



## St. Louis Rowing Club

<b><i>St. Louis Rowing Club Policy Title</i></b>	<b><i>Policy Number and Version</i></b>
Rower Regatta Travel	3000-0

### ***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). *Scullers will be considered an 'adult' rower throughout this policy.*

*Note:* Scullers using and transporting private equipment only (and no 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*
  1. 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)
  2. Truck/trailer rental
  3. Other cost per mile allocated for the use of the SLRC truck for regatta travel (e.g., insurance, truck payment/reserve, maintenance)
- E. Rental Truck for Boat Transport (to include insurance) – *Split evenly across all rowers*
- F. Rental Truck for Boat Transport Fuel – *Split evenly across all rowers*
- G. Boat Transport 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. Transport for Rowers (e.g., buses, rental vans)
- C. Gratuity for Bus Drivers
- D. Van rental for rower transport/food/equipment transport
- E. Van fuel costs
- F. Rower Transport Parking fees – at hotel and regatta sites
- G. Food at SLRC Food Tent and Travel Meals
- H. Background check costs for chaperones
- I. Miscellaneous costs for Junior regattas (e.g., Bicycle Rental at Nationals)

### ***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 one week of the Regatta start date, no reimbursement will be provided.

### ***Regatta Participation***

- Decision on participation (by coaches and rowers) must be made not less than one week in advance of the Regatta start date. *Rowers are still required to pay the 'per rower' expense even if they cancel within one week of the regatta start 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 upon boarding the team bus prior to leaving St. Louis. 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***

