

**MINUTES of NCASRA BOARD of DIRECTORS MEETING SEPTEMBER 13, 2005**

- I. The NCASRA Board of Directors was called to order at 7:32 PM, September 13, 2005 in the Library of the Thomas Jefferson High School for Science and Technology. Thirty-four voting members were present as follows:

**EXECUTIVE BOARD and At-Large**

<b>President</b>	John Brownell	<b>Vice President</b>	Rob Ittig
<b>Treasurer</b>	Lee West	<b>Secretary</b>	John White
<b>Past President</b>	Joseph Creed	<b>At-large</b>	Donna Towner
<b>At-large (Wick)</b>	-----		

**TEAM REPRESENTATIVES**

<b>B-CC</b>	Jim Gale	<b>Mount Vernon</b>	Pam Hull
<b>Bishop Ireton</b>	John Hickey	<b>National Cathedral</b>	Alex McNamara
<b>Bishop O’Connell</b>	-----	<b>Oakton</b>	Radwan Saade
<b>Christchurch</b>	-----	<b>Potomac</b>	Vera Vaughn
<b>DeMatha</b>	Maria Brenneman	<b>Robinson</b>	TJ Kozikowski
<b>Elizabeth Seton</b>	-----	<b>Saint Albans</b>	-----
<b>Episcopal</b>	-----	<b>St Stephens/Ste Agnes</b>	Wendy Johnson
<b>Fairfax</b>	-----	<b>Sidwell Friends</b>	Nancy Markowitz
<b>Forest Park</b>	-----	<b>T C Williams</b>	-----
<b>Gar-Field</b>	Jim Keefer	<b>Thomas Jefferson</b>	David Lampen
<b>Georgetown Day</b>	Brooke Alexander	<b>Wakefield</b>	Vaughan Olbrys
<b>Georgetown Visitation</b>	-----	<b>Walt Whitman</b>	Clay Christian
<b>Gloucester</b>	-----	<b>Walter Johnson</b>	Altan Gabby
<b>Holton Arms</b>	-----	<b>Washington-Lee</b>	Laura Adler
<b>Holy Cross</b>	Richard Conran	<b>West Potomac</b>	Steve Wanser
<b>Hylton</b>	Miller Kehlet	<b>West Springfield</b>	Harry Heim
<b>JEB Stuart</b>	-----	<b>Westfield</b>	Craig Trumbull
<b>James Madison</b>	-----	<b>Woodbridge</b>	Hal Johnson
<b>Lake Braddock</b>	Steve Mutty	<b>Woodrow Wilson</b>	Bonnie Levin
<b>Langley</b>	-----	<b>W T Woodson</b>	Cyndy Dailey
<b>Mathews</b>	-----	<b>Yorktown</b>	Ed Wells
<b>McLean</b>	Tom Zegler		

**COORDINATORS, COMMITTEES, REPRESENTATIVES**

<b>DLOC</b>	Mike Mutter	<b>OLOC</b>	Lee West
<b>Comms / Programs</b>	-----	<b>Personnel</b>	Mark Lindon
<b>Training</b>	Eddie James	<b>Trophies</b>	Mike Stilwell
<b>Web Master</b>	-----	<b>Audit</b>	Hal Johnson
<b>Bylaws</b>	John White	<b>Coaches Development</b>	Ryz Obuchowicz
<b>Grievance</b>	TBD	<b>Historian</b>	Ed Wells
<b>Rules</b>	TBD	<b>Schedules</b>	TBD
<b>Coaches Association</b>	Derek Parsons	<b>Crew Council Chair</b>	Mike Dobson
	Bryan Tylander		
<b>USRA Referees</b>	Ryz Obuchowicz	<b>Sandy Run Park</b>	Donna Towner
<b>Anacostia Community Boathouse Association</b>	Vaughan Olbrys	<b>Thompson Boat Center</b>	Gary Weeden

