



PACIFIC ROWING CLUB

A California Non-Profit Corporation
Lake Merced, San Francisco
Est. 1980

ROWER AND PARENT **HANDBOOK** and **AGREEMENT**

2011-2012

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Introduction

Rowing has been described as the "ultimate team sport" because each rower's individual effort, no matter how great, must harmonize with that of every other rower to create the smooth, synchronous flow of a winning boat.

Successful rowers develop a deep practical understanding of the power of teamwork. They learn to build and perform as a team, and they learn to deal with the common obstacles and snags that impede teamwork. Rowers learn a kind of mental discipline that stands them in good stead in any endeavor they may undertake.

Founded in 1980, the Pacific Rowing Club ("PRC") has offered coaching in a sport in which stardom is virtually unknown and where "teamwork" is a real working value rather than a catch phrase. The Club's highly competitive junior rowing program is open to boys and girls in the San Francisco Bay area in eighth grade through high school. Representing a true cross-section of our City, PRC generally represents 17-22 Bay Area high schools.

First-year rowers, regardless of age or grade level, normally spend one year in a Novice program. In subsequent years, returning rowers are part of the Varsity team, which is made of Junior Varsity and Varsity squads.

Practice begins in September. Competitions start in October. Practice and competitions continue through May. Team selections are posted in early fall and early spring. A coach's decision is final in all team selections. The highlight of the year – and the culmination of the team's hard work – is the Southwest Regional Junior Rowing Championships in Sacramento in May. Winning boats in Varsity events may go on to compete in the Junior National Championships (PRC has sent at least one boat to nationals for several years running).

Many PRC rowers are recognized and recruited for various advanced competition teams and colleges throughout the nation. PRC graduates have represented in competition world-renowned universities and colleges, many of whom were recipients of rowing scholarships, and the United States Olympic Team, winning gold in the 2004 Olympics!

This handbook has been published to give you an overview of PRC's mission, its programs, its policies, and procedures. For additions and updates to this document, please visit the Club's official Web site at www.pacificrowingclub.org.

Your complete PRC Rower and Parent Handbook includes the following forms, which must be completed, signed and submitted on behalf of all rowers:

***Rules and Policies Agreement Form
Membership Registration Form
Emergency & Medical Release Form
Travel Authorization
Parent Volunteer Data Form
USRA Liability Release Form***

This Handbook and some of these forms also may be available on-line at www.pacificrowingclub.org.

Facilities

1. PRC stores equipment and has a workout facility in three bays of the boathouse located at the Boathouse on Harding Road at Lake Merced. Water workouts are held on Lake Merced, rain or shine.
2. The Public restrooms can serve as a changing area for rowers. It is strongly recommended that all rowers be aware of all personal belongings when using the public facilities.
3. PRC owns a fleet of boats that has been acquired over the years through the hard work and personal fundraising efforts of the rowers.

Governance

1. PRC is a non-profit corporation and has a tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.
2. The Board of Directors is comprised of five members and is the ultimate governing body of PRC. The Board of Directors may create committees to assist in the general governance of PRC.
3. A standing Parent Committee made up of rowers' parents and guardians serves to assist the Board of Directors, Head Coach and Boathouse Manager, often supporting the rowing program by coordinating refreshments, group travel, accommodations, uniform procurement, fund raising, etc. The nine-member Parent Committee is selected annually by PRC's membership at large at the final membership meeting of each rowing year (each family is entitled to one vote).
4.
 - a. Nominations for members of the Parent Committee, with the exception of the past-president position, shall be made by a nominating chair person appointed by the existing Parent Committee. The nominating chair person shall submit a slate of members to the Parent Committee for its approval thirty days prior to the last meeting of the Parent Committee, usually in late May or early June. Committee members are expected to serve for a period of at least one year and no family shall have more than one member serving on the Parent Committee. Once formed, the Parent Committee may conduct its business by any appropriate means (i.e., telephone, electronic mail, or in-person meetings).
 - b. The Parent Committee shall include a president, secretary, volunteer coordinator, past president and safety chair. The president shall allocate responsibilities among the Parent Committee members and designate appropriate positions or sub-committees to be chaired by other members of the Parent Committee. These members will assist in the operations of the annual rowing operations, event hospitality, (away-event coordination including hotels, travel arrangements, etc., to be coordinated through the Head Coach, who will make all reservations on behalf of all rowers) and rower safety certification (to be coordinated with the Head Coach to certify that each rower is appropriately educated in water safety and swimming). The president is expected to remain on the Parent Committee the following year in the position of past-president. The

president shall report to the Board of Directors at its monthly meeting. To lend consistency to the Parent Committee year to year, the past-president shall advise the Parent Committee based on experience gained the previous year.

