



Dorothy Lazor, President
Virginia Scholastic Rowing Association
P.O. Box 73
Fairfax Station, VA 22039

Dear Ms. Lazor and the Board of Directors,

Broad Run Rowing, of Broad Run High School in Ashburn, VA, respectfully requests membership (member) in VASRA. We are an established Tier 3 Athletic Organization with Loudoun County Public Schools and have submitted all required documents to the LCPS Athletic Director and have received approval from same. I have attached the following documents for your review:

1. State Corporation Commission Certificate of registration dated June 2, 2016
2. Signed Articles of Incorporation dated May 15, 2016
3. By-Laws, currently pending assignment of the Board of Directors, which will be completed on or before January 15th (Parent meeting will take place Jan 10 to establish individuals interested in taking on Board assignments).
4. Signed Annual Activity Memorandum of Agreement for Tier 3 with LCPS.

Additional Information:

- Organization Name: Broad Run Rowing - non-stock VA corporation, 501(c)(3)
- School Address/Phone: 21670 Ashburn Rd, Ashburn, VA 20147 Phone: (571) 252-2300
- Organization Mailing Address: 21229 Rosetta Place, Ashburn, VA 20147
- Date of Inception (effective date of incorporation): June 2, 2016
- Membership Category: Member
- Organization Officers:
 - President: David Korrie
21229 Rosetta Place, Ashburn, VA 20147
571-232-4567 broadrunrowing@gmail.com
 - Remaining officers TBD
 - Head Coaches: David Korrie, Mike Love
- Estimated Initial Rowers: 38 (12 girls, 20 boys)
- Location of Team Training Site: Algonkian Regional Park, Potomac River

Broad Run Rowing
21229 Rosetta Place, Ashburn, VA 20147
571-232-4567 - broadrunrowing@gmail.com

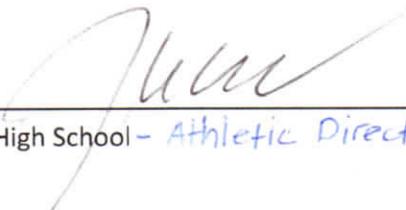


We are firming up our roster and will provide an approved Master Eligibility List to you by Friday January 13. We have registered with the Loudoun County Parks Authority to participate in rowing practices at Algonkian along with the other high schools in Loudoun County. We currently have a single 8-person boat with several more pending acquisitions and expect to have two 8's and two 4's once water practice begins in March. We have arranged winter conditioning through PowerTrain in Ashburn, VA. We have two coaches at present and are recruiting for more.

Sincerely,

 1/9/2017

David Korrie, BRR President

 1/9/17

Broad Run High School - Athletic Director, Jack Kirby

Commonwealth of Virginia



STATE CORPORATION COMMISSION

Richmond, June 2, 2016

This is to certify that the certificate of incorporation of

Broad Run Rowing

was this day issued and admitted to record in this office and that the said corporation is authorized to transact its business subject to all Virginia laws applicable to the corporation and its business. Effective date: June 2, 2016

State Corporation Commission

Attest:

Joel H. Beck
Clerk of the Commission



Broad Run Rowing ARTICLES OF INCORPORATION

We associate to form a non-stock corporation under the provisions of Chapter 10 of Title 13.1 of the Code of Virginia and to that end set forth the following:

Article I

The name of the corporation is Broad Run Rowing.

Article II

The purpose of Broad Run Rowing is to provide students from Broad Run High School in Loudoun County, Virginia the opportunity to learn and compete in the sport of rowing in a healthy, developmental and competitive environment that instills the ideals of sportsmanship, leadership, and cognitive development.

To this end, the purpose for which the corporation is organized is to encourage, develop, instruct, and train students in the sport of rowing; to offer educational and training programs for students in the techniques and skills of rowing; and to provide opportunities for active participation in amateur competitive rowing contests and regattas.

Article III

The corporation is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Article IV

The corporation shall have one or more classes of members with such designations, qualifications, and rights as set forth in the by-laws.

Article V

The directors of the corporation are to be elected by Broad Run Rowing members as set forth in the by-laws.

Article VI

The complete address of the registered office is 21229 Rosetta Place, Ashburn, Virginia 20147.

Article VII

The registered agent's name is David Korrie whose address is identical with the registered office.

Article VIII

The registered agent is an individual who is a resident of Virginia and an initial director of the corporation.

Article IX

The registered office is located in Loudoun County.

