



2021-2022 LBRA HANDBOOK

LBRA Board of Directors
4217 S Orange Blossom Trail
Orlando, FL 32804

LBRA HANDBOOK 2021-2022 Rowing Season

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Introduction

Welcome to the Lake Brantley Rowing Association, LBRA. LBRA was founded in 1988 by a group of students who were interested in beginning a rowing program at Lake Brantley High School. LBRA is a nonprofit organization, and our rowing club is entirely self-supporting. We own our equipment, hire our coaches and provide practice facilities.

We are a club open to the entire student body, both women and men. We require no previous rowing experience. Not every sport can make this offer. Rowers' families are encouraged to participate in all aspects of our club.

The coaches' responsibilities are to provide the club with an effective plan of action that will make our student rowers competitive. LBRA is committed to support the efforts of our coaching staff. Our goal is to teach the skills of rowing and sportsmanship as a team, while still having fun.

On behalf of the Lake Brantley Rowing Association, we are excited to have you as a member of our organization. If you have any questions, please feel free to call any Board Member.

2021-2022 Board Members Information

Governing Board Members

- Invoicing & Collections - John McLain and Tara McLain
- Middle School & Summer Camp - Kate Landis
- Coaching, Boathouse, & Season Regattas - Jake Jakubowski
- Collections, Annual Picture, Merchandise, and Golf Tournament - Tara McLain
- Accounts Payable/Payments - Gary Garofalo
- Race Chair/States - Christine Schlitt
- Novice Regatta - Linda Larson/Vicki Jakubowski

Position 2021-2022 Elected Board Members:

- President- Amy Wacker
- Vice President - Luis Vilanueva
- Secretary - Nicole Christy
- Social Media - Open
- Hospitality - Sean Ells
- Trailers - Kevin Krumm
- Membership - Kim Tetterton
- Race Chair – Michelle Krumm & Krista Vines
- Fundraising - Heather Fitzgerald & Greg baker
- Middle School Representative - Jessica Moyer

Accountant

- Anna Flores

Boathouse History

While Lake Brantley Rowing Association has been in existence since 1988, it had not become a sizable program until the year 2000. At that time, the program was run out of a single bay shared with the Orlando Rowing Club Masters Program, a club from Bishop Moore and ourselves. Even though we had approximately eighty rowers in the program the club made do with approximately four boats.

In 2002, we began to receive messages from the City of Orlando that they wished for us to vacate the City owned, Orlando Rowing Club Boathouse that exists at the Fairview Park located on Lee Road. The club also received messages that the City of Orlando was going to build a boathouse for Edgewater High School on the adjoining property. Steps were taken to try to make an arrangement wherein the Lake Brantley Rowing Association could increase its rent or even build its own boathouse by Edgewater High School's boathouse to no avail. In a nutshell, the city leaders of Orlando including Mayor Buddy Dyer believed that a Seminole County program should not have access to a city owned facility. This seems somewhat non-sensical since many of the members of the Lake Brantley program also conduct their business in Orange County. Most people could not understand why a county boundary issue would be raised when there was no indication that the space was needed for an Orange County program at the time.

We had to leave.

The news was delivered in December of 2003, in the middle of our season. Lake Brantley Rowing Association was told that their welcome had been worn out after the program had been able to delay the vacation order for over a year. Imagine being told that you would have to move your program and all boats. The group that later became known as the LBRA Legacy Foundation explored all possibilities in Seminole County. Lake Brantley itself is surrounded by private development and has no public access. It also has high boat traffic in the evenings. It was determined that there were no realistic properties available for the association to use or buy in Seminole County. Lake Monroe is farther than Lake Fairview and is a very rough lake. It was determined that it was neither safe nor conducive to have Lake Brantley students travel to Sanford each day for its rowing program. Other locations explored included Lake Lotus, Prairie Lake and Bear Lake among others.

The Warehouse on Lee Road and Silver Star Road.

For approximately two years the club used a warehouse while conducting its search to build a permanent home quickly. The warehouse had previously been used by a roofing company. Members of the club installed makeshift racks and preserved the equipment in this makeshift facility until the owners of the warehouse determined that they could actually rent the space to someone that could pay a fair market rent. This was another blow to the club, but we pushed on. During the period 2004 to 2007 – many obstacles were presented to the program. As indicated, the club was required to vacate the low rent warehouse space that had been obtained on Lake Fairview. The club was able to secure the use of land at the VFW Hall located on Edgewater Drive. This space was not covered and was an unprotected area. The boats suffered significant weather damage and several motors costing thousands of dollars were stolen during this period of time. As expected, eventually the club was told that they would not be able to use this property permanently and whether the VFW would continue to exist was also a significant question.

Should we Buy Some Land?

LBRA had been in existence since 1988 and the members had spent money to buy boats, equipment and establish the Lake Brantley Rowing Association as an entity that had been able to win its first state championship in 2002. It was apparent at that point in time that if a permanent home was not established for LBRA the equipment would be exposed to the elements, and real estate development would lead to eventually no lake access whatsoever. The club made a decision to buy land at 4217 North Orange Blossom Trail and closed on that property in August of 2004. At that point in time, the LBRA Legacy Foundation, Inc. was established as a not for profit corporation as any bank that would provide a loan to the club would require some type of permanent ownership. Also, a continuity of involvement and knowledge would be required. LBRA Legacy Foundation, Inc. became a permanent title holder to the property, guaranteeing the loan required to purchase the property and to make sure that all costs were paid by the club. No Legacy member has or will receive any financial benefit for the purchase or use of the property. Each LBRA Legacy Foundation member contributed over \$10,000 each and approximately \$85,000 was raised between the LBRA Legacy members, club members and various businesses to purchase property. The Lake Brantley Rowing Association Board of Directors voted to form the LBRA Legacy Foundation, Inc. based upon a similar model at Winter Park High School. They approved the purchase of the land and to build a boathouse. The land was purchased in August of 2004 for the sum of \$430,000, with the expectation that a boathouse would cost approximately \$275,000.

Taxes!

Despite the not for profit status of the Lake Brantley Rowing Association, Orange County insisted on charging taxes on the property that had been purchased at 4217 North Orange Blossom Trail during the period before any boathouse had been purchased. The property taxes ranged from \$10,000 to \$12,000 per year during this period of time. We no longer have to pay real estate taxes because of the completion of the boathouse and the ability to provide services as a not for profit corporation.

Have you ever heard it said build it and they will come?

Have you ever attempted to build something on vacant land? During the permitting process the club was required to make three submissions to ultimately get permission to build a boathouse on the property. Each time one department made a change to plans, it required an entirely new submission. In other words, if one department at the end of the process determined that a retention pond was required this then required a total revamping of the entire property. Eventually, the county presented the club with a requirement that to get water and sewer to the property would require a lift station and site work costing over \$400,000. Obviously, this was a major obstacle.

Can we stay together?

Can we keep the club together? Emotions were running high at this point in time, and the club was faced with a decision as to whether to put the property up for sale or continue with its efforts to complete the project that had been started. Against the back drop of losing its ability to row at the Orlando Rowing Club, the Fairview warehouse and the VFW Center, the club voted to continue its building project. Based upon the initial advice of its contractor and civil engineer the LBRA Legacy Foundation had borrowed a total of \$626,500 as the estimate that had been provided to build the initial boathouse. Because of the changes required by the county, this amount of money was going to be insufficient to allow for the completion of the project.

A proposal was made to the board that would provide an interest free loan to the club. Everyone agreed that the total payment of the club would be limited to a total of \$7,525. This was the amount already being paid for

the land loan, rent and property taxes. Everyone understood that this was a large amount to cover each month but we believed in the future of our club and the ability of our rowers and coaches. We knew that this would be a fixed cost rather than a cost that could increase in the future. This proposal like all other proposals was unanimously approved by the Board of Directors of the Lake Brantley Rowing Association as documented by the historical minutes concerning such decisions.

A Promise to always look ahead.

The dedication of the Lake Brantley Rowing association boathouse happened on December 18, 2008. The cost of the final project was \$1,271,000 more than double the original estimate. The cost of the land was \$430,000. The cost of the actual boathouse was indeed about \$275,000. But the cost to clear and prepare the land was far beyond what the county, our contractor and civil engineer had led us to believe. But, the club fulfilled its desire to provide the Lake Brantley Rowing Association with a permanent home!

Finances

The club continues to meet its financial obligations. The club payment was initially reduced by over 1,000 to a total payment of \$6,700. It is now \$4,500 or \$3,025 less than the original payment. That is the value of building our own home. Based on current payments it is expected the bank note will be paid off by July, 2032. As of July 2022 the club's total obligation to its loan is approximately \$399,433.

