

SLRC Policy 4.6

Revision Letter: Rev 3

Date: January 10, 2024



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 August 14, 2019. Revised to clarify Adult Coxswain expenses and Rower Participation and Payment requirements and, incorporate truck and trailer surcharge as well as other minor clarifications.

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*
2. Coach per diem – *Split proportionately by relevant coach/crew, then by rower*
3. Hotels for coaches – *Split proportionately by relevant coach/crew, then by rower*
4. SLRC truck and trailer costs – Estimated fuel per the Energy Information Administration's website for corresponding fuel (diesel, gasoline) multiplied by the miles expected (round trip miles in addition to a 10% mark up for back-and-forth travel between the regatta site and the hotel. – *Allocated across all rowers*

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5. Rental truck for boat transport fuel or boat trailering service – *Allocated across all rowers*
6. Parking fees at hotel and regatta sites – *Allocated across all rowers*
7. Nominal surcharge for wear and tear on trailer and truck. – Allocated across all rowers
8. Miscellaneous costs (e.g., park entry, tent rental, bank and accounting fees, etc.)- *Allocated across all rowers*

B. Regatta Expenses – Adult Rowers Only

1. Coxswains:
 - a. Hotel – room, local fees and taxes only up to \$150 maximum per night. No room service, laundry or additional costs will be covered. For shared lodging, only the proportion allocated to the coxswain is considered for reimbursement.
 - b. Per diem - \$40 per race day (travel days are not included in the per diem calculation).
 - c. To effectively manage costs, Coaches will make every attempt to minimize the number of coxswains traveling to each regatta. Individuals who both cox and race in a SLRC team boat on the same day are not eligible for the above reimbursement for that day.
 - d. Coxswains must submit reimbursement request with receipts supporting expenses within one week of the regatta to be eligible for reimbursement.
2. Miscellaneous costs for Masters regattas (e.g., tent rental at Nationals)

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 (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)
 - a. Charter buses
 - 1) Bus costs and fees. Note: Travel arrangements (e.g., buses) are made assuming all junior rowers travel with the team. Therefore,

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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
- 3) Parking fees at hotel and regatta sites
- 4) Hotel rooms for drivers

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
 - 3) Additional insurance costs, rental fees, taxes
4. Background check costs for chaperones
 5. Food at SLRC food tent and SLRC coordinated meals at hotels or on the bus
 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 weeks 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. Regatta Participation

- A. The SLRC Junior program is a competitive program and it is expected that all Junior Rowers will participate in the Club planned regattas. Those rowers who demonstrate their commitment by attending and working hard in coached practices will earn their seat at regattas. Athletes are expected to attend all of the regattas as a member of the Junior Team. Decision to participate must be determined by the Coach and agreed to by the rower not less than 10 days in advanced of the regatta departure date.
- B. Adult rowers who plan to participate in regattas are also expected to demonstrate their commitment by attending practices. The decision to participate for Adult Rowers is determined by the rowers and their coaches and may depend on their Erg score. This decision must be made not less than two weeks in advance of the Regatta. Once Adult rowers commit to participate, they are obligated to pay the rower regatta fee.
- C. Regatta dates are communicated at the start of the fall and spring seasons. A parent may communicate within a week of the program start if they are aware that their child is unable to participate in a specific regatta to avoid charges or receive credit if already billed. After this time, any rower unable to attend a specific regatta must communicate via email to the following: SLRC Treasurer; SLRC Junior Coordinators and their specific Team Coach and may be subject to regatta fees.
- D. All regatta 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.

4. Regatta Payments

- A. Junior rower parents are invoiced at least one week prior to departure to the regatta and are expected to be paid no later than one day prior to the regatta departure. To keep the number of transactions / payments down for the Club and Members, invoicing may be grouped by season with a majority of the fee paid prior to the last regatta. Fees are set separately for Varsity and Novice rowers.

Adult rowers are invoiced based on actual costs after the completion of the regatta. Payment is due within 10 days from receipt of the invoice. Some expenses such as rower transportation and lodging expenses are not incurred by Adult rowers therefore Adult rower fees are best determined after the regatta based on actual costs.

- B. Regattas are not intended to be income producing; they are budgeted to just cover expenses. Therefore, once a fee has been set, the Club depends upon collecting that fee from all registered athletes. SLRC understands that there may be valid reasons for a rower cancel. Parents and athletes should also understand that SLRC makes financial commitments well before the regatta date.

- 1. Nonpayment of fees will result in a rower not being able to participate in the regattas until full payment is received. Alternative payment arrangements will be considered upon receipt of a written request for extenuating circumstances.

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2. Failure to attend a regatta can result in others not being able to race.
 3. The SLRC Board of Directors will review requests for a refund due to extenuating circumstances such as an injury. The request must be submitted to the Board of Directors in writing via email board@stlouisrowingclub.com for consideration. It is recommended to support the request with physician's note. The Board may provide a pro-rated credit on the rower account or provide a refund check. Determination is made on a case-by-case basis.
 4. No refund of any fee will be made in the case of a rower who decides to leave the program voluntarily, for non-injured rowers or for disciplinary reasons.
- C. 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., initiatives to benefit regatta program such as storage, financial aid toward regatta fees, equipment used for regattas (tents, trailer, truck, and cooking equipment)).

5. Regatta Cancellation - Reimbursements

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

References

None

Maintained By

SLRC Junior Coordinators and Treasurer

Approved By

Signature on File

SLRC Treasurer

Signatures on File

SLRC Junior Coordinators