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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 over 25 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 and continues throughout the year. Team selections occur twice a year, 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 routinely sent boats to nationals), winning medals, including gold on several occasions.

Many PRC rowers are recruited for various advanced competition teams and colleges throughout the nation. PRC graduates have competed at world-renowned universities and colleges as well as USRowing national teams, several being the recipients of rowing scholarships. One rower even went on 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 include the following forms, which must be completed, signed and submitted on behalf of all rowers:

Rules and Policies Agreement Form

Emergency & Medical 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 1 Harding Road on Lake Merced in San Francisco. Water workouts are held, rain or shine.

2. Public restrooms at the boathouse serve as a changing area for rowers. It is strongly recommended that rowers be aware of all personal belongings when using the public facilities.

3. PRC owns a fleet of boats that have been acquired over the years through the hard work and personal fundraising efforts of the rowers via the Erg-a-thon.

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 the ultimate governing body of PRC. PRC does not have any statutory voting members, but rather the members of the Board of Directors act in lieu of statutory voting members. 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, General Manager, Program Director and coaches, often supporting the rowing program by: coordinating volunteers for home regattas, coordinating refreshments, group travel, accommodations, uniform procurement, fund raising, etc.

Membership

Members of PRC are active high school age rowers, select middle school aged rowers, their parents and/or guardians, alumni, 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 15 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 Erg-a-thon on Lake Merced in early December. All families are expected to participate. Parents are also 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 Erg-a-thon and regattas that occur at Lake Merced

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. Rowers are not permitted to drive themselves to away regattas. Please coordinate prior to races, as it is ultimately the parent’s responsibility to get their rowers to regattas!

6. Parent Code: PRC strives to build self-confidence and problem solving skills among the rowers. At times, parents may become overly involved in issues among their children in a manner that is detrimental to the children’s personal growth and occasionally detrimental to team dynamics. 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 directly with PRC staff or with other rowers who are personally 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 before becoming involved.

7. Parents are subject to the same Member Policies as rowers. A parent’s violation of the rules of the Member Policies may subject the parent or rower to probation, suspension or expulsion as otherwise provided for in this Handbook.

Financial Responsibility

1. The dues for all varsity and novice rowers may be accessed through PRC’s website at the Registration tab, or directly through the following link: https://www.pacificrowingclub.org/registration/

2. We also accept checks, however 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, including uniforms and some overnight or special event regattas. Please see below.

3. Dues are to cover: the cost of coaching, membership in the US Rowing Association, most 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).

4. 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.
5. 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.

6. Uniform purchases are the responsibility of each rower. The Program Director, assisted by the parent committee, will provide directions for vendor and item number information for all required uniform articles. Required uniform articles include a team unisuit and may include tank top and shorts. Optional uniform articles may include socks, wind jackets, sweat shirts, sweat pants, etc.

7. Every rower and family is expected to participate in the annual Erg-a-thon. Donations are solicited from the friends and family of PRC who are invested directly into the program. Proceeds from the Erg-a-thon are the primary source of funds for PRC’s equipment.

8. Other opportunities for fundraising by parents and rowers occur throughout the year at regattas, raffles, merchandise sales, etc. These funds are usually used to supplement the fee for rowers for the Southwest Regional Regatta.

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. The deadline to submit completed applications is October 1. The October 1 payment must be received to be eligible to apply.

3. Families of rowers receiving financial aid should be prepared to volunteer a minimum of 30 hours per season to PRC. There are a wide variety of ways to fulfill the volunteer requirement.

4. The Board of Directors’ financial aid committee reviews all financial aid requests. The financial aid committee will notify applicants of decisions by November 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.

4. For financial aid forms and complete instructions contact any coach or Board of Directors representative, or visit the PRC website at http://pacificrowingclub.org. The form is located on the Registration tab. You can also follow this direct link: http://pacificrowingclub.org/registration/

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. However, only content approved by the Board of Directors or a delegate 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 rower and family roster annually. This serves as a directory for parent and rower use only. 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.

PRC Eligibility Policy

1. Novice Rowing: Any rower's first year as part of Pacific Rowing Club's regular season.

2. Varsity Rowing: Any year thereafter.

PRC Rower Expectations:

1. Middle School aged rowers have a lot of fun learning to row during our summer programs. They may choose to continue this experience during the school year at PRC's middle school program (2-3 rows per week) which occurs on select weekdays and weekends.

2. 6th and 7th grade rowers are not eligible to participate or race during the regular PRC season.
3. Some 8th Graders may wish to try out for our competitive novice program. These motivated athletes must join in early September and will have a month to be evaluated by the coaching staff. No later than October 1, rowers and their parents will meet with the Novice Coach and the General Manager to discuss continuing participation. If an 8th grade rower is not deemed ready for the novice squad, they will be directed to the middle school program for further development.