Membership

Members of PRC are active high school age rowers, their parents and/or guardians, alumni, adult leaders (masters), coaches and members of the Board of Directors. All applications for membership are subject to acceptance by the Board of Directors.

Parent Involvement

1. PRC is a non-profit organization that relies significantly on volunteer efforts. The involvement and participation of parents and guardians is encouraged, welcomed – and necessary to keep PRC’s oars in the water. Get involved! The success of PRC’s program turns largely on its partnership with each rower and his or her family. Families are expected to volunteer approximately 10 hours per season. There are a wide variety of ways to fulfill the volunteer requirement.

2. Every year the Club puts several ambitious fundraising projects on the calendar, such as the annual Row-a-thon on Lake Merced in early December. Parents are encouraged to pursue matching donations from their employers, family, and friends. These funds are traditionally earmarked for equipment purchase, and every year PRC has a long shopping list of boats, oars, and parts. Additionally, the Club pursues leads for grants and corporate donations.

3. Several times during the year, members of PRC committees will be phoning or e-mailing you for help with specific events, particularly for the Row-a-thon and the Novice Invitational Regatta.

4. Feel free to contact any Parent Committee member to donate your services. Please help whenever and however you can.

5. Parents will be expected to ensure their rower/s are driven safely to the designated practices and racing events; ride sharing (including sharing fuel costs) is an option parents and their rowers are encouraged to consider. Please coordinate prior to races!

6. Parent Code: PRC strives to build self-confidence and problem solving skills among the rowers. It is the experience of PRC that parents may become overly involved in issues among their children in a manner that is detrimental to the children’s personal growth and may be detrimental to team dynamics as a whole. While parents always maintain their rights and discretion to speak to PRC staff or the Board, it is the expectation of PRC that rowers will attempt to resolve concerns or differences with PRC staff or other rowers in a direct and personal manner with those directly involved in an issue. It is the further expectation that parents will allow their children reasonable latitude to resolve questions or concerns with PRC staff or rowers without parental involvement.

Financial Responsibility

1. The dues for all varsity and novice rowers are stated in the Rower Payment Schedule in the back of this handbook, or may be accessed through PRC's website at the Payments and Donations tab, or directly through the following link: <http://www.shop.pacificrowingclub.org/main.sc>. For dues or assessment payments by check, there is an additional \$20.00 fee charged on returned checks. Parents and/or legal guardians shall be responsible for the payment of membership dues and any supplemental assessment that the Club may require.
2. Dues are to cover: the cost of coaching; membership in the US Rowing Association; local regatta entry fees; operation and maintenance of launches; truck and trailer maintenance and operation; gas; insurance; boathouse rental and other administrative expenses. Dues do not include costs associated with certain regattas (See Regattas, below).
3. Membership dues payment dates are set forth above and in the attached Payment Schedule. Rowers whose accounts are in arrears may be subject to probation, suspension or expulsion.
4. Fees are intended to include instruction and supervision. PRC reserves the right to make supplemental assessments for any actual increase in the cost of these components, or any supplemental travel and hospitality costs. The Board of Directors sets dues payments based on annual projections of expenses, the number of rowers and the expected regatta attendance. In the event that circumstances change regarding the underlying projection, the Board of Directors may make a special assessment of dues to satisfy liabilities incurred providing rowing related services and equipment.
5. Each year, Rowers are expected to participate in the Row-a-thon. Donations solicited from the friends and family of PRC teammates are invested directly into the program. Proceeds from the Row-a-thon have been a primary source of funds for PRC's equipment, although there may be other opportunities for fundraising by parents or rowers throughout the year.

