



www.rowingcanada.org

REGISTRATION 2009

INTRODUCTION

This statement sets out membership policy, membership fees, registration procedures and the benefits of membership.

Rowing clubs are responsible for the collection of and proper submission of RCA registration fees payable by individuals who are members of their rowing club, and shall register all persons who:

1. pay money or provide any other form of consideration, including consideration by way of sponsorships, grants or any benefit from a third party to the member, or
2. participate in a rowing program at a member club, administered by a member club, or using equipment of a member club.

As approved by the membership at the 2008 RCA Annual General Meeting, there were no changes in fees for the 2009 – 2010 rowing season (April 1, 2009 – March 31, 2010). The complete list of categories and fees is included on page 5 of this document.

Please be advised that all personal information submitted to RCA is protected by The Personal Information Protection and Electronics Documents Act and the Personal Information Protection Act (British Columbia only).

CATEGORIES OF MEMBERSHIP:

1. Non-rowing: Coaches, umpires, volunteers, administrators and regatta personnel who do not row

2. Competitive Rowers:

- a. compete at rowing regattas as defined in the RCA Constitution, being any rowing race or races held on the water between two or more clubs, or to which individuals or crews are invited who do not participate in rowing activities at the host club. Excluded as rowing regattas are internal club meets and interclub training and selection sessions.
- b. compete in a category recognized in the RCA Rules of Racing including:
 - ◇ Adaptive Competitor¹ (AC)
 - ◇ Coxswains (CX)
 - ◇ Junior A & B (JA & JB)
 - ◇ Lightweight (LT)
 - ◇ Masters (M)
 - ◇ Senior (S)
 - ◇ Under 23 (U23)

Further information regarding the competitive categories above can be found in the RCA Rules of Racing (pages 9 - 13) available at the RCA website:

www.rowingcanada.org/en/organization/referenceMaterial.html

3. Sport Rowers:

All rowing categories other than those categories recognized in the RCA Rules of Racing including:

- a. High School (HS) participants who compete only at high school events, defined as being events open only to high school participants rowing for their school;
- b. Novice rowers who compete only in novice events at regattas;

Sport Rower Categories:

- ◇ Adaptive (AD)
- ◇ Corporate Challenge (CC)
- ◇ High School (HS)
- ◇ Learn-to-row (LTR)
- ◇ Novice (N)
- ◇ Recreational (R)
- ◇ Touring (T)

¹ *Adaptive Competitors*

An adaptive competitive rower is a rower with a disability who meets the criteria set out in the Adaptive Rowing classification rules.



Category Notes:

1. University (CU) participants compete only at university events, defined as being events open only to university participants competing for their university.
2. If Novice, High School or University participants compete in other events they are competitive rowers.
3. A Sport or University Rower may upgrade to Competitive – the upgrade fee is included in the RCA Membership Fee Schedule.

Single Day Participants:

Registration for single day participants (e.g. try out sessions for people interested in trying out rowing or a person entering a boat as part of a promotional or media event) is not required. However, these participants are not then covered by RCA insurance and the club should provide them with the option of registering in order to obtain insurance, or should include a clause in the waiver form² that the participant signs to the effect that they have declined membership in RCA and therefore have declined the insurance coverage.

RCA Membership Fee Policies:

- ◇ The level of fees is set annually at the AGM and takes effect for all registrations received on or after April 1st of the following year.
- ◇ Dues for Clubs, Provincial Associations, Associate Organization Members and Special Associations are payable by April 30th of each year.
- ◇ Individual members are registered from April 1st – March 31st of the following year (April 1, 2009 – March 31, 2010), as arranged between RCA and the applicable Provincial Rowing Association³. Exceptions are noted in the footnote below.
- ◇ Clubs shall provide the RCA office with an official e-mail address for registration purposes. RCA will provide each club with a membership spreadsheet (*Appendix A*) to be updated. New members can be added to the separate worksheet attached to Appendix A. All registration shall be submitted via e-mail (please contact the office if your club does not have access to e-mail).
- ◇ Clubs are required to sign an annual declaration that they have collected and remitted the required fees for all their members.