4. 9th Graders will participate during the regular season as a member of Pacific Rowing Club's freshman rowing program, coached by the lead Novice Coach. Some advanced 9th graders may be asked to participate in varsity workouts from time to time.

5. 10th Graders who have completed one year of novice rowing are expected to develop their skills in lower-tier varsity boats, led by the varsity coaches.

6. 11th and 12th Graders who have completed one year of novice rowing are expected to compete at the highest level that their talents allow, led by the varsity coaches.

SI Policy

Pacific Rowing Club does not recruit or solicit SI students. It is the policy of PRC to encourage students enrolled at SI and who desire to row, to participate on the SI crew team. However, Pacific Rowing Club is an open junior program and available to any youth in the San Francisco area. Any SI student, who desires to row at PRC, along with his/her parents, must have a conference with the PRC Head Coach and General Manager prior to trying out for PRC.

Member Policies

1. 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.

2. 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:

3. 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).

4. 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.

5. 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).

6. All Rowers must be able to swim. A swim test may be administered to incoming novice rowers in the fall.

7. 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. Their seat position in a boat and opportunity to compete in upcoming races may be affected.

8. Practice attendance is mandatory and absences or tardiness may affect boat selection. Missing or tardy rowers make for incomplete boats, which impacts training. Please inform Coaches in advance of any academic-related conflicts with regularly scheduled practices or competitive events. In case of illness, contact your Coach at least one hour before practice. Routine tardiness or absenteeism that affects the team may be subject to probation, suspension or expulsion from the Club.

9. Rowers may not participate in Club practices or activities if dues are delinquent or if emergency forms and or waivers are incomplete.

10. 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.

11. 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.

12. 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.

13. 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.

14. Rowers may not drive themselves or other rowers to or from regattas held at venues other than the Lake Merced boathouse.

15. Parents or guardians driving Rowers other than their own child(ren) to Club events must have:
   a. A valid driver's license that has not been suspended or revoked for any reason;
   b. Current automobile insurance coverage.
   c. Seat belts for each passenger;
d. 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.

16. Rowers traveling to/from away events may not ride in the back of pick-up trucks or in the rear deck of station wagons.

17. Rowers are expected to participate in all fundraising activities, such as the Erg-a-thon.

18. Rowers are expected to maintain a manner of dress and hygiene that is clean, presentable; and 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.

19. All members must comply with the Boathouse Rules, below.

20. Rowers are not allowed to take boats on the water at anytime without Coach supervision.

21. Rowers are not allowed to operate motorized launches at any time, except when invited to and under the direct supervision of a Coach.

22. Rowers are not allowed in the boathouse except during scheduled practices or events, or unless accompanied by an Adult Leader or Coach.

23. Novice Rowers are not allowed in any boat without a coxswain and a Coach on the water in a launch.

24. 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.

25. Inappropriate and or intentional mishandling of any PRC equipment will result in disciplinary action.

26. 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.

27. Unclaimed lost and found items will be periodically donated to a charity.

28. Unclaimed and unidentified uniform items shall be cleaned and offered for resale.

29. 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 workout cannot be accommodated without prior arrangement.
30. 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.

**Bullying and Hazing**

Bullying and hazing rowers is prohibited. PRC strives to create a positive environment where all young rowers can feel safe from both physical harm and emotional harassment. Depending on the severity of the offense, a Coach may choose to suspend a rower from practice or competition. If negative or unsafe behavior persists, any offending rower may be dismissed from the team.

**Social Networking**

PRC rowers and coaches who access social networking sites (Facebook, Twitter, etc.) should act responsibly and show respect for the rights and feelings of others. Gossip, insults, and inappropriate pictures or comments about others, especially teammates and coaches, are prohibited. Rowers should exercise appropriate discretion when using social networks for personal communications with the knowledge that behavior on social networks may be available beyond any intended audience and may result in disciplinary action.

**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

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.

1. Novices may not use weight equipment without a Coach present.

2. Do not let ergometer handle slam into flywheel cage.

3. Re-rack and restack all weights after use.

4. Wipe benches and other equipment clean after each use.

5. 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, Middle School and Summer Learn to Row, is trained by qualified rowing Coaches. These Coaches oversee conditioning workouts as well as on-water practice. The Coaches are managed by the General Manager 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 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 Southwest 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 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. Unfortunately, conflicts may arise among rowers, coaches and parents in competitive sports, and rowing is no exception. Good sportsmanship is expected from everyone. The coaches and rowers may be held accountable for their behavior, and PRC expects the same high standards of behavior from parents. Not all rowers will have equal opportunities at competitive rowing. The nature of competition means that PRC tries to put the boats on the water for each race while developing the depth of the entire crew. It is a coach’s job to determine boating for any event. Part of any rower’s maturation process includes putting one’s personal desires aside for the betterment of the team.