Financial Aid

1. PRC makes a limited number of partial financial aid grants available to eligible families. The maximum financial aid grant for an individual is 50% of the annual dues. Financial aid grants will be applied first to the final dues obligations for the rowing year, and any remaining financial aid grant will be applied toward the next latest dues obligation in the rowing year, until the grant is exhausted. If any portion of a financial aid grant is applied toward dues already paid, PRC will provide a refund for that portion of the grant.
2. Requests for financial aid must be submitted by December 1. The Board of Directors' financial aid committee reviews all financial aid requests during the Winter break (December–January). The financial aid committee will notify applicants of decisions by

January 15. Each rower's family must be willing to contribute toward their rower's travel expenses, in addition to the dues remaining after a financial aid grant is awarded. The Club's non-refundable membership dues must be paid upon enrollment of each rower and accounts must be kept current through the financial aid determination period. No financial aid grant will be awarded to a rower that is not otherwise current in dues payments.

3. For financial aid forms and complete instructions contact any coach or Board of Directors representative, or visit the website at <http://pacificrowingclub.org>.

Representation of PRC

1. No member may represent PRC without the specific authorization of the Board of Directors.
2. PRC respects the privacy of its rowers and families. Accordingly, while the Board of Directors may make available contact lists for rowers and their families, all communications to such members by mail, telephone, facsimile, e-mail or other means representing PRC must be limited to official club business and be authorized by the Board of Directors.
3. PRC encourages rowers, alumni and families to supply content for the PRC website, *pacificrowingclub.org*. However, only content approved by the Board of Directors may be posted to the PRC website. Please provide your suggested content directly to any person on the Board of Directors, to the Parent Committee president, or any coach for submission. All content may be subject to revision prior to posting, and, unless the Board of Directors agrees otherwise in advance of posting, becomes the property of PRC.
4. The Parent Committee publishes the *PRC Directory* annually. This directory is for official PRC and parent use, and for individual communication of a personal nature between students listed herein. Use of this directory for any other purpose including, but not limited to, reproducing and storing in a retrieval system by any means electronic or mechanical, photocopying or using the addresses or other information contained in this directory for any mailing, is strictly prohibited.

Member Policies

By joining PRC all rowers, parents and other members understand that it is a highly competitive rowing program. Each member is expected to participate fully and vigorously, knowing that anything less than a committed effort will not result in success.

Failure to act in accordance with the rules and policies of PRC may result in probation, suspension or expulsion. Rules and policies are listed below:

1. Use of illegal drugs, controlled substances, alcohol, or tobacco is strictly prohibited within and/or outside of the boathouse, or at any Club event (including all regattas).

2. Rowers who choose to train or compete with another local (Bay Area) rowing club during any portion of the regular season (September–May) may lose eligibility at PRC for the season and all future seasons.
3. Hazing is prohibited. Physical, verbal, or sexual abuse will not be tolerated. All members covenant and agree not to discriminate against other members, race officials or competitors on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, height, weight (except as dictated by equipment limitations), age, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immunity Deficiency Syndrome or HIV status (AIDS/HIV).
4. All Rowers must be able to swim. A swim test will be administered to incoming Novice rowers each fall. Rowers who miss test dates must provide certification of swimming proficiency to their coach. The Club will assist in making swim lessons available; please contact any coach or representative of the Board of Directors.
5. All rowers should be aware that the PRC spring schedule does not have a spring break. Therefore, athletes traveling for personal and/or school trips during spring break will miss scheduled practices and their seat position in a boat and opportunity to compete in upcoming races may be affected.
6. Practice attendance is mandatory. Missing or tardy rowers make for incomplete boats. Please inform coaches in advance of any academic-related conflicts with regularly scheduled practices or competitive events. In case of illness, phone the boathouse at least one hour before practice. Any tardiness or absenteeism may be immediately subject to consequences such as push-ups or other exercise. Routine tardiness or absenteeism that affects the team may be subject to probation, suspension or expulsion from the Club.
7. Rowers may not participate in Club practices or activities if dues are delinquent or if emergency forms and or waivers are incomplete.
8. Academic excellence is expected of PRC rowers. It is the experience of PRC that athletic discipline results in academic discipline, but it is each rower's responsibility to maintain a high standard of academic achievement. While PRC will strive to accommodate scholastic requirements on a rower's time, PRC cannot accommodate all requests and reserves all rights to make such decisions based on the best interests of the team as a whole.
9. Profane language is not permitted at the boathouse, on trips, or at competitions. Use of discriminatory epithets will not be tolerated by PRC, including on any clothing articles worn around the boathouse or music brought to and used in the boathouse.
10. Rowers must obey all coaches' directions. All members must treat coaches with courtesy and respect. Any coach's instruction to move equipment, heed oncoming traffic on or off the water, or to aid another squad should be obeyed with dispatch.
11. Stealing is not tolerated. Team jackets, sweatshirts and uniforms are identical, so make sure each item of workout clothing is marked with the Rower's name. Racks are set up

for backpack and gym bag storage. These are not secure; the Club takes no responsibility for items lost or stolen from the boathouse.

