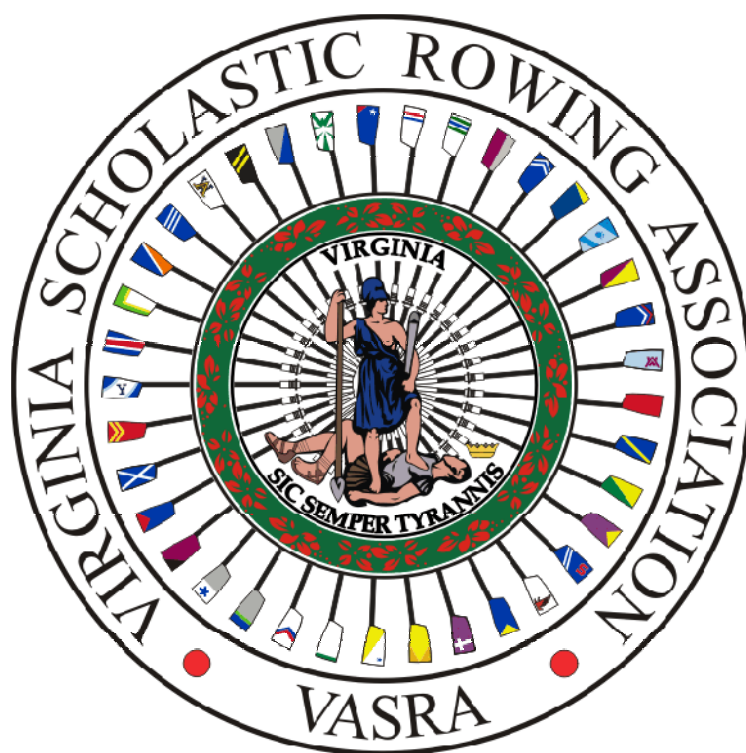


Virginia Scholastic Rowing Association



Operations Manual

February 10, 2009

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CHAPTER 1 – *Virginia Scholastic Rowing Association*

PURPOSE AND IDENTITY

The VASRA is an association of organizations each of which is recognized by its school as supporting the school's competitive crew programs. 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. The Association provides facilities, administration and support for a series of spring season athletic competitions for the schools represented by its members. The VASRA is incorporated in the Commonwealth of Virginia and is organized and controlled according to its own regulations and bylaws. It is an organizational member of the United States Rowing Association (USRA) and the Scholastic Rowing Association of America (SRA).

RESPONSIBILITY

VASRA has the responsibility for the support, administration and operation of a series of regattas during the official scholastic crew season. The duties of the VASRA will specifically include site and course arrangements; meeting state and local government registration requirements; general traffic and spectator control; arranging for the presence of uniformed police and/or park ranger as necessary; providing adequate sanitary facilities for team members, officials and spectators; coordinating emergency medical and safety services and arranging for sufficient officials, support manpower and equipment to efficiently and safely operate the competitive event. The VASRA board will determine and establish the regulations needed to meet these responsibilities.

MEMBERSHIP

Membership in the VASRA will be limited to booster organizations for teams that are officially recognized by their school administration as either a varsity or club team representing that school. All teams must comply with the rules of the athletic league governing high school athletics in their jurisdiction in order to participate in VASRA conducted regattas. The rules stated below are a minimum to be applied to all participating teams, and the procedures and interpretations used are meant to adapt existing high school rules to crew with consideration of the safety requirements and traditions of the sport.

VASRA will have the sole power to determine and control of its own membership according to its own bylaws.

BOARD OF DIRECTORS

VASRA Board of Directors (BOD) will be comprised of the president of each member organization or his/her appointed representative, the elected officers (Executive Board), and any at large members appointed in accordance with the VASRA Bylaws. The elected officers of VASRA and other at-large board members will be persons with proven experience in the activities of the organization and who are willing and able to provide substantial guidance and effort.

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CHAPTER 2 – Crew Council – Organization and Responsibilities

PURPOSE AND RESPONSIBILITIES

The Crew Council will approve and provide oversight of the VASRA scholastic rowing program. The schedule proposed by the VASRA for each spring regatta season and all rules formulated by VASRA must be reviewed and approved by the Crew Council before becoming effective. In cooperation with the VASRA, and in conformity with and not in contradiction to applicable high school league rules, the Crew Council will formulate and adopt regulations governing school participation with the VASRA and specific rules concerned with responsibilities of school administrations and student participation, including all rules that are included in this agreement. Protests of such rules that cannot be properly handled through accepted high school athletic league procedures shall be heard and adjudicated by the Crew Council. The Council as a whole will act as a Board of Appeals for any such protests.

MEMBERSHIP

The principals and headmasters of schools that are members of the VASRA must apply for membership in the Crew Council. Schools that are not members of the VASRA may also apply for membership in the Crew Council. Membership will be voted on by the Council and all members must agree to abide by this policies and procedures established in this supplement. The VASRA and the VASRA Coaches Organization shall each have a non-voting representative at each Crew Council Meeting. Any school located in the Washington D.C. metropolitan area desiring to row in weekly regattas in the area must be a member of the VASRA.

OFFICERS

The Crew Council shall elect from among its membership a Chair, a Vice Chair, a Treasurer and a Secretary. The term of each officer shall be for one year and an officer other than the Treasurer cannot succeed himself. The Vice Chair will become the Chair the following year. The Chair shall be rotated from year to year by geographical area.

DUTIES OF THE CREW COUNCIL CHAIR

The Chair of the Crew Council conducts the meetings of the Crew Council and shall call special meetings as required. The Chair will direct the business of the Council between meetings and will direct the handling of protests of eligibility and administrative rules. The Chair, or an alternate chosen by the Chair (from among the administrators of a member school), will be present at all VASRA Regattas.

REGATTA MEDICAL COVERAGE

The Crew Council is responsible for providing a medically trained person (trainer or physician) on the site during each regatta. A vehicle for emergency transportation should be readily available and manned at all times. All medical personnel must report to the regatta director for briefing and instructions one hour prior to the scheduled regatta starting time and must be prepared to remain at the site until the regatta is finished, regardless of the time needed.

SANCTIONING

The Crew Council Chair will annually designate the host school that must apply to the appropriate athletic jurisdiction(s) for official regatta sanctioning. A copy of the completed and approved sanctioning form must be provided to the President of the VASRA.

