



# 2023 MHRC Official Paperwork

2023

Dates: Fall Season August 21–November 11, 2023

Fall Fees \$1,400 (set by board),  
Travel/Regatta Fee TBD

The official paperwork must be completed and turned in on the first day of the Fall Season. Rowers may NOT get on the water if their forms are not turned in.

Do not email the paperwork to the coaches. It must be printed out with your signature.

Do not email the paperwork to the coaches. It must be printed out with your signature. Only paperwork that you fill out needs to be returned. Each page that is required to be turned in is marked as such in **big red letters - TURN IN THIS PAGE** at the top of the page. Much of this paperwork is for your personal records, if it says **KEEP FOR YOUR RECORDS** we do not want it to be submitted. The first

Information regarding cancelled in person practices will be texted to the Team Captains, posted on the “Friends of Mile High Rowing and Alum” Facebook page and emailed using the Regatta Central email system. We will run Zoom workouts on those days. If those communication methods do not reach all in your family who need to know, please forward on the information as appropriate.

**KEEP THIS PAGE**

**TURN IN THIS PAGE**

## 2023 ROWER MEDICAL AUTHORIZATION & INFORMATION

Updated January 25, 2023

Rower’s Legal Name: \_\_\_\_\_

School: \_\_\_\_\_ Birthdate: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Graduation Year: \_\_\_\_\_ Height \_\_\_\_\_

### Primary Household Address:

Address (please print): \_\_\_\_\_

# TURN IN THIS PAGE

City \_\_\_\_\_ Zip \_\_\_\_\_  
Home Ph (\_\_\_\_\_) \_\_\_\_\_

## Parent(s)/ Guardian(s) Name(s):

Custodial Parent/Guardian 1 name (please print):

\_\_\_\_\_

Cell (\_\_\_\_\_) \_\_\_\_\_ Work(\_\_\_\_\_) \_\_\_\_\_

Parent 1 email address (please print):

\_\_\_\_\_

Parent/Guardian 2 name (please print):

\_\_\_\_\_

Cell (\_\_\_\_\_) \_\_\_\_\_ Work(\_\_\_\_\_) \_\_\_\_\_

Parent 2 email address (please print):

\_\_\_\_\_

Rower email address (please print):

\_\_\_\_\_

Rower's cell: (\_\_\_\_\_) \_\_\_\_\_

If your rower has two households, please provide further information below:

Name(s) (please print):

\_\_\_\_\_

Address (please print):

\_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Home Ph (\_\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_\_) \_\_\_\_\_

email address: \_\_\_\_\_

## Emergency Medical Information

Rower's Physician: \_\_\_\_\_

Phone: \_\_\_\_\_

In-state hospital preference: \_\_\_\_\_

## Medical History:

**Rowers who need inhalers, epi pens, glucose and/or insulin must bring these to practice!**

Please let us know if you have any learning differences, ADD or receive learning accommodations at school. Our coaches will work with your learning style to make sure that

# TURN IN THIS PAGE

your rowing experience is a successful one. Please provide as much information as possible on how you learn best.

Allergies:

-----

Prescription medications: (including insulin, epi pens, ADD and ADHD medications)

-----

-----

Known Medical Conditions/Learning Issues/Comments:

-----

-----

-----

**Insurance Information: (Please attach a copy of your insurance card-front and back)**

Insurance Carrier: \_\_\_\_\_

Policy / Group #: \_\_\_\_\_

Policy holder's name: \_\_\_\_\_

Employer: \_\_\_\_\_

insurance telephone: \_\_\_\_\_

Insurance address:

-----

-----

Emergency Contact Information:

1) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Home Tel: (\_\_\_\_\_) \_\_\_\_\_ Cell # (\_\_\_\_\_) \_\_\_\_\_

2) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Home Tel: (\_\_\_\_\_) \_\_\_\_\_ Cell # (\_\_\_\_\_) \_\_\_\_\_

# TURN IN THIS PAGE

## Authorization to Treat a Minor / Medical & Liability Release

I am fully aware of and appreciate the risks and other damages and losses associated with participation in this rowing program. I agree that (a) the Mile High Rowing Club: (b) associated coaches, volunteers, board members and parents, as a group or as individuals, assume no liability or financial obligation for any loss, accident or illness incurred by the below named participant in the course of his/her association with the program. The below named participant/rower is in good physical condition with no limitations. There are no known diseases, mental or physical conditions or medications taken that could result in the participant being harmed by this program. While I understand that hospital / physician / coaches will try to contact me, as the parent/guardian of the below named participant/rower, I authorize in my absence the emergency evaluation and treatment deemed necessary by the attending physician in the case of an accident or illness.