12. Rowers may not drive themselves or other rowers to or from regattas held at venues other than the Lake Merced boathouse.
13. Parents or guardians driving Rowers other than their own child(ren) to Club events must have:
 - A valid driver's license that has not been suspended or revoked for any reason;
 - Current automobile insurance coverage as stated in the Travel Authorization Form;
 - Seat belts for each passenger;
 - Have completed and submitted a Travel Authorization Form.When parents or guardians are transporting Rowers, please be mindful of car-pooling or ride sharing opportunities, and providing reasonable contribution toward fuel or other transportation expenses.
14. Rowers traveling to/from away events may not ride in the back of pick-up trucks or in the rear deck of station wagons.
15. Rowers are expected to participate in all fundraising activities, such as the Row-a-thon.
16. Rowers are expected to maintain a manner of dress and hygiene that is clean, presentable, respectful of others and does not impugn the reputation of the club. Coaches will notify rowers of unacceptable dress and hygiene and provide a reasonable opportunity to the rower to correct the problem. Repeat notifications may be grounds for probation, suspension or expulsion.
17. All members must comply with the Boathouse Rules, below.
18. Rowers are not allowed to take boats on the water at anytime without coach supervision.
19. Rowers are not allowed to operate motorized launches at any time.
20. Rowers are not allowed in the boathouse except during scheduled practices or events, or unless accompanied by an Adult Leader or Coach.
21. Novice Rowers are not allowed in any boat without a coxswain and a coach on the water in a launch.
22. Uniforms shall be worn in accordance with the values of the team. Rowers are expected to represent PRC in approved uniforms. As such no patches, additional slogans or writing of any kind is permitted on uniform articles.
23. Inappropriate and or intentional mishandling of any PRC equipment will result in disciplinary action.

24. Individual rowers and parents are discouraged from offering coaches any gratuity or gifts. There is an end of the year celebration at which time individual and team sentiments for their coaches are encouraged.
25. Unclaimed lost and found items will be periodically donated to a charity.
26. Unclaimed and unidentified uniform items shall be periodically returned to the uniform chair for resale.
27. Rowers and parents should be aware that coaches are discouraged from offering rides to rowers. Parents must make suitable arrangements for the prompt pick-up of rowers after practices and events. Because teams work out together on the water, early release from work-out cannot be accommodated without prior arrangement.
28. Each rower and each rower's parent or guardian assigns the irrevocable and unrestricted right to use and publish photographs of the rower for editorial, trade, advertising or any other reasonable purpose and in any manner or medium; and to copyright the same.

Boathouse Rules

1. The PRC telephone is for emergency use only.
2. No eating or storing food in the boathouse. This helps eliminate pests and other unwanted creatures.
3. Do not litter. Recycle water bottles.
4. For safety reasons, play is restricted in the boathouse, boat bays or on the docks. This includes running, roughhousing, wrestling, play fighting, skating, skate boarding, bike riding, etc.
5. No talking when moving boats. Pay attention to the instructions given by coxswains in charge of loading and launching.
6. Never attempt to carry any boat alone. Learn procedures for taking boats off the racks before you lend a hand.
7. Do not use supplies owned by PRC without permission. Return all tools, equipment, towels, sponges, etc. to their proper storage location.
8. First Aid kits are for emergency uses only.
9. Be prepared with personal supplies of Band-Aids and tape for non-emergency use.
10. To be considerate of the rowers' time with coaches, parent should schedule time for discussions with coaches outside of work out times.

Training Equipment Use

1. All rowers must pass boathouse tests on use and handling of equipment, including tying boats to trailers, assembly and disassembly of boats and carrying boats and oars.
2. Novices may not use weight equipment without a coach present.
3. Do not let ergometer handle slam into flywheel cage.
4. Re-rack and restack all weights after use.
5. Wipe benches and other equipment clean after each use.
6. Report any broken equipment or equipment in need of maintenance immediately to any coach.