Article X

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to the officers, directors, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.

No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting, to influence legislation and the corporation shall not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of or in opposition to any candidate for public office.

Notwithstanding any other provision of these articles, the corporation shall not directly or indirectly carry on any activity which would prevent it from obtaining exemption from federal income taxation as a corporation described in section 501(c)(3) of the Internal Revenue Code, or cause it to lose such exempt status, or carry on any activity not permitted to be carried on by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future tax code.

Article XI

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal offices of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine which are organized and operated exclusively for such purposes.

WITNESS the following signatures this 15th day of May, 2016.

A handwritten signature in black ink, appearing to read "David Korrie", written over a horizontal line.

David A. Korrie, President and Secretary

21229 Rosetta Place
Ashburn, Virginia 20147

**Broad Run Rowing
BY-LAWS
Version 1**

**Article I
PURPOSE**

This organization shall herein after be known as Broad Run Rowing (BRR). The purpose of BRR is to provide students from Broad Run High School in Loudoun County, Virginia the opportunity to learn and compete in the sport of rowing in a healthy, developmental and competitive environment that instills the ideals of sportsmanship, leadership, and cognitive development.

Broad Run Rowing strives to instill in each athlete a love of rowing, the principles of fair play and sportsmanship, and the development of personal and social skills. BRR intends to exemplify the principles and philosophies of US Rowing, the national governing body for the sport of rowing in the United States. With US Rowing trained coaches, BRR aims to develop some of the finest youth rowing members in the state of Virginia while providing a safe and fun environment for athletes of high school age.

**Article II
MEMBERSHIP**

SECTION 1. Eligibility

Any student from Broad Run High School who is of sound mental and physical health, in good academic standing, and who seeks active participation in the sport of rowing is eligible for membership. Adult membership is restricted to officials, coaching staff, off-water volunteers and the custodial parent(s) and volunteer(s) of the athletes. Members must remain in good standing with the Loudoun County Public Schools (LCPS), US Rowing, Virginia Scholastic Rowing Association (VASRA), BRR, and facilities where practices and regattas occur.

A student must maintain academic eligibility as set by LCPS and BRR. Any member who fails to maintain the required level of academic performance shall be suspended from participating, playing and/or practicing with BRR until they meet the requirements.

SECTION 2. Size of Membership

All members who meet LCPS and US Rowing and VASRA academic and physical requirements are eligible to row. BRR may impose a limit to the number of rowing members due to equipment and staffing limitations.

SECTION 3. Loss of Membership

Members may be suspended or dropped from BRR for failure to abide by Loudoun County Public School rules, US Rowing and VASRA rules, or BRR by-laws. Complete guidelines on disciplinary proceedings are outlined in Article VI.

SECTION 4. Membership Privileges

Athletes who pay membership dues and fees assessed by BRR may participate in the appropriate Broad Run Rowing activities. Custodial parent(s) or guardian(s) of athletes may attend meetings, participate in discussions, serve on committees, if appointed; or serve as an officer, if elected; and vote at general membership meetings as provided in Article X, Section I.

SECTION 5. Attendance

The sport of rowing is team-orientated and as such requires regular attendance and full commitment. Team play and skill development are emphasized. Regular attendance is required to be eligible to participate in regattas.

SECTION 6. Team Selection

The Club's objective is to provide as many members as possible the best opportunity to learn and develop their rowing skills in a fun, safe, and competitive atmosphere. As a result, the number of athletes selected for a team will be guided by a desire to balance maximum participation opportunity, skills match, and safety considerations.

The crew and boat selections are at the sole discretion of the coaches.

SECTION 7. Membership Categories

SECTION 7a. Rowing Members

Rowing membership will be provided to Broad Run High School students who seek to acquire rowing skills and participate in the sport of rowing as rowers or coxswains. Competitive rowers are those selected for participation in scheduled regatta races as outlined in Article II, Section 6.

SECTION 7b. Non-Rowing Members

Non-Rowing membership is available at no cost to any Broad Run High School student who has an interest. Such members can assist in fundraising activities, booster activities, and any other off-water activities, including discussion sessions on rowing skills and strategies.

Article III
REGISTRATION AND FEES

SECTION 1. Registration

Registration for the spring season will open on or about the first week of February. Appropriate notification will be provided to current members and other Broad Run High School students. Registration forms must be completed and registration fees paid by the date determined by the board.