Registration Fee Payments

- ◇ *Appendix A* includes an invoice worksheet that calculates the total fees payable to RCA. Please contact the office if you have any questions regarding the total amount owing.
- ◇ Payment is due immediately.⁴ Please include your VISA or Mastercard number with your registration submission or send a cheque or money order to the RCA office.
- ◇ Monthly invoices will not be issued unless by special arrangement with the RCA office.
- ◇ All cheques submitted to RCA will be cashed within 14 days of receipt.
- ◇ Clubs that do not pay fees or submit registration are not in good standing and may not be eligible for RCA insurance coverage.

² The Waiver Form is included with the RCA Insurance Policy available from the RCA web site.

³ Exception: British Columbia & Newfoundland – participants are registered one year from their RCA anniversary date

Note: individual clubs may choose alternative dates, provided approval is given by the respective provincial association

⁴ An interest penalty (24% per annum) will be charged on amounts outstanding for 60 days or more.



RCA Insurance Coverage for Registered Participants

- ◇ Liability Insurance is provided for all registered members. The amount of coverage is \$10 million per occurrence with a \$500 deductible.
- ◇ Accident Insurance is provided. Please review the Risk Management and Insurance information on the RCA website for further information regarding specific coverage.

Regattas:

- ◇ **No rower will be allowed to participate in a RCA sanctioned regatta unless he or she is fully paid up as a registered member.** RCA and the regatta organizers are required to verify the list of entrants for all sanctioned regattas.
- ◇ All competitors in the **Royal Canadian Henley Regatta** are required to have been a **member of the club for which they are competing as of June 23rd** in the year of the Regatta.
- ◇ A club wishing to register an athlete after June 23rd due to extenuating circumstances shall make application to the VP Domestic Competition for a decision on the eligibility of the athlete to compete for that club.

Participation Sanction: The objective of Participation Sanction is to assure that participants are registered members in good standing of both RCA and their respective Provincial Rowing Association.

Participation Sanction is required for:

- a. All crews or individuals representing Canada
- b. All crews competing in, or individuals participating in a FISA sanctioned international regatta
- c. All crews competing outside North America



2009 RCA MEMBERSHIP FEES

◇ Provincial Rowing Associations	\$600.00
◇ Special Associations and Associate Organizations	\$450.00
◇ Rowing Clubs	\$300.00

As approved at the 2008 RCA Annual General Meeting, there are four levels of fees:

◇ Non-Rowing (Administrators, Coaches, Directors, Umpires, Volunteers)	\$0.00
◇ Sport (Adaptive, Corporate Challenge, High School, Learn-To-Row, Novice, Recreational, Touring)	\$7.00
◇ Competitive (Adaptive, Coxswains, Junior A, Junior B, Lightweight, Masters, Senior, Under 23)	\$42.00
◇ Upgrade Fee (Sport Rower to Competitive)	\$35.00

Registration Submissions

To receive your club's registration form, please send a message to rca@rowingcanada.org. RCA will reply with an e-mail list of club members including *RCA ID Numbers*. For membership renewals, **please include the *RCA ID Number*** along with the name, category, etc. Space for new members is included on the registration form.

Incomplete Forms

As this information is crucial for regattas, administration, mailing and insurance purposes, registrants with missing information will not be considered to be registered.