The original LBRA Legacy Foundation, Inc. members are as follows:

1. John and Robbie McLain
2. Keith and Becky Begley
3. Kate and Miles Landis
4. Bruce and Kathy Rogers
5. Paul and Linda Larson
6. Jim and Carol Detzel

A final philosophy statement.

Many members faced a dilemma in 2003 as to whether to close the doors of Lake Brantley Rowing Association or whether the efforts made by so many during the preceding fifteen years would be wasted. Many individuals during the preceding fifteen years had contributed to something greater than themselves. They had bought boats, equipment, etc. that would be lost forever. LBRA Legacy Foundation, Inc. was given its name as a reflection that those past and present, voting and working together, would leave a legacy behind for others to follow. As you read this history of the building of the boathouse it is the hope that you will recognize that while there are costs associated with the program that ultimately the sacrifice of others, and yourselves, will leave a legacy for future generations to enjoy.

Lake Brantley Rowing Association has touched many individuals' lives in many ways, helping individuals to grow physically, academically and develop lifelong friendships. Lake Brantley Rowing Association has continued to

win championships and produce many athletic scholarships to programs such as Duke University, the University of Central Florida, Princeton University, Cornell University, Syracuse University, University of Tennessee and Boston College among others. These are just recent scholarship schools and a full list can be found on the website.

It is the desire of the Directors of LBRA Legacy Foundation, Inc. that future generations enjoy all the benefits of a program that contributed so mightily to each of our lives.

Sincerely,
John E. McLain III
President, LBRA Legacy Foundation, Inc.
June 13, 2021

Our Club

Lake Brantley Rowing Association is a member of FSRA (Florida Scholastic Rowing Association) that is under the umbrella of US Rowing.

- **FSRA** – <https://www.floridarowing.org/>
 - FSRA is the governing body of scholastic-aged youth rowing in the state of Florida. FSRA operates as a non-profit organization (By-Laws) established to promote rowing as a sport among the youth of Florida. All FSRA member youth teams (club and high school) active during the Florida spring racing season will be invited to participate in the season ending Florida State Championship Regattas (Regatta Rules). As a service to the greater Florida rowing community, FSRA hosts an annual fall coach's meeting (open to everyone but only member organizations, high school and club, may vote), organizes a spring regatta schedule, and maintains a contact list of Florida high school and youth teams. Member fees and organizational registration are due by December 31st. No late registrations are accepted. Organizational benefits are not extended to programs until annual registration is complete. Please contact the association officers for more information on membership or the championship regattas.
 - Because of this students of Lake Brantley High School are only allowed to row for Lake Brantley Rowing as a scholastic member
 - All Lake Brantley Rowing Club Members are required to complete the FSRA waiver annually by using the link below
 - <https://www.noara.org/fsra.php>
- **US Rowing**
 - US Rowing is a nonprofit membership organization recognized by the United States Olympic Committee as the national governing body for the sport of rowing in the United States. US Rowing selects, trains and manages the teams that represent the U.S. in international competition including the world championships, Pan American Games and Olympics. More than 83,000 individuals and 1,350 organizations strong, US Rowing serves and promotes the sport on all levels of competition. US Rowing membership reflects the spectrum of American rowers- juniors, collegians, masters and those who row for recreation, competition or fitness.
 - US Rowing requires all rowers to complete a waiver. The board of directors or coaches will create a Lake Brantley Rowing Association Roster based off our membership within the US Rowing site and LBRA will pay the rowing membership fees for \$20.00. Once set-up you will receive an email to complete the waiver.
 - While most regattas purchase insurance through US Rowing and perhaps some other entities, it is important to know that such coverage usually requires a proof of fault and most organizations, including our own, require liability waivers. As such, anyone interested in such coverage should visit the US Rowing website for more information. As of 2021 a basic + regatta package member, would have excess medical coverage which would pick up medical expenses beyond your own coverage minus a \$250 deductible. The cost is \$25.25.
 - Please use this link for more information: <http://www.usrowing.org/individual-membership/> and <http://www.usrowing.org/wp-content/uploads/2018/11/Individual-Membership-Comparison-Chart.pdf?x52716>

Club Programs

- High School –
 - This is open to all Lake Brantley High School Students and students zoned for Lake Brantley High School
- Middle School –
 - This program is open to all middle school students with an emphasis on those who plan to row for Lake Brantley High School.
- Summer Program
 - This is open to all adults, Middle School and High School Rowers interested in learning how to row

Season

- August - December

In general, there are two seasons for rowing. In the fall, “head” races are conducted. Some popular headraces are The Head of the Charles held in Boston and The Head of the Hooch in Tennessee at the 1996 Olympic venue. In a headrace, crews race in staggered running starts for time over winding river courses lasting several miles. These heats usually take between 15 and 20 minutes. These headraces require great endurance.

- January - May

The spring season is sprint season. Crews are held stationary at the start and take off on the commands of the regatta official. Should a crew anticipate the command and cause a false start, the starter or referee will call all crews back to the start. A crew assessed two false starts may be disqualified. Once the race has begun, only the referee may stop the crews. A referee in a motor launch follows the race. The referee is the sole authority on whether the crews are complying with the rules of racing. The boats must stay in their lanes. However, crews that stray out of their lane will not necessarily be penalized if they do not interfere with or impede any other competitors. A group of judges at the finish line determines the order of finish and records the times. The winning boat is the one whose bow first crosses the finish line.

Fees

2021-2022 Fees and Fundraising Commitment for ALL Rowers

The LBRA board has reviewed and implemented a fee schedule for the 2021-2022 rowing season. Monthly dues and boathouse funds are paid from August 1, 2021 through May 31, 2022. We have an annual registration fee of \$100 per rower, payable on August 1st 2021. The fee schedule for all rowers is as follows:

2021-2022 Program Fee Schedule

COST FOR HIGH SCHOOL ROWING PROGRAM (\$225 per mo.)			
	Annual Registration/Equipment Fee	FALL SEASON Aug. - Dec.	SPRING SEASON Jan. -May
PER ROWER	\$100	\$1,125	\$1,125

COST FOR MIDDLE SCHOOL ROWING PROGRAM (\$125 per mo.)			
	Annual Registration/Equipment Fee	FALL SEASON Aug. - Dec.	SPRING SEASON Jan. -May
PER ROWER	\$100	\$625	\$625

Travel /Hotel expenses for out of area regatta's and state championship regatta, team uniform, and end of season banquet are not included in the Annual Program Fee.

Dues and Fees

- Parents and rowers are responsible to make payments for the entire season that your child is enrolled in. As a convenience to our families, the payment can be broken into monthly payments due on the 5th of each month. Invoices are sent on the first of the month. Payments should be submitted electronically. Please contact Tara or John McLain for alternative payment methods. (John 407-538-7921 – Tara 407-748-8838)
- Any rower whose monthly payment is not received by the 10th of each month will not be allowed to participate in any practice or regatta. It is not the responsibility of LBRA to seek out and collect funds from delinquent accounts. All monies paid to LBRA shall be applied to the oldest outstanding balance on the account first.
- Dues, registration fee and uniform fees are non-refundable
- Please note when payments are due. Payments received after the 10th may be charged a \$10 late fee.
- Termination of the club's contract requires a 30 day notice for your financial obligation to be terminated.
- May dues are required to participate in the end of season banquet.

The General Dues are used to cover the basic costs of the club including boathouse mortgage, coaches' salaries, equipment maintenance, local regattas, food and water for the rowers at races and many other operating expenses.

2021-2022 Required Fundraising Commitment (RFC) Guidelines

In addition to monthly dues, rowers are obligated to raise \$250 per fall season & \$250 per spring season.

2021-2022 Required Fundraising Commitment Schedule

Required Fundraising Commitment (RFC)			
	October 25	February 25	TOTAL
PER ROWER	\$250	\$250	\$500

Fundraising is vital to the success of our club. If a rower has not met the fundraising requirement by the end of the period listed above the funds are due from the family. The RFC commitment can be reached in a variety of ways. Our two main fundraising events are the fall Golf Tournament (October 22, 2021) and the Spring Novice Regatta (typically held the first or second week of February).

This RFC is a minimum collection. Rowers will be required to help with letter-writing campaigns and local carwashes to raise funds for equipment, regattas or special projects.