Late registration applications will be considered by BRR Officers on a case by case basis. All efforts will be made to accept such registrations consistent with space availability for the number of athletes to be fielded.

SECTION 2. Fees

Fees will reflect the actual costs necessary to sustain the Club. Dues and other fees (i.e. registration and/or insurance) necessary for the administration of BRR programs shall be established by BRR Officers on an annual basis prior to the start of each season with changes as they become necessary.

Every effort will be made to keep the cost competitive with other clubs in the area while still providing a quality program. Among the methods of controlling costs are; 1) establishing an active sponsorship program to provide funds to pay for equipment and facilities, and 2) obligating each member to raise specified amounts through fund-raising activities.

Refunds will not be considered unless: 1) the request is received prior to the registration deadline, or the basis of the request is due to 2) an extended illness that prevents further participation, 3) a required move out of the Broad Run High School area, or 4) other family emergency to be assessed on a case by case basis by BRR Officers. All requests must be made in writing. Only the basic program fees are refundable. Rower uniform fees are not refundable. A ten percent (10%) administrative fee may be deducted from any refund amount. Loss of rower eligibility to represent BRR (academic and/or disciplinary) does not warrant a refund.

Article IV
SAFETY

SECTION 1. Water Safety

US Rowing Safety Guidelines require that all rowers pass a swim test. Rowers must be able to complete a 100 meter swim and tread water for five (5) minutes.

Coaches will instill and maintain a safety-first attitude with regard to student

participation in all activities. Safety launches will be readily available for all water activities. The coaches' decisions are final regarding safety issues both on and off the water.

SECTION 2. Health Forms

Rowing members will be required to complete the following health and safety forms as part of the registration process for membership:

1. VHSL Sport Physical
2. US Rowing Liability Waiver
3. Release and Waiver Agreement for BRR practice facility.

SECTION 3. Liability Insurance

BRR must maintain liability insurance for members annually.

SECTION 4. Safe Sport Policy

BRR has a safe sport policy to protect athletes from the following misconduct:

1. Bullying
2. Hazing
3. Harassment (including sexual harassment)
4. Emotional Misconduct
5. Physical Misconduct
6. Sexual Misconduct (including child sexual abuse)

The policy applies to: Athletes, Coaches, and any individuals the member organization formally authorizes, approves or appoints (a) to a position of authority over, or (b) to have frequent contact with athletes.

Coaches are required to have criminal background checks performed bi-annually and participate in training concerning the key elements of their safety program, as provided by US Rowing.

Reporting and commissioning of a conduct board for investigation and action should follow the process established in Article VI, Disciplinary Proceedings.

Article V CODE OF CONDUCT

SECTION 1.

Sportsmanship Rule

Athletes, Coaches, Parents, and Spectators are required to conduct their relations with other teams, their own team, and other BRR members in a spirit of good sportsmanship. Anyone who becomes a member of BRR agrees to read and abide by the BRR Code of Conduct.

SECTION 2. Athletes Code of Conduct

- I. Work hard to improve your skills.
2. Be a team athlete. Get along with your teammates.
3. Be on time for practices, meetings and regattas.
4. Learn the rules and play by them. Always be a good sport.
5. Respect your coach, your teammates, your parents, opponents, and officials.
6. Never argue with an official's decision.

SECTION 3. Coaches Code of Conduct

- I. Winning is a consideration, but not the only one, nor the most important one. Care more about the child than winning the race.
2. Be a positive role model to your rowers, display emotional maturity and be alert to the physical safety of the rowers.
3. Be generous with your praise when it is deserved; be consistent, honest, fair and just; do not criticize rowers publicly; be an effective communicator; do not yell at athletes.
4. Adjust to the personal problems and needs of the rowers; be a good listener; never verbally or physically abuse an athlete or official; give all rowers the opportunity to improve their skills, gain confidence and develop self-esteem.
5. Organize practices that are fun and challenging for your rowers. Familiarize yourself with the rules, techniques, and strategies of rowing; encourage all of your rowers to be team athletes.
6. Maintain an open line of communication with your athletes and parents. Explain the goals and objectives of the team.
7. Be concerned with the overall development of your rowers. It is more important to be a good citizen than a great rower. Stress good health habits and clean living.
8. Promote the premise and goals of the Broad Run Rowing.

SECTION 4. Administrator's Code of Conduct

1. Follow the rules and regulations of the LCPS, US Rowing, VASRA, BRR and any associated organizations to ensure that their philosophy objectives are enhanced.
2. Support programs that train and educate athletes, coaches, parents, officials, and volunteers.