For further information, please contact our office by e-mail <rca@rowingcanada.org>;
phone (toll-free) at 1-877-722-4769 ext. 0; fax: 1-250-361-4211

Attachments:

1. Appendix A: Registration Form (please obtain a digital copy from the RCA office)
2. Appendix B: Club Registration Form (included with Appendix A – please send via e-mail)
3. Appendix C: RCA Declaration Form (to be completed after you have submitted your 2009 participant registration)
4. Appendix D: Overview of RCA & RCA Services
5. Appendix E: Sample Club Member Registration Form (for internal club use – a digital copy is available from the RCA office)





RCA REGISTRATION INVOICE

INSERT CLUB NAME Sample

INSERT DATE _____

Total Fees: Renewals	\$	-
Total Fees: New Members	\$	-

GRAND TOTAL:	\$	-
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Please submit your payment with your registration submission via e-mail (credit card) on the form provided or by cheque to the address below

PAYMENT BY RCA CREDIT CARD:

VISA #:
MASTERCARD #: _____
EXPIRY (MM/YY)
NAME ON CARD _____

Rowing Canada Aviron
100 – 4636 Elk Lake Drive, Victoria BC V8Z 5M1

Tel: 1-877-722-4769 / (250) 361-4222 ~ Fax: (250) 361-4211 ~ E-mail: rca@rowingcanada.org

Appendix B
2009 CLUB REGISTRATION
FORMULAIRE D'INSCRIPTION DE CLUB



DATE:

CLUB NAME/NOM DU CLUB Sample - Please contact the office: rca@rowingcanada.org

CLUB TELEPHONE No./ No. TÉLÉ. DU CLUB _____

CLUB ADDRESS/ADRESSE DU CLUB _____

Do you wish to have your RCA correspondence sent:/Désirez-vous recevoir votre correspondance a:

As Above/Tel qu'indiquer _____(√)

or/ou

Preferred Mailing Address/ _____

Autre Adresse: _____

In English/en anglais ____ (√) en français ____ (√) both languages/les deux langues ____ (√)

Club info contact person/ Nom de la personne responsable de l'inf. du club _____

Phone Number of contact person/ No. Téléphone de la personne. _____

*Club E-Mail Address/courriel: _____

President/Président

Name/Nom _____
Adresse/Adresse _____

Phone/Téléphone _____
E-mail/courriel _____

Registrar/Régistratre

Name/Nom _____
Adresse/Adresse _____

Phone/Téléphone _____
E-mail/courriel _____

Executive/Executif:

Position: _____

Name/Nom _____
Address/Adresse _____

Phone/Téléphone _____
E-mail _____

Attach additional sheets if necessary/
Ajouter des feuilles supplémentaires au besoin

On behalf of our Club, I acknowledge that:

- a. the club is in compliance with the *Personal Information Protection and Electronic Documents Act*, provincial privacy legislation,
- b. the club agrees to the conditions of the Agreement to Comply with Privacy Legislation,
- c. the club has sought written consent for the use of personal information by RCA and the provincial rowing association as outlined in RCA's registration package for 2009, and
- d. the club will retain written consents for the period of 2009 registration.

NAME (please print) _____

SIGNATURE _____

DATE _____



www.rowingcanada.org

Appendix C

ANNUAL DECLARATION

Name of Member Club: _____

Name of Signing Officer: _____

Position of Signing Officer: _____

I hereby declare that _____ (Name of Member Club) has collected and remitted the required fees for all its members (as defined in Article V (3) of the Constitution of Rowing Canada Aviron "Definitions") in the period from the date of its previous declaration in 2008 to September 30, 2009, in accordance with Article VII of the Constitution of Rowing Canada Aviron, "Fees and Registration."

Date

Signature



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Appendice C

DÉCLARATION ANNUELLE

Nom du club membre: _____

Nom de l'officier signataire: _____

Position de l'officier signataire: _____

Je déclare, par la présente, que _____ (nom du club membre) a perçu et remis les frais requis de tous ses membres (tel qu'énoncé à l'Article V (3) de la constitution de Rowing Canada Aviron "Définitions") durant la période à partir de la date de sa dernière déclaration en 2008 jusqu'au 30 septembre 2009, conformément à l'article VII de la constitution de Rowing Canada Aviron, "Frais et Enregistrement."

Date

Signature



www.rowingcanada.org

Appendix D

OVERVIEW OF ROWING CANADA

Rowing Canada Aviron (RCA) - Fostering excellence and teamwork for life through rowing

What is RCA?