## II. President's Report.

John Brownell welcomed all and thanked them for being elected President. He introduced the Executive Board, Coordinators and two Committee Chairs (Coaches Development and Historian). All members present introduced themselves, about one third of which were new Board members. He gave a brief description of how rowing competitions were done in the area, a shared responsibility among the Boosters, Coaches, Crew Council, and US Rowing Referees. NCASRA holds regattas and meets at four sites: Occoquan (Sandy Run); Potomac River (Georgetown); Anacostia River; and Alexandria (Potomac River). A series of topics and proposed policies were then presented to the Board and discussed at length:

a. Coxswain Training/Certification – Explained the process of testing varsity coxswains on the Rules of Rowing and site-specific instructions and provisions. The certification allows that coxswain to forgo the Coxswain's Meeting held before each regatta. Formal training sessions for all coxswains are in the process of being developed.

b. Orientation Day – To be held at Sandy Run on Saturday, September 24<sup>th</sup> from 10 AM to 1 PM and is intended for all interested persons, but in particular for those new to crew. Information will be available on all aspects of a regatta – coaches, referees, regatta staff, Park representatives, and rowers will give demonstrations of equipment and answer questions.

The subject of water safety came up and discussion consumed a great deal of time. One of the most important things emphasized was the requirement for coaches and any person in a launch to wear a life jacket. It was announced the Safety Plan meeting was scheduled for 7:30 PM on September 14<sup>th</sup> (the next night) at the Northern Virginia Regional Park Authority (NVRPA) HQ on Ox Road in Fairfax. It was subsequently postponed to Monday, September 19<sup>th</sup>. Notification was by email on the morning of the 14<sup>th</sup>. Location is now at the office of Mike Mutter, Birch Stewart Kolasch & Birch Law Office, Suite 100 East, 8110 Gatehouse Road, Falls Church, VA. Directions to follow (it's in Fairfax off Gallows Road between routes 50 and 29).

c. Regatta Changes / Ted phoenix Regatta – The Phoenix regatta is new, to be held on May 6<sup>th</sup>, 2006 and will be a championship regatta for “lower boats,” i.e., those crews that don't participate in the Virginia Scholastic Rowing Championship (VSRC) and the National Capital Championship (NCC). These are the third and fourth eights, fours, and quads (or more), novice, and freshmen events. There is still a question if the third eights will remain a VSRC/NCC championship event. IF the Scholastic Rowing Association of America (SRAA) continues to hold freshmen events at its Championship, the Phoenix regatta will be the qualifying regatta for freshmen boats to attend the SRAA (first and second place). Location of the Phoenix regatta is to be determined (Georgetown or Anacostia).

Championship regattas will be programmed with a 1-hour break between heats and finals. Meets (two/three team events) will be scheduled after regattas (regattas have priority) and no meets will be held on the Occoquan (NVRPA decision).

d. Memorandums of Understanding – NCASRA has a MOU with Sandy Run Park that has served all parties well for a number of years. The President is expanding the MOU concept for regattas with the Anacostia Community Boathouse Association (ACBA), Thompson Boat Center (TBC), and the D.C. Harbor Police. The National Park Service, which owns TBC, has declined to enter into a MOU and regattas will continue under the existing procedures.

e. Corporate Sponsorship – The President said he was seeking corporate sponsorship of regattas to defray costs, indicated he has contacted one company, Glory Days, that has expressed interest, and requested Board permission to continue to pursue sponsorship. Parameters of what this would entail were discussed and it was decided to turn the issue over to an ad hoc committee to investigate the details. Joseph Creed, Lee West, TJ Kozikowski, and Hal Johnson were named to the committee and were chartered to bring recommendations to the Board at the October 4<sup>th</sup> meeting. An objection was made to Glory Days sponsorship since it was a sports bar and not considered appropriate for NCASRA to have its name associated with a drinking establishment.

f. Name Change of the Georgetown Local Organizing Committee (GLOC) – The President proposed changing GLOC to District LOC (DLOC) to reflect the fact that LOC runs Anacostia regattas, too. The Board approved the change unanimously.