COMPETITION RULES COMMITTEE

The Competition Rules Committee members should be persons with proven experience and knowledge of rowing competition rules and practices. The Competition Rules Committee shall consist of a representative of the Crew Council, two (2) representatives of the Coaches Committee, and two (2) representatives of the VASRA. No two of the five representatives shall be affiliated with the same school.

In compliance with and not in contradiction to the USRowing Rules of Rowing the Rules Committee shall formulate rules of competition to be applied to VASRA rowing and regattas.

Rules will not be voted upon at the same meeting at which they are first proposed, and will not be forwarded to the Crew Council for final acceptance until the Board of the VASRA has had the opportunity to review and comment upon them.

MEETINGS

The Crew Council shall have the following regular meetings: in January to vote on competition rules; in May to review the spring season and to elect its officers for the following school year; in the early Fall to review the crew program and provide guidance; and in November/December to approve the schedule for the coming spring season. The "May" and "November/December" meetings may be electronic meetings. The Chair of the Council may call other meetings at such times as is necessary.

MEETING ATTENDANCE

All member schools of the Crew Council are **REQUIRED** to be in attendance at ALL Council meetings. The representative is the Principal or the Principal's designated school administrator. The attendee should be consistent throughout the school year.

- a. The first time a school is not represented at a Crew Council meeting, that school will be placed on probation and may not be allowed to participate in regattas.
- b. The second time a school is not represented at a Crew Council meeting, that school will not be allowed to participate in regattas.
- c. The third time a school is not represented at a Crew Council meeting, that school will be **EXPELLED** from the council for the remainder of that school year and will not be permitted to participate in any further council governed activities.
- d. The following school year an expelled school may apply, in writing, to be reinstated into the Crew Council. A majority of the schools in good standing in the council must approve the expelled school return.
- e. An absence will remain on the record for 24 months.

CHAPTER 3 – VASRA Coaches Committee – Organization and Responsibilities

PURPOSE AND RESPONSIBILITIES

The head coaches of the VASRA teams will constitute a VASRA Coaches Committee (CC). It will advise both the Crew Council and VASRA Board of Directors on matters dealing with rowing. The Coaches Committee will meet as required to discuss schedule, rule changes, and other rowing related issues.

The CC will provide advice and assistance to the VASRA Board of Directors on the setting of the schedule of regattas. The CC shall be responsible for developing the schedule of racing, that is, the schedule of school participation in each regatta, to be forwarded for Crew Council approval.

The CC shall review the Rule Book each year and recommend changes to the Crew Council via the VASRA Board of Directors.

ORGANIZATION

Each VASRA member team will have one vote in the organization. Where a team has separate head coaches for boys and girls teams, that team will have one vote.

EXECUTIVE BOARD

The Coaches Committee Executive Board shall consist of the President, Vice President, Secretary, and two at-large senior coaches as determined by the Executive Board.

- The Executive Board members may be current or former VASRA coaches in good standing, but no two coaches from the same team are permitted to serve on the Executive Board at the same time.
- The Executive Board members will be voted into office by the CC general body at the end of the final general meeting of the spring season.
- The Executive Board members are elected to a two-year term and may not be reelected to office for consecutive terms.
- The Executive Board shall meet at the discretion of the Board.
- The Executive Board shall have authority to conduct urgent and necessary business on behalf of the Coaches Committee only if, in the judgment of the President, the urgency of the matter acquires such action.

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CHAPTER 4 – School Administrative Authority and Responsibilities

ADMINISTRATIVE AUTHORITY

1. Final authority over and ultimate responsibility for the activities and actions of all persons connected with each recognized school team entering an VASRA sponsored activity rests with the principal or headmaster. She/He will control every aspect of the school's relationship with the VASRA, including entry of its team into VASRA regattas, the authorization of any organization other than the school to support VASRA operations in the name of the school, and the representation of that organization to the VASRA board. The principal or headmaster will be referred to hereafter as the principal.

2. The team principal shall be responsible for the team and the team's coaching staff, not only in its actions at VASRA competitive events but in training and every other aspect of its athletic activities. The principal will be responsible for the selection of all members of the coaching staff for his school's crew team. Regardless of the selection process, all coaches must be subjected to the same screening procedures used for school employees in similar positions.

Interpretation:

This is not intended to place any restrictions or requirements on the manner or criteria used by the school in choosing its coaches or the means used to finance its crew program, this being properly a matter of the school's own policy.

3. It will be responsibility of the principals, coaching staffs, contestants, faculty members and all other representatives of schools and/or VASRA member organization, to practice the highest principles of sportsmanship in interscholastic relationships with coaches, contestants and representatives of other teams, contest officials, officials of the VASRA and the general public, and to inculcate a sportsmanlike attitude on the part of their school and community.

4. Each principal shall be responsible for seeing that all the athletic activities in which his/her teams engages comply with all the rules of this document.

5. Each principal is responsible for ensuring those teams members from his/her school are eligible to be involved in an interscholastic program. If the principal has a question about the eligibility of a student of another team, it may be directed to the Principal of the other team, or to the Crew Council Chairperson for clarification. In taking such action, the team authority is not casting reflection upon the other team's adherence to eligibility regulations, but is acting in the best interest of the sport. If however, he has certain knowledge of a violation, he is obligated to report it as specified herein.

ACCOMPANYING TEAMS

An authorized representative of each principal shall accompany groups representing a team at any VASRA activity, whether competitive or not, and shall be responsible for the conduct of all students under his/her charge during that activity.

MEDICAL EXAMINATION

1. The team authority will ensure that each member of its team has a yearly medical examination before taking part in any athletic activity, competition or practice. The examination form for the high school athletic association governing competition at the team's school will be used. Where there is no such locally required examination, the examination form required by the public high school athletic association which governs standard athletic competition in the jurisdiction in which the school is located will be used.

2. The principal shall exclude from athletic participation any student who has suffered serious illness or injury until such time as that student has been pronounced physically fit by a physician to participate.

MASTER ELIGIBILITY LISTS

1. The principal shall certify on the Master Eligibility list (VHSL form No. 3, or the equivalent form for another state high school athletic association) the eligibility of all athletic contestants representing his/her school. Independent teams shall, if possible, obtain such certification from the principal of the school from which the team draws its members as a matter of public information.
2. Master Eligibility Lists are required even though the school participates in only one event during a given competitive season. Signed copies of each list must be sent to the Chairperson of the Crew Council who may distribute copies to principals who so request. All questions regarding the Master Eligibility Lists shall first be directed to the Chairperson of the Crew Council.
3. All information made available to the VASRA shall be made available by the VASRA to the appropriate authorities of any state high school athletic association investigating infractions of its own rules by a team entered in an VASRA competitive event.
4. Amended lists or supplemental lists naming additional students must be similarly circulated before said students enter their first VASRA competition.
5. A copy of the eligibility roster for each team will be available for review in each school.