I (we) the undersigned parent(s) or legal guardian(s) of the rower,/participant listed below, a minor, do hereby authorize and consent for medical treatment as deemed necessary by an emergency room physician. It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required, but is given to provide authority and power to render care which the aforementioned physician in the exercise of his/her best judgment may deem advisable. It is understood that the effort shall be made to contact the undersigned prior to rendering treatment to the patient, but that any of the above treatment will not be withheld if the undersigned cannot be reached. I understand that I am responsible for the costs of all medical treatment. I will notify the Head Coach who is legally responsible for my athlete should I be out of the country during practice or a regatta.

Name of Participant/Rower: \_\_\_\_\_

### **Parent/Guardian Acknowledgement:**

Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**TURN IN THIS PAGE**

**TURN IN THIS PAGE**

**Mile High Rowing Club Swimming Form**

The risks of drowning while participating in any rowing-related activity are minimal, yet possible. Therefore, prior to any water-based activity, the following swim test must be completed, and this form submitted. This form will be kept on file with the Club and is valid for future classes and club membership.

Swim Test requirement:

1. Swim any stroke or combination of strokes for 10 minutes without interruption.
2. Immediately thereafter, the participant must float or tread water for an additional uninterrupted 10 minutes.

At no time during the swim test is the participant allowed to rest on the side of the pool or touch the bottom of the pool.

I attest that my minor has completed the swim test as described above.

Minor's Name: \_\_\_\_\_

Minor's Guardian/Parent Printed Name & Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

# TURN IN THIS PAGE



## Alternative Transportation Agreement 2023

I understand that as part of my child's participation in the Mile High Rowing Club Program, my child may at times be transported to and from hotels, regatta sites, airports, and other places during regatta trips as part of their travel with Mile High Rowing Club.

By my signature below, I acknowledge that I have authorized my child to be driven by a private vehicle or rental car that is driven by a licensed parent or member of the coaching staff.

I acknowledge the risks inherent in driving a vehicle on public roads and by my signature below, I agree to assume all risks in connection with my child's mode of transportation. I understand that if an accident were to occur in a privately owned or privately rented vehicle, the insurance coverage provided by the owner of the vehicle involved in the accident would provide the primary insurance coverage for recovery of any losses incurred.

I voluntarily agree to assume all risks in connection with my child's transportation arrangements.

Furthermore, I hereby release and discharge Mile High Rowing Club, its directors, officers, employees and agents from all liability, claims or demands for any damage, loss, or injury to the participant or the participant's property in connection with the driving arrangements used by my child.

This Agreement shall be binding upon the parent or guardian whose signature(s) appears below and their respective assigns and inure to the benefit of Mile High Rowing Club and its respective successors and assigns.

This Agreement and the rights and obligations of the parties hereunder shall in all respects be governed by and construed and enforced in accordance with the laws of the State of Colorado. THIS AUTHORIZATION GIVES PERMISSION FOR ATHLETES TO BE DRIVEN BY PRIVATE OR PRIVATELY RENTED VEHICLE TO AND FROM HOTELS, REGATTA SITES, AIRPORTS AND OTHER PLACES AS PART OF REGATTA TRAVEL. A PARENT OR GUARDIAN MUST SIGN BELOW FOR EACH AUTHORIZED TRANSPORTATION ARRANGEMENT.

THIS AUTHORIZATION PERTAINS TO THE 2023 ROWING SEASON/Transportation.

