



ROWING
CANADA
AVIRON

www.rowingcanada.org

REGISTRATION POLICY 2017-18

INTRODUCTION

This statement sets out the RCA membership policy, membership fees, and registration procedures effective April 1st 2017 through March 31st 2018.

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.

2017-18 FEE SCHEDULE

The following fee schedule was approved by the membership at the 2017 Semi-Annual Meeting:

Members:

- | | |
|--|----------|
| • Provincial Rowing Associations | \$700.00 |
| • Special Associations and Associate Organizations | \$500.00 |
| • Rowing Clubs | \$400.00 |

For Registered Participants, there are four (4) levels of fees:

- | | |
|--|---------|
| • Competitive Rower | \$50.00 |
| • Sport Rower | \$15.00 |
| • Non-Rowers (Administrators, Coaches, Directors, Umpires, Volunteers) | \$0.00 |
| • Upgrade Fee (Sport Rower to Competitive) | \$35.00 |

PARTIPANT CATEGORIES - DEFINITIONS

For the purposes of participant registration:

- A “**Competitive Rower**” is any rower participating in an RCA/PRA sanctioned on-water event (regatta) except for:

321 - 4371 Interurban Rd. • Victoria BC • V9E 2C5 • Canada

Tel: 1-877-722-4769 / (250) 220-2577 ~ Fax: (250) 220-2503 ~ E-mail: rca@rowingcanada.org
Member of: F.I.S.A./Membre de F.I.S.A., Canadian Olympic Committee/Comité Olympique Canadien
Canadian Paralympic Committee/ Comité paralympique canadien

- *On-Water events (regattas) operated solely for the purpose of university or high school athletic competition where all of the participants are representing their university or high school in a competition against other universities or high schools;*
 - *Corporate challenge regattas;*
 - *Coastal rowing regattas or, touring events.*
- A **“Sport Rower”** is any rower who is not a “Competitive Rower”.
 - **“Non-rowers”** are Coaches, umpires, volunteers, administrators and regatta personnel who do not row but must be registered.
 - **“Upgrade (Sport Rower to Competitive Rower)”** – a Sport Rower may upgrade to a Competitive Rower during the season by paying the upgrade fee included in the Fee Schedule.

“Come and Try” Event Participants:

Registration for single day, “Come and Try” events for first time participants to try the sport is not required. However, these participants are not 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 that the participant signs to the effect that they have declined membership in RCA and therefore have declined the insurance coverage.

Click here to view a Sample Waiver form (page 12) -

<http://rowingcanada.org/sites/default/files/insuranceriskmanagementrca.pdf>

RCA Membership Fee Policies

- The level of fees is approved annually by the membership at the RCA Semi-Annual Meeting for the next registration year - April 1st to March 31st.
- Annual Dues for Member Clubs, Provincial Associations, and Special Associations are payable by April 30th of each year. Clubs must also submit a signed Declaration Form with the payment of Annual Dues.
- All participants must be registered in the RCA Web Registration System. A Club will designate a Club System Administrator who will be responsible for managing the club information and activating members registering for programs. Spreadsheets will not be accepted by the RCA office.
- Clubs shall provide the RCA office with an official e-mail address for registration purposes. RCA Web Registration Administrators go to: <https://membership.rowingcanada.org/> - (Login, Administer, Organization Home, Electronic Address, Primary E-mail).
- The Club President shall be added to the President Role by the system administrator (Organization Home page, Roles).
- Clubs are required to sign an annual declaration that they have collected and remitted the required fees for all of their Registered Participants¹. A Declaration Form (Appendix A) should be remitted with the members Annual Dues payment and a declaration must be submitted to be a Member in Good Standing with RCA.

¹ Section 7 Registered Participants, RCA Bylaws: <http://rowingcanada.org/about-us/governance>

Membership Fee Payments

- Monthly invoices will be issued and payment is due within 30 days.
- Payments can be made by Cheque, Money Order payable to Rowing Canada Aviron or by credit card - VISA/Mastercard/Amex.
- 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, RCA grants and or, be able to compete in regattas.

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 for all RCA registered coaches, umpires and participants.
- Please review the Risk Management and Insurance information on the RCA website for further information regarding specific coverage.
<http://rowingcanada.org/resources/clubs-membership/member-services/insurance>

Regattas

- No rower will be allowed to participate in a RCA sanctioned regatta unless he or she is properly registered and participant fees are paid in full.
- Regatta organizers are required to verify RCA and PRA registration of entrants for all sanctioned regattas.
- RCA umpires may not participate in any unsanctioned 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 30th, in the year of the Regatta.
- A club wishing to register an athlete after June 30th due to extenuating circumstances shall make application to the RCA Board of Directors for a decision on the eligibility of the athlete to compete for that club.

Participation Sanction

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

Participation Sanction is required from RCA for

:

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

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).

For further information regarding the 2017-18 Registration Policy, please contact RCA at: rca@rowingcanada.org or, by phone at: 250-220-2581.