RCA is a non-profit organization recognized by the Government of Canada and the Canadian Olympic Committee as the national governing body for the sport of rowing in Canada. RCA represents 15,000 registered members at all levels, novices, juniors, university students, seniors and masters, whether they row for recreation, health and fitness or competition.

RCA is a member of the Canadian Olympic Committee and the Fédération Internationale des Sociétés d'Aviron (FISA), the international federation for rowing.

RCA was originally founded as "The Canadian Association of Amateur Oarsmen" in 1880 by the rowing clubs then in existence to coordinate and regulate the sport of amateur rowing. In 1974 the name was changed to "The Canadian Amateur Rowing Association - Association Canadienne d'Aviron Amateur", which is still the legally constituted name, although Rowing Canada Aviron is now used as the operating name.

RCA's mandate and commitment to deliver value

RCA is empowered by its 115 member rowing clubs to govern the sport of rowing in Canada and to develop the sport by all means open to it. It is committed to delivering value to its members in the key areas of:

Governing the sport

- Publishes policy and guidelines on safety, ethical conduct and other matters
- Sets the rules of racing for fairness and safety
- Licenses rowing umpires
- Certifies coaches
- Sanctions regattas
- Monitors compliance with rules of racing at sanctioned regattas

Enhancing individuals' competencies

- provides umpires instruction manual and videos
- designs the coach training curriculum
- publishes a rowing skills instructional guide - Journey 1,2,3
- organizes an annual coaches conference

Encouraging competition

- conducts three annual national championship regattas - the Rowing Canada cup (provincial

championship), the Royal Canadian Henley Regatta (club championship) and the Canadian Open Masters Championship

- provides travel subsidy to provincial rowing associations to attend the Rowing Canada Cup

Leading the sport in international competition

- provides an athlete development model leading to international competition
- organizes, develops and selects national rowing teams at the senior A, senior B and junior levels to represent Canada at World Championships and the Olympic Games
- represents Canada at FISA, Pan American Games and Commonwealth Rowing Association meetings
- supports Canadian representation on FISA committees

Promoting the sport

- appoints committees to foster growth in recreational, masters, touring and adaptive rowing
- establishes alliances with associations promoting the sport of rowing such as the Canadian University Rowing Association and Foundation 2000 Plus

Providing services to members

- provides valuable public liability and accident insurance coverage for all its members with respect to sanctioned rowing activities
- organizes an annual general meeting for all members
- provides an awards banquet recognizing the achievements of members
- provides communications on rowing matters through a monthly newsletter and a website
- offers member discounts on selected products and services, including a magazine subscription

The mission of RCA

RCA's mission is to provide and manage services and programs for the membership within a fully integrated rowing system model, which furnishes opportunities for every individual to reach his or her potential at all levels of participation.

RCA values

Rowing is one of the oldest sports. Over the years certain values and characteristics have become associated with it, a set of noble principles which apply on and off the water and which RCA upholds:

1. EXCELLENCE - We believe in the right of all people to pursue their personal levels of excellence.
2. ENJOYMENT - We believe in sport being enjoyable.
3. FAIRNESS - We believe in fairness on and off the racecourse, as characterized by equality, integrity and trust.
4. RESPECT - We believe in free and open communication and respect for the views, roles and contribution of all.

5. HUMAN DEVELOPMENT - We believe that the short and long term physical, social, mental and spiritual well being of all should be enhanced through appropriate behavior and practices.
6. LEADERSHIP - We believe that those who participate in rowing have a responsibility to teach and apply the values of RCA, involving others in the rowing experience and inspiring and empowering them to reach their potential.
7. PEACE - We believe in sport as a vehicle to promote understanding and harmony within and among nations.
8. INCLUSIVENESS - We believe that rowing should encourage the participation of all segments of the community.
9. EQUITY - We believe in rowing being open to anyone.

RCA's goals:

1. win gold medals at the Olympic Games
2. increase membership

The second goal reflects a vision of rowing being enjoyed, as a recreational activity that promotes health and fitness, by all age groups and abilities.