Boat Use

1. Review course traffic patterns and right of way rules before setting out from the dock.
2. Always stay to the right and watch out for other craft.
3. Make sure that all necessary equipment is on the dock prior to launch.
4. Be considerate of people carrying, launching, docking or racking boats.
5. Maintain quiet and pay attention when moving boats. Obey all coxswains' directions.
6. When moving equipment in the boathouse, radios must be silent.
7. Always walk around a boat. Never step over a boat or duck under its hull.
8. Improper boat handling or use may immediately be subject to a penalty of push-ups or other exercise.

Coaching

Each squad, Novice Men, Novice Women, Varsity Men, and Varsity Women, is trained by qualified rowing coaches. These coaches oversee conditioning workouts as well as on-water practice. The coaches are managed by the Head Coach and /or the Board of Directors. Rowers are supervised by coaches who accompany teams on the water in motorized launches. Rowers are not allowed to take boats on the water at any time without a coach's supervision.

Team/Boating Selection

1. Team selections will occur once in the fall and once in the spring. Coaches base their team selections on overall performance in the program, taking into consideration athletic

ability, strength, rowing technique, ergometer score, attitude, and attendance. The coaches' team selection is final. Rowers not selected for the team will be released from the program for the remaining season. Rowers not selected may try out for teams selections in future seasons.

2. A coach's decision is final in all boat seating selections and is not subject to parent influence or input. Rowers are placed in boats based on performance, rowing compatibility weight, and/or age group solely at the coaches' discretion.
3. No rower is guaranteed a seat or boat assignment for regattas and other competitions, including the Regional Championship Regatta, but every effort is made to put as many rowers as possible on the water during races or regattas. Participation at all regattas and other competitions is performance based.

Refund Policy

1. Rowers who cancel a membership within seven days after a dues payment date will receive a refund of dues paid toward current and future rowing sessions. Refunds will be prorated in accordance with the payment schedule stated in this Handbook, minus a \$100.00 processing fee. No refunds for dues payments will be issued for cancellations after seven days past the due date.
2. Notices of cancellation and requests for refunds must be submitted in writing to any member of the Board of Directors or to the Parent Committee president or treasurer. Payments may not be applied for the benefit of another rower in lieu of a refund, unless approved in writing by the Board of Directors.
3. No refunds will be given in the event a rower is on probation, suspended or expelled from the Club.
4. In the event a regatta, trip or other competition is cancelled or the Board of Directors otherwise determines not to participate, no refunds will be offered except by special resolution of the Board of Directors.
5. Rowers are not eligible for refund of fees because of injury, illness, absence or academic probation.

Probation, Suspension and Expulsion

Any member who violates any policy, rule or requirement set forth in this Handbook may be put on probation or suspended by his or her coach or the Board of Directors. Any member who violates any policy, rule or requirement set forth in this Handbook is subject to expulsion by the Board of Directors. Probation serves as a warning against repeat violations, which may lead to suspension or expulsion. Suspension shall mean that the rower may not participate in Club activities for up to 30 days. A suspended rower may, within the first 15 days of a suspension, make a written appeal to the Board of Directors, which may affirm or reverse a suspension. Expulsion may occur for any member by action of the Board of Directors after the Board of Directors provides reasonable notice

of the proposed expulsion and an opportunity to provide written comments on the proposed expulsion.

Grievances

1. Rowers are encouraged to accept responsibility for their own actions. If a rower has a problem with a coach or teammate, he/she is expected to resolve the problem directly with that person before seeking help from a parent or other adult. Parents are expected to support their rower as well as the PRC coaching staff in this process.
2. These are the steps to follow in the event the rower cannot resolve the problem directly with the person:
 - Rowers should direct grievances to their team captain;
 - Request a meeting with her/his coach;
 - Direct the grievance to the Head Coach.
3. If these steps do not lead to a satisfactory resolution, the rower is encouraged to request a hearing with the Board of Directors. The decision of the PRC Board of Directors regarding any grievance shall be final.