3. Promote and publicize our programs; seek financial support when possible.
4. Communicate with parents by holding parent/athlete orientation meetings as well as by being available to answer questions and address problems throughout the season.
5. Work to provide programs that encompass fairness to the participant and promote fair play and sportsmanship.
6. Recruit volunteers, including coaches, who demonstrate quality role models to the youth sport in this area.
7. Encourage coaches and officials to attend US Rowing clinics and other training in order to enhance their performance of their duties.
8. Read and be familiar with the contents of the US Rowing Guide and Rule books.
9. Develop other administrators to advance to positions within BRR.

SECTION 5. Parent's Code of Conduct

1. Do not force your children to participate in sports; however support their desire to play their chosen sport.
2. Encourage your child to play by the rules.
3. Do not embarrass your child by yelling at athletes, coaches, or officials.
4. Show a positive attitude towards the races and all of their participants.
5. Emphasize skill development and practice.
6. Know the rules of rowing and support event officials; you will be helping development and support of the sport.
7. Recognize the importance and impact of the coaches.

SECTION 6. Spectator's Code of Conduct

- I. Display good sportsmanship.
3. Help provide a safe and fun environment by being a respectful spectator.
2. Do not taunt or disturb other fans; enjoy the races together.
5. Support the referees and coaches.
6. Be responsible for your own safety.
7. Respect locker rooms and the private areas for athletes, coaches, and officials.

Article VI DISCIPLINARY PROCEEDINGS

SECTION 1. Conduct

The conduct of athlete members will be largely governed by the current official rules of athletes as published by LCPS, US Rowing, VASRA or as modified by the rules of any league or associate in which Broad Run Rowing participates. Any athlete or adult member whose conduct is prejudicial to, or tends to injure the good names of LCPS or BRR, disturb its well-being, hamper its function, or otherwise elicit discredit on LCPS or Broad Run Rowing may be brought before the Conduct Board.

SECTION 2. Misconduct

Any oarsman/oarswoman, athlete, non-athlete, coach, parent or spectator who is alleged to be in violation of the Sportsmanship Rule of the Code of Conduct or the Safe Sport Policy may be investigated by the Conduct Board. The Conduct Board, upon its investigation of alleged violations of the Sportsmanship Rule of the Code of Conduct or the Safe Sport Policy, will have the authority to take action against the individual(s) involved as described by policy established by BRR Officers. Suspension, for any reason, does not entitle a member to a refund of club dues. BRR Officers may approve exceptions.

SECTION 3. Conduct Board

SECTION 3a. Authority and Organization

The Conduct Board is convened under the authority of US Rowing and the Broad Run Rowing by-laws. The Conduct Board is not a legal proceeding. It is an administrative process whose sole purpose is to enforce the good citizenship goals of LCPS, US Rowing, VASRA, and BRR goals for safety and development of athletes.

SECTION 3b. Composition and Selection

BRR Officers nominate and approve the members of the Conduct Board. The Conduct Board will normally be chaired by the Club President and composed of three (3) to five (5) members or non-members of BRR. During the nominating process, the BRR President must ensure that all Conduct Board members are not personally involved in the action under review to prevent undue influence and ensure fairness and impartiality. If necessary, BRR officers may nominate and select any member in good standing to be a member of the Conduct Board to meet these objectives.

SECTION 3c. Incident Report

The incident report is the official means of communication to the Officers of an incident (on or off water) by a rower, coach, parent, family member, regatta official, or other party that was directly involved and may require further action of consideration by the BRR Conduct Board.

SECTION 3d. Procedures and Determination

When an incident is brought to the attention of the BRR Officers through the filing of an incident report or other means, a Conduct Board will be convened within thirty (30) calendar days of the incident. Every effort will be made to convene a Conduct Board as soon as possible after the incident. The Conduct Board will review all pertinent written statements and may request additional information be presented by individuals who are knowledgeable of the incident. It is preferred that the involved individuals are present; however, it is not mandatory, if sufficient information is available to make a knowledgeable determination. The Conduct Board will determine:

- a. The full spectrum of events and actions associated with the incident in question.
- b. If warranted, the disciplinary actions or sanctions to be imposed against the individual(s) involved in the incident.
- c. Any procedural recommendations which can be used to mitigate future potential or similar incidents.
- d. Lessons learned which are to be communicated to the coaching staff and team members.