Interpretation: Specific application of eligibility rules will be determined by an interpretation of the state or federal athletic association governing interscholastic athletics at a given team's school. It shall be the responsibility of the team to satisfy any additional eligibility requirements of any non-VASRA competition that they enter.

Concerns regarding eligibility on the part of one school should be referred initially for review and resolution between the principals of both schools. If a resolution is not found, the matter should be referred to the Crew Council through the Chairperson of the Council.

SWIM TESTS

The principal and team authority shall both ensure that each member of its team has passed the swimming examination stipulated by the VASRA before taking part in any rowing related water activity, competition or practice. This examination need be passed only once in a student's high school rowing career.

VASRA SWIM TEST		
Name:		
School:		
Grade:		
Date:		
Tread Water (2 minutes)	PASS	FAIL
100 Meter Swim (any stroke, no time limit)	PASS	FAIL
Examiner:		

The examiner must be an adult officially designated by the Team Authority. It cannot be the student's own parent.

CHAPTER 5 – Competitive Season / Out-of-Season Rules

COMPETITIVE SEASON RULE

The VASRA recognizes only a single spring season for competitive scholastic rowing. Practice shall not start before the First Practice Date specified in the VHSL Calendar and competitions shall be not entered before the First Contest Date in the VHSL Calendar. The VASRA will sponsor a series of weekly regattas during the spring season, culminating with the championship regattas: the Virginia Scholastic Rowing Championship (VSRC) and the Ted Phoenix Regatta for Lower Boats. The Statesbury Regatta (Philadelphia) and the Scholastic Rowing Association of America (SRA) Regatta shall likewise be considered a normal part of the local spring season. The season shall generally end after the SRA Regatta except as provided in subparagraph 4a below.

OUT OF SEASON RULE

1. No member team shall engage in any form of pre-season or post-season practice or in any pre-season or post season competition except under the conditions outlined below.
2. Regardless of actual ownership, equipment purchased or otherwise dedicated principally for use by a single school team during the spring season will not be used by that team in any competition other than in the official spring season or under the exceptions listed below.
3. Members of the coaching staffs of VASRA member schools cannot coach boats in independent programs made up of more than 50% of rowers from his/her school.
4. Exceptions:
 - a) Teams may enter regattas of national and/or international importance after the spring season that are approved by the Crew Council and sanctioned by the state/national high school athletic league.
 - b) Teams may run a single, non competitive fall rowing event (e.g., "row-a-thon" or other event in which members of a single school row against their teammates) involving all members for the purpose of raising money to support the team. Involvement of team coaching staff shall be limited to administration and safety oversight.
 - c) Restrictions 2 and 3 above will not apply to student or coach participation or use of equipment in selections or training camps or programs for USRA sponsored junior teams in international competition.
 - d) Restriction 1 and 2 above will not apply to crew camp programs or other independent recreation programs open equally to the members of all VASRA teams.
 - e) Preseason conditioning, which may be supervised by crew coaches, must be limited to strength and cardiovascular training, and may be conducted in each school so long as the program is approved by the school principal or headmaster and is advertised to be open and available to all students in the school. It is recommended that the conditioning sessions be monitored to insure that all participants have a valid physical examination on record.
5. All rowing programs conducted outside of the spring season shall be advertised on the VASRA website to ensure compliance. Although advertisement by itself shall not satisfy compliance in ensuring that programs are open to all VASRA teams, this advertisement requirement shall at least provide some measure of guidance to member schools and shall require a minimal step to notify VASRA teams of the existence of such programs.

WEEKLY LIMITATION RULE

No member of any VASRA team shall be engaged in crew competitions and/or practices on more than six days in any calendar week, excluding Sundays, unless exceptions are granted by governing athletic departments and Crew Council. VASRA teams may compete on any specific weekend on Saturday or Sunday (if permitted by local league rules), but not on both days.

CHAPTER 6 – *Novice Rowers Safety Orientation*

PURPOSE

To .

CONCEPT

Placeholder.

POLICY

Placeholder.

Placeholder.

EXECUTION

Placeholder.

REQUIREMENTS

Placeholder.

COMPLIANCE

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CHAPTER 7 – *Good Standing Requirements*

GOOD STANDING

To compete in Association regattas and vote on Association issues, a team (boosters) must be in “Good Standing.” Good standing requires:

- (1) Regular meeting attendance;
- (2) Fulfilling financial requirements;
- (3) Completing the administrative requirements of submission of Association-Crew Council MOU and the Crew Council Rule Book Certifications, Insurance Waiver Certification, and Master Eligibility Certificates;
- (4) Providing one person to the LOC on a permanent basis to act as LOC permanent staff, (Associate teams are exempt from this requirement) and providing volunteers at VASRA sponsored regattas; and
- (5) Compliance with Association rules and policies.

(1) MEETING ATTENDANCE

It is important that all Association organizations have their representative in attendance at each regular Board meeting in order to assure a quorum to conduct business. Unless excused prior to the meeting by the Association President, an absence from a regular meeting will result in the absent booster organization being warned. A second unexcused absence will result in a fine of \$100. A third unexcused absence will result in a fine of \$200. Further unexcused absences will result in continued doubling of the fine. Associate teams are excepted from this policy (and are not counted in quorum calculations).

(2) FINANCIAL OBLIGATIONS

Every team is required to pay dues, the amount of which is set by the Executive Board, subject to the oversight of the Board of Directors. Such payment is due at the first meeting in the fiscal (school) year, and no later than November 15th.

Entry fees are required for each athlete. Estimated entry fees are paid for the season before the first regatta and are adjusted at the end of the rowing season according to actual athlete participation (this is necessary to ensure we have enough operating capital through the season).

(3) ADMINISTRATIVE REQUIREMENTS

RULE BOOK

Each year the Rule Book is approved and published by the Crew Council, usually in January. The Rule Book (long title: VASRA Supplement to the USRowing Rules of Rowing) contains an acknowledgement and certification page that is signed by each school AD, Head Coach(es), and Booster President. This page is turned in to the Crew Council Chairperson and is due a week prior to the first regatta. Failure to turn in this page precludes regatta or meet participation.

