



Nashville Rowing Club **POLICY MANUAL**



This is the only codification of the policies of the club.

Approved on November 29, 2016

Exceptions to any policies must be approved by at least two-thirds (2/3) vote of the Board.

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ARTICLE I

Membership Policy

1.1 Types of Membership. The membership types defined by the NRC By-Laws are Individual, Student, Coxswain, and Family as defined by the Club By-Laws.

1.2 Participation Eligibility.

1.2.1 Full Participation. Members of the following types may participate in any activities sponsored by NRC and may use NRC equipment, subject to the NRC Policy Manual: Individual Members and Family Members.

1.2.2 Limited Participation. Student and Coxswain Members may use NRC equipment provided that it has not been reserved by a member with Full Participation rights and within their own memberships specific rights.

1.2.3 Coached Competitive Programs & Competition. NRC coached competitive rowing programs are open to members as determined by the coaches based on fitness, ability, attendance, and coachability.

1.3 Annual Membership Dues. Membership Dues are the annual payment required by each member in order to receive the full benefits of being a member of NRC. Individual and Family Members that pay their annual dues are given the right to vote in NRC elections and changes; Student members are not provided those rights when paying annual dues.

1.3.1 Membership Dues Breakdown. The annual Membership Dues are set and may be changed by the Board at any time.

1.3.2 Due Date. Membership Dues are due before or on July 15th of each fiscal year.

1.3.3 Late Dues and Fee. Membership Dues paid after July 15th and before August 15th by returning members will result in the late payment fee of twenty dollars (\$20).

1.3.4 Overdue Dues. If a returning member has failed to pay Membership Dues by August 15th, he or she is not eligible to participate in NRC programs or use NRC equipment until the annual Dues and late payment fee are paid.

1.4 Initial Year Membership Dues. The NRC recognizes that during their first year of membership (and only during the first year of membership), some members may want to join in

mid-calendar year. Accordingly, in the first year of membership, the NRC has established a sliding scale for Membership Dues for Regular, Student, or Junior Members as follows based on the month in which he or she first rows with NRC in any rowing program provided by the NRC or when he or she first uses NRC equipment.

1.4.1 Sliding Calendar for Initial Dues. Based on the month of a new Member's first row the fees should be pro-rated by subtracting 1/12 for each month that has passed.

1.5 Refund of Membership Fees. Membership Dues are nonrefundable.

1.6 USRowing ID Number. Each member is required to obtain a U.S. Rowing ID number. Members may not use club equipment or participate in NRC programs until they have provided a current U.S. Rowing ID number to the Club.

ARTICLE II

Conflict of Interest Policy

2.1 Purpose. The purpose of this conflict of interest policy is to protect the interest of the Nashville Rowing Club (NRC) when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the NRC or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable NRCs.

2.2 Definitions.

2.2.1 Interested Person. Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2.2.2 Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

2.2.2.a. An ownership or investment interest in any entity with which NRC has a transaction or arrangement,

2.2.2.b. A compensation arrangement with the NRC or with any entity or individual with which the NRC has a transaction or arrangement, or

2.2.2.c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the NRC is negotiating a transaction or arrangement

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under paragraph two under the section titled "Procedures" below, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

2.3 Procedures.

2.3.1 Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the NRC board considering the proposed transaction or arrangement.

2.3.2 Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the board meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

2.3.3 Procedures for Addressing the Conflict of Interest.

2.3.3.a. An interested person may make a presentation at the NRC board, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

2.3.3.b. The chairperson of the NRC board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

2.3.3.c. After exercising due diligence, the NRC board shall determine whether the NRC can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

2.3.3.d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the board shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the NRC's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

2.3.4 Violations of the Conflicts of Interest Policy.

2.3.4.a. If the NRC board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

2.3.4.b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

2.3.5 Records of Proceedings. The minutes of the NRC board and all committees with board delegated powers shall contain:

2.3.5.a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the board's or committee's decision as to whether a conflict of interest in fact existed.

2.3.5.b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

2.3.6 Compensation.

2.3.6.a. A voting member of the board who receives compensation, directly or indirectly, from the NRC for services is precluded from voting on matters pertaining to that member's compensation.

2.3.6.b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the NRC for services is precluded from voting on matters pertaining to that member's compensation.

2.3.6.c. No voting member of the board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the NRC, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

2.3.7 Annual Statements. Each director, principal officer and member of a committee

with governing board delegated powers shall annually sign a statement which affirms such person:

2.3.7.a. Has received a copy of the conflicts of interest policy,

2.3.7.b. Has read and understands the policy,

2.3.7.c. Has agreed to comply with the policy, and

2.3.7.d. Understands the NRC is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

2.3.8 Periodic Reviews. To ensure the NRC operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

2.3.8.a. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.

2.3.8.b. Whether partnerships, joint ventures, and arrangements with the management of the NRC conform to the NRC's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

2.3.9 Use of Outside Experts. When conducting the periodic reviews as provided for above, the NRC may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

ARTICLE III

Indemnification

3.1 Indemnification. It shall be the policy of this organization that indemnification and of, and advancement of expenses to Directors, committee members and officers of the organization shall be made to the fullest extent permitted by law. To this end, the provisions of this Article shall be deemed to have been amended for the benefit of Directors and officers of the organization effective immediately upon any modification of a Tennessee statute which expands or enlarges the power of corporations organized under Tennessee statutes to indemnify or advance expenses to Directors and officers of the organization.

3.1.1 Continuation. The indemnification and advancement of expenses provided by, or granted pursuant to, this policy shall, unless otherwise provided when authorized and ratified, continue as to a person who has ceased to be a Director, committee member, officer or employee and shall inure to the benefit of the heirs, successors, executors and administrators of such person.

3.1.2 Notice.

3.1.2.a As soon as practical after receipt by any person specified in Article 2 (a) of notice of the commencement of any action, suit or proceeding specified in Article 2 (a), such person shall, if a claim with respect thereto may be made against this organization shall notify this organization, in writing, of the commencement or threat thereof; however, the omission to so notify the organization shall not relieve the organization from any liability unless this organization shall have been prejudiced thereby or from any other liability which it may have to such person under this policy. With respect to any such action as to which such person notifies this organization of the commencement or threat thereof, this organization may participate therein at its own expense and, except as otherwise provided below, to the extent that it desires, this organization jointly with any other indemnifying party similarly notified, shall be entitled to assume the defense thereof with counsel selected by this organization to the reasonable satisfaction of such person.

3.1.2.b After notice from this organization to such person of its election to assume the defense thereof, this organization shall not be liable to such person under this policy for any legal or subsequent expenses subsequently incurred by such person in connection with the defense thereof other than as provided below. Such person shall have the right to employ her/his own counsel in such action, but the fees and expenses of such counsel incurred after notice from this organization of its assumption of the defense thereof shall be at the expense of such person unless (1) the employment of such person shall have been authorized by this organization; (2) such person shall have reasonably concluded that there may be a conflict of interest between this organization and such person in the conduct of such proceeding, or (3) this organization shall not in fact have employed counsel to assume the defense of such action.

3.1.2.c This organization shall not be entitled to assume the defense of any proceeding brought on or behalf of this organization or as to which such person shall have reasonably concluded that there may be a conflict of interest. If indemnification under this policy or advancement of

expenses are not paid or made by this organization, or on its behalf within ninety days after a written claim for indemnification or a request for advancement of expenses has been received by the organization, such person may, at any time thereafter, bring suit against the organization to recover the unpaid amount of the claim or the advancement of expenses. The right to indemnification and advancement of expenses provided hereunder shall be enforceable by such person in any court of competent jurisdiction. The burden of proving that indemnification is not appropriate shall be on this organization. Expenses reasonable incurred by such person in connection with successfully establishing the right to indemnification or advancement of expenses, in whole or in part, shall also be indemnified by this organization.