SECTION 3e. Disciplinary Actions

A wide range of disciplinary actions or sanctions are available to the Conduct Board. These include, but are not limited to, verbal reprimands, written reprimands, race suspensions, season suspensions, and (in extreme cases) disbarment from Broad Run Rowing. They should be fairly and consistently applied based upon the severity of the incident. Conduct Board determinations will be communicated to the offending individual(s) within twenty-four (24) hours by a member of the Conduct Board through verbal means. A written determination will also be sent within five (5) calendar days.

If a Broad Run Rowing athlete is involved in an incident, the Head Coach will advise the athletes and the athletes' parents of the Conduct Board determination. In addition, the Conduct Board will send, within five (5) calendar days, written notification to the offending athletes and parents. In some cases, the Conduct Board may request a follow-up meeting with the offending individuals and personally advise them of the basis of the Conduct Board determination.

If the incident involves an athlete outside of BRR, written and verbal communication will be provided to the offender's organization recommending actions to be taken by that organization. If the incident involves sanctions imposed under US Rowing, proper organization officials will be verbally advised and provided with a complete summary of the Conduct Board minutes. Students are expected to follow Loudoun County Public Schools code of conduct and appropriate behavior. Disciplinary actions or sanctions are effective as of the date prescribed in the Conduct Board minutes.

SECTION 3f. Meeting Minutes

Minutes will be taken at each Conduct Board and approved by those Conduct Board members in attendance. At a minimum, the minutes should include the date, members present, others present, and a summary of the determinations as identified above. If requested by an individual involved in the Conduct Board determination, the Conduct Board minutes must be made available for their determination.

SECTION 3g. Appeals Process

Following the determination by the Conduct Board, the effected individual(s) may request an appeal of the imposed disciplinary actions/sanctions to the Broad Run Rowing standing officers. The individual must notify BRR in writing that he/she requests an appeal. The BRR Officers are required to honor that request within thirty (30) calendar days of the appeal.

request receipt. During the appeal process, all previously imposed disciplinary actions or sanctions shall remain in effect. Individual(s) requesting an appeal will be offered an opportunity to present his/her version of the incident to Officers for their determination. Other individuals knowledgeable of the incident may also be requested by Officers to attend the appeal in order to provide additional information. Officers have the latitude to uphold or alter the Conduct Board's assigned actions/sanctions as they find appropriate for the incident. Administrative determination by the SBRC Officers is final and cannot be further appealed unless it falls under US Rowing Appeals Procedures.

Article VII OFFICERS

SECTION I. Composition, Term, and Compensation

Broad Run Rowing Officers shall include a President, Vice President, Treasurer, Secretary, Team Representative, and Head Coach. The organization shall have a minimum of four (4) and a maximum of ten (10) standing officers. No officer may hold more than one office at one time. The officers shall hold a term of one (1) year or until his or her successor is elected and qualified. If the duties of any chairman are shared by co-chairs, they will be represented as one voting position on the board. Officers do not need to be affiliated in any way with any BRR member. No compensation shall be paid to standing officers, as such, for their service.

SECTION 2. Purpose of Officers

Officers shall meet at the call of the President for the purpose of conducting regular business of BRR, for insuring that the purposes of the organization are carried out, for setting policies and operational guidelines, and for handling investigations that may be brought before it through the proceedings of the Conduct Board as outlined in Article VI, Section 3. Additional volunteer positions (e.g. webmaster, spirit-wear coordinator) may be invited to board meetings to facilitate communication of board decisions and progress team plans.

Officers meeting in concert are empowered to suspend or expel members for failure to pay dues or fees or for disciplinary reasons when charges are formally brought and investigated through the Control Board. Should an Officer be the subject of the investigation or a material witness, such member shall be disqualified from acting on the Conduct Board for that case.

SECTION 3. Duties and Responsibilities

SECTION 3a. President

The President shall be the chief executive officer of the organization and the presiding officer over formal meetings. The President shall conduct the regular business of the Club in accordance with the BRR by-laws and other official operational guidelines (US Rowing, VASRA). The President shall coordinate and maintain liaison with the BRR athletes, coaches and parents and shall manage all special events of the organization. The President will also

coordinate with other Officers the upcoming issues and agenda items and provide them to the Secretary as agenda items prior to each meeting of Officers and/or members, and serve as the Overseer of committee chairs and subcommittees. The President shall recruit and recommend for approval of the Board of Directors the Head Coach. The President shall make an annual report to the voting members.