ROWING LIABILITY WAIVERS

In order for the VASRA regatta liability insurance to be in effect, every athlete and volunteer must sign the USRowing Universal Release of Liability. This is done online, however, certification by each booster organization that the waivers have been signed by ALL team athletes is required to be sent to the VASRA Secretary a week prior to the first regatta. Regatta or meet participation is precluded until this certification is received. Details are in the VASRA Representative Handbook.

MASTER ELIGIBILITY CERTIFICATE

The Master Eligibility Certificate is done by the school AD prior to the rowing season. All the boosters need do is ensure the AD has all team member names.

(4) PERSONNEL REQUIREMENTS

LOCAL ORGANIZING COMMITTEE SUPPORT

All teams, other than Associate Members, shall provide one person to the OLOC Chairperson on a seasonal permanent basis. This group is the core cadre of expertise that provides continuity and knowledge and leads and supervises the weekly volunteers. With every booster organization participating, there are enough people to allow some weeks off duty AND provide the necessary expertise to set up and support a regatta on the Potomac or Anacostia Rivers, if one can be scheduled.

REGATTA VOLUNTEER SUPPORT

All teams shall provide parent volunteers at Association regattas in proportion to the number of rowers at each specific regatta. Teams that fail to meet their volunteer obligations shall be penalized in accordance with terms established by the Executive Board. The Personnel Coordinator publishes a "Volunteer Coordinator Handbook" prior to each season (in January) to assist each team fulfill its volunteer requirements.

More details are contained in Chapter 7 of this manual.

(5) COMPLIANCE

VASRA rules and policies are contained in this Operations Manual, in the Bylaws, in the Representative Handbook, in the Volunteer Coordinator Handbook, and in the Crew Council Rule Book.

CHAPTER 8 – VASRA Team Personnel and Equipment Support

REQUIREMENT

Each member organization will be asked to furnish equipment and personnel to support VASRA activities, not only on regatta days, but for course setup, repair and recovery before and after the regatta season. The requirements will be determined each year by the LOC Chairs and distributed as equitably as possible to each organization.

POLICY

- A. Prior to January 1st each team shall provide the OLOC Chairperson with the name and contact information of the permanent staff member assigned to the Occoquan Local Organizing Committee. Note that this is a single individual assigned to the Local Organizing Committee for the season.
- B. Individual names of the volunteer parents for all regattas shall be provided to the Personnel Coordinator 14 days prior to the first regatta of the season to provide adequate time for the personnel committee to enter data on regatta volunteer sign-in sheets. Any changes to names must be given to the Personnel Coordinator by 10:00 pm on the Wednesday preceding the regatta affected.
- C. Failure of a booster organization to provide required personnel volunteer names by Wednesday preceding a regatta, failure of volunteers to show up (sign-in) for a regatta, or failure to provide required equipment will result in the imposition of the following penalties:
 - (1) First Offense - \$50.00 fine for each person/equipment item not furnished.
 - (2) Second Offense - \$50.00 fine for each person/equipment item not furnished; an official letter of reprimand sent to the sponsoring booster President with copies forwarded to the Crew Council Chair and to the Principal/Headmaster of the team's school; and a warning of possible loss of the right to participate in revenue sharing.
 - (3) Third Offense - \$50.00 fine for each person/equipment item not furnished; a second letter of reprimand; and the loss of all revenue sharing.
- D. Mitigating circumstances will be considered in imposing these penalties.
- E. Money collected in penalties will be held and distributed proportionally at the end of the season to all member organizations that have fully fulfilled their commitment, such payment not to exceed \$200 per organization. Excess funds over and above the \$200 limit will accrue to the VASRA general fund.
- F. An organization may exchange requirements with another organization, but must retain the responsibility for seeing the requirement filled. Penalties will fall upon the organization originally awarded the responsibility. A requirement will not be considered filled if the person or equipment is not provided, is unreasonably late, is not checked in with the Regatta Director or Volunteer Coordinator representative or, in the opinion of the permanent staff persons responsible for that position, is not capable of performing the required job.
- G. Each organization will provide workers on a weekly basis at the direction of the Personnel Coordinator at the beginning of the season. When each organization is participating in a regatta at their home practice site, they will be required to provide regatta launches, equipment, knowledgeable personnel, and launch access (ferrying to launch/providing keys/setting up boat). Each of these organizations will supply launches equipped with appropriate engines in good operating condition, a gas tank and matching connecting hose, "dead-man" cable, lines, paddle, and bailer (VASRA will provide personal floatation devices, safety/first aid kit, and radios as appropriate for the boat's assignment). Oil and gas requirements must be clearly understood and properly marked for VASRA to assure proper gas and oil is supplied for the regatta. VASRA regatta personnel will drive the launches at the assignment of the Launch Master/Regatta Director who, insofar as possible, will assign members to their own organization launches. This equipment will be supplied to support regattas on a rotating schedule equitable to all home site organizations.

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CHAPTER 9 – Member and Associate Teams and Occoquan LOC Requirement

MEMBER TEAMS

<u>Team Name (ID Code)</u>	<u>Team Legal Name</u>	<u>OLOC</u>
Bishop O’Connell (BL)	Bishop Denis J. O’Connell High School Crew Boosters Club	Y
Fairfax (FX)	Fairfax High School Crew Team Booster Club	Y
Forest Park (FP)	Forest Park Crew, Inc.	Y
Gar-Field (GF)	Gar-Field Crew Boosters, Inc.	Y
Georgetown Visitation (GV)	Georgetown Visitation Preparatory School	Y
Hylton (HN)	Hylton Crew Boosters, Inc.	Y
James Madison (JM)	James Madison Crew Boosters Organization, Inc.	Y
JEB Stuart (JS)	JEB Stuart High School Crew Boosters, Inc.	Y
Lake Braddock (LB)	Lake Braddock Crew Boosters Club, Inc.	Y
Langley (LY)	Langley Crew Boosters Club, Inc.	Y
McLean (MN)	McLean Crew Club, Inc.	Y
Mount Vernon (MV)	Mount Vernon Crew Boosters, Inc.	Y
National Cathedral (NC)	Combined Cathedral Crews Rowing Club, Inc.	Y
St. Albans (SA)	Combined Cathedral Crews Rowing Club, Inc.	Y
Oakton (ON)	Oakton Cougar Crew Booster Club, Inc	Y
Potomac (PC)	Potomac Crew Boosters, Inc.	Y
Robinson (RN)	Robinson Crew Boosters Club, Inc.	Y
Sidwell Friends (SF)	Sidwell Friends Rowing	Y
South County (SC)	South County Secondary School Crew Club Boosters, Inc.	Y
TC Williams (TW)	T C Williams High School Crew	Y
Thomas Jefferson (TJ)	Thomas Jefferson High School for Science and Technology Crew Boosters, Inc., Thomas Jefferson HSST	Y
Wakefield (WD)	Wakefield High School Crew Boosters	Y
Washington-Lee (WL)	Washington-Lee Crew Boosters, Inc	Y
West Potomac (WP)	West Potomac Crew Boosters	Y
West Springfield (WS)	West Springfield Crew Booster Club, Inc.	Y
Westfield (WF)	Westfield Crew Boosters, Inc.	Y
Woodbridge (WE)	Woodbridge Crew, Inc.	Y
WT Woodson (WN)	W.T. Woodson Crew Booster Association, Inc.	Y
Yorktown (YN)	Yorktown Crew Boosters, Inc	Y

