends each calendar year. The BoD will call additional membership meetings as required.. If a vote is required, a quorum of at least 51 percent of the membership must be present to conduct business.

The first general membership meeting will occur prior to the start of the season. The BoD will develop a presentation for the meeting that covers the upcoming season plans and activities and will be posted to the website after the meeting for review by the members. The meeting will introduce the BoD, committee chairs, coaches and coxswains, approved budget, preview plans for summer programs, and discuss and vote on issues as needed. Critical operational activities will also be reviewed.

The second general membership meeting will be held after the completion of the fall rowing season to celebrate the season and conduct any club business and vote on a new BoD.

## 7. Administrative and Program Fees

The PWRC does not receive any financial assistance. The team is supported solely through the monies raised by the club, a non-profit organization. Membership dues cover only





the administrative expenses of the club. Program fees will include the administrative dues and cost to participate in any one of the PWRC offered rowing programs. Both fees are combined for the season's total membership dues.

### **A. Administrative Dues**

The board will determine the PWRC membership dues for each year; the membership year runs from June 1 through December 31. Only members who have paid their dues may vote, serve on committees, serve as officers, and participate in club programs. The dues do not cover the cost of rowing programs, nor the expenses associated with competing in out-of-town regattas. Rowers, coaches, and adult coxswains pay the same administrative dues; coaches and coxswains (high school and college level) are not required to join and pay dues. However, if coaches and coxswains (meet minimum club age requirements) want to have voting privileges, paying the administrative dues is required.

### **B. Program Fees**

The board will determine the cost of program participation. The program fees will be determined prior to the start of the rowing season. These fees will be based on projected coaches' salaries, coxswains' honoraria, insurance, equipment leasing agreement costs, and other expenses for the program.

## **8. Finances**

### **A. Yearly Budget**

The treasurer will work with the Budget Committee to prepare an annual budget and submit it to the BoD for final review and approval. The budget will be used to set current year program fees. The board must approve non-budgeted items that may come up during the current year.

### **B. Fundraisers**

Fundraisers may be required to help offset the expenses of the PWRC and to purchase equipment in support of operations. The board will approve all fundraising activities. The Fundraising Committee (if active) will plan and conduct any fundraisers prescribed by the BoD.

### **C. Club Expenditures and Disbursement**

The President, Vice Presidents, and Treasurer will be signatories on the club checking account. PWRC expenditures will be according to the approved budget.

#### **1. Conditions Requiring Two Signatures**

Expenditures greater than \$500 will require two signatures, usually the treasurer and president, but in their absence or unavailability, the vice president could substitute

#### **2. Conditions Requiring One Signature**





The treasurer will sign all checks for budgeted items less than \$500 and other expenditures approved by the BoD prior to incurring the expense. Routine expenses that can be paid by the treasurer as they are incurred include, but are not limited to:

- Payment for meeting lease agreement obligations on leased equipment and PWRC share of boathouse rack rental
- Coach's' salary
- Coxswains' payment or expense reimbursement
- Annual USRowing membership and liability insurance
- Mailbox rental
- Gas and oil reimbursement
- Payment of regatta fees
- Other disbursements approved by the BoD prior to being incurred

## **D. Financial Audits**

Financial audits will be conducted with any change in the position of Treasurer to protect the outgoing treasurer, to ensure full accounting of all club transactions, and provide a starting point for the new treasurer. The audit will be conducted by a Certified Public Accountant (CPA) not affiliated with the PWRC. The board will vote on hiring the CPA recommended by the treasurer.

## **9. Coaches and Coxswains' Compensation**

### **A. Coaches' Salaries and Compensation**

#### **1. Coaches' Contract**

The BoD will review and determine salaries for the coaching staff each year considering market rate, achieved coaching certifications, experience level and other factors determined by the board. A contract will be drawn up between the coaches and PWRC BoD to include approved salary, number of practices and support required for away regattas. The coach and President will sign the contract.

#### **2. Submittal of Timecards:**

Coaches are required to submit their attendance using the boat usage logs in iCrew. The treasurer will issue checks bi-monthly. Each coach is also responsible for tracking and reporting coxswains time and shells used during practice in iCrew.

#### **3. Payment Guidelines:**

Coaches will be paid for hours worked. If practice is canceled after arrival at the boathouse, then the coach will receive half of the contracted salary rate.. If a coach attends a practice or home regatta that is ultimately canceled due to weather or other reasons, compensation will be at one-half the normal per-session rate, unless the coach conducts an erg practice or other land training during the normal practice time, in which case compensation will be at the full rate. If a coach does not attend a practice or regatta due to cancellation, so that the coach does not travel to the boathouse, then the coach will not receive compensation for that





practice session or regatta. The coach must submit a boat usage log (reference Paragraph D) to get paid. Coaches will be paid the agreed to rate for assisting at home and away regattas as agreed to in their contract.