ARTICLE IV

Conducting Board Meetings

4.1 Board Meetings. In general, the NRC board will meet at least quarterly to address matters of club policy, budgets, and to resolve disputes and issues that cannot be otherwise resolved. Most of the day to day and detail work involved in running the club should be handled by the functional committees, who will report to the board as noted below.

4.2 Conduct of Board Meetings. The club president, or the vice-president in the absence of the president, will set the agenda for each board meeting. At least one week before the scheduled meeting the president will poll the board members, both voting and nonvoting, for any agenda items or motions they would like placed on the agenda.

4.3 Board Motions. Non-voting board members may propose items for discussion or action, but the motion and second must be made by voting members of the board. If a committee wishes to propose a motion to be considered by the board, this must be made and seconded by board members.

4.4 Agenda Duties.

4.4.1 Standard agenda items include:

4.4.1.a voting to accept the minutes from the previous meeting

4.4.2.b committee reports (treasurer, membership, facilities, fundraising, competition / head coach)

4.4.3.c date of next meeting, and adjournment.

4.4.2 For each item on the proposed agenda, a motion must be made and seconded in order to proceed with discussion or decision of the motion.

4.5 Club Annual Budget. The club annual budget, to include dues rates and other fees for a fiscal year, will be approved by the board before the end of the previous fiscal year. A draft budget will be compiled by the treasurer and Executive Director beginning in April of each year by solicitation of input from the Board of Directors.

4.6 Virtual Meetings. The NRC board will not hold “virtual meetings.” If a board decision must be obtained before a regularly scheduled board meeting, the president will give 24 hours notice of a meeting, and a meeting will be held if a quorum of board members (five of nine) can be so gathered.

4.7 Action Items. The board secretary will compile and maintain a list of “action items” which are matters of lower priority that cannot be addressed at a meeting due to time constraints or matters of higher priority. The purpose of this list is to ensure that these items are not overlooked and are addressed as time permits.

ARTICLE V

On-Water Safety Policy

5.1 Compliance. All NRC members, programs, and affiliates must comply with the NRC On-Water Safety Policy.

5.2 On-water Safety.

5.2.1 Swimming Waiver. The Club requires each member to sign a swimming waiver when joining certifying their ability to swim. Juniors members are required pass the NRC swim test.

5.2.2 Life Jackets. There needs to be as many life jackets for rowers in the launch as there are rowers in the boats. Coaches need life jackets on as well. Coaches must have a Throwable Portable Flotation Device inside the launch.

5.2.3 Health Conditions. Any member who is concerned about his or her physical ability to participate in rowing should check with his or her doctor. NRC accepts no responsibility for the physical limitations or conditions of its rowers. Juniors will be required to complete a physical exam providing them the ability to row within 12 months of that exam.

5.2.4 Safety Training. All NRC programs must show its participants the USRowing Safety Video in March of every year. Individual members are strongly encouraged to

watch the USRowing Safety Video as well.

5.3 Weather. Final determination for NRC Programs about weather that is unsafe for to row will be made by the Executive Director.

5.3.1 Lightning. Do not leave the dock if there is lightning. Any rower or crew that sees lightning while on the water should proceed immediately to the dock or to shore if you are outside the no-wake buoys at the entrance of the Hamilton Creek Marina cove. Do not go back on the water until the lightning is outside 10 miles away, or within 30 minutes from the time that lightning is last observed, whichever occurs first.

5.3.2 Cold. When the water temperature is below 50°F and the air temperature is below 40°F only boats with atleast 4 oars can row and a coaches launch must accompany all boats on the water and stay within 100 yards at all times. When the water temperature is below 45°F and/or the air temperature is below 40°F, no NRC program or unsupervised rower should be on the water. The Executive Director must approve any exception to this policy.

5.3.4 Wind. When winds exceed:

5.3.4.a 10 MPH, no unsupervised rowers should be on the water. NRC Programs should proceed with caution.

5.3.4.b 15 MPH, no unsupervised rowers or singles or doubles (1x or 2x, 2+) should be on the water. NRC Programs should proceed with extreme caution.

5.3.4.c 20 MPH, no unsupervised rowers or NRC Programs should be on the water.

5.3.5 Fog & Visibility. NRC unsupervised rowers and NRC Programs should not launch if visibility is too thick to see the opposite shore of Hamilton Creek Marina. Crews caught out in fog, which diminishes visibility and also mutes sound, should proceed with extreme caution, at slower speeds in returning to the dock immediately. If fog is extreme it may be better to sit still. Make noise so that others on the lake are alerted to your presence.

5.4 Violations of On-Water Safety Policy. Violations of the On-Water Safety Policy are considered violations of the NRC Code of Conduct. The NRC Code of Conduct sets forth the process for adjudicating member violations and for imposing sanctions.

ARTICLE VI

Small Boat Policy

6.1 Compliance. All members of Nashville Rowing Club must comply with the following small boat policies. This includes members using private vessels as well as club equipment. Failure to comply will result in suspension from unaccompanied small boat rowing. Small boats include: Singles, Pairs and Doubles.

6.2 Unsupervised Small Boat Certification Requirements:

6.2.1 All members must have small boat certification prior to using club or private equipment without coach present.

6.2.2 Certifications will be conducted by the NRC Executive Director or a coach designated by the Executive Director.

6.2.3 Members new to small boats must show competency in USRowing safety guidelines.

6.3 Unsupervised Small Boat Rowing. Members certified for basic sculling may take out specific NRC sculling equipment without a coach.

6.3.1 Any member who has passed the small boat certification, who wishes to use an unsupervised small boat with a Youth rower, as defined in 7.2.2, may only do so if they are the legal guardian of that rower. The Youth rower must also be a current participant in the High School Competitive Program and have completed a small boat certification with a coach.

6.4 Coached Small Boat Lessons. Certified members may receive private sculling instruction from the NRC coaching staff. Times of private sessions must be coordinated and use of club equipment must not conflict with coached Nashville Rowing programs. NRC Executive Director and/or designee will provide a list of available NRC coaches and their session fee.

6.5 Member Usage. Club small boats may be used from up to one hour before sun up to one hour after sun down, except on days deemed unsafe to row by the NRC Executive Director.

6.5.1 All coached small boat programs have priority use of club owned boats during their regularly scheduled class times.

6.5.2 Rowers must reserve boats prior to using sculling equipment.

6.5.3 It is the rower's responsibility to return a boat to its rack 30 minutes prior to a

coached sculling class time that the equipment is needed for a class.

6.6 Guest Usage.

6.6.1 A certified-NRC rower must accompany all guests. The club member is responsible for the guest and must ensure that the guest follows all standard procedures for use of club small boat equipment. The guest must be a proficient rower, capable of passing one NRC's assessment rows for new members. NRC equipment is not to be used to teach guests how to row.

6.6.2, No guest may use a club small boat unaccompanied by an advanced certified NRC small boat member, unless special exception has been granted by the NRC Executive Director and/or designee. The guest rower must sign a USRowing Release from Liability form prior to their first outing at NRC. Each guest is allowed a maximum of five (5) visits per season. After that, the guest should pursue membership at NRC.

6.6.3 The NRC member hosting a guest is liable for any damage and must accompany the guest while using the dock and/or equipment (on land and on water). The member must also ensure that all waivers have been signed and the logbook has been properly filled out. The logbook entry shall contain the guest name and shall be labeled as 'guest of [member's name]' in the comments section.

6.7 Damage and Repairs:

6.7.1 Damage. If damage is deemed to be caused by negligence the rower will be responsible for paying for any needed repairs and/or the insurance deductible. Inflicting excessive or repetitive damage to club-owned boats may result in suspension from the program.

6.7.2 Repairs. Members should not perform repairs to boats without the approval of the NRC Executive Director and/or designee. When damage is caused rowers are required to fill out an incident report.

6.8 Adjustment to Equipment. Members need approval prior to changing rigging on club equipment. Foot stretchers and spacers should be returned to starting location prior to row.

6.9 Safety. The following are mandatory for rowers: Personal Flotation Device (PFD) owned by individual member or club PFD must be utilized when club boats are used and bow/stern lights when launching or returning before dawn or after dusk.

6.9.1 Traffic Pattern. NRC rowers are required to follow the posted traffic patterns set by the club.

6.9.2 Sculling Log Book. Unsupervised rowers must sign out before each water outing in the Small Boats Logbook.

6.10 Waivers, Forms and Dues. Prior to any outing in small boats, private or club-owned, you must be a member in good standing at NRC (i.e. paid an annual membership fee and program dues) and have signed all the appropriate forms, including all Waivers and Application Forms required by NRC.

6.11 Private Small Boat Storage. Members with private boats are responsible for slip rental fees paid to Metro Parks (Hamilton Creek Marina), boat storage and maintaining personal insurance for their shells. Members with private boats and/or registered for NRC sculling programs utilizing club equipment will pay applicable sculling program fees when appropriate.

ARTICLE VII

Youth Protection Policy

7.1 Purpose. Nashville Rowing Club (NRC) understands the importance of protecting youth in our community and in our programs and our desire is to provide a safe and secure environment. Therefore, the Board of Directors of Nashville Rowing Club has adopted this policy to provide practices that will both protect youth from incidents of misconduct or inappropriate behavior and protect employees and volunteers from false accusations.

7.2 Definitions.

7.2.1 Staff. All employees, full and part-time, of Nashville Rowing Club and program volunteers having direct contact with youth rowing training and education.

7.2.2 Youth. Individuals 17 years of age or younger

7.3 Staff & Volunteer Screening.

7.3.1 Personal Interview. A personal interview will be conducted by the Executive Director or his/her designee with each applicant to discuss the position and the qualifications and abilities of the applicant. Group interviews may be conducted as appropriate.

7.3.2 Reference Checks. Applicants should provide at least two references, one professional and one personal. All references will be confirmed by the Executive Director or staff and documented in the personnel file.

7.3.3 Criminal Background Check. Criminal background checks for all potential staff will be conducted after application completion. Applicants will not be considered for

positions when checks reveal evidence of conviction for an offense involving children and/or offenses involving violence, dishonesty, illegal substances, indecency, and/or any conduct contrary to the mission of Nashville Junior Rowing Association. Failure to disclose a criminal conviction on the application form may also terminate an individual's application.

7.4 Training & Education. All staff will receive orientation that includes:

7.4.1 By-Laws. Review and receipt of the NRC By-Laws

7.4.2 Policy Manual. Review of the NRC Policy Manual including policies on aquatic safety, transportation and emergency procedures within first week of employment.

7.4.3 Code of Behavior. Review of the NRC Code of Behavior with an original signed copy kept in the personnel file.

7.4.4 Renewal. Staff training and orientation will be updated and refreshed annually.

Documentation of training will be maintained in personnel file.

7.5 Supervision. Supervision of youth, programs, and staff will be designed to protect youth and staff at all times. Practices to ensure this will include:

7.5.1 A minimum of two staff assigned to each program and operating site

7.5.2 Non-adult (minor) staff will not be included in the designated staff to youth ratios

7.5.3 Staff members and Adult Program rowers will never be alone with an individual youth where they are not observable by others

7.5.4 Classroom or weight-room doors should remain open unless there is a window in the door or a side window beside the door. Doors should never be locked while persons are inside a room.

7.5.5 Staff or Adult Program rowers and youth will follow the "Rule of Three" at all possible times—having at least three people in a particular environment whenever possible

7.5.6 Staff will never release youth to anyone other than the authorized parent, guardian, or an individual authorized by the parents in writing or verified by telephone

7.5.7 Staff will use constructive methods for maintaining group control and managing youth behavior

7.5.8 Staff and Adult Program rowers will avoid changing clothes in front of youth

7.5.9 All staff will fulfill a three-month probationary period until all training and orientation is complete

7.6 **Contact with Youth.** It is understood that staff will develop positive relationships with youth while involved in the NJRA programs. The following policies will be followed to ensure protection of both youth and staff outside of NJRA programs:

7.6.1 Staff and Adult Program rowers will not initiate contact with youth outside of NJRA programs. Staff with prior or family relationships with youth may be relieved of this restriction with prior documented NRC Executive Director approval. This restriction is not for the purpose of restricting private instruction; however, private instruction by a staff member is subject to approval by the Executive Director

7.6.2 Staff and Adult Program rowers will appear and behave in a manner consistent with the mission and values of NJRA at all times while on or off duty. This includes electronic, written, and verbal communications:

7.6.3 Staff and Adult Program rowers will refrain from communicating privately with youth athletes through social media. Any communication via email, telephone, or text messaging must be documented by the staff member and may only pertain to questions and answers about NJRA programs.

7.7 **Parental Communications.** NJRA will promote positive values and youth protection strategies in its programs at all times:

7.7.1 Parents will receive regular information about the program content and schedules, feedback regarding participation of the child in the program and an introduction to staff

7.7.2 Parents will be allowed to observe the program at any time

7.8 **Monitoring.** This policy will be reviewed and updated as needed by the NRC Board of Directors or its designee on an annual basis.

ARTICLE VIII

Infection Control Policy

8.1 Purpose. Safety of the Coaches and Rowers is of primary importance to Nashville Rowing Club (NRC). NRC will maintain a basic infection control policy in keeping with OSHA/CDC and USRowing guidelines.

8.2 Procedure.

8.2.1 All Staff Members will be educated on and maintain standard universal precautions when handling blood and bodily fluids.

8.2.2 Education for Staff Members, Athletes, and Junior parents will occur annually and as new members join, and will include the following:

8.2.2.a. USRowing recommendations for prevention of MRSA and other potential infections.

8.2.2.b. Handwashing – soap/ware and antibacterial gel.

8.2.2.c. Reporting of infections to coaches

8.2.2.d. Covering and protecting hand blisters and track bites until healed.

8.3 Infection Reporting. Each athlete or parent of Juniors athlete will be responsible for reporting known or suspect infections to the Staff. Any infection that could potentially affect NRC members (i.e. MRSA, herpes) needs to be communicated to the coaches.

8.3.1. Participation with the team will be approved by the members primary MD.

8.3.2. If the primary MD recommends notification of the members the coach will:

8.3.2.a. Notify the Executive Director who will involve the Board of Directors.

8.3.2.b. Recommendations for notification of the membership by the affected members medical team will be followed.

8.4 Equipment. basic cleaning will be maintained as follows:

8.4.1 Oars

8.4.1.a. A bleach/water solution of 1:10 will be provided for dipping oar

handles before they are placed back on the racks after each practice. Coaches will be responsible for compliance with dip procedure.

8.4.1.b. Material Safety Data Sheet (MSDS) sheet will be available in the equipment trailer.

8.4.2 Ergs

8.4.2.a. Antibacterial/disinfectant Gym Wipes will be provided both in the Indoor Erg Room and in the Equipment Trailer at the Marina.

8.4.2.b. Each rower will be responsible for wiping down the erg handles, seat and monitor screen/buttons at the completion of their erg session.

8.4.2.c. The Coaches who are supervising each specific workout are responsible for compliance with this procedure.

8.4.2.d. Material Safety Data Sheet (MSDS) sheet will be available in the equipment trailer.

ARTICLE IX

Financial Aid Committee & Process

9.1 Purpose. Nashville Rowing (NR) is committed to providing access to the sport of rowing for all qualified athletes. NR has limited resources to offer scholarships, therefore, scholarships will only be offered to those who demonstrate need along with participation, commitment and team values. NR requires that a financial commitment by the rower, parent or guardian however small be included in the scholarship package.

9.2 Committee Procedure. A Financial Aid Committee (FAC) will be formed consisting of – one representative from each of the following: the Board of Directors, Junior’s Advisory Committee, Master’s Advisory Committee.

9.2.1 This committee will be formed at the first Board meeting after the general election and membership will be for one year.

9.2.2 The Current Board of Directors Member appointed to this committee will be the chairperson.

9.2.3 Committee members must be available to review requests and approve specific amounts for additional Regatta Travel Relief requests, often same day, as fees and fares needs to be booked timely.

9.2.4 Any requests brought to this committee will be held in strictest of confidence. All financial and personal information requested and reviewed will be retained in a secure file and retained per IRS rules and regulations.

9.2.5 The Board will provide the FAC a budgeted amount of monies which have been appropriated through donations and/or other sources to be utilized for these scholarships.

9.2.6 THE FAC will appropriate the funds in a fair and equitable manner that allows for maximum use of limited fund for these requests.

9.2.7 At any time, based on recommendation by the FAC or Executive Director, the scholarship can be rescinded or further financial aid can be denied.

9.2.8 The FAC will meet either virtual or live monthly to review program/membership requests. If there is a breach of confidentiality or misappropriation of funds, the BOD will take control of the FAC operations until further notice.

9.2.9 The FAC Chairperson will report activities monthly to the BOD and records of all requests, votes, and decisions will be retained.

9.3 Application and Approval Process.

9.3.1 Requests for financial aid can be requested by the individual rower, parent or guardian.

9.3.2 The Nashville Rowing Financial Aid Form and verification of income must be completed for consideration.

9.3.3 Completed Forms will be submitted to the Executive Director (ED) or FAC Chairperson prior to the start of a seasonal program.

9.3.4 The Executive Director or designee will be responsible for forwarding the application, verification of income, and the required coaching recommendations to the FAC Chairperson.

9.3.5 All financial aid requests will be reviewed, and awarded or denied. The FAC will provide the applicant a decision a minimum of 14 days prior to the due date of the fees requested. Exception would be for additional Regatta Travel Relief requests.

9.3.6 The FAC will review, award or decline financial aid and notify the applicant, BOD, and Executive Director of the amount awarded and personal financial obligation or reason for denial.

ARTICLE X

Payment Plans for Program Fees

10.1 Purpose. To offer members a payment option for seasonal programming fees that allows for divided payments to mitigate financial burden of total payment up front.

10.2 Procedure. A Financial Aid Committee (FAC) will be formed consisting of – one representative from each of the following: the Board of Directors, Junior’s Advisory Committee, Master’s Advisory Committee.

10.2.1 Membership dues are excluded from this policy and are not subject to payment plans

10.2.2 Request for program payment plans should be made to the Executive Director or Head Coach for the specific program prior to the start date of the seasonal program.

10.2.3 The total payment amount will be equally divided monthly for the duration of the program requested.

10.2.4 Those that request Payment Plans agree to pay additional processing fees that the Financial Aid Committee will set.

10.2.5 The first payment will be due the first of the program month and then on the first of every month thereafter until the program fee has been paid in full.

10.2.6 The member will be provided an agreement in writing with fees specific to that time period requested. It must be signed and returned with the first payment.

10.2.7 If the member is delinquent in payment 7 days post due date, they will not be allowed to participate in Program activities.

10.2.8 If the member is delinquent in payment of two or more consecutive months, they will not be allowed to participate in Program activities. In addition, the member will no longer be eligible to request a payment plan for future program fees.