The Rowing Canada Aviron Web Site

Please visit our website <www.rowingcanada.org> for up-to-date information regarding regatta calendars, new RCA programs, the National Team Program, the National Team Junior Program, Club Contacts, RCA sponsor benefits, etc.

Our Collected Wisdom section includes *Helpful Hints and "Best" Practices for Clubs*.
<http://www.rowingcanada.org/en/organization/referenceMaterial.html>

The RCA Information & Policy manual can be downloaded at:
<http://www.rowingcanada.org/en/organization/policiesAndGuidelines.html>

If you require further information, please contact us by phone (toll-free):
1-877-RCAGROW (722-4769); E-mail: rca@rowingcanada.org; or Fax: 250-361-4211.

RCA SERVICES 2009

In 2009, RCA offers such services as:

- members' meetings
- registration
- insurance
- electronic newsletter
- web page
- relevant policies & procedures: i.e. safety
- committees:
 - Umpires
 - Safety & Events
 - Interprovincial Coaches
 - Masters
 - Touring
 - Adaptive
 - Awards
 - Henley Commission
 - Provincial Relations
- national teams: Senior A; Under 23; Juniors (including CanAmMex)
- national junior program
- coaching education: NCCP; mentoring programs; coaches conference
- officials' education & participation
- instructional manuals and videos: NCCP; Journey 1-2-3
- regatta sanctioning
- awards' program
- travel subsidies for provinces to the Rowing Canada Cup
- national competitions:
 - Royal Canadian Henley
 - Canadian Masters Championships
 - National Rowing Championships
- promotion of rowing throughout Canada
- official clothing and branded merchandise
- member discounts on selected products and services

- media relations: regular news releases; special national team news; press conferences
- sponsor servicing
- trademarks
- legal matters
- fundraising and donation programs
- used equipment program
- financial and administrative programs
- Canadian Rowing Foundation
- relations with international agencies such as:
 - FISA
 - Commonwealth Rowing Association
 - Pan American Rowing Confederation
- support for Canadians on international committees:
 - FISA Executive Committee
 - FISA Umpiring Commission
 - FISA Rowing for All Commission
- relations with national agencies such as:
- Sport Canada
- Canadian Olympic Committee
- Commonwealth Games Association of Canada
- Canada Games Council
- Coaching Association of Canada
- Canadian Professional Coaches Association
- Canadian Centre for Ethics in Sport
- National Sport Centres
- Canada Coast Guard Marine Advisory Group... and others

Appendix E

Club Name & Logo here

SAMPLE 2009 CLUB MEMBER REGISTRATION FORM

MEMBER NAME (please print) _____

ADDRESS _____

TELEPHONE No. _____

FAX _____

E-MAIL _____

MEMBER CATEGORY:	Recreational	<input type="checkbox"/>	National Team	<input type="checkbox"/>
	Competitive	<input type="checkbox"/>	Touring	<input type="checkbox"/>
	Masters Competitive	<input type="checkbox"/>	Adaptive Competitive	<input type="checkbox"/>
	Masters Recreational	<input type="checkbox"/>	Adaptive Recreational	<input type="checkbox"/>
	Learn-to-Row	<input type="checkbox"/>	Corporate Challenge	<input type="checkbox"/>
	Administration	<input type="checkbox"/>	Umpire	<input type="checkbox"/>

I authorize RCA, (Provincial Rowing Association), and (Club) to collect and use personal information about ~me / ~ my child/ward for the reasons listed below. Such authorization is indicated with a cheque.

- ~ Receiving solicitations from RCA Sponsors such as MBNA;
- ~ Receiving solicitations from within RCA for other commercial activities;
- ~ Posting rosters, statistics, images and results on (Club), (Provincial Association) and/or RCA's (National Team Members only) website.

****We do not sell or distribute your personal information to any other third party!****

MEMBER SIGNATURE _____

DATE _____

CLUB address & contact info here