

SLRC Policy 4.6

Revision Letter: Rev 2

Date: August 14, 2019



Regatta Expenses and Payment

Summary

This policy is for any Members, Coaches and other professionals attending regular season regattas including Nationals with the St. Louis Rowing Club (SLRC). 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). For the purpose of this procedure, 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.

Supersedes

SLRC Policy 3000-1, "Rower Regatta Travel," dated February 26, 2019

Revised to reflect accounting and payment expectations. Participation and conduct expectations moved to SLRC Policy 2.5 Junior Rowing Program Criteria.

Requirements

1. *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:

A. Shared Between Junior and Adult Rowers

1. Regatta entry fees – *Split evenly across all rowers* [SEP]
2. Coach per diem – *Split proportionately by relevant coach/crew, then by rower* [SEP]

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3. Hotels for coaches – *Split proportionately by relevant coach/crew, then by rower* ^[1]_[SEP]
4. SLRC truck and trailer costs – *Allocated 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) ^[1]_[SEP]
Rental truck for boat transport – *Allocated across all rowers* ^[1]_[SEP]
5. Rental truck for boat transport fuel or boat trailering service – *Allocated across all rowers* ^[1]_[SEP]
6. Parking fees at hotel and regatta sites – *Allocated across all rowers* ^[1]_[SEP]
7. Miscellaneous costs (e.g., park entry, tent rental, bank and accounting fees, etc.) ^[1]_[SEP] *Allocated across all rowers*

B. Regatta Expenses – Adult Rowers Only

1. Coxswain hotel - room, local fees and taxes only – no room service, laundry or additional costs covered (Adult-only regattas) ^[1]_[SEP]
2. Coxswain meals (Adult-only regattas) - \$40 per day
3. Miscellaneous costs for Masters regattas (e.g., tent rental at Nationals) ^[1]_[SEP]

C. Regatta Expenses – Junior Rowers Only

1. Hotels for rowers - room, local fees and taxes only – no room service, laundry or additional costs covered)
2. Hotel rooms for chaperones ^[1]_[SEP] (Number of nights covered will be consistent with the actual nights actively engaged in full chaperoning, (driving to and from practices or races, taking them out for meals, supervising behavior and conduct in all settings, etc.). Extended stays (early arrival/late departure are not covered).
3. Transportation for Rowers (e.g., buses, rental passenger vehicles, airfare)

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a. Charter buses^[L]_[SEP]

- 1) Bus costs and fees. 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 a rower gets approval to ride to the regatta or home with their parents after the regatta.
- 2) Gratuity for bus drivers^[L]_[SEP]
- 3) Parking fees at hotel and regatta sites
- 4) Hotel rooms for drivers^[L]_[SEP]

b. Rental Passenger Vans

- 1) Total cost of the vehicle rental, fuel, tolls, etc. Note: Cargo vans are no longer used for rower transportation due to safety concerns.
- 2) Parking fees at hotel and regatta sites^[L]_[SEP]
- 3) Additional insurance costs, rental fees, taxes^[L]_[SEP]
4. Background check costs for chaperones^[L]_[SEP]
5. Food at SLRC food tent and SLRC coordinated meals at hotels or on the bus^[L]_[SEP]
6. Hotel room for food tent coordinator

2. Reimbursements - Expenses

When a rower, coach, chaperone or parent member makes a pre-approved 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-slr-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. Parents or Chaperones are not permitted to make purchases, modify hotel or food arrangements, etc., without prior approval of the Junior Coordinators.

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3. 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.^[1]_{SEP}

Regatta fees are estimated with the best available knowledge with the intent of balancing revenue with expenses. At the end of each Fiscal Year, the BOD will determine the resolution of any underage or overage (i.e., allocate to financial assistance, use contributions or other income to cover a loss, etc.)

4. Regatta Participation

- A. Decision on participation (by coaches and rowers) must be made **not less than two weeks in advance of the Regatta departure date**. *Rowers who cancel within two weeks of the regatta departure date are required to pay the 'per rower' Regatta Fee. Exceptions are only granted in the case of injury, documented illness or family emergency.*
 - a. Regatta dates are communicated at the start of the fall and spring seasons.
 - b. Any rower unable to attend a specific regatta must communicate via email to the following: SLRC Treasurer (treasurer@stlouisrowingclub.com); SLRC Junior Coordinators (juniorprogram@stlouisrowingclub.com) and their specific Team Coach. This email must be received >14 days in advance of departure to avoid paying regatta fees.
 - c. If an emergency situation occurs within the 14-day window, the rower must email the following: SLRC Treasurer (treasurer@stlouisrowingclub.com); SLRC Junior Coordinators (juniorprogram@stlouisrowingclub.com) and their specific Team Coach. Exceptions will only be granted in the event of injury, documented illness or family emergency.
- B. Participants must be up-to-date with Club dues and previous fees (including previous regatta fees), or have agreed upon a payment plan with the SLRC Treasurer.

5. Regatta Payments

- A. Juniors: Payment is due prior to departure. If a junior rower is not traveling with the bus, payment is due in advance of the regatta.^[1]_{SEP}
- B. Adults: Payment is due based on the due date of the invoice.^[1]_{SEP}

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References

None

Maintained By

SLRC Junior Coordinators and Treasurer

Approved By

Signature on File

SLRC Treasurer

Signatures on File

SLRC Junior Coordinators