ASSOCIATE TEAMS

<u>Team Name (ID Code)</u>	<u>Team Legal Name</u>	
Christchurch (CH)	Christchurch School	N
Episcopal (EL)	The Episcopal High School	N
Gloucester (GR)	Gloucester High School Rowing Team, Gloucester County, VA	N
Mathews (MS)	Mathews High School Crew	N
Western Albemarle (WA)		N

Team Practice Sites

Team Name	Site	Team Name	Site
Bishop O'Connell	Thompson BC	Potomac	Oxford House
Fairfax	Sandy Run	Robinson	Sandy Run
Forest Park	Oxford House	St. Albans	Thompson BC
Gar-Field	Oxford House	Sidwell Friends	Thompson BC
Georgetown Visitation	Thompson BC	Wakefield	Anacostia
Hylton	Oxford House	Washington-Lee	Potomac BC
J E B Stuart	Sandy Run	Yorktown	Thompson BC
James Madison	Bull Run	T C Williams	Alexandria
Lake Braddock	Bull Run	South County	Occ Regional
Langley	Sandy Run	Thomas Jefferson	Sandy Run
McLean	Thompson BC	Westfield	Bull Run
Mount Vernon	Fort Belvoir	West Potomac	Fort Belvoir
National Cathedral School	Thompson BC	West Springfield	Sandy Run
Oakton	Bull Run	Woodbridge	Oxford House
		W T Woodson	Sandy Run
		Associate Members	
Christchurch	Urbanna Creek, Rappahanock	Mathews	Williams Wharf, Mathews
Episcopal	Occoquan Regional Park	Western Albemarle	Beaver Creek Lake, Crozet
Gloucester	Ware River, Mathews		

CHAPTER 10 – Coordinators

1. COORDINATORS AND DUTIES

CHAIR OF THE LOCAL ORGANIZING COMMITTEES (LOC)

The Chair of the Occoquan LOC (and Potomac LOC, if activated) primary duties include: Regatta Director (responsibilities are set forth by US Rowing and other governing bodies), LOC organization, management of volunteers and training, course and site preparations, publication of site safety rules, and conduct of pre-regatta meetings with coaches, referees and coxswains. The Chair will coordinate closely with the assigned US Rowing Chief Referee to ensure regattas are conducted safely and efficiently in accordance with the Rules of Rowing and other governing regulations.

PERSONNEL COORDINATOR

The Personnel Coordinator's primary duty is to integrate the schedules of the parent volunteers required for successful operation of Association regattas. The Personnel Coordinator will assign jobs based on the percentage of each team's rowers participating in specified Association regattas. To assist in this effort, Association teams assign a Volunteer Coordinator(s) responsible for the actual assignment of parents to jobs. The Personnel Coordinator shall conduct Volunteer Coordinator training in January and publish a Volunteer Coordinator Handbook that contains regatta assignments, job descriptions and other relevant information. The Personnel Coordinator shall ensure that all regatta volunteer positions are filled one week prior to the first regatta. Teams that fail to meet their regatta volunteer obligations shall be penalized in accordance with terms established by the Executive Board.

PROGRAMS COORDINATOR

The Programs Coordinator shall also be responsible to create and publish a regatta program featuring photographs and team write-ups from all the Association teams. The cost of publication may be alleviated by selling advertising, in which member schools may participate.

TROPHY COORDINATOR

The Trophy Coordinator's primary duty is to ensure the trophies for the Association's championship regattas are maintained and properly prepared for delivery at their respective events. Championship crews shall possess the trophies for a period of time after earning them, but the Trophy Coordinator shall establish a process to ensure that they are returned in sufficient time to properly prepare them for the next championship regattas.

WEBSITE COORDINATOR

The Website Coordinator's primary duty is to serve as the website manager for the Association's Internet site. The coordinator shall be responsible for website layout, and ensure all information on the website is accurate and up-to-date.

2. COORDINATOR JOB DESCRIPTIONS

All coordinators are to have a written description of his/her job. It will be reviewed annually by the incumbent coordinator for correction / revision. Each coordinator will maintain a turnover file with this description, schedule of events, and any other information pertinent for the coordinator's function. Descriptions updates are due to the Association President annually in June.

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CHAPTER 11 – *Standing and Recurring Committees*

1. COMMITTEES AND DUTIES

AUDIT COMMITTEE

The Audit Committee shall consist of three members with at least one CPA or accountant. The chair and committee will be appointed by the President and approved by majority vote of the Board of Directors at the May meeting. If no willing Association member, or non-member who is acceptable to the Association, who is either a CPA or accountant can be found, the Board of Directors may choose to approve expenditure of funds to hire an outside consultant. The duty of this committee shall be to audit the Association's financial records after the end of the Association fiscal year (June 30). The committee shall be provided with the necessary administrative and financial records of the Association including copies of previously audited reports. The committee shall present a signed statement of its findings to the Board of Directors at the first regular board meeting in the fiscal year.

BYLAWS COMMITTEE

The Bylaws Committee is tasked to conduct a yearly review of the VASRA Bylaws and review any proposed changes that come from the Board of Directors. The Committee will consist of three members: two assigned by the VASRA President at the first regular board meeting and the VASRA Secretary, who will Chair the committee. Any proposed changes to the body of the Bylaws will be processed in accordance with Article XVIII, Section 2, of the Bylaws, and included in the annual end-of-year update in June, should the committee so recommend.