SECTION 3b. Vice President

The duties of the Vice President include 1) serving as the presiding Officer over BRR meetings in the absence of the President, 2) presiding over the Conduct Board at the request of the President, 3) Responsibilities include negotiating and securing facilities for BRR and maintaining the relationship with the overarching organization monitoring rowing on the BRR practice facilities.

SECTION 3c. Treasurer

The duties of the Treasurer are 1) to be responsible for the custody of all BRR funds and financial records, 2) to receive, account for, and disburse BRR funds through the authority of the Officers, 3) to prepare financial statements, maintain and reconcile BRR bank statements, 4) collection of membership dues and preparation of annual budgets, 5) to submit a written financial report for membership meetings, 6) to provide financial information to tax preparer as local, state, and federal law requires, and 7) to serve as presiding officer over BRR meetings in the absence of the President and Vice President, and 8) to preside over the Finance Committee.

SECTION 3d. Secretary

The duties of the Secretary are 1) to keep a record of all proceedings of the organization (minutes) and make them available upon request from Officers, 2) to draft or assist in drafting of official documents, such as filings with the federal government, the state of Virginia, and other government bodies, and 3) to maintain files to include all committee reports, 4) to maintain the BRR's official membership roll, 5) to distribute notice of membership meetings, and 6) to maintain records of by-laws, minutes of meetings, non-profit status, Oversee the Registration Committee who will organize and maintain membership sign-up (fall and spring) and other required documents, and a separate non-officer position for registrar may be created, if necessary.

SECTION 3e. Team Representative

The Team Representative shall be responsible for 1) representing the team at all US Rowing and VASRA meetings, 2) voting at all US Rowing and VASRA meetings, and 3) serving as the BRR representative on VASRA's Local Organizing Committee (LOC).

SECTION 3g. Head Coach

The duties of the Head Coach are 1) providing training to the members of BRR and instilling the BRR philosophy, 2) helping coaches develop season plans, 3) making

recommendations to Officers on the approval or dismissal of coaches, 4) selecting assistant coaches, and 5) selecting and creating boat seat line-ups, 6) to serve as the registrar for US Rowing and VASRA..

All coaches and assistants will be required to complete appropriate US Rowing coaches programs. Coaches are responsible for enforcing the US Rowing rules or other regulations, particularly with regard to safety, reporting all serious incidents resulting in misconducts or higher penalties to Broad Run Rowing and league authorities who require such reports, and serving as a direct information source for Officers.

The Head Coach must also be a model of control and patience in dealing with the athletes and parents. The Head Coach must at all times be in complete control of the team. There can be no wavering in the application of BRR principles. The coaches shall use such methods and systems as specified by Officers, US Rowing and industry best practices.

SECTION 3g. Hospitality Committee Chairman

The duty of the Hospitality Chairman (or co-chairmen) is to lead the committee responsible for coordinating the planning and execution of the tailgating at team events and races for both athletes and families, as is customary in the sport of rowing. Depending on the venue, events can range from picnic style to barbeque grilling. The chairman will ensure that the team's "chuck wagon" is in operating condition and is utilized to transport supplies to races, as needed and allowed by the venue. Any concerns with operability must be presented to the board for disposition.

SECTION 3h. Fundraising Chairman

The duties of the Fundraising Chairman (or co-Chairmen) are to lead the committee in organizing and carrying out fundraising activities and gaining sponsors for our non-profit organization. The club relies on these charitable contributions to offset the registration fees, in order to maintain suitable rowing equipment and facilities for the team.

SECTION 3i. Communications Chairman

The duties of the Communications Chairman are to interface with the school for meeting room needs, website, calendar, and other postings, and coordinate information between coach, club, and school as needs arise. The Communications Chairman will work to increase community awareness/involvement in BRR.

SECTION 3j, Volunteer Coordinator

The duties of the Volunteer Coordinator are to facilitate our parent volunteering needs to sustain the team, as well as act as our team representative to VASRA in fulfilling our commitment to supply parent volunteers for VASRA races, as required by our membership.

SECTION 3k. Background Check

Board members who are signatories for the BRR bank account must receive a background check.

Possible signatories for the BRR bank account are:

- President
- Vice President
- Treasure

Head Coaches and assistant coaches must also undergo a background check.

