



## REGISTRATION 2011

### INTRODUCTION

This statement sets out membership policy, membership fees, registration procedures.

Rowing clubs are responsible for the collection of and proper submission of RCA registration fees payable by individuals who participate in rowing at 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 2010 AGM, there was no increase in fees for the 2011 – 2012 rowing season:

◇ Provincial associations	\$650.00
◇ Special associations	\$500.00
◇ Clubs	\$350.00
◇ Competitive rowers	\$44.00
◇ Sports rowers	\$9.00

The complete list of categories and fees is included on page 5 of this document. The new fees are applicable from April 1, 2011 – March 31, 2012.

### Protection of Personal Information

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 Competitor<sup>1</sup> (AC)
    - ◇ Coxswains (CX)
    - ◇ Under 23 (U23)
    - ◇ Under 19 (JA)
    - ◇ Under 17 (JB)
    - ◇ Lightweight (LT)
    - ◇ Masters (M)
    - ◇ Senior (S)

Further information regarding the competitive categories above can be found in the RCA Rules of Racing available at the RCA website:

[www.rowingcanada.org/en/organization/referenceMaterial.html](http://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)

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<sup>1</sup> *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. If Novice or High School participants compete in other events they are competitive rowers.
2. A Sport 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 form<sup>2</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> – March 31<sup>st</sup> of the following year (April 1, 2011 – March 31, 2012), as arranged between RCA and the applicable Provincial Rowing Association<sup>3</sup>. 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.<sup>4</sup> 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.

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

<sup>3</sup> 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

<sup>4</sup> 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 National Development 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

## 2011 RCA MEMBERSHIP FEES

◇ Provincial Rowing Associations	\$650.00
◇ Special Associations and Associate Organizations	\$500.00
◇ Rowing Clubs	\$350.00

As approved at the 2010 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)	\$9.00
◇ Competitive (Adaptive, Coxswains, Under 19, Under 17, Lightweight, Masters, Senior, Under 23)	\$44.00
◇ 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](mailto: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 (Sample form attached as Appendix A).

### 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](mailto:rca@rowingcanada.org)>;  
phone (toll-free) at 1-877-722-4769 ext. 2; fax: 1-250-220-2503