Practices

- **Schedule**
 - **High School –**
 - Monday, Tuesday, and Friday (3:30 – 6:00 PM)
 - Wednesday – 2:30 – 5:00
 - Saturday 7:00 – 10:00 AM
 - Additional and/or extended practices may occur during the season to prepare for big races
 - Coaches may hold practices during break
 - **Middle School –**
 - Monday – 5:30 – 7:15
 - Wednesday – 4:30 – 7:00
 - Saturday 10:00 – 12:00
- **Practice Expectations**
 - The coaches will determine practice times and days. If practice is canceled, the coach will attempt to notify the school or captains as soon as time permits.
 - Each rower should have a good pair of running shoes and their own closed water bottle for every practice. Sunglasses and sunscreen are highly recommended.
 - No one can launch a boat without a coach present.
 - Your tardiness and absence affect the entire training and racing schedule.
 - Each team should refer to their respective head coach with any questions.
 - Attendance will be taken at each practice.
 - Emphasis will be placed on attendance record, as well as skill level by coaches when assigning boats.
 - Written and signed notice from a parent and provided to your coach, is required for any absence from a scheduled event.
- **Attire**

- Rower's clothing should be clean and not offensive at practice
- Suggested practice gear includes
 - Men
 - Spandex or quick dry sport shorts
 - Good running shoes
 - Tank/Tee-shirt
 - Ladies
 - Good sports bra
 - Spandex or quick dry sports shorts
 - Good running shoes
 - Tank/Tee-shirt
- Appropriate attire for weather (it gets cold and wet in winter and hot and humid in the spring). Be sure to wear layers of clothing in the winter.

Races

- **Race Schedule**
 - The 2021-2022 Florida regatta season will be determined in August at the annual FSRA meeting. The club thereafter determines which regattas we will attend.
 - The schedule will be posted on the LBRA Website
 - Regular communication will come from the LBRA secretary via their mailing platform, Mail Chimp.
 - If you are not receiving the LBRA communication please contact the President or Secretary for assistance
 - In the event of bad weather race events may be cancelled at the last minute
- **Night Before Races**
 - **Practice and Boat Preparation**
 - High School Rowers are expected to be at the boathouse the night before practice to load the boats and equipment and to prepare for race day.
 - All boats will need to be de-rigged and then loaded on the boat to allow our parent volunteer to transport the boats to the race venue.
 - **Team dinners**
 - Team dinners may be held on the night before (typically Friday) for all races except those races that are out of our area. This is to ensure a healthy meal and an early night. Rowers' families volunteer to host pasta parties on a rotating schedule at their home. Please be considerate and RSVP to the designated host family. Each guest/rower may be asked to bring a donation and/or food item towards dinner. Since rowers often need to arrive for races the following morning by 6:00 A.M. (generally 45 minutes prior to the coaches and coxswains meeting), coaches request that they go home after the dinner, and any further activity is highly discouraged such as sleepovers or any other late-night activities. Remember your teammates depend on you to be alert and motivated. Proper rest and nutrition are a must.
 - **High School** – Dinners are generally arranged by the rowers and communicated via team group chat
 - **Middle School** – Dinners are generally arranged by our Middle School liaison

- **Race Day**

- **Race Day Nutrition**

- Nutrition on race day is especially important to the rower's performance and the guidelines below should be followed:
 - Avoid greasy food, sugared cereals, caffeine and dairy products.
 - At most races, LBRA will provide meals and snacks for the rowers. Check with your coach the day prior to each race regarding food availability.
 - Water will be provided during the race day. **DRINK PLENTY OF WATER!!!!!!**

- **Transportation**

- Parents are responsible to coordinate or provide transportation for their rower(s) to and from regattas except when LBRA hires an outside company. Rowers are allowed to drive themselves to regattas at the discretion of their parents. Parents can work with other parents for carpool and also may allow them to ride with another rower with permission from both the driver and passenger parents. LBRA assumes no responsibility for any transportation arrangements.
 - If your driver is permitted to drive to a race that requires an overnight stay the rower will be required to provide their keys to the chaperone when they arrive. They must arrange for keys to be returned at the end of the race. The rower will be expected to comply with these rules. If the rower fails to comply or brings an additional set of keys, the rowers parents will be contacted immediately, and disciplinary actions will be discussed with the coaches, parents, chaperones and rower.
 - Lake Brantley Rowing Association does not provide and is not responsible for transportation to and from practice or for local rowing events.
 - Lake Brantley Rowing Association is not responsible for any injuries/damages sustained when accidents occur. All parents should discuss with their rowers the inherent dangers of riding and providing transportation to others and whether they are physically and mentally capable of doing so.
 - Bus transportation may be provided for out of area trips. Buses leave promptly at departure time. Rowers must arrive early and check in with their coach.
 - If for any reason a rower cannot leave with the team, or must leave a regatta early, the coach must receive written notice and must approve the change prior to race day.

- **Rower Expectations on Race Day**

- **RACE DAY ATTIRE:** Polo or coach determined attire and team uni are required. All rowers are expected to wear the matching uniform expectation.
 - **BE POSITIVE AND SUPPORTIVE :** It helps when everyone tries to be sensitive to each other, parents and rowers alike.
 - **FIND CONFIDENCE** – The mental attitude needed for racing comes from the skills and confidence gained through your practice sessions.
 - **BE PUNCTUAL** – You will be treated as a responsible young adult.
 - **GOOD SPORTSMANSHIP AT ALL TIMES** – avoid music with explicit lyrics, cursing, and making any derogatory comments about your teammates and the teams you are competing against
 - **BOATS AND EQUIPMENT** –
 - When rowers arrive at the race site, they help unload and rig the boats.
 - Everyone is responsible for seats, riggers and oars.
 - The coxswain is responsible for his or her cox box.
 - **ROWER DATING** – Please refrain from public displays of affection in and around the rowing event
 - **END OF RACE** – **ROWERS MUST STAY THE ENTIRE DAY!**

- Make sure all equipment is accounted for before leaving for the race site and when returning.
- Boats are de-rigged and loaded on the trailer
- Coach will dismiss rowers after all boats are loaded and following a team huddle
- Rowers must communicate with the coach if there is an extenuating circumstance that would require an early dismissal
- **Monday Following Race Day**
 - Boats are unloaded at the boathouse after each race.
 - All rowers are required to assist in the process.
- **What to Bring To Races (suggested items)**
 - Books, cards and magazines for relaxation between races
 - A pillow and sleeping bag/blanket to rest
 - Sunscreen, sunglasses, hat or visor
 - Insect repellent
 - Cooler w/food & drinks (if concessions or hospitality are not available)
 - Towels and dry change of clothes (rowers)
 - Personal items such as soap, paper towels, moist towelettes and toilet paper
 - Money to purchase regatta tee shirts that are usually sold for approximately \$25-\$30
 - When LBRA provides food for the rowers, leftover food may be offered to parents. A \$5.00 donation is requested to help with the costs

Chaperone Guidelines

LBRA strives to follow the Seminole County School Board chaperone guideline ratio of 10 to 1 (ten students per one adult). We encourage parents to attend all regattas and help share in chaperone responsibilities and other race duties.

- All chaperones who have volunteered are expected to fulfill their commitment. The team is depending on them. It is difficult to find replacement chaperones on short notice.
- Chaperones should lead by example. Please refrain from consuming alcoholic beverages, tobacco products or taking illegal drugs at any time. Also, please ensure that language is not foul, abusive, or disrespectful to those present.
- Chaperone duties include accounting for rowers, accompanying the team to any planned activity, conducting room checks and enforcing curfew.
- On a single trip, volunteers may choose to be hotel chaperones, bus chaperones or both.
- Rowers, coaches and all chaperones will stay in the same hotel at an overnight event.
- Chaperones will bring concerns to the head chaperone and abide by decisions of the head chaperone.
- The head chaperone will be determined prior to overnight events and announced before departing for the event. The head chaperone will be the central reporting person and will make all final decisions.
- The curfew the night before an overnight race will be at the discretion of the head coach. The head chaperone, in conjunction with the coaches, will oversee the organized activities in which the rowers will participate, accompanied by chaperones.
- The Race Committee will designate a head bus chaperone. The Race Committee for each overnight event will decide the number of bus chaperones.
- The head bus chaperone will be responsible for all decisions while traveling by bus and will be in possession of the medical release forms for the duration of the trip.

- Trip itineraries and specific chaperone duties and assignments will be distributed prior to each overnight event.
- Chaperones must remain on duty for at least one (1) hour after rowers' curfew.

Annual events that require additional fees:

- **Head of the Hooch (Oct/Nov)** – this is a high school regatta held annually in Chattanooga, TN. Hundreds of high schools, universities and clubs travel around the country to get to this event. Our team will travel by bus to Chattanooga. Chaperones and volunteers are needed to make this event successful.
- **Rowing Camp (Jan)** – This is one weekend or week, where rowers spend the days improving rowing technique and building relationships and team spirit. Coaches will work with the rowers during the day and parent chaperones may be asked to assist with food preparations and assist coaches when needed. It is a great camp for rowers, coaches, and parents. It is not held every year and costs are charged based on the event.
- **FSRA State Championship (April)** – This is a high school regatta held annually where high schools and clubs compete for scholastic and state championships. It is typically held at the end of April or beginning of May. Costs are charged based on the event.
- **End of Season Banquet** - The final event of the season is an awards banquet to recognize the efforts of the crew team, coaches and their families. The banquet is open to all rowers and their families, alumni, honorary guests, and LBRA sponsors. Highlights of the evening include:
 - Recap of LBRA'S season
 - Special recognition will be awarded to rowers for outstanding performance and varsity letters will be distributed to those who qualify
 - **Criteria for Earning Varsity Letter**
 - To receive a varsity letter, the rower must have demonstrated attitude and character consistent with the qualities outlined in the Lake Brantley Rowing Association Code of Conduct.
 - Varsity letters will be awarded to each rower who has met any or all the following criteria:
 - The rower competed in 50% of their races in a varsity boat (determined by the coach and tracked by the race committee)
 - The rower is a senior and has completed at least four years of rowing
 - The rower may be awarded a varsity letter at the discretion of the coaching committee, but only if he/she consistently exhibits exceptional leadership skills, work ethic, and attitude.
 - Special recognition of corporate sponsorships and volunteers who have contributed to the club's success.
 - Seniors are recognized and receive a fond farewell
 - **Presentation of the Senior Scholarships** - LBRA will present two scholarships to seniors (one female and one male) who best exemplify what rowing is all about. Senior essays determine scholarships.

Lake Brantley Rowers:

- **KEEP YOUR WORD** – Only promise what you can deliver. If you promise to meet the group at a certain time, be five minutes early. Be consistent in your actions.
- **CARRY YOUR FAIR SHARE OF THE LOAD** – Both on and off the water the term “pulling together” is very appropriate. Don’t expect others to pick up the slack.
- **BE A FRIEND** – Take your other teammates’ best interest to heart. When asked for advice, give it, but don’t offer unsolicited advice. Be a good listener.
- **NEVER MAKE A FELLOW ROWER LOOK BAD** – Praise in public, criticize in private. If you have concerns with a fellow rower, discuss them in private with the coach.
- **GO ABOVE AND BEYOND** – Deliver more than you promise. Volunteer to help out the team. Your fellow rowers will be there when you need them.
- **LIGHTEN UP** - Rowing is a sport to be enjoyed. Try not to get stressed out over situations or people. Interact with your team. You’ll learn about them as well as about yourself.
- **BE ABLE TO SWIM** - Rowing is a water sport. For your safety it is important that you can swim. Be sure to notify your coach if you can’t swim.
- **Stay mentally and physically strong - Training and Conditioning**
 - Training and conditioning are important for each rower’s performance. All aspects are equally important; nutrition, rest and exercise.
 - All rowers need plenty of sleep. Sleep is important to rowers because it gives their muscles time to recover and rebuild. A consistent amount of sleep each night is more important than one long night before a race. If a late night is necessary, it is crucial that it does not fall on Thursday or Friday, since the sleep two days prior to a race is most important to race day performance.
 - Diet should be high in protein and carbohydrates, including lots of fruits, vegetables, white meats (chicken and fish) and complex carbohydrates like pasta, potatoes and rice. A good breakfast and lunch is a must. A healthy snack low in protein and fat before practice is recommended for energy.
 - The night before a race it is important to avoid heavy, greasy foods and heavily sugared, caffeinated drinks.
 - Lightweight should maintain their weight. **NO CRASH DIETING!!!!**
 - **DRINK PLENTY OF WATER!!!!**

Parent Responsibilities

Basic Information

- Parents are encouraged to come to practice and races
 - Please do not distract athletes during practice or when their coach is talking with them
 - Do not distract the rowers when they are unloading or loading boats, directions will come from the coxswain and coaches
 - Please remain outside in front of the building until practice is over.
- Parents will be required to volunteer a minimum of 8 hours per season. There are multiple volunteer opportunities available, whether behind the scenes, at races, or lawn/boathouse maintenance.

- Parents are encouraged to come early on race days and stay for the entire day
- Look for the Lake Brantley Tent or the LBRA hospitality trailer to find other parents
- Parents should lead by example and refrain from consuming alcoholic beverages, and tobacco products around the immediate race site. Ensure language is not foul, abusive, or disrespectful to others.
- Parents should not get involved in the coaches' decisions regarding boat assignments for any given race. Please do not approach any coach on race day for any grievances. If you have a concern or issue, please see the Coaching Chair.

Suggested Items to Bring To a Regatta

- Binoculars
- Cameras (still or video)
- Lawn chairs
- Blankets
- Reading material
- Sun Protection - Sunscreen, Sunglasses, Hat or visor, Sun umbrellas or tent
- Money to purchase food from concession stands (if available)

Grievance Procedures

During the season, questions and/or concerns may arise. In most instances talking this over with the coach, president, or vice-president can help alleviate your concerns. However, if that does not suffice, you may elect to send a letter of grievance and email it to president@lakebrantleyrowing.org.

Our goal is to respond to each grievance within 14 days of receipt. Your grievance will be presented during the next board meeting and the response will be communicated back to you via mail or email. If appropriate, we will share the concern or question during the next general meeting so that everyone can benefit. We may not solve everyone's issues or questions completely but know that our mission is the success of the program and to make your child our first priority.

Rowing Defined

In rowing, boats are divided into two categories, "sculls" and "shells." In a skull, each rower has two oars each about 9.5 feet long. Sculls can be "singles", "doubles", or "quads". In a shell, each rower has only one oar, 12 feet long. Shells come in "pairs" and "fours" with or without coxswain, and "eights" with coxswain.

In both kinds of racing boats, rowers can take long and powerful strokes with the oars because their feet are tied into shoes. They move back and forth on seats that roll on a track about 2.5 feet long with swivel oarlocks.

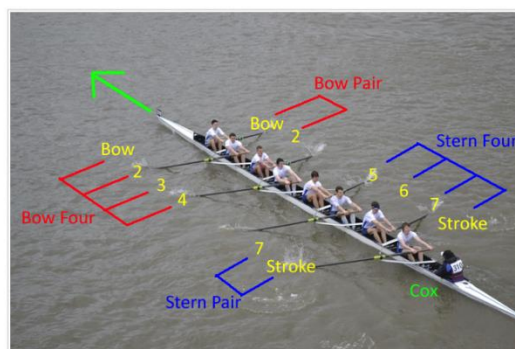
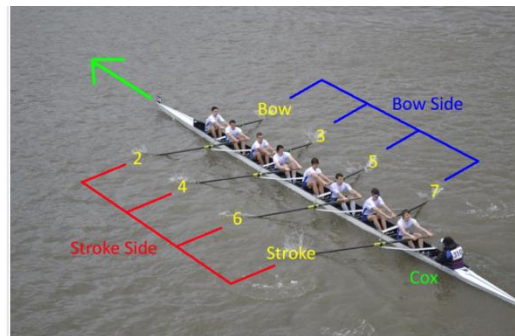
The racing shells themselves are light and streamlined, made from special cedar wood skin or of a thin composite less than 1/8 of an inch thick. For example, an 8-oared shell is 60 feet long, weighs less than 250 pounds, and can carry a crew weighing as much as 1,800 pounds.

The common racing distance is 2,000 meters. Under good conditions, an 8-oar crew can row this distance in less than five minutes at an average speed of about 14 mph.

Boat Positions

There are eight rowing positions in a racing shell. Seats 1 and 2 are referred to as the bow pair. This pair is special, as they, “set the boat”. Rowers in these positions must have smooth and fluid technique. Seats 3, 4, 5 and 6 are referred to as the power, or engine seats. Rowers in these positions must be large and strong. Seats 7 and 8 are referred to as the stern pair. They set the stroke rate for each side of the boat. The number 8 seat is usually the hardest to row. Bow seats require fluid and consistent rowers. It is important to remember that all three sections of the boat are equally important. A good winning boat consists of eight people rowing together as a team under the direction of their coxswain.

The coxswains are team members who are often overlooked, receiving little praise or encouragement (other than being thrown into the water to celebrate a boat’s victory). The coxswain is the eyes and ears of the boat. The coxswain must be a good motivator because, once the race begins, the coxswain is the only one who can talk to the rowers. The coxswain must guide the boat to the starting line and get the boat lined up. Once the race begins, the coxswain talks to the rowers, telling them where they are in relationship to the other boats and how much farther they must go. A coxswain must know rowing technique, so that if a correction is necessary, he/she will know what to do and why to do it. It is vital that the coxswain communicates with the rowers in a motivating way. The coxswain steers by giving directions to the rowers and by keeping the boat in the proper lane to avoid penalties.



