

Executive Summary

Objective:

- This Handbook provides information needed for the Virginia Scholastic Rowing Association (VASRA) member school booster club officers and the booster club Representative on the VASRA Board of Directors to understand the role of VASRA and its interrelationship with the individual school booster clubs. This handbook also describes the responsibilities of the booster club as a member in good standing.

Purpose:

- The VASRA by-laws state, “The purpose of the Association is to promote, encourage and support rowing at secondary schools in the Commonwealth of Virginia and in particular the Northern Virginia area; to provide for communication and coordination amongst its member and associate teams, the Local Organizing Committees, the Crew Council, and the Coaches Committee; and to sponsor and conduct scholastic rowing competitions.”

Roles and Responsibilities:

- VASRA sees to the funding and management of regattas and provides liaison with other organizations affecting/necessary to run regattas. Each member team has a representative on the VASRA Board of Directors and participates in all decisions and has a vote in all VASRA actions.
- VASRA provides regatta officials, facilities and equipment to manage regattas. VASRA is responsible for working with its member teams to provide parent volunteers at each regatta. Together with the crew council, VASRA coordinates schedules and oversees the application of the rules for rowing.
- Each member booster organization has significant responsibilities. Its primary responsibility is to manage, with its school and boathouse/practice facility owners, the sport of rowing for its athletes. The booster organization is responsible for all of the day-to-day operation of its school including practices, travel, and funding.
- Parent volunteers are critical to the success of each regatta. They staff a variety of essential positions needed to run a safe regatta. There are two classifications of parent volunteers; 1) weekly volunteers and 2) VASRA staff members. In addition to weekly parent volunteers, each full member of VASRA must provide one or more staff members that will work throughout the season to help supervise the weekly regattas. ***Without parent involvement, regattas simply will NOT happen.***
- Parents sign up for the positions that have been allocated to the boosters before the regatta season. A parent who has volunteered for a position should understand the duties of the position, report on time to the regatta, and be willing to be reassigned if asked by the Regatta Director.
- Members must maintain a “good standing” status with VASRA. **Failure to remain in “good standing” will result in suspension of the program’s eligibility to row in the VASRA regattas and championships.** “Good Standing” requirements follow:

VASRA Requirements:

- **Launch Driver Training Plan.** Boosters are required to have a launch driver training plan and provide training to their launch drivers. This is a booster responsibility.
- **VASRA Dues.** Teams pay \$100 membership dues, Invoiced by the Treasurer. **Payment is due no later than November 15, 2016** to the VASRA Treasurer, P.O. Box 73, Fairfax Station, VA 22039. This is a booster responsibility.
- **LOC Staff Assignment.** Boosters provide one permanent regatta staff person - **to be identified as soon as feasible, but no later than February 26, 2017.** Associate members are exempt. Each permanent regatta staff member is part of the weekly regatta management team, is a supervisor of weekly volunteers, and generally must attend most of the weekly regattas to provide management continuity to ensure a safe and efficient administration of regattas. This is a booster responsibility.
- **Master Eligibility List (MEL) or equivalent.** This is submitted by the school Director, Student Activities, and verifies that all athletes are students in good standing and eligible to compete for the school. POC is Tom Snoich, VASRA secretary (secretary@vasra.org). Electronic submission is preferred. Mailing address for those who cannot submit electronically is Tom Snoich, VASRA Secretary, 13 Butternut Way, Sterling, VA 20164-2124. VASRA will forward the MELs to the Crew Council upon their request. **Due not later than March 17, 2017.** This is a school administration responsibility. If a document other than the MEL is submitted, it must include a student's:
 - Last Name
 - First Name
 - M.I.
 - Birthdate (mm/dd/yy)
 - Date of first entry into ninth grade (mm/dd/yy)
 - Subjects passed last semester
 - Subjects taking this semester
 - Latest Physician's certification (mm/dd/yy)
- **Rule Book / Operations Manual / Certification.** Tab 06A – 2016 Rules of Rowing VASRA Supplement Signature Sheet. The Booster President, team Head Coaches, and school DSA, must sign this document and submit it to the VASRA Secretary. Tab 06A may not be submitted prior to the Crew Council approving Tab 06. Electronic submission is preferred (secretary@vasra.org). If electronic submission is not possible, please mail to Thomas Snoich, 13 Butternut Way, Sterling, VA 20164-2124. **Due no later than March 17, 2017.** This is a shared school / booster responsibility.
- **Insurance Liability Waivers.** Signed online at <https://membership.usrowing.org/individual/join> Paper waivers will not be accepted. All athletes are registered on Regatta Central to participate in a VASRA regatta. Regatta Central verifies regatta participants have signed a U.S. Rowing waiver. VASRA verifies (through Regatta Central) that all athletes have a waiver before they are allowed to participate in a VASRA regatta. This is a booster responsibility.
- **Rower Entry Fees.** Teams pay entry fees as they register for each regatta directly to Regatta Central. Entry fees are due at the time of registration. This is a coach and booster responsibility.

- **Weekly Volunteers:** Boosters must meet all volunteer assignment requirements. *Without the necessary number of parent volunteers regattas can be adversely affected. Potomac River regattas have been discontinued because of lack of parental support.*
- **Meeting attendance.** The booster organization is expected to have a representative at all of the VASRA meetings during the year. The Boosters are integral to the management/decision process.
- **USRowing Organizational Membership.** Terms and conditions of our insurance policy stipulate that each program participating in VASRA regattas **MUST** be an organizational member of USRowing prior to participating.