g. Coaches Association (CA) - Bryan Tylander was introduced as the new CA Representative, taking over from Derek Parsons, who is now the CA Chairman. Several topics from the CA meeting on September 10<sup>th</sup> were discussed: Location of regattas - the coaches prefer Anacostia for both the Phoenix and National Capital Championship; Swim test - it must be signed by the school Athletic Director (AD) and team representative (i.e., a Booster). A discussion followed on test requirements and how it is done. There are “holes” in the enforcement (several sea stories were related). Schedule – Bryan said the boosters need to talk with their coach on “where your team will row next year” to set the schedule early on; Insurance coverage – A very loooong discussion ensued concerning insurance, too much to cover here; Safety Kits - they are available, pick up a brochure from the table; Contracts - Some coaches would like to see copies of other school contracts for information. The goal is to ensure the best interests of schools, boosters and coaches. A discussion on liability ensued, airing a number of issues (the biggest bottom line is wear life jackets).

h. The crew program at G.C. Marshall High School is shutting down for lack of a coach. After committing to last season, Marshall never rowed when the coach left before the season began. A request for help from any team was made by the President.

i. Out-of-season rowing was reviewed. One school cannot run a program in summer or fall, it must be open to anyone and 50% or more of the rowers can not be from the school associated with the coach(es). It was mentioned one school (Gonzaga) violated the out-of-season rule last year and the Crew Council imposed sanctions. Gonzaga later withdrew from NCASRA. If violations are observed, the proper reporting is through your AD who will take the issue to the Crew Council for adjudication. The term “Good Standing” and what it constitutes was discussed. Included was a long discussion on “home waters” and racing against Gonzaga - schools can race Gonzaga at away regattas but Gonzaga is treated like any visiting school who may participate in a NCASRA sponsored regatta/meet once a season, if they are invited. There is no such thing as an informal or incidental race in this case.

j. Rower Numbers - The racing schedule for 2006 is due for discussion next meeting and the count of rowers in each school program is needed. The schedule/rower number determines a lot of things, but mainly the allocation of volunteers at each regatta. The boosters must be involved with their coaches when determining where to row.

k. The Youth Invitational Regatta (YIR) was discussed by the President in that NCASRA is requesting blanket approval from the Crew Council for its schools to participate in the YIR, a USRA sponsored event. Under Virginia High School League (VHSL) rules, no Virginia school may compete (in any sport) against club or composite teams. A large portion of the YIR competitors are club/composite entries. A waiver for the YIR is also required because it is a post-season regatta (in June, usually in Cincinnati). The VSRC and NCC are qualifying regattas for the YIR.

l. New Policies - Several policy statements were passed out: 1) Use of NCASRA Equipment a Non-NCASRA Activities, 2) NCASRA Coaches Training Fund, 3) NCASRA Coxswain Training and Certification Committee Charter, 4) Policy for Coxswain Certification, 5) Team Volunteer and Equipment Support to NCASRA, 6) Revenue Sharing. All these are not new, some are now contained in the NCASRA Rule Book. The Rule Book is being reviewed and administrative, policy, and procedural things that have nothing to do with the Rules of Rowing are being removed and put into a separate Policy Notebook.

The only policy above that needs immediate attention was on the use (rental) of NCASRA Equipment. To be votes later in the evening.

III. Secretary (John White).

A. The Minutes of the June 7, 2005 Board meeting were read and approved as amended, the amendment being to the Treasurers Report, Paragraph B, line 2 to read "... Mount Vernon addressed some revenue sharing issues."

IV. Vice President's Report (Rob Ittig).

A. Rule Book Changes - The first phase of the Rule Book revision is complete, which was to put it into the US Rowing Association format as a supplement to the USRA Rules of Rowing. That took nearly three years of work. The next phase is to remove policies and procedures not pertaining to rules of rowing and placed in separate policy statements (as outlined in paragraph I.k. above).

B. Orientation Handbook - the contents of the handbook were quickly named/reviewed. Lee West had put it together, one copy for each member team and representative. Lee named Christchurch, Holy Cross, Sidwell Friends, and St Stephens/Ste Agnes who still owe final entry fees for last season. They need to be paid as soon as possible.

V. Treasurer (Lee West).

A. The proposed Budget for 2005 - 2006 Year was distributed. There were no immediate questions. The budget will be voted for approval next meeting.

VI. Representative Reports.

A. Crew Council Chairman. Michael Dobson made some brief remarks as to why he was here, to keep good communications between the Crew Council (CC) and NCASRA (the CC is the NCASRA governing body). He noted the earlier discussion concerning the VHSL and said

there were good reasons for the VHSL rules. The VHSL has been in existence since 1913 and is comfortable with its policies and not readily inclined to change.

- A. Coaches Association Representative. Items have already been discussed earlier. Derek Parsons said he is sending an email to coaches for their schedule inputs ASAP. He intends to have EVERYTHING that any school does on the schedule. The next Coaches Association meeting is Saturday, October 1<sup>st</sup> at Washington-Lee High School.
- B. Referees. Ryz Obuchowicz is asking each school to provide a potential referee candidate attend the Referee Clinic on February 11, 2006. There is a very strong need for referees as we do not have enough to adequately cover our local regattas, much less out of area requirements. It was stated that we are not asking these potential candidates to make a commitment to become a referee, only to attend the clinic orientation to be exposed to the interest of being a referee.
- C. Sandy Run Park Representative. Donna Towner said that as of February 1, 2006, all 2 cycle engines must be replaced with 4 stroke engines for the schools housed at Sandy Run and Bull Run Marina. Anyone in a launch not wearing a life jacket will be pulled from the water.
- D. Thompson Boat Center (TBC) Representative. Gary Weeden made several points:
  - 1) TBC advises all schools conducting fall rowing programs to review their contracts, site restrictions, and NCASRA limitations. TBC is located on National Park Service property and all activities are governed by 36 CFR 5.3 Business Operations. Please review your activities for compliance. Schools operating out of the TBC site have been requested to complete a program questionnaire.
  - 2) All regattas and meets run out of TBC require completion of the Thompson Boat Center Regatta Application, and should be submitted ASAP.
  - 3) TBC has purchased a lightning detector. The unit does not forecast lightning strikes, however, it will display a signal indicating storm direction and lightning strikes within certain ranges, e.g., 0-6, 6-20, and 20-40 miles. Gary was asked if coaches on the water can be contacted if lightning is detected and he replied yes, but the most effective means are cell phones.
- F. Anacostia Community Boathouse Association Representative. Vaughan Olbrys said that ACBA had acquired a second building at the Anacostia site and that creature comforts would follow (i.e., real toilets).

## VII. Coordinators Reports.

- A. OLOC Chairwoman. Lee West announced the first OLOC meeting will be in October or November.
- B. DLOC Chairman. Mike Mutter had nothing to report at this time. Looking forward to the season.
- C. Personnel. Mark Lindon said he needed the team Volunteer Coordinator names as soon as feasible. He briefly explained how important it was to have

reasonably accurate rower numbers and a firm schedule of where teams would row. The total number of volunteers required at a regatta is a fixed amount. The number of teams participating and each team number of rowers are calculated into a fair-share percentage of the total. Once the schedule is approved and the allocation of volunteers is published, if a school changes the location at which its team is rowing, that booster organization is still responsible for providing volunteers as scheduled.

It was stated that some teams may not know how many rowers it will have in the spring. Mark said a reasonable estimate can be made and Lee West said that she could provide at least six years of data for most teams to get a “traditional” number. Of course, that is not true for newer programs, however, as accurate as possible number is needed for planning. Mark acknowledged that some variance will happen and if the number later is reduced from say 50 to 40 it is not a large problem. On the other hand, if the number was 100 and reduced to 40, that is a huge impact.

- D. Training. TJ Kozikowski announced launch driver training is scheduled October 2<sup>nd</sup> with an alternate weather date of October 23<sup>rd</sup>. Two sites, Sandy Run and TBC, 20 persons each. The spring launch driver training in March will be a much larger effort with many more slots. It was asked if prior drivers need go to training? - no.
- E. Concessions. Revenue sharing payments have been made. Lee needs to know next meeting the schools that will participate in revenue sharing this season.
- F. Communications/Programs. Team pictures and team write up are due March 1, 2006. If they are not in by that time then a picture of the team oar blade (hatchet blade) will be substituted in the program. Last year the programs were not available for the first regatta because timely information was not provided. Some teams commented they had difficulty because the AD would not let a picture be taken as it would be a violation of the out-of-season rule. (Nuts)
- G. Trophies. Mike Stilwell said he has just taken over as Trophy Coordinator and has been charged by the President to put together a plan to allocate the unused trophies in our inventory for the Ted Phoenix regatta. Due in December by an ad hoc committee (yet unnamed).
- H. Web Site. NTR
- I. At-Large. NTR

#### VIII. Committee Reports.

- A. Audit. An audit for FY 2005 (ended 30 June 2005) has not yet been held.
- B. Coaches Development. Ryz Obuchowicz made clear his role was to help develop coaches, not find coaches for individual programs. The President stated that he has a corporate commitment for an annual \$1000 donation for the express purpose of coaches’ development.

C. Historian. Ed Wells is seeking volunteers to serve on the History Committee.

IX. Reading and Consideration of Communications.

A. Joseph Creed had forwarded to NCASRA an email inquiry from a mother asking if there was a scholastic rowing program in a Fredericksburg high school and, if not, where she could go to get assistance in starting a program. An official response is being drafted by the President.

X. Old Business.

A. Bylaws. John White reported that at the June 7<sup>th</sup> meeting the Board agreed to review the bylaws proposed revision and provide an electronic vote by June 30, Two votes were received, Forest Park and John White. The bylaws were again distributed by email prior to this meeting and will be voted at the next meeting October 4<sup>th</sup>.

B. Organization Fines. Fines levied for volunteer no-shows last season are being calculated and will be distributed to affected Booster organizations.

C. 2004 - 2005 Bills and Fines. Nothing reported.

D. Letter to Stotesbury Committee. It has been started by Joseph Creed. He stated he has had difficulty getting details and specific information about the weather related medical problems at the Stotesbury Cup regatta last May. Derek Parsons said he would help. Ongoing.

XI. New Business.

A. Appointment of Committee Members:

Bylaws: John White (Chair), Rob Ittig, Radwan Saade, Hal Johnson  
Grievance: Harry Heim, Vaughan Olbrys, Miller Kehlet

B. Policy approvals.

Equipment Usage. The Board approval was requested so that we could notify the Clubs that have requested to use NCASRA equipment (George Mason and Occoquan Boat Club) that it was available and under what conditions (fees, contributions). Approved by unanimous voice vote.

Coxswain Certification. Deferred

Coaches Training. Deferred

C. NCASRA Documents. A summary sheet was handed out.

D. Trophy Assignments Committee. NTR

E. Youth Invitational regatta blanket waiver. Addressed earlier in the meeting.

XII. Announcements.

- A. Safety Meeting - Changed to September 19 as addressed above.
- B. Derek Parsons noted there were several local rowers who made the National/Junior National Team. W-L rower Neil Stanga was on the gold medal Men's Junior Eight at the Junior World Championships in Japan last summer. Also, TBC won a Championship Team Trophy at the US Rowing Association National Championship Regatta in Indianapolis.
- C. US Rowing Convention - December 1<sup>st</sup> to 3<sup>rd</sup> in the Sheraton Baltimore North, Towson, MD.
- D. Fall Rowing -
  - Scullers Head of the Potomac (SHOP) - September 24<sup>th</sup>
  - Occoquan Challenge - October 9<sup>th</sup>
  - Occoquan Chase - October 16
  - Head of the Occoquan (HOTO) - November 4<sup>th</sup>
  - Launch Driver Training - October 2<sup>nd</sup>, weather alternate October 23<sup>rd</sup>

XIII. Adjournment.

- A. The meeting adjourned at 10:28 PM.
- B. **The next meeting is scheduled for Tuesday, October 4, 7:30pm, in the Thomas Jefferson HSST Cafeteria.**