Regattas

1. PRC participates in roughly 18 different competitive rowing events during the school year. Many of these events are local, occurring either at Lake Merced or at rowing venues in the immediate Bay Area or Sacramento. The team assembles at the boathouse before these events to ascertain that all rowers are present, including rowers not expecting to race. For such local regattas, rowers must meet at the boathouse or check-in with coaches, as instructed, usually between 5:00 a.m. and 6:00 a.m. Maps to racing venues are made available to all parent drivers.
2. The Southwest Regional Junior Championships in May will require that rowers spend two nights in Rancho Cordova. Changing or unforeseen circumstances may require the Board of Directors to make a special assessment to cover some costs, as described below for “away” regattas. Success at the Southwest Regional Junior Championships may garner an invitation to the Junior Nationals Regatta in Cincinnati, which will be handled as an “away” regatta for the invited rowers, subject to the agreement to participate by all of the invited rowers.
3. Specific regattas are selected annually by the Head Coach and are subject to change. Additionally, the Head Coach and coaching staff may withdraw from any published trip, regatta or other competition if in their judgment the crew or team will not be competitive for that event. Participation at all competitions is performance based. To cover the costs of travel, hospitality and equipment transportation to “away” regattas, the Board of Directors may set a special assessment for rowers participating in these respective regattas, which must be paid prior to the respective regatta and in addition to the general dues. Only in the event that an away regatta is cancelled or a determination is made not to participate, the Board of Directors will determine an appropriate refund of unincurred or reimbursable costs (not all costs may be refunded).

4. Chaperones accompany rowers on all out-of-area trips. Rowers will sleep three and four to a room at hotels chosen by the Club. Meals will be arranged in advance for traveling Club members; a stipend to cover these meals and any other travel expenses may be billed to members by the Club.
5. Coaches will determine appropriate attire for airline or bus travel.
6. It is important to note that Varsity and Novice crews will not always attend the same regatta and that selections/decisions are made at the coach's discretion.
7. Rowers remain at the racing venue until the last event. When boats are reloaded on the trailer, coaches will dismiss rowers. Depending on the hour, coaches may ask that rowers return to the PRC boathouse to unload, wash, and restore equipment.
8. Rowing events can run until mid-afternoon. Be sure to pack a breakfast, lunch and personal regatta essentials for each rower (see list below). Only emergency water or hydrating liquids and carbohydrate snacks may be provided at each regatta. Few venues have food concessions, so each rower must be sure to bring their preferred food and hydrating liquid.
9. Alcohol may not be consumed by any rower or adult at any regatta venue.
10. Some regatta essentials can include sunscreen, water, binoculars, reading material, folding chairs and a family picnic. Other items may include (* denotes use at out-of-area regattas):

Rowers

- Racing tank and shorts or unisuit
- Socks
- Cover-up
- Extra change of dry clothing
- Towel
- Water (1 liter per race)
- Sunscreen
- Lip screen
- Breakfast, lunch and energy snacks
- Sleeping bag *
- Toiletries *
- Medications *
- Pajamas *
- Spending money*

Parents

- Folding chair(s)
- Binoculars
- Camera
- Reading material
- Windbreaker
- Sunscreen
- Water

While traveling, rowers are obliged to:

1. Obey all chaperones and all coaches.

2. Observe curfews set by coaches, hosts or hotel facilities.
3. Show respect for regatta officials and opponents.
4. Be courteous to host families and hotel staff.
5. Send thank-you notes to hosts.
6. Keep noise to a minimum – except to cheer on teammates.
7. Maintain a tidy hotel room, remove trash from rental cars, refrain from littering at race venues, etc.
8. Take responsibility for all damage to hotel rooms (may be billed to parents).

This handbook is not all-inclusive and can/ will be updated on an as needed basis.

Payment Schedule and Required Forms on Following Pages.

Please detach and submit the completed forms to any coach.

PACIFIC ROWING CLUB
2011 – 2012 ROWER PAYMENT SCHEDULE

1. Make payments at PRC’s website at the Payments and Donations tab, or directly through the following link: <http://www.shop.pacificrowingclub.org/main.sc> .
2. If necessary, payments can be made by check payable to PACIFIC ROWING CLUB; however, note the additional dues necessary as stated below. A \$20 charge will be assessed for all returned checks. Checks should be dropped off at the Boathouse mailbox -- PLEASE DO NOT MAIL CHECKS. Checks must be in an envelope, marked “Dues,” and include the rower name on the check.
3. A Late Fee of \$20 will be assessed for payments made after the due date and rowers will be held off the water until payment is made.
4. To obtain an application for financial assistance, visit PRC’s website at <http://pacificrowingclub.org>.

The Payment Schedule below is for the rowing year 2011-2012, and applies to both varsity and novice rowers. The coupon below may be used to designate additional (tax-deductible) donations to PRC to be earmarked for financial aid, equipment, nationals fund, or other expenses (check handling charges will not apply to donations). Thank you for your support!