2. Parent and rower feedback is important to PRC and we welcome comments you may have. PRC will accept and consider, but will not respond, to anonymous comments or stated concerns. Below are stated PRC general procedures for resolving grievances of rowers or parents.

3. 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.

4. These are the steps to follow in the event the rower cannot resolve the problem directly with the person:
   a. Rowers should direct grievances to their team captain;
   b. Request a meeting with her/his coach.

If these steps do not lead to a satisfactory resolution, the rower is encouraged to request a meeting with the General Manager, who may seek input or resolution from the Board of Directors regarding resolution of any grievance. 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. Carpooling from the boathouse is highly encouraged.

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, 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 Program Director and are subject to change. Additionally, the Program Director 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. PRC provides food and water for rowers and families at regattas.

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

**Parents**
- Binoculars
- Camera
- Reading material
• Extra change of dry clothing
• Towel
• Water (1 liter per race)
• Sunscreen
• Lip screen
• Special foods for dietary restrictions
• Sunglasses/hat

• Sleeping bag *
• Toiletries *
• Medications *
• Pajamas *
• Spending money*

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. Keep noise to a minimum – except to cheer on teammates.
6. Maintain a tidy hotel room, remove trash from rental cars, and refrain from littering at race venues, etc.
7. 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
ROWER PAYMENT SCHEDULE

1. A non-refundable “New Rower Registration” fee of $150 must be paid before any new rower is allowed to participate. The Emergency Contacts and Medical Release form, and the “Basic” (minimal charge) membership with USRowing is also required before any rower is allowed on the water.

2. Please see the PRC website for payment amounts and details.
   a. **Dues may be paid in full by the first payment deadline (September 15) at a discounted rate.**
   b. Or in three increments: fall, due September 15; winter, due November 15; and spring, due January 31.

3. Make payments at PRC’s website at the Registrations tab, or directly through the following link: [http://pacificrowingclub.org/registration/](http://pacificrowingclub.org/registration/)

4. If necessary, payments can be made by check payable to PACIFIC ROWING CLUB. A $20 charge will be assessed for all returned checks. Checks can be dropped off at the Boathouse mailbox or mailed to: PRC, PO Box 320643, San Francisco, CA, 94132.
   a. **Please include the rower’s name on the check and indicate “Dues”.**

5. 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.

   a. Please remember that October 1 is the due date for Financial Aid consideration
   b. All dues must be current to qualify for Financial Aid

7. Other Payment/Registration dates to be aware of
   a. **October 1** is the last day to register to qualify for the payment in full discount, fall racing and Financial Aid if qualified.
   b. Rowers who join **after October 1** will pay the Winter (Nov 15) and Spring (Jan 31) dues only. These rowers do not qualify for Financial Aid and are not eligible for fall racing.
   c. Rowers who join **after November 15** pay dues in one increment (Late Membership Special Registration) that is due 20 days after the New Rower Registration. Please see the General Manager for details and possible payment plans. See the PRC web site/ Registration for payment details.
   d. **February 1:** No new rowers will be admitted after this date
Pacific Rowing Club
A California Non-Profit Corporation
Lake Merced, San Francisco
Est. 1980

Rules and Policies Agreement Form

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 ___________________________
Rower:

Last Name:_______________________________  First Name:______________________________

Date of Birth:_________________________

Medical Information

Medical Conditions:_____________________________________________________________________

Name and dosage of current medications:___________________________________________________

Preferred Hospital:________________________________________

Primary Physician:____________________________  Phone:________________________________

Medical Insurance:_________________  Policy#:________________________________

Group Name:_______________________________  Group Number:_________________________

Dentist:____________________________________  Phone:________________________________

Dental Insurance:______________________  Policy #:________________________________

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 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 the medical care is being sought; or to the x-ray examination, anesthetic, dental or surgical diagnosis or treatment to be rendered to the Rower by and dentist licensed under the Dental Practice Act of 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:____________________

Parent/Guardian Name:_____________________________  Secondary Contact:________________

Parent/Guardian Phone:_____________________________  Secondary Phone:________________

Parent/Guardian E-Mail:_____________________________  Secondary E-Mail:________________

Other Contacts Name, Phone and E-mail: