



# Rowers Handbook 2021-22

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THINGS WE ALL NEED TO KNOW

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V 2.0 November 2021





<p>This document, published as a PDF can be found here:</p> <p>PRC Website                  PRC Facebook Group                  PRC squads Facebook Groups                  Editable version here: Google Drive/ PRC Cttee Shared Files/ Handbooks and policies/ PRC Rowers Handbook 2021-22.docx</p>	<p>Date</p>
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## **Kia ora, welcome to Petone Rowing Club**

This booklet will help you to row safely at Petone Rowing Club (PRC). It contains an outline of a range of things it is useful to know. Please read this carefully, and if you are under 18, please give a copy to your parent or guardian.

Of course there is much more to know than just this. You can find out more in other club documents, such as PRC On the Water Safety booklet, and the PRC Safety and Risk Management Plan. If there something you are unsure of, please ask the Club Captain, any Coach, or Committee member.



# Membership information

## *Purpose of the club*

Our Constitution (2021) says that the Club's purpose is:

To benefit the community and residents of the Hutt Valley and surrounding areas through:

1. Promoting rowing as an activity that develops and maintains health and well-being of participants.
2. Providing opportunities for people from a wide range of communities to participate in rowing in a safe and welcoming environment.
3. Ensuring the right facilities and equipment are available to enable this.

(Constitution and Rules of the Petone Rowing Club (Inc), which can be found here: <https://www.petonerowing.club/official-documents> )

## *Becoming a member*

1. Complete online registration (or paper-based version).
2. If you are under 18 years of age you must provide parental consent.
3. Once completed your application will be submitted to the Committee for approval.
4. When approved you will become a member of the Club. Welcome! You are now bound by the Rules as outlined in this and other documents.

**Types of membership** Please see <https://www.petonerowing.club/membership-fees> for the list of memberships available.

**Membership subscription** PRC is a non-profit club and a registered charity. Your annual membership fee goes toward the daily operations of the club (which included insurance, services, rates, boat repairs; also Rowing New Zealand and Wellington Rowing Association licencing fees). **It does not cover regatta and travel costs.**

Annual membership fees are determined at the Annual General Meeting (AGM). You can pay them from 1 June, and they MUST be paid in FULL by 30 September. If you have not paid, or have not contacted the Treasurer to set up regular payments by then you will not have access to the Club and its equipment.

New members joining the Club between 1 June and 31 January shall pay the full subscription. Those joining between 1 February and the AGM (end of May) shall pay half subscription.

Once you have become a member of the Petone Rowing Club you must pay the annual membership fee (subscription) each year until you leave. If you decide to leave the Club before the end of the season (May), you may write to the Committee in and ask for a refund.

If your fee is unpaid for more than six months, it will be placed with a debt collector (appointed by Petone Rowing Club), which may incur a collection fee.

**Transfer from another club** If you are transferring from another club, you may be confirmed as a member of PRC Club when you meet the requirements of the Committee, which includes presenting a letter from your previous club confirming you have no outstanding debts with that club.

## **Cancelling membership**



If you wish to cancel your membership, you must request this in writing to the Committee.

The Committee can cancel your membership if:

- You have failed to pay within six calendar months of the due date all monies owed.
- You have infringed any Rule; or
- The Committee is satisfied that your continued membership is not in the best interests of the Club

### **Personal information**

All information we collect, and access will be in accordance with the Privacy Act 1993.

If your personal contact details change e.g. address, next of kin etc, please advise the Club Captain or your Coach so that PRC records are updated.

### **Suggestions**

If you have an idea about how the club could do something – anything – better, then we would like to hear it. Please write to the Club Secretary ([clubsecretaryPRC@gmail.com](mailto:clubsecretaryPRC@gmail.com)) and tell us about it and how it may benefit the Club. The Committee will consider it at its monthly meeting and reply to you

### **Communication**

We have many ways of keeping in touch, and for you to keep in touch with us. Here are some ways:

- Face-to-face (mostly with your coach)
- The notice board in the gym
- Petone Rowing Club Facebook page  
<http://www.facebook.com/clubofchampions>
- Petone Rowing Club website <http://www.petonerowing.club>
- Your squad will join you up to the squad Facebook group and possibly Messenger group discussion
- Occasional email newsletters.

### **Uniform**

Fluorescent yellow singlet with black shorts or a one-piece of the same colours

## **Code of conduct**

PRC has developed this Code of Conduct to make clear our expectations and to ensure everyone receives fair treatment and PRC is safe, secure, productive place for all of us.

Please note that these rules are not an exhaustive list and cannot be construed to cover every possible situation. Behaviour not included on the list may also be regarded as serious misconduct depending on the circumstances.

*Misconduct* occurs when a member breaches the Code of Conduct. *Serious misconduct* occurs when the breach is serious and/or repeated.

The Club will respond to complaints that constitute misconduct at the lowest level appropriate in an escalating scale of options that include bringing the breach to the attention of the person involved



and agreeing ways to avoid it happening again, through to formal disciplinary action and ultimately cancelling membership; or involvement of the Police.

### *Alcohol, drugs, and tobacco*

Members under the age of 18 are prohibited from possessing or consuming alcohol on PRC premises, and while representing the Club at regattas and training camps.

Social activities where alcohol is involved are not allowed on PRC premises or while representing the Club unless prior approval has been obtained from the Committee. Express consent will need to be obtained from guardians of any athletes under the age of 18 that wish to participate in celebrations where alcohol might be involved.

Smoking is strictly prohibited in or around PRC buildings, and at any training or racing venue.

Members taking prescription, or non-prescription drugs, must report this use to Club Captain, Coach, or Committee member when the use of such drugs may affect the member's ability to operate Club equipment.

### *Harassment and bullying*

The Club environment is free from bullying and harassment.

The Committee has a complaint procedure (see below) so that Members can raise concerns without fear of reprisal if they believe they have been exposed to discrimination, bullying, or harassment.

Where the Committee is satisfied discrimination, bullying or harassment behaviour has taken place, the Committee shall take whatever steps are practicable to prevent the repetition of such behaviour.

**Harassment** Harassment includes actions, words, jokes or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic. All such harassment will not be tolerated by the Club.

Sexual harassment is touching or speaking to or about someone in ways that are sexual and uninvited, unwelcome, or unwarranted. Sexual harassment includes behaviour to people of the same and opposite sex. It is important to keep in mind that it is the recipient who determines whether the behaviour is unwelcome and offensive, not the perpetrator.

Sexual harassment has nothing to do with mutual attraction or genuine mutual affection between people. Such friendships, whether sexual or not, are a private concern.

Racial harassment occurs when an individual uses words, physical behaviour, or visual material which expresses hostility or brings into contempt a person based on their race, ethnicity, or national origin. Racial harassment can include harassment of someone of the same race, culture, etc.

**Bullying** Bullying occurs when an individual uses verbal abuse, threats, put downs, physical behaviour or visual material which expresses hostility or brings a person into contempt.

Bullying can occur between members and can make the individual feel belittled and intimidated.



### *Dispute resolution procedure*

Section 8 of the Constitution contains a detailed dispute resolution procedure. Anyone with a complaint, dispute or grievance may raise it with the club and expect the club to take steps to resolve it.

If you have a complaint you want the club to help resolve, here is what you need to do:

1. Try to resolve it directly by telling the offending person or person(s) that the situation is unacceptable.
2. If it is not possible to talk directly to the person(s) who are offending and you want the club to take action, talk to the Club Captain, Coach, or a Committee member. They may be able to help you resolve it informally, and they will keep the matter confidential.
3. If this does not achieve resolution, the next step is to put your concern in writing to the Club Secretary ([clubsecretaryPRC@gmail.com](mailto:clubsecretaryPRC@gmail.com))
4. The Committee will follow the procedure outlined in Section 8 of the Constitution, and a suitable remedy determined (the first obligation is to stop the behaviour reoccurring).

**Potential disciplinary outcomes** Here are the possible outcomes of the investigative process:

- you find a resolution yourself, or with assistance from a club official
- a satisfactory mediated outcome
- disciplinary action imposed on the offending person(s)
- no action taken if the Committee finds there is insufficient evidence, or no breach of the rules
- action against the complainant (or other person) due to a finding of frivolous, vexatious, or malicious allegation
- referral to another agency.

Types of actions or penalties that could potentially result from a breach of the policy.

- written warning
- suspension of a person from a role they hold
- banning of a person from activities held by or sanctioned by the Club
- a direction to complete a reasonable task i.e. letter of apology or corrective action
- cancellation of membership
- referral of the matter to an appropriate authority i.e. Police

## **Athletes under 18**

The following applies to coaches and volunteers and is aimed at creating a safe and open working environment that also reduces risk to coaches and volunteers.

Here are some guidelines for working with athletes under the age of 18 (“children”).

When working with children:

- exercise common sense
- do not send children off to train alone or/and out of sight and supervision
- ensure that children use appropriate protective gear



- ensure that any filming or photography of children is appropriate
- do not use alcohol in the presence of children and do not offer alcohol to children under any circumstances
- do not allow parents, coaches, other children, or spectators to engage in any type of bullying behaviour (this includes cyber/text bullying).

Relate with children in safe ways:

- ensure that all physical contact with children is relevant and appropriate to the activity
- seek permission to touch when doing the above
- not engage in any intimate, over-familiar, or sexual relationships with people under the age of 18 years
- not engage in communication with a child, on a one-on-one basis, through social media, texting, or email, other than for relevant coach/athlete feedback or administration
- do not engage in any bullying activity.

Ensure parents are informed and involved:

- request parental consent before transporting children in a vehicle - ensure that the vehicle is insured, has a current Warrant of Fitness and registration, and the driver has an appropriate licence
- ensure you have parental consent to administer first aid if required
- explain the purpose and obtain consent (from parents/caregivers) prior to filming or photographing children.

Avoid situations where you are alone with a child:

- avoid private or unobserved situations, including being alone with a child in the changing rooms
- avoid entering changing rooms - if you must enter, knock, and announce yourself and try to have at least one other adult with you
- avoid driving a child unaccompanied
- not invite or encourage children to your home
- always have another adult present when staying overnight anywhere with children
- not share a room with a child, other than your own.

## Rules: Covid-19 response

The Covid 19 pandemic is ongoing worldwide with no end in sight. Petone Rowing Club takes seriously the possibility of club members becoming infected, the risk of our activities helping transmission of the virus, and the risk to our opportunities to compete in regattas, both regionally and nationally.

The Club has developed a Covid 19 plan following the WorkSafe template and developed specific policies. The Club also follows rules and advice from the Ministry of Health to ensure that our activities comply with public health regulations. These requirements change from time to time as the pandemic waxes and wanes. On 3 December 2021 the "Traffic Light System" commences as part of the National response to Covid 19. From time to time the Committee will announce changes to these rules as the situation nationally also changes.



## Vaccination requirement

To take part in Petone Rowing Club face-to-face activities you must be fully vaccinated against COVID-19. This applies to members, supporters, and volunteers, and applies in the clubhouse, training both on and off the water, training and other venues and situations; also travelling to and attending regattas.

You must be either:

- Fully vaccinated against COVID-19 (or have a medical exemption) to take part in face to face club activities; or
- Stay away from the club until the Ministry of Health COVID-19 rules allow you to attend.

You will be by your coach asked to confirm your vaccination status. The club will require proof of this when nationally the process for doing this is established.

## Entering and exiting the building

### Contact tracing

Scan the app, or complete the manual register on the desk. Each time you enter the building, also Seashore Cabaret if you go there.

Turn Bluetooth on, for an added level of protection.

We suggest that coaches keep a register of those who attend training, with the date and time, and post this on the committee and coaches Facebook group. It is likely that with familiarity, some members may neglect to scan.

### Personal and building hygiene

1. Each person using the building will be shown how to perform cleaning of equipment and building fittings in person by their coach, Club Captain or committee member
2. Each person using equipment will spray and wipe the equipment they used when finished. Special attention to handles.
3. We will clean the building and its fittings regularly, especially surfaces people touch.
4. Facemasks must be worn inside at all times except when exercising in the gym. Masks are available at the club.
5. Change rooms can get crowded. Please wait until there is room to socially distance, and don't stay in there for too long if others are waiting.

### Personal hygiene.

1. On entering the building, wash or sanitise your hands.
2. Before departing the building, the same.
3. No personal gear to be left and change rooms or other places.

### Keeping the building clean

1. Each squad or crew must clean key parts of the building – especially places where people touch – before they depart each time.
2. All active members are expected to participate in at least one cleaning session.

## Physical distancing

1. Every person in the club premises will observe 1 metre physical distancing from any other person. This may be reduced for people rowing in crews.
2. Masks should be worn when about the clubhouse.
3. The gym will need to be set up with ergs spaced at least 1 m apart.



4. Physical distancing and personal property in changing rooms will be the biggest challenge.
5. Maximum number of people in the building at any one time is 100.

## On water activities

1. Normal rules will apply.
2. Boats must be thoroughly cleaned inside with soapy water at the end of each outing, with special attention to the parts that have been touched during use.
3. Oars, especially or handles must be cleaned with soapy water after each use. It's also a good idea to do this prior to use.

## Rules for the gym

1. Ideally, use ergs outside. If using them inside, then please ensure that-
  - a. they are spaced at 2m
  - b. gym and boat bay doors are open to ensure good ventilation.
2. Ergs will be distributed like this:
  - a. 6 ergs in the gym, spaced 2m and available for use.
  - b. Remaining ergs will be stored in the gym, and can be moved:
    - outside, under the veranda, by the pumphouse to the west, or the Sea Cadets to the east, even to the grass.
    - inside in the eights bay, the fours bay, even the singles bay if the weather is crap. Spaced 2m, doors open.
3. Masks do not need to be used while using the ergs but should be worn at all other times when inside.
4. Coaches have charge to ensure safety at all times. Please be responsible and follow the rules, especially when a coach is not present.
5. Gym access only with permission of the Club Captain. Ergs will be spaced to ensure physical distance.
6. All equipment, especially places where people have touched it, must be sanitized after every use.

## Compliance

7. This is a public health issue, it is critical that we comply with directives from Government and Ministry of Health.
8. Coaches have the authority to send someone home if they turn up for training with respiratory symptoms.
9. It is important that everybody, especially senior and older members of the club model the appropriate behaviour to newer and younger members, and to the passing public outside the boathouse.
10. Members not complying will be stood down for a specified period.
11. The club Safety Officer will keep informed of Covid-19 developments, and support coaches in maintaining these rules.

## If somebody becomes Covid 19 positive

If you are feeling unwell, please stay away. If you have Covid 19 like symptoms, please get a test. If you test positive, please let your coach or a club official know urgently.

We must follow established protocols from The Ministry of Health



## Rules: Training on and off the water

### On the land

**Gym training** Athletes under the age of 18 and all Novice rowers are not permitted to train unsupervised (unless they have the express permission of the Club Captain). This permission is given on a case by case basis.

Practice focuses on improving cardiovascular and muscular strength, also on developing mental strength to make it through an entire race. You will be expected to use cardio equipment and weights under the supervision of Coaches. In the gym:

- You must wear shoes.
- Leave clothing and personal items in the changing room. Take them home at the end of training!
- You are responsible for keeping the gym and changing rooms tidy.
- Put equipment back in its correct place.
- Wipe your erg after you have worked out on it.

### On the water

**Swimming ability** Rowers must be able to swim at least 100 metres. Boats do capsize from time to time; you do need to be able to look after yourself in the water until help arrives. You will be asked to verify their swimming ability.

In the event of a capsize you must stay with the boat (it is your best flotation device). If unsupervised you must have a Personal Flotation Device (PFD) and means of communication with you. If you are being supervised it is important you are within hailing distance of the coach boat.

The club will hold capsize drills each year.

**Preparation** You are responsible for getting all the equipment you will need to row down to the beach, then cleaning and putting it away when you return – including the coach boat.

The coxswain or stroke rower is in charge of the boat and will ensure that the Logbook (located at the front entrance) is filled in before you go out, and after you return.

**Supervised rowing** Rowing is supervised by your coach, usually from a coach boat, and in certain circumstances from the beach. When on the water be quiet in the boat and pay attention to your Coach and coxswain. Crews must remain within hailing distance of the coach boat.

Rowers must:

- Wear clothing to suit anticipated conditions (cold, heat, sun, rain)
- Carry a PFD with them in the boat, in case you become distanced from the coach boat
- Use lights if rowing within 45 min of dusk/dawn.

Coach boats must:

- Carry enough PFDs for the largest boat they are supervising.
- Carry means of communication (phone/radio).
- Use lights if rowing within 45 min of dusk/dawn.
- Only supervise three crews at a time.



- Carry a rope, first aid kit and knife on board.

**Unsupervised rowing** The following safety equipment must be used in unsupervised boats:

- A Personal Flotation Device (PFD) for each rower.
- Means of communication (phone or radio); and
- Lights if rowing within 45 min of dusk/dawn.

If you are under 18 years old or a Novice rower, you may not train unsupervised (unless you have permission from the Club Captain and your parent).

**Who is in charge?** The person in charge of the boat is the coxswain (coxed boats) or the stroke rower (coxless boats). This person is responsible for the safety and steering of the boat. The bow rower contributes by keeping a lookout on the water ahead.

Navigation rules and Maritime New Zealand guide our on-water activities. You must always follow these.

The Clubs training areas are

- Along the Petone foreshore (in an anticlockwise direction)
- When supervised by a coach boat, or with the Club Captain's permission you may row to Maiti Somes Island, along the Hutt Road, or on the Hutt River.

For more detail about using the water, see the see the On the Water Safety Code

## Other things to know

**Practice clothes** Most athletic gear works fine if it is not too baggy. We train rain or shine and all rowers are expected to be prepared for the conditions. In particular:

- Shoes (not sandals) are required in the gym.
- Jewellery (other than watches) should not be worn.
- Hydration is important, even in cold weather, so bring a bottle of water.

**Keep the place clean** All members of PRC are responsible for keeping club house clean. This includes the gym, boat bays, and changing rooms.

Keep personal items in the changing rooms.

We all are responsible for keeping sand off the path in front of the boat bays. If you have a spare moment, grab a shovel, and do your bit. The public will appreciate your work.

**PRC property and equipment** Unauthorised possession of any PRC property or equipment is grounds for cancelling your membership

If the building is locked, a key fob is required to gain entry and shut off the alarm. Please, do not use the keypad to do this. Key fobs are issued to members over 18 years old who have paid their membership fee.

Key fobs remain the property of the Petone Rowing Club and must be returned to the Club Captain when your membership ceases.

If you are the last person in the building, before you leave you must:

- Check all lights, music, and fans are off
- Check the boat bay doors are secure



- Set the alarm using your fob.

**First aid** The First Aid box is situated at the front entrance of the Club.

**Damaged equipment** If you see something break, or that is broken, please let the Club Captain know! Keeping our gear in good order is an ongoing task, if you let us know something is broken, we can fix it.

**Weather conditions** We row rain or shine. Only during lightning storms, high winds, choppy water, or freezing weather do we not row on the water. This is at the discretion of your Coach who watches the outdoor conditions and weather forecast.

Practice will very rarely be cancelled and if we are not able to train on the water, we will arrange indoor activities.



## Rules: travel and regatta

### Basic information

Please consult the regatta schedule (which is posted on the Notice Board and website at the start of each season). It is assumed that rowers can make it to all the races on the schedule.

Annual membership fees do not cover regatta and travel costs these will be assessed per regatta.

### Specific itineraries

Trip information will be distributed the week prior to each regatta.

This information will contain departure and return times, what to bring, travel and accommodation arrangements.

- Regatta costs**                      Regatta costs vary depending on the location. Costs must be paid before departing.
- Chaperones**                        When we travel, rowers under the age of 18 will be accompanied by chaperones. These are typically parents, coaches, or other adults. Regardless of who they are, they are the ruling forces for the trip.
- If you are interested in volunteering as a chaperone, please contact a coach, the Club Captain, or member of the Committee.
- Travel behaviour rules**            We take team travel seriously. It is important for everyone, rowers and parents, to realise that we are not travelling for any other purpose but to compete at our full potential. We need to surpass expectations on behaviour.
- Overnight regatta rules:**        Athletes (under the age of 18) cannot leave the accommodation without notifying a chaperone.

Treating others and their property with respect. That includes chaperones, coaches, fellow teammates, local race organisers, regatta officials, and the list goes on...

Honouring curfew. Curfew times will be set by the coaches and will be based on the first race of the day for the athletes. Curfews are usually early.

Where athletes misbehave or bring PRC into disrepute, PRC will immediately arrange their transportation home at their own cost. See also the disciplinary sections above.



# Responsibilities

- Coaches**
- adopt welfare of the athletes as a foremost consideration
  - address needs of all athletes
  - teach technical skills of the sport and provide constructive feedback
  - set an example of ethical and moral conduct
  - act with honesty and integrity and treat all with respect
  - adhere to safety standards
  - assist athletes in future rowing aspirations as needed
  - foster the love of rowing as a lifetime sport
- Athletes**
- pay memberships fees and regatta costs on time
  - regular attendance at practice and regattas
  - appropriate notice of inability to attend practice or regattas
  - treat coaches, athletes, parent helpers, and others with respect
  - speak and act with integrity
  - avoid use of drugs, alcohol, and tobacco
  - take responsibility in maintaining rowing equipment
  - adhere to safety standards
  - represent PRC in a proud and sportsman like manner
  - have fun and work hard
- Parents / family members**
- provide support for the athletes – food, lodging, and transportation for regattas
  - become involved with and serve on committees
  - maintain financial responsibilities
  - support fundraising activities
  - act as chaperone for overnight regattas and training camps





## Rower acknowledgement, please sign and give to your coach

I understand that:

1. The Rowers' Handbook contains general and specific information on the PRC policies and procedures; Club Captain, Coach and Committee expectations of Members; and on my rights and obligations as a Member.
2. It is my responsibility to familiarise myself with the material in the Rowers' Handbook. I accept the terms and conditions of all policies, procedures and rules contained therein and understand that I will be held accountable for adhering to them during my membership.
3. The Rowers' Handbook contains information that also forms part of my membership agreement, and that PRC reserves the right to amend or revoke any of the policies or procedures described therein.

..... Name (print)

Parent / caregiver acknowledgment if under the age of 18.

..... Name (print)

Please detach this page, sign it (and have your parent/caregiver sign it if you are under 18), AND give it to your coach who will forward it to the Club Secretary.