

ARA Racing Team Policy

1) Racing committee tasks and duties

- a) Review Outside races annually for the team and choose a sprint and/or head race for team participation.
- b) Collaborate with the Junior committee and/or coach regarding interest in and selection of Outside races. Set dates for initial outside regatta meeting(s), including early season racing intent meeting for juniors.
- c) Review policies as they pertain to racing and update as needed.
- d) Communicate decisions and any changes to ARA Board and Team Manager. (Note: Coordination of actual events is not the responsibility of committee.)
- e) Conduct a member survey annually or submit questions to be included in the annual team survey for the purpose of soliciting member feedback.

2) Definitions

- a) Club-sponsored regatta: a regatta chosen by the racing committee, and approved by the board, for team member participation. ARA members choosing to participate in a club-sponsored regatta get the use of club resources such as coach, equipment, and team manager time.
- b) Non club-sponsored, self-organized regatta: Active ARA members choosing to participate in an event not sponsored by ARA may sign up under the ARA name, use the ARA USRowing and Regatta Central memberships, and can wear team jerseys. No team resources can be utilized while traveling unless approved by the board. There will be no support by team manager and line-ups are self-organized. Coaching and practicing of line-ups during ARA practices are supported, but at the coach's discretion. Self-organized groups, who wish to use team resources, must request endorsement from the coaching committee. As part of this endorsement a simple plan should be submitted including dates, event, and requested team practices.

3) Regatta selection considerations

- a) Club-sponsored regattas:
 - (i) All in-state regattas
 - (ii) Minimum of one junior team regatta (juniors may attend additional regattas with board approval.)
 - (iii) Minimum of one novice team regatta
 - (iv) Minimum of one master team regatta
- b) Competition level: To promote participation by ARA members, committee will look for regattas that offer similar fields of competition. Goal is to build confidence, perform well, and medal.
- c) Participation rate: To promote participation by ARA members, committee will look for greatest "bang for the buck" considerations – including variety of races offered, location, multiple racing opportunities, length of regatta, etc.
- d) Timeline: current year races to be submitted by committee to the board in a timely manner so that board approval can be made and races presented at the Icebreaker and published in the season's *At the Catch*. Committee's goal is to plan three years out allowing members to train, organize and get excited!

4) Travel

- a) Junior team traveling to a Club-sponsored Out-of-State regatta must have an ARA coach traveling with the team. If coach is unavailable, the board may approve a different representative to fulfill the coaching duties. Housing, airfare and mandatory expenses for the coach or approved representative will be split among the traveling juniors.
- b) Novice team traveling to a Club-sponsored Out-of-State regatta must have a coach or experienced ARA master coxswain or rower to act as team coordinator for trip and regatta. Housing, airfare and mandatory expenses for the coach or approved representative will be split among the traveling novices unless another proposal is presented to the coaching committee.
- c) Masters may travel to a Club-sponsored Out-of-State regatta without coaches, however the participants, at their first meeting, may also elect to take a coach (additional fees may apply.)

- d) If traveling to a regatta where it is possible to take equipment, the coaching committee must be consulted and the ARA Board must approve.
- e) When traveling under the ARA name, team members are required to display appropriate behavior and good sportsmanship.

5) Duties and responsibilities

a) Coaches duties and responsibilities

(i) In state regattas

- (1) Coach will attend all in state regattas.
- (2) Prior to regatta: Coaches will create line-ups; assign coxswains; coordinate regatta practice schedule; complete regatta entry packet; assign boats; procure additional boats when necessary; attend team pre-regatta meeting(s).
- (3) At regatta: Coaches are in charge of making sure the equipment arrives intact and in racing condition; obtaining bow numbers; attending coaches and coxswain meetings; acting as a team advocate in dispute resolution and communications with the regatta directors.

(ii) Club-sponsored Out-of-State regatta

- (1) Coach may attend an out-of-state regatta (see 4 a-c).
- (2) Prior to regatta: Coaches will create line-ups; assign coxswains; communicate with and assist the TM in completing the race entries; coordinate regatta practice schedule; assign boats; attend team pre-regatta meeting(s).
- (3) At regatta: Coaches are in charge of making sure the equipment is intact and in racing condition; obtaining bow numbers; attending coaches and coxswain meetings; acting as a team advocate in dispute resolution and communications with the regatta directors.

b) Coxswain's duties and responsibilities

- (i) Coxswain duties, responsibilities, and expectations are determined at the first mandatory regatta meeting. These duties may include: attending the coach/coxswain meeting; getting bow numbers; organizing rowers; setting times to meet; creating plan if hotseating; locating equipment and ensuring it is in racing condition.
- (ii) A cox or rower may be assigned additional regatta duties if coach is not attending. Team MAY elect to pay this team member for those extra duties.

c) Team Manager duties and responsibilities

- (i) In State: Collect regatta fees from team members, ensure each participant has a signed waiver, communicate with treasurer regarding regatta payment for non-ARA hosted regattas.
- (ii) Out-of-state: Work with the coach and organizing committee(s) in coordination of necessary regatta paperwork, entries and deposit collections. Assist treasurer with collection of balances due post regatta.