Name of Rower \_\_\_\_\_

1. My child has my permission to be transported to and from hotels, regatta sites, airports, and other places that the team my visit as part of their travel with Mile High Rowing Club, in a vehicle driven by a licensed rower, parent, or a member of the coaching staff.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

2. My child is a licensed driver who is authorized to drive other rowers during MHRC activities and fundraisers.

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

**TURN IN THIS PAGE AFTER READING THE CODES**

**Acknowledgment and Understanding of the Code of Conduct**

The Participant/Rower and the Parents/Guardians acknowledge that they have read and understand the above stated Code of Conduct. By signing below, both the Parent/Guardians and Participant/Rower confirm their acknowledgment and understanding of the MHRC Member Code of Conduct:

**Parent/Guardian Acknowledgment:**

Please write on the following Line "I have read and understand The MHRC Code of Conduct"

\_\_\_\_\_

Name (Please Print) \_\_\_\_\_

Signed \_\_\_\_\_

**Participant/Rower Acknowledgment:**

Please write on the following Line "I have read and understand The MHRC Code of Conduct"

\_\_\_\_\_

Name (Please Print) \_\_\_\_\_

Signed \_\_\_\_\_

**TURN IN THIS PAGE**

**MHRC Rower 2023 Information Release Permission**

**Permission to Release Information to College Recruiters**

College recruiters often contact Mile High Rowing Club in order to obtain information about our rowers. This is part of their recruiting practices for athletes. However, in order to release the rower's name, e-mail and address, we need your consent. Please check either box below to confirm or deny release:

Yes, I give my permission to release name, e-mail and address of my rower to college recruiters seeking new recruits.

No, I do not give my permission to release name, e-mail and address of my rower to coaches and colleges seeking new recruits.

### **Permission to Release Information to Media/Internet Publishing**

Because of interest in our club, the print and electronic media may want to visit our practices/races for stories about our programs and current events. In accordance with such activities, we require parental approval to be obtained before the media may shoot close-up pictures of athletes, or use a athlete's photograph in publications. No confidential student information shall be released.

Additionally, in the interest of promoting our club and improving communications with the public, we might release photographs and video footage of students to the media. We also may take video or photographs of MHRC participants at various practices, regattas, or other MHRC sponsored events. We occasionally publish these photos or videos on our website, Facebook page, YouTube, or other media outlets.

Execution of this agreement constitutes permission to use any and all photographs and video footage of the rower named below in presentations in print form or via the Internet, about our club, programs, and events. All interviews, photographs, and video footage shall remain the sole property of the Mile High Rowing Club. I understand that no compensation will be made to me for this use.

Please indicate, by checking the appropriate option, whether or not you consent to the above-outlined conditions.

Yes, I give my permission for the media to interview and photograph my child and/or for the Mile High Rowing Club to use photographs/video footage/Internet publication of my child for information and possible distribution about the Club, its programs, or people.

No, I do not want my child interviewed or photographed by the media or to have photographs/video footage/Internet photographs of my child used by the Mile High Rowing Club for information and possible distribution about the Club, its programs, or people.  
**(PLEASE NOTE: Selecting this option may result in your child being excluded from team and social pictures).**

## **TURN IN THIS PAGE**

### **Permission to Release Information to Club Directory**

Yes, I give my permission for the following contact details to be published in a Club Directory (please cross out any information you DO NOT want shared):



Rower's name, school and grade, rower's email, rower's cell phone number,

Parent's names, home phone number, parent's cell number

No, I do not want my information shared in Club Directory

**Acknowledgment and Understanding of the Information Release**

The Parents/Guardians of the below-stated participant/rower, by signing below, acknowledge that they have read and understand the above stated information and have either provided or not provided permission to release information to college recruiters, media/Internet publishing or club directory.

Name of Participant/Rower: \_\_\_\_\_

**Parent/Guardian Acknowledgement:**

Name (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

The official paperwork must be TURNED IN AT the start of the Rowing Season. All pages before and including this page except the first page must be turned in.

Do not email the paperwork to the coaches. It must be printed out with your signature.

