

GREAT BRIDGE CREW
2011-2012
PARENT DUES AND OBLIGATIONS CONTRACT

Great Bridge Crew Club

Great Bridge Crew (GBC) is an organization for students of Great Bridge High School (GBHS) dedicated to fostering the sport of rowing, developing young athletes, and instilling a sense of personal responsibility. Members will learn sportsmanship, boatmanship, as well as the ability to work with others toward a common goal for the benefit of all involved. Crew is a lifelong sport. Whether or not participants continue to row in the future, experiences and lessons learned will last forever.

When a student joins GBC, his/her parents also become part of the club as non-rowing members. Both student rowers and parents are expected to participate in fundraising and volunteer activities. A "Rower" is defined as any athlete that participates in crew (coxswains and oarsmen). GBC is a non-profit organization which does not receive funds from the school system. GBC relies on dues, donations, and fundraising to maintain the operating budget and provide for purchase of crew shells, equipment and special capital projects.

All persons associating themselves with the GBC are to always conduct themselves in a respectful manner exemplifying sportsmanship when interacting with any person in any setting. All rowers, coaches, and parents are subject to GBHS rules during all GBC activities, including social, competitive, or volunteer gatherings. Any event in which rowers and coaches are present is considered to be under school jurisdiction and school rules are applicable.

GBC participation requires a member to be in good standing. Requirements to be in good standing are:

- Follow the policies as outlined in The Club By-Laws, GBCC Rower Contract, GBCC Parent Contract, the GBHS Student Handbook
- Rowers must complete a qualifying swim test
- Rowers must have a current VHSL physical on record with GBHS and the club
- Rowers must meet the coaches' attendance standards (Friends of the Library- FotL, seasonal meetings, trailer work, volunteer hours, team fundraising events, etc.)
- Rowers must have signed and returned the Rower's Contract, Gym waiver, US Rowing Waiver.
- Rower's member family must satisfy the Annual Dues and Obligations and remain current with the payment schedule
- Parents/Guardian(s) must participate in Parent volunteer opportunities
- Parents/Guardian(s) must complete, sign and return the Parent Contract, US Rowing Waiver, Transportation authorization form, Medical information and emergency contact forms.

Members will be considered "not in good standing" if any of the above requirements are not met. Members in good standing shall enjoy the safe use of all amenities owned by GBC. Rowers not in good standing will be barred from participation in GBC activities until such a time when they return to "in good standing" status.

Membership Dues

Dues are collected each year based on the annual budget to support the expected operating costs of GBC.

Operating costs include, but are not limited to:

- Expenses incurred for the ownership and safe operation of the boats and other equipment during all seasons
 - Regatta fees and expenses
 - Spring break camp expenses
 - Coaching expenses, stipends, travel, and training for the coaches, as deemed appropriate by the Board.
 - Gym and training expenses
- The membership dues for 2011-12 season (July 1, 2011-June 30, 2012) are projected to be \$1,800.00 per rower. If changes are required they must be approved by the general membership.

GBC provides the following payment options. These options are for the convenience of the members and do not relieve members of the full dues responsibility. GBC provides the opportunity for members to volunteer their time to fundraise member dues. Details are provided within this document.

Payment Options as follows:

	Option #1	Option #2	Option #3
	Due on 30 th	Due by 15 th	Due by 1st
Sep 2011	1,800.00	\$450.00	\$225.00
Oct 2011			\$225.00
Nov 2011		\$450.00	\$225.00
Dec 2011			\$225.00
Jan 2012		\$450.00	\$225.00
Feb 2012			\$225.00
Mar 2012		\$450.00	\$225.00
Apr 2012			\$225.00
TOTAL	\$1800	\$1800	\$1800

(See Dues and Expenses Information)

Dues and Expenses Information:

- 100% of dues can be paid through fundraising. If a family fundraises beyond dues amount already paid before April 1, 2012, the family may request a refund only for monies paid directly by the family for the current year.
- Dues raised through fundraising will not be reimbursed.
- Excess dues through fundraising may be carried over from year to year. The carryover must be excluded from any reimbursement request for the current year.
 - You can only be reimbursed for money that was paid each individual year, not fundraised.
 - Rower's dues carryover may be used towards the purchase of uniforms and spirit wear. This request must be made in writing to the Treasurer and Spirit wear coordinator
 - Use of Rowers dues carry over for any other club requirement must be approved by the BOD.
- A 10% late penalty fee will be assessed for any payments overdue by 30 days or more unless the BOD has been notified in writing as to the reason for the delay and the BOD has granted a waiver of the penalty fee and suitable arrangements are made for payment of the dues obligation.
- There will be a \$150 discount per family with multiple rowers. \$1800 for 1st rower and \$1650 each for additional rower in one family.
- The dues obligation will not be prorated for any part of the season.
 - This includes if a member should leave the program before the season ends. If a member should wish to return any outstanding dues obligation will be required to be paid before re-joining.
 - If a rower should join after fall events an arrangement for catch up payments will be made and approved by the BOD.
 - Dues will not be reimbursed for any rower who chooses to leave GBCC at any time during the year.
- Additional costs not covered by Dues include; uniforms, Spirit Wear, family travel and lodging costs when attending out of area Regatta sites, rower social event food assignments and individual meal expenses to/from long distance events. Other incidental expenses may arise and will be communicated as early as possible. The Regatta Chair will assist in obtaining transportation for those in need of rides. Rowers will need to have money for food and incidentals.

Fundraising

The operation of the club and the purchasing of capital investments are paid for by dues collected and fundraising. Each family must volunteer and support the various fundraising efforts throughout the season. Fundraising from May 2011 to April 2012 applies toward the 2011 - 2012 dues. Any fundraising past April 30, 2011 will be for the 2012 - 2013 Season.

2011-2012 Fundraising projects include:

- 1) Aramark Concession Contract – Parents volunteer time working events at VB Amphitheater, ODU Football and ODU basketball games – 25% of the members earnings supports the club's fundraising, 75% is credited to the member's dues obligation. This is distributed quarterly and based on a determined average of the events in each period.
- 2) Spring Fundraiser – Golf Tournament – Parents volunteer time to run the event; Parents work to obtain sponsors – funds received are credited 75% to Club 25% to the member's dues.
- 3) Fall fundraiser – Lawn Aerating- Rowers and Parents volunteer time; solicit donors, funds credited 100% to member dues for those that participate.
- 4) Winter fundraiser – wreath sales –Rowers volunteer to sell Christmas greenery.100% to rower dues for those that participate
- 5) Rower sponsorship donation – 75% to rower dues and 25% to club fundraising
- 6) Team Sponsorship donation – 75% to Club 25% to rower dues
- 7) Other Miscellaneous efforts (100% to Capital Improvements)
 - a. Solicitation of the GBCC membership for fundraising not benefitting the crew club is not permitted
 - b. All fundraising projects must be reviewed and approved by the fundraising committee and the BOD with the contribution to the club clearly defined

Members may fundraise any percentage of their dues requirement. It is highly encouraged that all members volunteer to support the Aramark Contract to maintain this opportunity for the club's future. Many members have been able to fulfill 100% of the dues obligation through this fundraising effort.

Volunteer Requirements

GBC cannot function without parent volunteers. All member families are required to actively volunteer to help GBC meet its goals. Each family is required to actively participate and contribute in the following areas to support the club.

- Participation in General membership meetings
- Board of Directors positions
- Committee chairpersons
 - Special project or initiative coordinators
- Practice Parent Volunteers – see website for sign-ups
- Maintenance Committee – meets every other week or as designated by the Maintenance Committee chairperson
- Fundraising
 - Spring Concerts
 - Fall ODU football/Basketball
 - Spring club fundraiser – Golf tournament
 - Fall Rower fundraiser – Aerating
 - Winter rower fundraiser – Wreaths
 - Rent-A-Rower coordinator
 - Donations and Sponsors
- Regattas
 - Rower Food coordinator
 - Parent Food organizer
 - Travel and ride Coordinator
 - Trailer pulling
 - Chaperones
- Spring break Training Camp coordinator
 - Chaperones and Transportation volunteers
- Publicity, Social Events and Club communications
 - Web page
 - Club handbook
 - Local media interface
 - Parent Social Coordinator
 - Novice Parents Coordinator
 - Friends of the Library
 - Spirit Wear
- SBRA- Southern Branch Rowing Association - representative
- EVSRA- Eastern Virginia Scholastic Rowing Association - representative

Regattas

- GBCC participates in competition events outside of the local area which may require very early departure times or overnight travel and lodging.
- Rower participation at regattas and events are by invitation only as decided by the head coach
- The club will provide lodging for rowers invited to participate in the Mid-Atlantic Erg Pull, VSRA Regatta, Stotesbury Cup Regatta, and NSRA Regatta.
- Parents pulling club trailers may be reimbursed for transportation expenses only such as gas and tolls. Lodging is not included.
- **Rowers are not permitted to drive to and from regattas under any circumstances.**
- Immediately following all regattas the team will reconvene at the boat house for trailer unloading. This is a mandatory event unless prior permission from the Coach is obtained to be excused.
- The Regatta Travel Coordinator will work to organize rides for rowers who will not be traveling with their families. Parents/Rowers are responsible to respond to the RTC with their travel plans and to notify the RTC if they will require transportation to and from an event.
- Rowers and families travel to events at their own expense, except as noted above.