PAYMENT SCHEDULE FOR 2011-2012

On-Line Payment in Full for Varsity or Novice Rowers:

\$1,910 Due by October 15, 2011

Check Payment in Full for Varsity or Novice Rowers:

\$1,960 Due by October 15, 2011

-or-

On-Line Payment per installment for Varsity or Novice Rowers:

\$680 Due by October 15, 2011

\$680 Due by November 15, 2011

\$680 Due by January 31, 2012

Check Payment per installment for Varsity or Novice Rowers:

\$705 Due by October 15, 2011

\$705 Due by November 15, 2011

\$705 Due by January 31, 2012

----- **TEAR HERE** -----

DONATIONS COUPON

ROWER NAME: _____

We would like to contribute an additional amount of \$ _____ to be used for:

_____ Financial Aid Grants _____ Equipment
_____ Nationals _____ Regional Championships

_____ Other _____ (please designate)

_____ Non-designated use



Pacific Rowing Club

A California Non-Profit Corporation
Lake Merced, San Francisco
Est. 1980

Rules and Policies Agreement Form 2011-2012

By signing below, as a member of the Pacific Rowing Club (“PRC”), I have read, understand, and accept the rules, policies, and procedures of PRC set forth in the PRC Rower and Parent Handbook and Agreement, incorporated herein by reference, and take responsibility for all scheduled fees and any expenses incurred by PRC to collect such fees. To the extent there is a conflict between this Handbook and any other document this Handbook and Agreement governs.

_____	_____	_____
Rowers Name (print)	Rowers Signature	Date
_____	_____	_____
Parent/Guardian Name (print)	Parent/Guardian Signature	Date
_____	_____	_____
Parent/Guardian Name (print)	Parent/Guardian Signature	Date

PACIFIC ROWING CLUB
Membership Registration

<input type="checkbox"/> NM
<input type="checkbox"/> NW
<input type="checkbox"/> VM
<input type="checkbox"/> VW

Rower*

Last Name _____ First Name _____

Street Address _____

City/Zip _____

Phone _____ E-mail _____

School _____ Graduation Year _____

Mother/Guardian*

Last Name _____ First Name _____
(if different from rower)

Street Address _____

City/Zip _____

Home Phone _____ E-mail _____

Work Phone _____ Cell Phone _____

Father/Guardian*

Last Name _____ First Name _____
(if different from rower)

Street Address _____

City/Zip _____

Home Phone _____ E-mail _____

Work Phone _____ Cell Phone _____

Emergency Contact

If neither parent can be contacted in case of emergency, please indicate a person authorized to act on parent(s)' behalf:

Name _____

Home Phone _____ Work Phone _____

Cell Phone _____

*Home data and Parent's e-mail will appear in PRC annual directory; all other information will remain confidential for PRC related business or emergency use only. **Please update PRC timely when any information changes.**

PACIFIC ROWING CLUB
Emergency & Medical Release Form

- NM
- NW
- VM
- VW

Rower

Last Name _____ First _____

Date of Birth _____

Medical Information

Medical Condition(s) _____

Allergies _____

Name and dosage of current medications _____

Preferred Hospital: _____

Primary Physician _____ Phone _____

Medical Insurance _____ Policy Number _____

Name of Group _____ Group Number _____

Dentist _____ Phone _____

Dental Insurance _____ Policy Number _____

Inherent Danger: Rowing is an intensely physical sport on open water. Injuries may occur, and include, but are not limited to disability or death.

Consent to Medical Treatment: The undersigned Parent/Guardian authorizes the Pacific Rowing Club or any of its representatives who have an original or a copy of this document to consent, on behalf of the Rower, to any x-ray, anesthetic, medical or surgical diagnosis or treatment and hospital care that is deemed advisable by, and is to be rendered under the general or specific supervision of any physician or surgeon licensed under the provisions of the Medical Practice Act of the laws of the state or country in which medical care is being sought; or to consent to any x-ray examination, anesthetic, dental or surgical diagnosis or treatment to be rendered to the Rower by any dentist licensed under the Dental Practice Act or the laws of the state or country in which the dental care is being sought.

