

St. Louis Rowing Club Policy Title	Policy Number and Version
Rower Regatta Travel	3000-1

Intent

This policy is for any members, coaches and other professionals attending regattas with the St. Louis Rowing Club (SLRC).

Applicability

This policy applies to Adult sweep rowers, Junior sweep rowers/Parent members, and scullers (if using Club equipment and/or transporting private equipment on the Club's trailer).

Note: Scullers will be considered an 'adult' rower throughout this policy.

Note: Scullers using and transporting private equipment only (and not using SLRC equipment) will incur no expense to SLRC. These scullers are also responsible for making their own regatta entries.

Regatta Expenses

Regatta expenses are incurred for each regatta. There are regattas where Juniors and Adults both attend, and others that are Juniors only or Adults only. For regattas where both Juniors and Adults attend, some costs are shared evenly by rowers, whereas other costs are shared proportionately based on Juniors vs. Adults (e.g., coach per diem is allocated separately for Junior-only coaches, vs. Adult and Junior shared coaches). Juniors incur additional costs for those regattas as well, including transportation and hotel accommodations. Adult rowers are expected to make their own transportation, hotel, and food accommodations.

Typical expenses incurred for each regatta include, but are not limited to:

Shared Between Junior and Adult Rowers

- A. Regatta entry fees – *Split evenly across all rowers*
- B. Coach per diem – *Split proportionately by relevant coach/crew, then by rower*
- C. Hotels for coaches – *Split proportionately by relevant coach/crew, then by rower*
- D. SLRC Truck and trailer costs – *Split evenly across all rowers*
 - a. Estimated fuel per the Energy Information Administration's website for corresponding fuel (diesel, gasoline) multiplied by the miles expected (round trip miles provided by the SLRC Head Coach, in addition to a 15 % markup due to back-and-forth travel between the regatta site and hotel)
 - b. Other cost per mile allocated for the use of the SLRC truck for regatta travel (e.g., insurance, truck payment/reserve, maintenance)
 - c.
- E. Rental Truck for Boat Transport – *Split evenly across all rowers*
- F. Rental Truck for Boat Transport Fuel – *Split evenly across all rowers*
- G. Parking Fees at hotel and regatta sites – *Split evenly across all rowers*

Regatta Expenses – Adult Rowers Only

- A. Coxswain Hotel - room, local fees and taxes only – no room service, laundry or additional costs covered (Adult-only regattas)
- B. Coxswain Meals (Adult-only regattas) - \$40 per day: \$20 per dinner, \$10 for lunch, \$10 for breakfast
- C. Miscellaneous costs for Masters regattas (e.g., Tent Rental at Nationals)

Regatta Expenses – Junior Rowers Only

- A. Hotels for rowers - room, local fees and taxes only – no room service, laundry or additional costs covered)
- B. Hotel rooms for chaperones
- C. Transport for Rowers (e.g., buses, rental vans)
 - a. Charter Buses
 - i. Bus costs and fees
 - ii. Gratuity for Bus Drivers
 - iii. Parking fees at hotel and regatta sites
 - iv. Hotel rooms for drivers
 - b. Rental Passenger Vans
 - i. Estimated fuel per the Energy Information Administration’s website for corresponding fuel (diesel, gasoline) multiplied by the miles expected (round trip miles provided by the SLRC Head Coach, in addition to a 15 % markup due to back-and-forth travel between the regatta site and hotel)
 - ii. Parking fees at hotel and regatta sites
 - iii. Additional insurance costs, rental fees, taxes
- D. Miscellaneous costs for Junior regattas (e.g. Bicycle Rental at Nationals)
- E. Background Check costs for chaperones
- F. Food at SLRC Food Tent and while traveling

Reimbursements - Expenses

When a rower, coach, chaperone or parent member makes a purchase related to a regatta (e.g., food for the food tent, parking for the SLRC truck), receipts must be submitted with the reimbursement form (available here <http://stlouisrowingclub.com/about-slrc-2/faqs-2/>) within two months of the regatta start date. This is to allow for regatta budget-to-actuals to be prepared and allows for timely upkeep of SLRC’s financial records. Expenses not submitted for reimbursement within the defined time period will not be reimbursed.

Reimbursements - Rowers

In the event a regatta gets cancelled, reimbursements may be made to rowers at the discretion of the SLRC Treasurer considering which costs must still be paid. Rowers planning to attend a regatta that is cancelled are responsible for those costs that cannot be cancelled.

In the event that a rower can no longer attend a regatta within two weeks of the Regatta departure date, no reimbursement will be provided. (unless cancellation is due to emergency or injury)

Regatta Participation

Decision on participation (by coaches and rowers) must be made **not less than two weeks in advance of the Regatta departure date**. *Rowers may still be required to pay the ‘per rower’ expense even if they cancel within two weeks of the regatta departure date.*

Participants must be up-to-date with Club dues and previous fees (including previous regatta fees), or have discussed a payment plan with the SLRC Treasurer.

Regatta Payments

Juniors: Payment is due prior to boarding the team bus. If a junior rower is not traveling with the bus, payment is due in advance of the regatta.

Adults and Scullers: Payment is due based on the due date of the invoice.

Checks can be written to 'SLRC' with the rower's name and regatta name in the 'memo' line of the check. Cash is not to be accepted due to the lack of a paper trail, unless agreed up in advance with the Treasurer.

Post-Regatta Protocol

It is expected that all Rowers will remain on site at a regatta until the trailers are fully loaded and equipment is packed up, and their Coach has indicated that they are free to board the bus or leave under special travel exception, as described immediately below and as previously approved by their Coach.

Transportation To/From Regatta

It is expected that Junior Rowers will travel to and from the regatta with their team. If they elect to travel on their own, they must notify coaches and junior coordinators **at least 10 days in advance** of the regatta departure date. The [Special Circumstance Permission Request and Release Form](#) must be completed and signed by the rower and his or her parent or guardian, and emailed to juniorprogram@stlouisrowingclub.com. . Once the *Special Circumstance Permission Request and Release Form* has been presented and acknowledged, the Juniors Travel Planner who will then notify the chaperones.

Note: Travel arrangements (e.g., buses) are made assuming all Junior Rowers travel with the team. Therefore, travel costs will still be incurred and paid for by the Junior Rower even if that Rower gets approval to ride to the regatta or home with their parents after the regatta.

Revision History

Change	Date	Version	Responsible Party
Original Policy Creation	09/11/2017	3000-0	Leah Picker, Interim Treasurer
Update to Reimbursements- Rowers and Regatta Participation	10/13/2018	3000-1	Patrick O'Neal, President