4. Professional Development:

Coaches are authorized for reimbursement of professional development training up to an amount as determined by the BoD annually. The coaches contract will include the current year's reimbursement amount. The amount reimbursed may not cover the entire cost of the professional development. The coach is responsible for any costs incurred above and beyond the reimbursement amount. To be eligible for reimbursement the coach must submit a request in writing for reimbursement to the BoD along with the professional development title and content and cost. A request submission may be completed via email.

## **B. Coxswains' Compensation**

Coxswains fall into two categories: Scholastic (high school) and adult.

1. Scholastic Rowing Affiliation

The Virginia Scholastic Rowing Association and National Collegiate Athletic Association rules forbid a coxswain (scholastic athlete) to receive paid while they are participating in scholastic rowing or they could jeopardize their eligibility. The Treasurer will maintain or sign off on hours if the coxswain needs and requests accounting and verification of hours.

2. Adults and College Students (Not Affiliated with a Scholastic or Collegiate Rowing Program).

Adults will be considered full members of the PWRC and will have their program fees waived for as long as they participate as a full-time coxswain. Adult coxswains will be paid for each practice session or regatta that they cox at a rate as determined by the BoD. The BoD will review coxswain pay annually.

## **10. Insurance**

### **A. USRowing Liability**

The PWRC will carry club liability insurance through the USRowing insurance program for its members. This is renewed at the beginning of each new calendar year.

### **B. Equipment Loss and Damage**

Equipment insurance will be through equipment lease agreements with the high schools that lease boats to PWRC.





## 11. Communications

Club communications between all club members is of utmost priority to the successful operation of the club. The club will use a variety of methods to achieve this besides conducting BoD, and general and special membership meetings. The BoD will utilize iCrew to send email and text messages, both urgent and routine, to club members. The iCrew application will be used for membership information and registration.

### A. Newsletter

The PWRC electronic newsletter, The Blast, will be published and disseminated to all members on an as needed basis. . The Communications Director is the chief editor of the newsletter and may appoint any other member approved by the BoD to assist with publication.

### B. Email

Electronic dissemination of club happenings, meeting notifications and changes will be used to keep members informed during and outside the rowing season. iCrew will be the platform used to send emails, both urgent and routine, to club members. All club members are responsible for updating their contact information in iCrew. The President will send a weekly President's Message via iCrew and provide information on current and upcoming events along with other interesting and valuable pieces of information. The President will also send out cancellations or changes to practice sessions via email on iCrew.

### C. Texting

PWRC uses the team application "iCrew" to disseminate emergency information such as cancellation of practice, or team specific information. Members are required to register in iCrew which will be used as the primary means of communication for routine and emergency messaging. Texts, along with email, will be used to contact club members about imminent changes to practice due to weather or other unforeseen circumstances.

### D. Official PWRC Website

The official PWRC web site is: [pwrc.org](http://pwrc.org). It is used to communicate to the club membership and promote rowing in the local area.

### E. Social Media

PWRC uses social media accounts to communicate and promote social activities and team events.

### F. Local Newspaper(s)

PWRC activities are supported and reported by local newspapers. All press releases and interviews will include general information about the club and its programs. When the press contacts any club member regarding PWRC, the Communications Director will be notified.





## 12. The PWRC Uniform Guidelines

### A. General

A rowing team's colors, and uniform design is, by tradition, a distinguishing trademark between rowing teams during regattas. The following identifies the approved current uniform guidelines and wear for PWRC members..

- The PWRC the team colors are maroon, black, and either gray or white. Under no circumstances are rowers allowed to change the PWRC uniform while competing under PWRC.
- Rowers may elect to add additional clothing such as boat specific designed pullovers or T-shirts; all choices should reflect the integrity of the club under the general Code of Conduct.
- All PWRC rowers in a boat will wear the same PWRC uniform during regattas.
- The PWRC uniform is not required for practices.

### B. PWRC T-Shirt

The PWRC t-shirt is either maroon with silver logo and writing, or gray with maroon logo and writing. An annual shirt design is determined by the Spirit Wear Coordinator.

### C. Regatta Attire

- PWRC unisuits or
- PWRC tank top with black/navy blue shorts or leggings or
- PWRC T-shirt with black/navy blue shorts or long pants)
- PWRC pullover or zippered jacket with Prince William Rowing in white letters on the back and PW logo on the left front side (optional).

### D. Requesting Uniform Changes

Any changes to the design, color(s) and purchase of crew uniforms, and other clothing items and products will be approved by the BoD and general club membership. Requests to change the approved PWRC team colors, design and/or clothing will be directed to the Spirit Wear/Uniform Committee for consideration and then given to the BoD and the general membership for a vote.