Spring Break Training Camp

GBC organizes and participates in an Annual spring training camp. This camp is mandatory for all rowers and the cost of the camp excluding transportation is included in the dues and club operating expenses. Several volunteer Parents and coaches provide chaperone duties and transportation to and from the camp site in Summerton SC.

Membership Meetings

General Membership meetings are generally scheduled monthly and will be posted to the GBS website calendar. These meetings are considered part of the Parent volunteer requirement. Meetings will generally be held in the second week of the month depending on meeting site availability. The purpose of these meeting are to review the budget, upcoming club or fundraising events, vote on any issues or expenditures requiring general membership approval and to discuss and/or update issues not suitable for the website. Attendance by one family member in these meetings ensures that you will be an integral part of the decision making process and success of GBC. Not attending these meetings is not an excuse for being unaware of club issues and changes.

Board of Directors Meetings

BOD meetings are generally held the week prior to a General membership meeting. BOD meetings are open to members provided 48 hr notice is given to a board member of the desire to attend. The BOD may vote to hold a closed executive session as per the Club by-laws. If a member has an item he/she would like addressed at a board meeting, he/she must present it to any board member 48hours prior to the board meeting. The item will be

given to the Secretary of the Board to be placed on the board meeting agenda. The Board will determine if it is an appropriate agenda item and address it accordingly. If a critical issue arises after the Board meeting but before the general meeting, the parent may contact the Club President no later than 24 hours before the general meeting. Once the agenda is set, it will not be changed, except in dire emergency. Any other issues requiring attention can be brought to a Board member at any time and will be addressed accordingly. Board member contact info is posted on the GBC website

Special Cases and Process for Dues or Parent Volunteer Waiver of Obligation from the BOD

If an existing rower's family or rower is in a position in which they are unable to meet the financial requirements or other obligations of the club, the club's position is to make every effort to allow the rower the privilege of rowing in the club. The family or Rower should request a Waiver of Dues and Obligations Contract from a Board Member and submit the request in writing for review by the Board. The BOD may conditionally approve a waiver and provide conditions which must be met by the family and rower to maintain the waiver. The Board may cancel the waiver at any time with 30 days notice of the cancellation. The rower and member family is expected to remain in good standing throughout the scholarship year. Each year, a new application is required.

If a rower's family is on scholarship or other financial relief, and there is a family situation which precludes their parents from volunteering or participating in fundraising, it is the Board's position to still allow the rower to participate given the circumstances warrant such relief. The rower should submit his/her situation privately to the Coach or to a Board member. The Board will meet in a closed session and the decision will be provided to the rower. The rower is expected to remain in good standing throughout his/her time with GBCC. The board will document the decision and will protect the privacy of the individuals involved.

PROCEDURE FOR GRIEVANCE/COMPLAINT

Grievances/complaints do sometimes arise and, based on past experience they are usually based on miscommunication and/or lack of understanding. It is the policy of the club to resolve a grievance/complaint at the lowest level possible and in accordance with the club By-Laws. For a new family, please discuss the situation with Member-at-Large Board member or designated liaison. If the situation is not resolved, the next step would be to contact a board member. The board member will then contact the Club's President who will discuss the issue with the entire board as well as the coach if necessary. The board will attempt to settle the complaint to everyone's satisfaction. The member with the complaint will agree to accept the decision of the board. Once the complaint has been addressed by the Board, the ruling of the Board is final.

Please fill out, sign and return the signature page to the club secretary. Please keep the previous pages for your reference

**GREAT BRIDGE CREW
PARENT CONTRACT**

2011 / 2012

Signature Page

By signing below, I acknowledge that I have read, and understand the Great Bridge Crew Parent Contract in its entirety and agree to abide by the policies and guidelines as set forth by the coaches and the board. We agree to support the GBC in providing the rowers with the safest equipment and best coaching possible to enable them to achieve their full potential as rowers and team members. We understand the membership dues and volunteering requirements placed on the membership and agree to participate fully.

Rower's name printed

Parent/Guardian name printed

Parent/Guardian Signature

Date

Parent/Guardian name printed

Parent/Guardian Signature

Date

Please detach and return this signature sheet to any board member.