PUBLICITY COMMITTEE

The Publicity Committee duties are to develop strategies, methods and materials to promote scholastic rowing in the Association's area. The Chairperson shall interface with US Rowing, local media organizations and appropriate entities to ensure widest dissemination of information of the benefits of scholastic rowing, enhance the morale of rowers, publication of regatta results and recognition for our rowers. The Committee shall also be an advisor to any member organization requesting assistance with media outreach.

COACHES DEVELOPMENT COMMITTEE

The Coaches Development Committee should consist of at least two members, a lead and assistant(s), appointed by the President. The committee's primary duties are to establish a systematic approach to reach out to potential coaching resources and lower the barriers to becoming coaches. The committee will maintain awareness of coaching shortfalls and assist organizations in closing the disparities between Association schools. The committee will strive to develop a comprehensive data base of resource information and assist Association members with their efforts to recruit competent coaches and develop potential coaches, however, the committee does not recruit coaches for specific schools

GRIEVANCE COMMITTEE

The Grievance Committee shall consist of at least three persons appointed by the President at the first Board of Directors meeting in the fall. The members shall elect one member to serve as chair. This Committee will investigate complaints of improper conduct on the part of any person conducting VASRA related activities. The Grievance Committee will receive referrals for investigation and perform its duties in accordance with the procedures specified in Article IX of the VASRA Bylaws.

HISTORY COMMITTEE

The Historian's primary duties are to establish and maintain a VASRA Historical Program: To collect, organize, preserve, and present written, oral, graphic, and three-dimensional materials, excepting trophies, pertinent to the history of VASRA including antecedent and component entities so as to:

- 1) Provide a significant ingredient to organizational planning and decision-making.
- 2) Provide an essential element to the orientation of new member individuals and programs.
- 3) Provide source material for the study and development of governance of scholastic rowing.

NOMINATIONS COMMITTEE

The Nominations Committee shall consist of three members, appointed by the President and approved by the majority of the Board of Directors present at the April meeting. The committee shall choose its chair. The committee's task shall be to canvas the Association members to develop a slate of nominees for election of the Executive Board Officers. The slate will be presented electronically to the Board of Directors by the first Monday in May. The election is held at the June meeting.

2. COMMITTEES JOB DESCRIPTIONS

All committees are to have a written description of its charter and annually review it for correction / revision. Each committee will maintain a turnover file with this description, schedule of events, and any other information pertinent for the committee function. Committee descriptions updates are due to the Association President annually in June.

CHAPTER 12 – *Compliance and Association Documents*

COMPLIANCE DOCUMENTS

Document Name	Responsible Entity
Annual Information Tax Return	Treasurer
VASRA Supplement to the USRowing Rules of Rowing (Crew Council Rule Book)	Crew Council, with input from VASRA Board of Directors and Coaches Committee
US Rowing Rules of Rowing	US Rowing

ASSOCIATION DOCUMENTS

Document Name	Responsible Person(s)
Annual Information Tax Return	Treasurer
Association Budget	Treasurer
Association Representative’s Handbook	Vice President
Association Regatta Program	Programs Coordinator
Association Roster	Secretary
Board Minutes	Secretary
Bylaws	Executive Board
Equipment Inventory	Chair, OLOC (and PLOC) and as assigned
Monthly Budget Reports	Treasurer
VASRA Racing Schedule	Executive Board, LOC Chair, and Coaches Association Chair
Safety Handbook	Chairs, OLOC (and PLOC)
Trophy Inventory	Trophy Coordinator/Committee
Volunteer Coordinator Handbook	Personnel Coordinator

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CHAPTER 13 – VASRA Trophy and Awards Policy

Approved by the VASRA Board of Directors at its meeting on April 5, 2005. Updated by the Executive Board on February 27, 2007 to include the Ted Phoenix Regatta and updated by the Executive Board on September 30, 2008 to delete the National Capital Championship as a VASRA supported regatta.

AWARD REGATTAS

The provisions below shall apply to trophies, plaques, medals and ribbons awarded to competitors at the Virginia Scholastic Rowing Championship (VSRC), and the Ted Phoenix Regatta.

TROPHY POLICY

- A. One trophy will be given for each championship event, one for each designated team category, and one for each event in the Ted Phoenix Regatta. Trophies will be revolving, held by the winning school for display until the VASRA Board of Directors meeting the following year designated for trophy return. A plaque for permanent possession, referring to the trophy, will be given to each winning crew and to team category winners. Championship events are specified in the VASRA Supplement to the USRowing Rules of Rowing, Article S5-204.4.
 - (1) Award of a trophy or plaque will be made only if there are a minimum of three entries in an event from three separate schools (VASRA Supplement, Article S5-301.1, paragraph 4.A.). If there are less than 3 entries, the trophy plinth engraving will indicate “No Award” for that year, or if the event is not held, “No Race.”
 - (2) An exception to the one-trophy award policy is the VSRC Men’s and Women’s Governor’s Team Trophies that duplicate the VSRC Men’s and Women’s Division I Point Trophies.
- B. Only trophies or awards accepted by the VASRA Board of Directors (BoD) may be presented at VASRA regattas. All awards donated to VASRA shall become the property of VASRA upon acceptance by the VASRA BoD . Trophy donors may not name the trophy, however, a trophy use (i.e., award event) and name may be proposed by the donor for consideration for approval by the BoD.
- C. No trophy use may be changed or discontinued without VASRA BoD approval.
- D. Individuals or organizations that are honored by having a trophy named for them should have significantly contributed in some way to local scholastic crew. No award will be named for any commercial enterprise or product.
- E. A small plaque or label affixed to the trophy base or plinth may commemorate the donor, but such label cannot conflict with the trophy identification engraving or plinth plate.
- F. Plinth plates will have the complete event winner history and, in some cases, the event history may predate the trophy (normally due to the trophy use having been changed).
- A. Medals will be awarded to individual 1st, 2nd and 3rd place finishers in championship events, and in the Ted Phoenix Regatta. For any medal award, two crews must be defeated, e.g., award of a third place medal requires at least five entries.

Modified 9/30/08

- H. For non-championship events, 1st, 2nd and 3rd place finishers in their races will be awarded ribbons. Ribbon awards for second and third place are also subject to the minimum competitor rule cited in paragraph 1.G. above (e.g., for a second place ribbon award there must be at least four entries).

REGULAR SEASON REGATTAS

Ribbons will be awarded to individual 1st, 2nd and 3rd place finishers in all events, subject to the minimum competitor rule cited in Paragraph G. above.