**ALL PAGES THAT FOLLOW THIS PAGE SHOULD BE  
READ AND KEPT**

# KEEP THIS PAGE AND FOLLOW THE INSTRUCTIONS

## US Rowing Membership Instructions 2023

As a competing athlete you will need to have at minimum a "US Rowing Basic Membership, plus Regatta". Would recommend getting the Championship Membership, it includes the monthly Rowing magazine . This provides you with important insurance while you are rowing as well as adds you to our club's official roster. Your membership must be renewed annually to be a member of the team. The USRowing waiver must be signed annually.

**Waivers: All competitors are required to sign an electronic USRowing waiver prior to racing.**

**Here are instructions (note: these may have changed slightly, please contact me you have questions):**

Go to: <https://membership.usrowing.org/>

Choose individual membership.

Enter **Mile High Rowing Club**; Our Club Code is ZLPMF

Choose the basic level membership with Regatta or Championship Membership.

Put your cursor over "Members" and click on "Sign Waiver"

- Select 'login' next to your USRowing record (take note of your 'Member Number' as that is also your 'username')
- Complete login- if you do not have a password, select 'forgot password' and a reset link will be emailed to the email address listed for that account (please reset the password within three hours of sending the link, it will not work after the 3hour window is over)
- Once password is reset, log in
- Your 'membership type' should appear as Basic Membership. If this is not the case, don't worry - go ahead and fill out the waiver at the regular level. · You may be prompted to link your number with RegattaCentral: this is optional. If you do not want to link, then press "Not Now".
- Confirm/Complete member information and hit 'submit'
- You will be asked 4 safety questions. **These are for educational purposes only.** Please answer them to the best of your ability. You will not be penalized in any way for an incorrect answer. Press Submit once all questions are answered. · Please read the waiver and press the "I agree" link and press submit to sign the waiver
- You will be asked if you or the person you are signing for (if a minor) is competing in a National Team Selection Event. These are events that are selection events for the United States National Team. Please press NO, unless you aspire to make one of the National Teams this season. so, press YES and watch the video.
- You will receive email confirmation when process complete.

# KEEP FOR YOUR RECORDS

## Mile High Rowing Club – Member Code of Conduct: 2023

### Parent/Guardian Responsibilities

Being a Mile High Rowing Club (MHRC) parent/guardian entails certain responsibilities. I agree that I will:

1. Ensure that all forms and fees are delivered on time.
2. Take an active role in the MHRC volunteer program.
3. Respect that the coaches have full responsibility for training the participants.
4. Respect the coaches as the final authority on boat selection and rowing matters.
5. Remember coaches seek to create a positive experience for as many athletes as possible, some decisions may seem subjective, they are not personal.
6. **Not distract the coaches before, or during, practice or races.**
7. Attend all mandatory parent meetings.
8. Refrain from making disruptive or negative comments about any participants, coaches, the program, officials, or opponents. Lack of cooperation with this may result in my child and me being asked to leave the program.
9. Participate in all fundraising activities and in service activities.
10. Support my child and enjoy his or her growth and development through their commitment, dedication and teamwork.
11. Not, during the term of my membership with MHRC and for a period of 12 months thereafter, (without the express prior written consent of MHRC) directly or indirectly through others, solicit or induce any employee, independent contractor of the Club or any member of the Club to terminate their affiliation with MHRC.

Please think of our practices and regattas like any other athletic practice or competition. Please let the kids practice, play, and learn how to develop communication skills and healthy peer-peer relationships. This is their time to be an athlete.

- a. Parents are asked to stay clear of the boat bays, dock and fitness areas during practice time.
- b. No parents are permitted within the “athlete section” at regattas.
- c. Parents may not negatively affect athlete performance by sequestering, prioritizing, or isolating their athlete during a practice or competition.

### **Alcohol, Tobacco, and Illegal Substances**

The Mile High Rowing Club enforces a ZERO Tolerance Policy regarding the acquisition, use or possession of alcohol, marijuana, or any other illegal substance. Simply stated, this policy provides that any MHRC member who is found to have acquired, used or to have been in possession of alcohol, marijuana, or any other illegal substance at any time during an MHRC activity or official event will have his or her membership immediately suspended pending a termination proceeding before the MHRC Board of Directors.