Article VIII ELECTIONS

SECTION 1. Nomination

No less than sixty (60) days prior to the annual meeting of BRR, held in June, the President shall solicit nominations for candidates for BRR Officers. The membership of BRR may also nominate candidates by submitting the names of members to the Secretary to be included on the ballot. Nominations from the floor may also be made. All candidates must be members in good standing.

SECTION 2. Voting

Voting for the election of organization officers/directors shall be made by secret ballot. Voting members will consist of one person for each athlete family that will be derived from the athlete roster and all others serving in official capacity for the organization, who are in attendance at the Club Officer meetings. In the event of a tie-breaking situation, the President will have final decision. Mail-in votes or proxy votes are not allowed.

SECTION 3. Succession

In the absence of the President, Vice President, Treasurer, and Secretary, the Head Coach shall take over leadership responsibilities for the teams. If an Officer is unable to serve in his/her elected capacity, the President, with the approval of the Officers, shall appoint a successor to serve until the next general membership meeting when an election of new officers is held.

SECTION 4. Removal of Officers

If an officer of BRR fails to perform the duties assigned to them, their office may be declared vacant by an affirmative vote of Officers. The President shall appoint, with the approval of Officers, a successor until the next general membership meeting, when an election will be held.

Article IX DIRECTORS

SECTION 1. Composition, Term, and Compensation

Officers elected to the positions of President, Vice President, Treasurer, and Secretary

shall serve as ex-officio members of the Board of Directors of the Broad Run Rowing corporate entity. The directors shall hold a term of one (1) year or until his or her successor is elected and qualified. No compensation shall be paid to directors, as such, for their service.

Article X MEETINGS

SECTION 1. General Membership Meeting

The general membership shall meet at the call of the President, on or about June 30th of each year for the purpose of electing officers/directors and conducting BRR business. If one-fifth (1/5) of the members petition, the President shall call a meeting within thirty (30) days of receipt of such petition. Voting is restricted to custodial parent or guardian, one vote per athlete member, coach and officer. One-tenth (1/10) of the voting membership shall constitute a quorum.

SECTION 2. Club Officer Meetings

Officers shall meet at the call of the President at least annually. Any athlete's custodial parent or guardian may attend. The presence of a simple majority of Officers currently serving shall be required to constitute a quorum for the transaction of business.

SECTION 3. Committee Meetings

Committees appointed by the President shall meet at the call of the designated committee chairperson. SBRC committees may include, but need not be limited to:

- Volunteer Committee
- Fundraising Committee
- Hospitality Committee
- Spirit-wear Committee
- Communications Committee
- Social Media Committee

SECTION 4. Special Meetings

The President, or in the absence of the President, the Vice President, may call a special meeting of Officers at any time and shall do so upon the request of a majority of the serving officers.

SECTION 5. Notice of Meetings

Reasonable notice of each meeting/practice shall be given to each member of the organization. A minimum of ten (10) days' notice for regular club business meetings is recommended, but not required.

SECTION 6. Order of Business

The following order of business is included in these by-laws only as an aid to the presiding officer in the conduct of a meeting:

- Call to Order
- Secretary's Report
- Treasurer's Report
- Board Activity Report
- Committee Reports
- Old Business
- New Business
- Next Meeting Date and Time
- Adjournment

Article XI RECORDS

SECTION 1. Club Documents

Copies of the organization papers of BRR, its by-laws and any amendments there to, and the membership records of the organization shall be reserved in a place of safekeeping. The membership rosters of BRR shall not be sold or provided to facilities in which off-water activities are held or any other organization without written approval of individuals on the roster.

SECTION 2. Financial Review

Financial records of the team are available at the request of BRR members. Club Officers shall initiate a review of BRR financial records as requested, and inventory of the organization's property to be taken annually for insurance and tax purposes.

Article XII AMENDMENTS

These by-laws may be amended at a meeting of the membership or at any special meeting called for that purpose by a two-thirds (2/3) vote of the membership present, provided that notice of the intent to offer amendments, and description of the particular amendments to be proposed have been given each member at least ten (10) days and not more than thirty (30) days in advance of such a meeting.

We, the Board of Directors of Broad Run Rowing (BRR), do hereby declare that on this -
_____ day of _____, 201____ these initial by-laws will serve as the doctrine and
rules of our organization. Furthermore, we promise to uphold these by-laws in good faith and in
honor to ensure the integrity, validity, and future of all those who participate from this day
forward.