TROPHY RETURN

- A. The school crew booster organization is responsible for the return of trophies in March or April in preparation for the next championship regattas. Trophies are to be turned over to the VASRA Trophy Coordinator, or his/her representative, who will receipt for each trophy in writing. Trophies are expected to be cleaned, polished where necessary, and free of damage, when turned over to the Trophy Coordinator.
- B. If by the VASRA BoD meeting designated for trophy return (either March or April) a school fails to return a trophy, that school shall be excluded from VASRA championship and Ted Phoenix regattas. Upon eventual return of the trophy or compensation to VASRA if the trophy is lost or damaged, the school must then petition the VASRA President, in writing, to request participation in any championship regatta, citing any mitigating circumstances relative to the failure to return the trophy within the required time.

Modified 9/30/08

CHAPTER 14 – VASRA Revenue Sharing

REVENUE SHARING

At VASRA regattas at Sandy Run, revenue generated by sales of regatta-specific clothing items and food will be shared by VASRA member teams that provide extra regatta volunteers to operate the concession stands.

PROCEDURES

- A. No later than the November VASRA Board meeting, teams will indicate to the VASRA Treasurer and Volunteer Coordinator whether or not they will be participating in the revenue sharing program in the spring.
- B. For teams that choose to participate, the Volunteer Coordinator will assign them additional parent volunteer positions for the regattas on the Occoquan they are participating in.
- C. After each regatta on the Occoquan, the Volunteer Coordinator will provide the Treasurer with the concessions' volunteer sign-in sheet.
- D. At the end season, the VASRA Treasurer will divide the sales profits amongst the participating schools proportional to the number of hours worked at the concessions.
- E. Member organizations participating in revenue-sharing also have the right to sell merchandise that is not in direct competition with the official regatta tee-shirt, or other items on sale at the official VASRA concession stands. Also, food, short-sleeve shirts, and any merchandise with the name of regatta are strictly prohibited.
- F. Revenue sharing does not apply for championship regattas. For these regattas, all teams are subject to fulfilling concession stand volunteer positions. Sales profits from championship regattas will be used by VASRA to defray the cost of those regattas and will not be shared amongst schools.
- G. Similarly, there is no revenue sharing for the Occoquan Classic regatta held on the same Saturday as the Stotesbury Regatta.
- H. Teams will not be fined for missing concessions volunteers at revenue sharing regattas. However, its team hours and share of profits will be reduced accordingly.

Modified 2/27/07

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CHAPTER 15 – *Use of VASRA Equipment for Non-VASRA Activities*

VASRA EQUIPMENT

Equipment purchased by VASRA is intended for VASRA use. It is recognized, however, that the equipment may be needed to support non-VASRA-sponsored events.

POLICY

- A. Use of VASRA equipment for non-VASRA events may be authorized. The Chairs of the Local Organizing Committees are to approve any use not in direct support of VASRA activities.

Approval such usage will consider:

- Will use of the equipment generate revenue?
- What is the risk of loss or damage?
- Who is the responsible user?
- What are the conditions of its use (e.g., location, time, etc.)
- Is the equipment difficult to replace if lost or damaged?

- B. Requests for use of VASRA equipment should be made in advance if possible and include the following information:

- Name and date of the event
- List of requested equipment
- Name(s) and contact information of the person(s) responsible for checking out and returning the equipment.

- C. LOC Chair(s) will review and approve the equipment use and let the VASRA President know.

- D. The LOC Chair will provide the Lessee with the following guidelines:

Lessee shall use the equipment in a safe manner.

Fees for use of equipment will be agreed between the Lessee and LOC Chair. Should the event be cancelled before the event begins, VASRA will refund payment as long as there is no equipment damage.

Equipment damage beyond normal wear and tear or not in working order after the event, will require payment to VASRA for the cost of repair or replacement.

VASRA and Lessee agree to indemnify and hold harmless the other for loss or damage to personal property or personal injury resulting from own negligence.

The Lessee parties certify that they and their employees, students and agents are responsible for and skilled in supervising users and the use of VASRA equipment, and are competent to judge all safe conditions.

VASRA shall be responsible for general maintenance of equipment.

- E. After the event, the LOC Chair will inspect the equipment. If damaged or not in working order, VASRA will make a full assessment for repair or replacement, whichever is least expensive, and notify the Lessee.

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CHAPTER 16 – VASRA Coaching Certification Program

COACHING CERTIFICATION PROGRAM

All persons engaged in coaching VASRA teams shall be actively pursuing and maintaining the appropriate USRowing Level Certification for the position that they fill on a coaching staff. Beginning with the Spring 2003 Regatta Season, a coach must complete certification in order to coach during a regatta event. At a minimum all persons engaged in coaching VASRA teams will be Level 1 Certified within one year of initial employment. At a minimum they will attain Level 2 Certification within three years of initial employment and Level 3 Certification within 5 years of initial employment. Monitoring of the professional certification status of coaches is the responsibility of the administration of the school employing the coach. School Principals will verify each coaches' certification status annually in March and will summarize the status on the Rule Book Certification.

The USRowing Coaching Education Program is a five-level program.

LEVEL I: INITIATION LEVEL

This level is designed for someone who is seriously considering coaching the sport of rowing, and who has not previously been USRowing Coaching Education Program certified.

LEVEL II: FOUNDATION LEVEL

This level is designed for a beginning coach who has held a USRowing Coaching Education Program Level I certificate for at least six months.

LEVEL III: INTERMEDIATE LEVEL

This level is designed for an intermediate coach, who has been USRowing Level II certified for at least one year and may hold a position such as a first-time high school, club, or collegiate head coach, or may be an experienced assistant coach.

A coach not currently certified at any level but has coaching experience that is more advanced than the Initiation and/or Foundation levels may request to be grandfathered to the appropriate level.

The Initiation Level (I) and Foundation Level (II) are weekend clinics that are held in every region of the country. The Intermediate Level (III) clinic is held only at the USRowing Annual Convention due to the scope and length of the program.

USRowing's Coaching Education Program is the only coaching education program for rowing coaches officially recognized by the United States Olympic Committee (USOC) and by USRowing.

To receive certification in the Initiation Level and the Foundation Level, the successful participant must attend the clinic and receive a passing grade on the written examination.