Rowing Fundamental Terms

- **Crew:** Common American name for the sport of competitive rowing.
- **Pair:** Seats two oarsmen-each individual with two oars.
- **Rowing:** Descriptive name for moving a boat with a lever.
- **Double:** Seats two oarsmen-each individual with one oar.
- **Oar:** Lever against which work is applied – not paddle.
- **Single:** Seats one oarsman requiring one oar in each hand – premier event.
- **Eight Man Shell:** Seats eight oarsmen with or without a coxswain.
- **Sculling:** Rowing with two oars – one in each hand.
- **Four Man Shell:** Seats four oarsmen with or without a coxswain.
- **Scull:** Smaller scale oar designed for one hand management.
- **Sweep:** Full scale oar designed for both hands on one oar.
- **Blade:** Spoon face of oar – captures water resistance.
- **Port:** Coxswain’s left – oarsmen on Coxswain’s left.

- **Sleeve:** Protective material along pivot point of oar shaft.
- **Starboard:** Coxswain's right – oarsmen on Coxswain's right.
- **Collar:** Ring around sleeve designed to position oar and prevent movement.
- **Keel:** Center line of boat – point of balance. Gunwale: Essentially parallel wood edges of boat – rigger attachment point.
- **Bow:** Forward area of boat – common name of first oarsman.
- **Rigger:** Metal frames attached to gunwales – support oar pivot point.
- **Stern:** Rear of boat – common name for coxswain and stern pair.
- **Oarlock:** Usually plastic clamp at outer point of rigger in which oar pivots.
- **Coxswain:** Steersman and proper authority in a boat in motion.
- **Catch:** Moment of blade entry in water – immediate application of power.
- **Stroke:** Final oarsman in seating sequence – sets cadence of motion.
- **Drive:** Physical pull on oars using legs, back and arms.
- **Stroke Rate:** Cadence of rowing – number count of cycles per minute. Release: Finish of stroke when blade exits water.
- **Sliding Seat:** Rolling platform for sitting – allows use of leg motion.
- **Crab:** Sometimes punishing error in execution of rowing stroke.
- **Slides:** Tracks of guiding seat motion.
- **Recovery:** Preferably controlled outreach for another stroke.
- **Foot Stretcher:** Adjustable platform against which leg drive is applied.

Fundamentals of Racing

In general, there are two seasons for rowing. In the fall, "head" races are conducted. Some popular head races are The Head of the Charles held in Boston and The Head of the Hooch in Tennessee at the 1996 Olympic venue. In a head race, crews race in staggered running starts for time over winding river courses lasting several miles. These heats usually take between 15 and 20 minutes. These head races require great endurance.

The spring season is sprint season. Crews are held stationary at the start and take off on the commands of the regatta official. Should a crew anticipate the command and cause a false start, the starter or referee will call all crews back to the start. A crew assessed two false starts may be disqualified. Once the race has begun, only the referee may stop the crews. A referee in a motor launch follows the race. The referee is the sole authority on whether the crews are complying with the rules of racing. The boats must stay in their lanes. However, crews that stray out of their lane will not necessarily be penalized if they do not interfere with or impede any other competitors. A group of judges at the finish line determines the order of finish and records the times. The winning boat is the one whose bow first crosses the finish line.

A good crew must be precise. The oars and rowers must move together as one. At the beginning of the stroke, the oars should catch the water quickly. During the stroke, the oar blades should remain buried. At the finish of the stroke all oars should leave the water together without splashing. Between strokes, on the recovery, the oars are turned parallel to the water. This is called feathering and the purpose is to cut down wind resistance and avoid hitting the water. As the rower approaches the catch, the oar is squared up again.

While the finish is obviously an exciting part of any race, the start is often the most thrilling part of rowing a race. The sight of six eight-oared shells pounding off the line at forty or more strokes a minute is one of the most exciting moments in crew. Even the most inexperienced spectator can spot a good crew. A well-rowed shell will run smoothly through the water with very little check between strokes.

Academic and Participation Conduct Code

Academic Requirement

Lake Brantley Rowing Association (LBRA) requires a minimum GPA of 2.0 unweighted. A GPA is a cumulative grade point that is figured twice in a school year, once from the January report card (first semester grades at the end of December) and again in August (second semester grades and summer school if applicable.) Progress Report grades are not included in a rower's GP. High School grades earned in middle school will not be included for incoming freshman. A rower who falls below this requirement will be unable to participate in any race until they show a current report card showing a 2.0 or higher. This can include grades achieved in PLATO/FLVS/and online classes completed once their grade is entered into the system. Once a current report card is shown to the scholastic chair the rower will be reinstated with full privileges.

The coach of the rower is given the authority to limit practice time to any rower who has fallen below the 2.0 GPA or is on the grade watch list by the scholastics chair.

The membership chair will maintain contact with our Lake Brantley High School faculty member to check the GPA of the rowers. The faculty member will then let the scholarship chair know the names (not the GPA) of the rowers below 2.0 GPA. The faculty member will also let the scholarship chair know the Highest GPA rower of each class for awards at the annual crew banquet in the spring.

In the event a rower falls below the 2.0 GPA, the Lake Brantley High School Faculty member will notify the scholarship chair, who will then personally contact the rower and their parent/ guardians.

Conduct Statement

I agree, that as a rower of the Lake Brantley Rowing Association (LBRA), and as a student of Lake Brantley High School, my actions and language reflect the standards placed upon me by these two organizations. I agree to conduct myself always with conduct appropriate for an athlete of LBRA and Lake Brantley High School whether on or off campus, including the use of public user groups/forums on the web, i.e. Myspace, Snap Chat, Instagram, Facebook, Twitter, etc. LBRA and Lake Brantley High School have a zero tolerance for the use of alcohol, tobacco or illicit drugs. Furthermore, I agree that I will abide by rules designed for my own safety and those of others. Accordingly, I agree to a suspension of four consecutive weeks of rowing, which must include one race regatta, if any of the following rules are violated:

- I must not be under the influence or in the possession, custody or control of any alcoholic beverage, tobacco, or any illicit drugs at any time.
- I must not allow anyone other than a member of LBRA to visit my room on an LBRA overnight trip. No one may visit my room after curfew. Under no circumstances will visiting rooms of opposite gender be allowed at any time.

If a second offense occurs, the rower may be removed from the team for the remainder of the season. Should the seriousness of the violation warrant, the rower may be permanently dismissed from the team and forfeit all financial payments made to LBRA.

Social Media Policies

LBRA views personal websites, blogs and activity on social media platforms. We respect the right of our members to use them as an avenue of self-expression and community outreach.

As a member of LBRA, you are seen by other members and outside parties as a representative of this organization. Therefore, as in all areas of daily life, a member's personal social media activity is reflection on the organization. Please keep in mind that you may view your site as a personal project where you may assume that you are speaking on behalf of LBRA considering that possibility LBRA expects its members to observe the following important guidelines.

1. You may not, without the express written consent and prior approval of LBRA, directly or indirectly create or maintain any internet site, or publish or display an advertising or other material on or in connection with the internet that display the LBRA logo or LBRA brand identity.
2. Be careful not to create the impression that your personal website or internet presence is speaking on behalf of LBRA, but rather that postings on the site are your own and do not necessarily represent LBRA positions, strategies or opinions.
3. Make sure your efforts do not violate your privacy and confidentiality obligations.
4. Respect brand, trademark, copyright, fair use, privacy, and confidentiality laws, including but not limited to laws pertaining to the use of photographs, images and documents obtained without the consent of the owner.
5. Remember, you are personally responsible for your content. What you publish will be around for a long time, so they consider the content carefully and be judicious.
6. Respect the organization and its members. Since your site is a public space, we expect you to be respectful to LBRA and our coaches, volunteers and members. Any member who uses a personal website to disparage the name or reputation of the organization, its practices, or its coaches, volunteers or members will be in violation of the code of conduct, subject to discipline, up to and including immediate termination from the organization.
7. These guidelines are subject to change along with new technologies and social networking tools. These guidelines are intended establish general expectations and are not intended to cover every possible situation that may arise in this new and dynamic arena. LBRA may modify, amend or delete these guidelines at any time, without notice, and may deviate from these guidelines as it determines appropriate.

Insurance Information

Lake Brantley Rowing Association, Inc. /LBRA Legacy Foundation, Inc., does not purchase medical insurance for its rowers or coaches. Rowers are not covered for medical costs while engaged in activities associated with our organizations. While most regattas purchase insurance through US Rowing and perhaps some other entities, it is important to know that such coverage usually requires a proof of fault and most organizations, including our own, require liability waivers. As such, anyone interested in such coverage should visit the US Rowing website for more information. As of 2021 a basic + regatta package member, would have excess medical coverage which would pick up medical expenses beyond your own coverage minus a \$250 deductible. The cost is \$25.25.

Please use this link for more information: <http://www.usrowing.org/individual-membership/> and <http://www.usrowing.org/wp-content/uploads/2018/11/Individual-Membership-Comparison-Chart.pdf?x52716>

Required Forms

1. Liability Waiver
 2. Application Form
 3. Physical Form (MUST BE BROUGHT TO YOUR PHYSICIAN)
 4. US Rowing Form (ONLINE)
 5. Florida Scholastic Rowing Association - WAIVER AND RELEASE OF LIABILITY (ONLINE)
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Lake Brantley Rowing Association Bylaws

- Article 1. Name and Location
- Article 2. Nature and Purpose
- Article 3. Membership
- Article 4. Officers
- Article 5. The Board
- Article 6. Standing Committees
- Article 7. Meetings of Members
- Article 8. Proxies
- Article 9. Annual Dues and Fees
- Article 10. Amendments

Article 1 Name and Location

Section 1. Name

The name of this corporation shall be Lake Brantley Rowing Association, Inc. (hereinafter called the “Club”).

Section 2. Location

The principal location of the Club shall be: 4217 North Orange Blossom Trail, Orlando, FL 32804. All correspondence shall be mailed to: Post Office Box 915653, Longwood, Florida 32791-5653.

Article 2 Nature and Purpose

Section 1. Nature

This Club shall be a charitable, educational, non-profit corporation with no capital stock, but with perpetual existence.

Section 2. Purpose

To support and assist the Lake Brantley High School Crew Team during its season, and in the off season to support a program of rowing intended to benefit athletes who have, or are likely to, participate in the Lake Brantley High School Crew Team; and in general to support and encourage the sport of rowing; and engage in all lawful, not-for-profit activities related thereto.

Article 3 Membership

Section 1. Eligibility

There shall be four classifications of membership in this Club, namely General Members, Athlete Members, Alumni Members and Honorary Members.

General Memberships shall be open to parents or guardians, of Lake Brantley High School students who are members of the Lake Brantley High School Crew Team. Such persons shall be entitled to all of the privileges of the Club, as defined in the Handbook, including voting and holding office. They shall pay annual membership dues as established by the Board. Permanent Governing Board Members also enjoy voting privileges.

Athlete Memberships shall be open to all Lake Brantley High School students who are members of the Lake Brantley High School Crew Team. Athlete memberships shall be open to students enrolled in any public or private school in Orange or Seminole County zoned for Lake Brantley High School attendance, including homeschool and virtual school programs. Such persons shall be entitled to all of the privileges of the Club except voting and holding office.

Alumni Membership shall be open to all persons who have previously been a member of the Lake Brantley High School Crew Team, their parents, and supporting friends and organizations. Such persons shall be entitled to privileges of the Club except voting and holding office. They shall pay annual membership dues as established by the Board.

Permanent Membership is available to those who have been selected by the Board to fulfill essential roles of the club and who are committed to Board service in excess of two years.

Honorary Membership may be awarded by majority vote of the Board to any person for distinguished service who is not a General Member. Such persons shall be entitled to privileges of the Club except voting and holding office. They shall pay no initiation fee or annual membership dues. Crew coaches and Lake Brantley High School Faculty Advisor(s) shall be classified as Honorary Members without Board vote and shall be entitled to all the privileges of the Club.

Section 2. Admission

Persons eligible for membership shall be admitted upon timely payment of the established dues and/or fees for General Members, Athlete Members and Alumni Members. Honorary Members shall be admitted based upon the provisions stated in Article 3, Section 1.

Section 3. Voting

General and Permanent Members only shall have a right to vote. Each parent or legal guardian of a member, or members, of Lake Brantley Crew Team shall be entitled to one (1) vote per family. The voting rights shall accrue upon the payment of all applicable membership dues.

Section 4. Term and Obligations of Membership

Membership in this Club shall be from year to year unless the Secretary receives a member's written resignation. A resignation shall not relieve any member from liability for any dues accrued and unpaid before resignation. Memberships may be suspended or persons expelled from membership as provided in Section 5.

Section 5. Discipline

If the conduct of a member has endangered the good order, welfare or character of the Club and the provisions of the Bylaws, any five (5) members may present to the Board written charges subscribed to by themselves against such member.

If it shall appear to the Board, upon inquiry, after ten (10) days written notice to the member so charged of the nature of the charges, and an opportunity is given the member to be heard in his or her own defense, the Board may, by two-thirds (2/3) vote, suspend or expel such member or declare his or her membership forfeited.

A member suspended or expelled for cause other than non-payment of dues shall have the right, within one (1) month after receiving notice of such action, to appeal to the members of the Club by filing a notice of such appeal with the President or Secretary, and a special meeting shall be called within 30 days after the filing of such appeal; but if he or she shall not so appeal, or unless such action of the Board be reversed as herein provided, such suspension or expulsion shall stand. If two-thirds (2/3) of the entire membership, by secret ballot, reverse the action of the Board, the appellant shall be restored to membership; but until such reversal he or she shall not be entitled to any of the membership privileges.

This provision is not intended to apply to disciplinary actions brought against athlete members.

Article 4 Officers

The officers shall perform the duties that usually devolve upon their offices, together with those set out in these Bylaws, and such other duties as the Board may from time to time prescribe.

Section 1. President

1. The President shall call meetings of the Board at such time or place as he or she may desire.
2. The President shall be a member ex-officio of all committees, except the Nominating Committee.
3. In the case of a tie, the President shall be the deciding vote. Non-voting ex-officio members of the Board will include the head coaches and the Lake Brantley High School Faculty Advisor...

Section 2. Vice President

The Vice President shall preside at all meetings in the absence of the President. The Vice President shall perform the duties that usually devolve upon this office. The Vice President shall assist the President when requested. In addition, the vice-president will oversee with the Permanent Governing Board of Directors coaches and boathouse activities.

Section 3. Secretary

The Secretary shall keep record of meetings; keep a complete, updated roster of all current members; conduct the general correspondence of the Club; send notices of all meetings and other notices where previous notice is required; notify officers and committees of their election or appointment; notify those members who may have forfeited membership; and shall perform such other duties as requested by the President or Board. All minutes shall be filed and passed on each year to each newly elected secretary. Original ballot counts for all newly elected Board members or Officers at Annual Meeting should be kept on file.

Section 4. Terms of Office

The offices of President, Vice President and Secretary shall be selected by the Board or may be an Elected or Permanent Governing Board Member.

The President, Vice President and Secretary shall hold office for a term of one year, and/or until his or her successor(s) have been duly elected. They may be re-elected without limitation as to tenure. Committee chairpersons shall serve during the pleasure of the Board.

Income is collected by John/Tara McLain. Payments are made by Gary Garofalo. Should any of those so appointed become unable or unwilling to serve a successor is to be elected by the Board with LBRA Legacy Inc. approval. The finances of the club are to be monitored by a professional accountant until further Board Action.

Section 5. Qualifications

All nominees for President, Vice President and Secretary must be General Members of the Club.

Article 5. The Board

Section 1. Responsibility

The Board shall direct the affairs of the Club in a fiscally responsible manner. The actions of the Board under these Bylaws are final.

Section 2. Composition

The Board will be composed of Elected Board and Appointed Permanent Governing Board Members:

Elected Members will be responsible for the day-to-day activities and should consult guidance from the Governing Board of Director Members.

1. President – is selected by the Board of Directors and can be an Elected or Permanent Governing Board Member
2. Vice President – Boathouse & Coaching
3. Secretary -Communications & Marketing
4. Membership & Scholastic Chair
5. Fundraising & Merchandise Chair
6. Hospitality Chair
7. Race Chair
8. Middle School Liaison

Permanent Governing Board Members:

LBRA will be guided and supported by the governing committee. The governing committee will be a voting member of the LBRA Board of directors and will provide guidance and support to the incoming board. The purpose of the governing board is to protect and support the best interest of the club.

New Members of the governing board are appointed by the governing board based off individuals dedication to the LBRA club and board and organizational needs.

At the annual meeting, April 27,2021 the members of LBRA voted to accept and create a new Permanent Governing Board Members. The members were appointed by the former board and legacy association to include:

- John McLain – Invoicing & Collections
- Kate Landis – Middle School & Summer Camp
- Jake Jakubowski – Coaching, Boathouse, and Season Regattas
- Tara McLain – Collections, Annual Pictures, Merchandise, and Golf Tournament
- Gary Garofalo – Accounts Payable/Payments
- Christine Schlitt – Race Chair/States
- Linda Larson/Vickie Jakubowski – Novice Regatta

Section 3. Responsibilities of Elected Board & Permanent Governing Board Members:

Elected:

- President
 - The president will be responsible for:
 - The President shall call meetings of the Board at such time or place as he or she may desire.
 - The President shall be a member ex-officio of all committees, except the Nominating Committee.
 - In the case of a tie, the President shall be the deciding vote. Non- voting ex-officio members of the Board will include the head coaches and the Lake Brantley High School Faculty Advisor...
- Vice President –
 - Will work with the Permanent Governing Board Member Jake Jakubowski on all coaching and boathouse needs.
 - Will assume role of president in the event the president is unable to perform the outlined duties.
- Secretary –
 - Will manage all communication that should be delivered to members of the club
 - They will enlist the help of other responsible parties when communication is received outside their job duties
 - Will keep track of all meeting minutes and assist with the development of the Annual LBRA Team Handbook
- Membership & Scholastic Chair
 - Will create and gather all High School Paperwork and create the Rower Binder
 - Will work the Middle School Governing Board Member
 - Will communicate list of registered rowers to the secretary and treasure
 - Will communicate with the High School Scholastic Member on grades and rower eligibility – coordinate and assist with LBRA participation in school club nights and activities and also yearbook photos
- Fundraising & Merchandise
 - Will work with the Golf and Novice Regatta Chairs to make sure all fundraising dollars are captured
 - Will maintain the RFC spreadsheet for all rowers
 - Will look for additional ways for the club to earn money
 - Will help build communication for upcoming fundraising events scheduling start and stop dates and finalize all paperwork
 - Will form a committee to help run and manage all fundraising events

- Hospitality Chair
 - Will work with the Race Chair and Coach to determine needs for race days which may include food, tent, and arrival times
 - Will coordinate and work with the trailers chair on making sure boats and hospitality trailer arrive at the race venue on time
 - Will help with Open house, events at the boathouse to ensure a welcoming experience happens for rowers and families
 - Will organize and execute the Annual Banquet
- Race Chair
 - Will work with coaches, vice president, and Jake Jakubowski on creating a fun and competitive race schedule
 - They will ensure the rower waivers and consent forms are at every race
 - They will manage and track varsity letter activity
 - They will coordinate all travel, transportation, and lodging for Stotes, States, and Hooch
 - They will communicate with website designers and secretary season schedule and help with gathering times and needs for race events
- Middle School Liason
 - Will work with the Middle School Permanent Governing Board Member
 - Will help schedule and organize team building activities for middle school including spaghetti nights
 - Will be present at races helping new middle school rowers and families feel welcome and understand the regattas

Permanent Governing Board

- Accounts Payable/Payments - Gary Garofalo
 - This role will be the governing committee to work with the President, Treasurer, Accountant, and Board to make proper and timely payments to all LBRA vendors, reimbursements, and purchases. They will provide summaries of our financial obligations to ensure proper board decisions can be made on all purchases.
- Invoicing & Collections – John/Tara McLain
 - This role will work on behalf of the club to assist with collection of all outstanding invoices. The purpose of this role is to make financial determination of waivers and/or reduction in fees to ensure collection and financial success of the program.
- Coaching & Boathouse - Jake Jakubowski
 - This Role will work with the president and vice-president by making recommendations regarding the hiring, dismissal, compensation of the coaching staff as well as duties and responsibilities within a (10) month contractual period that will run from August 1 to May 31. In association with and in support of the coach(es) the committee assists and helps to establish the coaching policy, guidelines and rules of rower conduct at any LBRA activity as well as working in tandem with the coaching staff and Racing Committee in determining race events each season. The committee conducts a review of the coaching staff at the end of the fall season and again at the end of the spring season.
 - This role will also oversee the proper maintenance and storage of all equipment belonging to the Club; to present recommendations to the Board regarding any additional equipment needs; and maintaining a written inventory of all equipment (and approximate value) belonging to the Club.
- Annual Picture, Merchandise, and Golf Tournament - Tara McLain
 - This role will work with membership and fundraising to ensure that our annual photos and yearbook pictures are submitted timely and according to Lake Brantley Rowing's expectations. They will run and manage the entire golf tournament to ensure the program runs without issue.

- Race Chair/States - Christine Schlitt
 - This role will work with the Board Race Chairs to ensure budgets are prepared for all races and provide guidance on tracking and maintaining necessary documents for race day.
- Middle School & Summer Camp - Kate Landis
 - This role will be to help the growth, advancement, and management of the summer program. They will help build the next generation of high school rowers and also help with coaching, rower, and parent concerns.
- Novice Regatta-Linda Larson
 - Will guide and coordinate all aspects of the Novice Regatta
 - Will outline needs and expectations of participating board members

Section 4. Resignations

The President or Secretary must receive written notice of any Board Member's resignation.

Section 5. Vacancies

- Any vacancy on the Board or by any officer must be filled by an appointment of the President subject to approval by majority vote of the Board at the next scheduled Board Meeting.
- In the event of presidential resignation or incapacity the Vice President shall serve as President until the next Board meeting. At that meeting the Board Members shall elect a successor President.
- Permanent Governing Board of Directors will be filled by the Governing Board

Section 6. Meetings

- The Board shall hold meetings at such times and places as the President may designate. Any three (3) Board Members may also call meetings within a reasonable time to attain a quorum. Notice of such meeting shall be to all Board members and shall be written, by telephone, by newsletter publication, or by email.

Section 7. Quorum

- The quorum for the transaction of business at any regular or special meeting of the Board shall be one-half (1/2) of the Board Members in attendance.

Section 8. Attendance

- It is important for the transaction of Club business that all Board Members attend regularly scheduled meetings. A member missing three (3) consecutive meetings or an aggregate of five (5) meetings will be dismissed from the Board. Reinstatement can be achieved by request to and approval from the Board.

Section 9. Budget

- The Board shall approve a budget, first submitted by the Finance Committee. The Board shall determine the amount of the annual budget by the second meeting of the general membership in the fall. The Club shall be responsible for raising funds to meet approved costs and expenses related to the Lake Brantley Rowing Association.
- Any and all purchases must have approval from Finance Chair to attain reimbursement.

Article 6: Standing Committees

Section 1.

- **Website** - is responsible for maintaining open lines of communication within the club and for the following:
 - Website: Keep Website current on all club activities.
 - Email: communicated weekly updates, and club activities to the team
 - Handbook: Prepare a copy of the handbook which will be available on the LBRA website for all members. The preceding season's handbook shall be used as a guide for new handbooks each season.
 - Team Calendar: maintain practice schedule, regattas, meetings, & club activities
- **Social Media** – is responsible for management of and updating social media accounts such as **Facebook, Instagram and Twitter.**

Section 3. Finance

- The finance committee will be part of the Permeant Governing Board. The finance committee will provide a outlined budget for the Elected Board of Directors which will outline expenses and needs of the club. The finance committee should be consulted on large purchases to ensure the club has the budge and can support the purchase not only at the time the purchase is made but based off future projections for club expenses.
- The Senators on the account include: Jake Jakubowski, John McClain, Kate Landis, and Gary Garafalo

Section 4. Coaching Committee

- This committee will manage and make recommendations to the board of directors on hiring and coaches needs.
- They will work with parents and rowers in the event an issue or concern is identified
- Will be made up of the Vice President and Jake Jakubowski

Article 7: Meetings of Members

Section 1. Annual Meeting

The Annual Meeting of the members of this Club shall be held at such place as the Board may designate, in May of each year.

Written notice of intention to hold this meeting shall be given to all members by the Secretary at least fourteen (14) days prior to the scheduled annual meeting. At this meeting all Board Members shall be elected by secret ballot (unless this requirement is waived) and shall take office upon the completion of the Executive Officer Elections as stated in Article 4, Section 1.

Any other business for the good of the Club may be transacted at that time.

Section 2. Regular Meetings

Meetings of the members of the Club in addition to the annual meeting shall be held when and where designated by the Board. Notice of any such meeting shall be to all General Members and shall be written, by telephone, by newsletter publication or by email.

Section 3. Quorum

Twenty-five (25) percent of the General Members of the Club shall constitute a quorum for the transaction of business at a General Meeting.

Article 8 Proxies

There shall be no general or special proxies.

Article 9 Annual Dues and Fees

Section 1. Amounts, Methods and Delinquencies

The Board shall establish the annual dues for members, any fees, method of payment and delinquent dates as provided for in the current LBRA Handbook. If dues and/or fund raising commitments become delinquent, an Officer of the Club and/or the Head Coach have the option to pull any rower/coxswain off the water as described in the Handbook.

Section 2. Membership

The fiscal year of this Club is from June 1st each year through May 31st of the following year. Payment of dues are based on the LBRA rowing year from August 1st to May 31st.

Article 10 Amendments

Section 1. Notice

Notice of any proposed amendment to these Bylaws shall be filed with the Secretary in writing in sufficient time to allow the proposed amendment to be delivered to all General Members at least seven (7) days before the meeting at which said amendment is to be voted upon.

Section 2. Vote

Following due notice, these Bylaws may be amended at any business meeting of the Club by a two-thirds (2/3) vote of the Board or by a majority vote of the entire membership.

SUMMARY OF REQUIRED FORMS

1. Liability Waiver
2. Application Form

3. Physical Form (MUST BE BROUGHT TO YOUR PHYSICIAN)
4. US Rowing Form (ONLINE)
5. Florida Scholastic Rowing Association - WAIVER AND RELEASE OF LIABILITY (ONLINE)

ONLINE REGISTRATION MUST BE COMPLETED FIRST

High School Application Form - 2021-2022 Rowing Season

Rowers' legal name:

First Name: _____ Last Name: _____

2021-2022 Program Fee for All High School Rowers

COST FOR HIGH SCHOOL ROWING PROGRAM			
	Annual Registration/Equipment Fee	FALL SEASON Aug. - Dec.	SPRING SEASON Jan. -May
PER ROWER	\$100	\$1,125	\$1,125

Option A - MONTHLY: First payment due

- FALL SEASON - 5 payments of \$225.00 - First payment due August 5, 2021
- SPRING SEASON - 5 payments of \$225.00- First payment due January 5, 2022

Option B - PER SEASON: (5% discount)

- FALL SEASON - \$1,068.75 - payment due August 10, 2021
- SPRING SEASON - \$1,068.75 - payment due January 10, 2022

Option C- YEARLY: (10% discount)

- FALL & SPRING SEASON: \$2,000.00 - payment due August 10, 2021

Required Fundraising Commitment, commonly referred to as RFC, is the annual fundraising goal for each rower. The commitment to fundraising is critically important to the ongoing operation of our organization. In addition to monthly dues, **Each High School and rower is obligated to raise \$250 per fall season & \$250 per spring season.** To make reaching individual fundraising goals more manageable, we have divided the annual RFC requirements into quarterly goals as follows:

High School Rower - Required Fundraising Commitment (RFC)			
	October 25	February 25	TOTAL
PER ROWER	\$250	\$250	\$500

(initials) I acknowledge that this contract will be in effect until canceled. To cancel, I will provide the withdraw form to the treasure prior to the next billing cycle.

(initials) I acknowledge that my child will not be released to any other rowing club or team while attending Lake Brantley High School.

A 5% processing fee will be added for all credit and debit transactions.

Payment is considered late after the 5th of the month. Payments received after the 5th may be charged a \$10 late fee.

Parent/Legal Guardian Responsible for Payment

(print): _____

Parent/Legal Guardian Signature: _____ ***Signature Date:*** _____

ONLINE REGISTRATION MUST BE COMPLETED FIRST

Middle School Application Form - 2021-2022 Rowing Season

Rower's legal name:

First Name: _____ Last Name: _____

2021-2022 Program Fee for ALL Middle School Rowers

COST FOR MIDDLE SCHOOL ROWING PROGRAM			
	Annual Registration/Equipment Fee	FALL SEASON Aug. - Dec.	SPRING SEASON Jan. -May
PER ROWER	\$100	\$625	\$625

Option A - MONTHLY:

- FALL SEASON - 5 payments of \$125.00 each - First payment due August 5, 2021
- SPRING SEASON - 5 payments of \$125.00 each - First payment due January 5, 2022

Option B - PER SEASON: (5% discount)

- FALL SEASON - \$593.75 - payment due August 5, 2021
- SPRING SEASON - \$593.75 - payment due January 5, 2022

Option C- YEARLY: (10% discount)

- FALL & SPRING SEASON: \$1,125 - payment due August 5, 2021

Required Fundraising Commitment, commonly referred to as RFC, is the annual fundraising goal for each rower. The commitment to fundraising is critically important to the ongoing operation of our organization.

Middle School Rower - Required Fundraising Commitment (RFC)			
	Required by October 25	Required by February 25	TOTAL
PER ROWER	\$250	\$250	\$500

Payment is considered late after the 5th of the month . Payments received after the 5th may be charged a \$10 late fee.

A 5% processing fee will be added for all credit and debit transactions.

*Parent/Legal Guardian Responsible for Payment
(print):* _____

Parent/Legal Guardian Signature: _____ *Signature*
Date: _____

Media Authorization and Release Form for Minors

I hereby authorize Lake Brantley Rowing Association ("LBRA") and its agents, employees, licensees, representatives and assigns to copy, exhibit, publish or distribute any and all photographs and likenesses and biographical information of my child or ward, including those in which he/she appears with other individuals, and recordings of his/her voice, his/her writings in whole or in part, in all forms and media throughout the world and in perpetuity for purposes of publicizing or advertising LBRA and its programs, or for any other ethical and lawful purpose. This includes but is not limited to print, billboard, radio and television advertising, the World Wide Web, social media, and school/ LBRA and other third-party approved publications. Additionally, I waive any right to inspect or approve the finished product, including written copy, in which his/her likeness or voice or written words appear. I agree to notify LBRA in writing if I later revoke this authorization. I hereby hold harmless and release and forever discharge Lake Brantley Rowing Association and all its agents, employees, licensees, representatives and assigns, and their successors, from all claims, demands and causes of action that I, my child or ward, or our heirs, representatives, executors, administrators, or any other people acting on behalf of myself, my child or ward, or our estates have or may have by reason of this authorization.

Name of Child (print): _____

Name of Parent/Guardian (print): _____

Parent/Legal Guardian Signature: _____

Date: _____ **Relationship to child:** _____

HIPAA Compliant Authorization to Release Medical Information

HIPAA Compliant Authorization to Release Medical Information In accordance with the Health Insurance Portability and Accountability Act of 1996 we are required to provide each rower or the rower's parent or legal authorized representative with the Notice of Privacy Practices describing how we use and disclose patient health information. We will need the authorization signed in order for us to disclose athletic screening health information with the coaching staff. (The execution of this form covers only the release of information described below.) I authorize Lake Brantley Rowing Association to release the results of the Pre-Physical Evaluation to the Coaching staff and personnel involved in the care of the athlete. Authorization: I certify that this request has been made voluntarily, and this authorization will expire on July 31, 2022. HIPAA Required Statements: I understand that the information provided under this release may be subject to re-disclosure by the recipient under services no longer protected by HIPAA Privacy Rules. I understand that I may revoke this release at any time, except to the extent that action has already been taken to comply with it. To revoke this authorization, I must provide written notice to the President of Lake Brantley Rowing Association.

Athlete (if over 18) or Person Authorized to sign release for the Athlete:

Name of Child (please print): _____

Parent/Legal Guardian Name (print):

Parent/Legal Guardian Signature:

Signature Date: _____

Acknowledgement of LBRA 2021-2022 HANDBOOK

By signing and submitting this application I acknowledge that I and my parent/guardian **have read** the LBRA handbook for the 2021-2022 rowing season, and I understand the LBRA athletic code of conduct...

Name of Child (please print): _____

Child Signature: _____ *Signature Date:* _____

Parent/Legal Guardian Name (print): _____

Parent/Legal Guardian Signature: _____ *Signature Date:* _____

AUTHORIZATION FOR THIRD PARTY TREATMENT TO CONSENT TO TREATMENT OF MINOR / ADULT LACKING CAPACITY TO CONSENT

In case of emergency, I understand in the event I cannot be reached, I, the undersigned parent(s)/person having legal custody of or being legal guardian of _____, a minor, do hereby authorize the Officers, Board Members, Program Directors, Coaches or other representatives of Lake Brantley Rowing Association as agent(s) for the undersigned to consent to any x-ray examination, and the anesthetic, medical or surgical diagnosis or treatment, and hospital care which is deemed advisable by, and is to be rendered under general or special supervision of any physician and surgeon licensed under the provisions of the Medical Practice Act on the medical staff of any hospital, whether such diagnosis or treatment is rendered at the office of said physician or said hospital. It is understood that this authorization is given in advance of any specific diagnosis, treatment or agent(s) to give specific consent to any and all such diagnosis, treatment or hospital care which physician, meeting the requirements of this authorization, may, in the exercise of his/her best judgment deem advisable. I hereby authorize any hospital that provided treatment to the above named minor to surrender physical custody of such minor to my above named agent(s) upon completion of treatment. I acknowledge that any charges incurred for any care rendered remains my responsibility. These authorizations will remain in effect for one (1) year from the date signed unless revoked in writing and delivered to said agent(s)

Parent/Legal Guardian (print): _____

Parent/Legal Guardian Signature: _____