, President

, Vice President

, Secretary

, Treasurer

, Team Representative

, Head Coach

**ANNUAL ACTIVITY MEMORANDUM OF AGREEMENT
TIER 3**

THIS MEMORANDUM OF AGREEMENT (this "MOA"), dated as of the later date of execution of the parties as set forth below (the "Effective Date"), is by and between BROAD RUN ROWING (state name of Parent Association), (hereinafter referred to as "Parent Association") and the Loudoun County School Board acting through its principal for BROAD RUN HIGH SCHOOL (state the name of the school), a political subdivision of the Commonwealth of Virginia (hereinafter referred to as "School Board").

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **Term.** This annual MOA is for a one year period and is for the following activity season: 2016-2017 school year.
2. The Parent Association is non-profit, non-stock corporation organized under the laws of Virginia or (DESCRIBE ANY ALTERNATIVE) is a _____.
3. If a 501(C) tax-exempt status Letter of Determination has been issued by the Internal Revenue Service (IRS), attach it to this MOA. The Parent Association represents that the Letter of Determination is in good standing and has not been revoked. If the Letter of Determination is five or more years old, then the Parent Association shall request a Letter of Affirmation from the IRS affirming the continued validity of the tax-exempt status.
4. The School Board policies, regulations, the Student Rights and Responsibilities Handbook, the LCPS Athletic Handbook, and the LCPS Training Rules are incorporated herein as if fully re-written.
5. The Parent Association will be responsible for its own internal operations including tax exempt status and legal matters and will obtain its own tax and legal advice.
6. The Parent Association will defend, hold harmless and indemnify the Loudoun County School Board, its members, officers, employees and agents for any and all loss, damage, liability (including tax and tort liability), claims, or other loss whatsoever arising out of the actions or omissions of the team, its members, or Parent Association except as specifically stated in this Regulation.
7. If reasonably available in the school, the school will provide space for the storage of equipment, uniforms and supplies.

8. If reasonably available, the school will provide its gym, weight room, fields, athletic locker rooms and meeting spaces for use by the team and coaches as scheduled with the Athletic Director.
9. The team will be authorized to use the school's name, logo and mascot.
10. The principal and coaches will ensure that only proper, appropriate and safe equipment is used.
11. Proof of customary and reasonable health insurance coverage must be provided prior to the first try-outs or physical conditioning for each student.
12. **Supervision.** The principal will exercise supervisory control over the coaches and the activity. The principal will be responsible for the operation of the athletic activity through the athletic director who will assist with the selection of the coach who will serve at the pleasure of the principal. Coaching positions may be voluntary to the extent permitted by applicable league rules and in the discretion of the principal who is ultimately responsible for the program. LCPS background checks will be required of all coaches if not already accomplished. This cost for stipends (if any) and background checks will be borne by the Parent Association.
13. **Duties.** The principal's duties will include, but are not limited to, ensuring applicable league rules, School Board policies, Student Rights and Responsibilities Handbook, LCPS Athletic Handbook and Training Rules and Regulations and all laws are followed; ensuring coaches training, selecting officials, maintaining sportsmanship and safety, scheduling contests with other schools, making student eligibility determinations and so on.
14. **Student Athletic Fees.** Student athletic fees listed in Policy and Regulation 4-2 (Student Fees and Charges) are not applicable to Tier 3 activities.
15. The Parent Association will assist with and support efforts to maintain good sportsmanship by athletes, coaches, parents and fans at all times.
16. The Parent Association will be responsible for all costs associated with the activity, including, but not limited to, proper and safe equipment, uniforms, officials and coaches stipends, transportation, and supplies. Neither the School Board nor the school will have any responsibility for any of the costs. The School Board will not advance costs for any reason.
17. **Catastrophic Insurance.** League-available catastrophic insurance coverage will be provided by the Parent Association listing Loudoun County School Board as an additional insured.
18. **League Fees.** Applicable league fees will be paid by the Parent Association each year.

IN WITNESS WHEREOF, the parties have caused their properly authorized representatives to execute this MOA each on the date and year set forth below.

PARENT ASSOCIATION

By: *David Korrie* (SEAL)

Print Name: DAVID A. KORRIE

Title: PRESIDENT

Date: NOVEMBER 2, 2016

LOUDOUN COUNTY SCHOOL BOARD

By: *David Spese* (SEAL)

Print Name: David Spese

Title: PRINCIPAL

Date: *David Spese* 12/5/16