For the Intermediate Level, successful candidates must attend the clinic, pass the written examination, and have current CPR, First Aid, and Boating Safety certificates. There also is a mentoring component for each level that must be satisfied. To maintain certification at each level, the coach must complete a specific number of continuing education credits in the three years following the completion of the course. This information will be available at the convention. It is recommended for Levels I and II and required for all subsequent levels that coaches obtain CPR/First Aid and boating safety certificates. The USOC/Red Cross Sport Safety Training course is now available at more than 1,300 Red Cross chapters. The Sport Safety Training course is first aid developed for coaches and other people working with athletes. Many states offer a boating safety course through the Department of Natural Resources or similar department and some are now requiring it. You can link to <http://www.boatus.com/> or call (1-800-336-BOAT) to see what is required for your state. We recommend a day-long course for certification that is run by your state (and in NJ, CT, NY, MD courses run by <http://www.boatsafety.org/>) or the Coast Guard Auxiliary (1-800-368-5647). If none of the options are available to you, <http://www.boatus.com/> offers an online test that covers very basic boating safety issues.

All USRowing certified coaches must earn a specific amount of continuing education credits within a three-year period to retain their certification status. Continuing education can come from a multitude of sources such as attendance at clinics and enrichment courses, reviewing videos, publishing articles, and serving in a progressively responsible position within a rowing program. A detailed list of the certified selections and corresponding units can be obtained upon course completion from USRowing.

Requirements for Levels I through III:

Initiation Level (Level I): Within three years from the date of certification, a coach must earn 50 units to maintain the certification.

Foundation Level (Level II): Within three years from the date of certification, a coach must earn 75 units to maintain the certification.

Intermediate Level (Level III): Within three years from the date of certification, a coach must earn 100 units to maintain the certification.

All units must be earned after the completion of the USRowing coaching clinic. If the next higher level of clinic is completed prior to three-year limit on continuing education units, the previously earned units will apply towards the next level.

The curriculum for USRowing's Coaching Education Program is based upon the National Standards for Athletic Coaches. These standards are a result of a consensus facilitated by the National Association for Sport and Physical Education (NASPE), in collaboration with many other organizations such as American Sport Education Program (ASEP), Program for Athletic Coaches Education (PACE), and the Youth Sport Institute at Michigan State University.

In essence, the curriculum of this program progressively outlines the standards that rowing coaches should be aware of, be able to apply, and be able master. To assist in the presentation of the material, each level is divided into four quadrants, which are separated into nine specific knowledge areas.

Quadrant 1: Safety

1. Risk Management
2. Injury Prevention, Management, and Care

Quadrant 2: Learning

1. Athlete Growth, Development, and Learning
2. Social / Psychological Aspects of Coaching

Quadrant 3: Teaching

1. Teaching
2. Administration and Professional Development of the Coach

Quadrant 4: Speed

1. Training, Conditioning, and Nutrition
2. Skills, Tactics, and Strategies
3. Equipment

Current information is available at www.usrowing.org or at 800 314-4769 or 317 237-5672

CHAPTER 17 – *Launch Driver Training Policy*

PURPOSE

The goals of the following policy are to increase the time the trainees spend in the launches and reduce the commitment of the referee community.

POLICY

Launch driver training is to be conducted by the booster organizations.

- How they do so is up to them.
- They may do so in the fall or the spring.
- They may choose to train their parents in one afternoon gathering or over many crew practices with a parent driving for the coach.
- Boosters may join together to conduct their training, in fact, small clubs especially are encouraged to join with others.
- Boosters may wish to sponsor a location specific (e.g., Oxford Boathouse) training event.
- Boosters are reminded that although spring time is closer to the high school rowing season, poor weather and ice can cause complications. Autumn offers warmer water and, often, better weather.

VASRA will provide a list of the topics that must be covered during the training.

The number of qualified launch drivers each booster organization should plan to provide should be equal to about 10% of their rower population.

A parent volunteer need only take the training once, although retaking the training after a significant absence from the water is encouraged.

Referees will be expected to conduct referee specific training for their drivers on the day of the regatta.

If a training event is planned where many parent volunteers are to be trained, and if VASRA is notified in time, attempts will be made to have a referee attend the training event to cover referee specific aspects of launch driver training.

VASRA may reimburse clubs for some portion of the fuel expenses for a "boathouse" level or larger training function.

ADMINISTRATIVE REQUIREMENTS

- By November each booster organization must present their plan to the executive board to show how they will get their launch drivers trained.
- In March, when each booster volunteer coordinator sends his list of volunteers to the VASRA Volunteer Coordinator, he or she must also send a list of qualified launch drivers.

MATERIAL TO BE COVERED IN LAUNCH DRIVER TRAINING

1. Initial launch preparations.

Does the launch have: gas (proper fuel type), paddle, PFDs (one for every occupant, pack of 9 for an overturned shell), motor kill switch, load limits placard, bailer.

Are the dogging bolts tight?

Can the motor be flipped up (trimmed up)? How?

2. How to properly start and restart a motor. Include the use of the choke, the primer bulb, and the location, attachment, and purpose of the kill switch cord. How to check the fuel level.
3. How the throttle works. How to find neutral before shifting. How the transmission is shifted. How to steer the boat.
4. How to land at and depart from a dock.
5. Plenty of time driving the launch under various conditions so that they have a feel for how the launches handle.
6. Personal preparation - Clothing (Layers. Temperature on the water vs. land, no red clothing, easier to remove a layer than find an extra one, be ready for rain, sunscreen, hat), Food and water (the days can get long), Seat cushion.
7. Wake awareness and why it is important.
8. Basic orientation and traffic pattern on the river. (On the Occoquan, Prince William vs. Fairfax sides. On the Potomac, DC vs. Virginia sides. On the Anacostia, DC vs. Anacostia sides)
9. Proper etiquette around the shells, and the races. How close can they get, speed, etc. The bulk of this will be covered by the referees, but repetition is always good
10. How to properly approach a capsized shell or rower in the water.
11. Basic review of the various regatta launch driver jobs, so they realize what they are being asked to do in each one.
12. What they should expect if driving a referee during a regatta. (Brief overview)
13. Launch drivers should be reminded that they must have evidence of the successful completion of an approved boating safety course in order to sign up and drive at any of the sites in the District of Columbia (e.g. Potomac; Anacostia). Examples of such a course include the Boat U.S. course at www.boatus.org, a course given by the District Metropolitan Police Harbor Patrol http://mpdc.dc.gov/mpdc/cwp/view,a,1237,q,559121,mpdcNav_GID,1550,mpdcNav,31855|.asp or any other course deemed satisfactory by the Harbor Patrol. Note that evidence of completion, normally a license must be provided when reporting as a launch driver volunteer at these sites.

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The above was approved by the VASRA Executive Board at its meeting August 17, 2007. Modified by the Executive Board September 30,2008.