The Parent/Guardian understands that this authorization is given in advance of any x-ray examination, anesthetic, medical or surgical diagnosis or treatment or hospital care being required and is given to provide authority and power on the part of PRC to give specific consent to any such examination or treatment which, in the exercise of best judgment, is deemed advisable. Neither PRC, nor any organization involved assumes any financial responsibility for exercising this action. This authorization is given voluntarily with full knowledge of its significance. I have read and understand all of its terms.

Parent/Guardian Signature _____ Date _____

Print Name _____

PACIFIC ROWING CLUB
Travel Authorization

<input type="checkbox"/> NM
<input type="checkbox"/> NW
<input type="checkbox"/> VM
<input type="checkbox"/> VW

Rower

Last Name _____ First _____

Parent/Guardian of the Rower grants permission for the Rower to be transported by the coaches of the Pacific Rowing Club (PRC), by Parents or Guardians of other Rowers, or by commercial carrier, to and from events or practices away from PRC facilities at Lake Merced, San Francisco. This authorization is effective for one year from the date below unless sooner revoked in writing by the Parent/Guardian of the Rower.

Parent/Guardian Signature _____ Date _____

Print Name _____

Automobile Insurance Information: This information must be provided to comply with the requirements of PRC's insurance coverage for transportation provided by drivers other than Rower's own Parent/Guardian. Seatbelts must be worn by all passengers. Rowers are not allowed to drive themselves or other Rowers to rowing events away from PRC facilities unless an adult (licensed driver over 21 years of age) is in the car. Minimum coverage for drivers is \$50,000/\$100,000/\$50,000.

Vehicle #1 _____
MAKE MODEL YEAR LICENSE PLATE NO.

Registered Owner's Name _____

Insurance Carrier _____

Coverage, Dollar Amounts _____
BODILY INJURY PROPERTY DAMAGE UNINSURED MOTORIST INJURY

Vehicle #2 _____
MAKE MODEL YEAR LICENSE PLATE NO.

Registered Owner's Name _____

Insurance Carrier _____

Coverage, Dollar Amounts _____
BODILY INJURY PROPERTY DAMAGE UNINSURED MOTORIST INJURY

Insured Driver #1 _____
NAME DRIVER'S LICENSE NO. STATE OF ISSUE

Insured Driver #2 _____
NAME DRIVER'S LICENSE NO. STATE OF ISSUE

Insured Driver #3 _____
NAME DRIVER'S LICENCE NO. STATE OF ISSUE

PACIFIC ROWING CLUB

<input type="checkbox"/> NM
<input type="checkbox"/> NW
<input type="checkbox"/> VM
<input type="checkbox"/> VW

Parent Volunteer Data

To keep PRC's boats afloat we need your help at events throughout the year – as well as behind the scenes. Please let us know how you might volunteer, and we will contact you to match your skills to the right assignment. Many thanks!

Rower

Last Name _____ First Name _____

Mother/Guardian

Last Name _____ First Name _____

Please indicate your interests below. An Executive Board member or Committee Chairperson will contact you as needs arise.

- | | |
|---|---|
| <input type="checkbox"/> Accounting, bookkeeping | <input type="checkbox"/> Grant writing |
| <input type="checkbox"/> Auditing | <input type="checkbox"/> Newsletter reporting, writing |
| <input type="checkbox"/> Chaperoning | <input type="checkbox"/> Printing |
| <input type="checkbox"/> Construction, boat house repairs | <input type="checkbox"/> Statistical reporting, analysis |
| <input type="checkbox"/> Correspondence | <input type="checkbox"/> Volunteer recruitment (telephone duty) |
| <input type="checkbox"/> Event Management | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Food Preparation | <input type="checkbox"/> Other _____ |

Father/Guardian

Last Name _____ First Name _____

Please indicate your interests below. An Executive Board member or Committee Chairperson will contact you as needs arise.

- | | |
|---|---|
| <input type="checkbox"/> Accounting, bookkeeping | <input type="checkbox"/> Grant writing |
| <input type="checkbox"/> Auditing | <input type="checkbox"/> Newsletter reporting, writing |
| <input type="checkbox"/> Chaperoning | <input type="checkbox"/> Printing |
| <input type="checkbox"/> Construction, boat house repairs | <input type="checkbox"/> Statistical reporting, analysis |
| <input type="checkbox"/> Correspondence | <input type="checkbox"/> Volunteer recruitment (telephone duty) |
| <input type="checkbox"/> Event Management | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Food Preparation | <input type="checkbox"/> Other _____ |