6) Regatta Financial commitments:

a) In-state regattas

- (i) Fees for in-state regattas are due 6 weeks prior to event. Fee amount to be determined by the event host.
- (ii) Buy-out/refund options are not available. Fees paid are **non-refundable** and will be considered a tax-deductible donation to ARA.
- (iii) entries (defined as those received between 6 and 3 week prior to regatta) must petition coach for inclusion and are subject to \$25 administrative fee (non-refundable and not to be applied towards regatta expenses).

b) Out-of-state regattas

- (i) \$300 non-refundable deposit is due 6 weeks prior to the Out-of-state regatta. Deposit funds are earmarked for non-housing related expenses, such as seat fees, entry packet fees, and other race related fees. Unused funds will be refunded.

- (ii) Buy-outs allowed up to 3 weeks prior to Out-of-State regatta. "Buy-out" defined as the sale of a reserved spot in a regatta crew to another rower. Buy-out contingent upon approval by coach.
- (iii) Late entries (defined as those received between 6 and 3 weeks prior to the Outside regatta) must petition the Coaching committee for inclusion, and are subject to \$50 administrative fee (non-refundable and not to be applied towards regatta expenses) in addition to the \$300 deposit.
- (iv) Forfeited deposits will be considered a tax-deductible donation to ARA and are not earmarked for regatta expenses.
- (v) Board Executive Committee to evaluate petitions for refunds and make recommendations to the Board of Directors.
- (vi) Use of ARA credit card or EFT for deposits and reservations is authorized.

7) Team member financial assistance

Regatta participants may elect to pay for all or part of a rower/coxswain(s) housing and transportation. Financial assistance considerations are to be discussed at the Mandatory regatta meeting 6 weeks prior to regatta.

8) Regatta planning commitments

a) In-state:

- (i) The Coaching committee/Racing committee/TM will work together to communicate in-state regatta information; sign up deadline, race fees, etc. via team update, practice announcements and/or special email.
- (ii) Coach presents preliminary racing plan, including practice obligations.

b) Out-of-state:

- (i) A minimum of two meetings will be organized for each Out-of-state regatta: Initial Regatta Meeting and Mandatory Regatta Meeting.

(ii) Initial Regatta Meeting

- (1) Held 8 weeks prior to regatta
- (2) Date determined by Racing committee, organized by team manager and coach.
- (3) The purpose of this meeting is to outline obligations (financial and physical), to solicit volunteer coordinators (housing, transportation, equipment, and team), to identify coaching needs, and determine rowers/coxswains that may need financial assistance.
- (4) Discuss equipment rental options as well as possibility of using team equipment (see 4, iv.)
- (5) Housing, transportation, equipment, and team coordinators selected. NOTE: coordinators are volunteers and are not compensated by ARA.
- (6) Passport reminder if regatta is international (Canada included.)
- (7) Open to anyone planning to or thinking of racing.
- (8) Uniform reminders.

(iii) Mandatory regatta meeting

- (1) Held 6 weeks prior to regatta.
- (2) Organized by volunteer coordinators.
- (3) \$300 deposit due at meeting.
- (4) Coach presents preliminary racing plan, including practice obligations.
- (5) Presentation of housing, transportation and equipment options from coordinators.
- (6) Estimated expenses for race participants presented by volunteer coordinators with assistance of TM, including illustration regarding how fees are calculated.
- (7) Explanation regarding who pays for what (food, snacks, etc.)

9) Housing, transportation, equipment and team coordinator responsibilities

a) Team Coordinator

- (i) Coordinates shelter at racing venue, if needed.
- (ii) Coordinates water/food/energy supplies/first-aid kit at races.
- (iii) Facilitates conversation regarding financial assistance for rower/coxswains and/or decisions regarding coach travel.

b) Housing Coordinator

- (i) Researches and disseminates housing options for participants
- (ii) Works with Team Manager/Treasurer to arrange coach housing if needed.

c) Transportation coordinator

- (i) Compiles arrival and departure information for participants; develops and disseminates contact list.
- (ii) Coordinates vehicle rental or local ground transportation options.

d) Equipment coordinator

- (i) Works with coach to determine equipment needs.
- (ii) Coordinates equipment loans or rentals and payment.

For Junior or Novice attended regattas, these duties are performed by the Team Manager and/or Coach. For Masters attended regattas, in most cases, a volunteer coordinator is solicited to perform these tasks. The group may petition the Board Executive Committee to approve Coach or TM hours, or elect to pay a participant directly to facilitate equipment rentals.

10) All traveling teams will adhere to additional policies set forth in the Anchorage Rowing Association Participant Safety Handbook.

11) Any dispute resolution regarding to racing team policies should be directed to the Executive Board Committee for review.

2015 Committee members: Elisa Samuelson, Robby Bear, Dan Brokaw, Sue Sheard, (Erin Bashaw: committee liaison)

Last update: 12/9/15 Approved by ARA Board: 1/16/16