This policy applies to all MHRC activities, including practices, regattas, and official MHRC social events. It also applies at all times during those activities, including from the time a member enters the Marina parking lot, boards a bus or plane, or enters the premises of an official social event until such time as the member ceases to be engaged in the activity or event and has left the premises.

# KEEP FOR YOUR RECORDS

A termination for violation of this policy shall be effective for an indefinite period. In the event of a termination of membership as a result of this policy, the affected member will forfeit, without right of reimbursement, all membership dues and program fees. The member may subsequently re-apply for membership with the understanding that the decision whether or not to re-admit the member shall be solely within the discretion of Mile High Rowing Club Board. Unfounded, malicious reporting of violations of the above policy will result in the indefinite suspension of the guilty party/parties.

## **Participant/Rower Code of Conduct**

Participation in a crew program demands fitness, determination, strength, and a competitive instinct. It also bestows friendship, camaraderie, and an enormous sense of teamwork. It is with this in mind that the following Code of Conduct has been prepared.

1. I will adhere to the [MHRC anti-bullying and sexual harassment policy](#) at all times.
2. I will pay the required dues and fees on time.
3. My family and I understand that if I am expelled from MHRC for disciplinary infractions, or if I quit the Team, I will forfeit any and all payments made.
4. I will participate in all mandatory MHRC fund raising events.
5. I will demonstrate support for coaches and fellow rowers, and show team spirit at all MHRC events and competitions.
5. I will be responsible for the proper care and use of equipment.
7. I will pay for any equipment willfully or negligently damaged or lost. Removal of any equipment from the Marina without the approval of the head coach or board President is forbidden.
8. I will be punctual for practices and meetings and will comply with MHRC attendance policy.
9. I will participate fully in all the aspects of training.
10. My family and I understand that we are expected to volunteer our time for the MHRC program each year, and we promise to fulfill our obligations to help.
11. I understand that the use of alcohol, tobacco, or any illegal substances is unacceptable by participants and will not be tolerated.
12. I promise to conduct myself with decorum and good sense, to behave courteously, morally and considerately to all, and to refrain from vulgar language.
13. I will treat all teammates, opponents, coaches, officials, and parents with respect.

14. I understand theft at the Marina or at any MHRC activity will not be tolerated.
15. I will respect the authority and decisions of the coaches as well as that of chaperones and other appropriate authorities.
16. I realize that team goals come before my needs or desires.

## **KEEP FOR YOUR RECORDS**

17. My parents and I will observe the rules regarding transportation to and from away rowing events.
18. My parents and I understand that failure to let the coaches or any member of the MHRC Rowing Club Board know immediately if there is someone on the Team who is not adhering to the Participant Code of Conduct is in itself a breach of the Code of Conduct.
19. I will not leave my hotel room after curfew nor will I order food to be delivered to my hotel room on regatta trips.
20. I shall not, during the term of my membership with MHRC and for a period of 12 months thereafter, (without the express prior written consent of MHRC) directly or indirectly through others, solicit or induce any employee, independent contractor of the Club or any member of the Club to terminate their affiliation with MHRC.

The Rower and the Parents/Guardians understand the rules and the possible disciplinary actions for violations, which could range from a verbal warning to suspension or expulsion from the program.

### **Attendance Policy**

Coaches set up practice workouts based on a specific number of athletes in attendance. If an athlete fails to appear at practice or a race, last minute changes consume precious time, and if several athletes fail to attend, the result may be a canceled practice or a missed race for the rest of the team.

- Rowers and coxswains must arrive on time to practices, races, and any other scheduled MHRC event. Those who are late will not be boated.
- Consistent absence from practice is grounds for dismissal from the team.
- Parent/Guardian email notification at [mhrcabsent@gmail.com](mailto:mhrcabsent@gmail.com) may excuse an illness or injury.
- Written doctor's release forms may be required to return to practice after missing more than three days of practice due to illness or injury.
- Known absences such as family vacations and other standing commitments need to be sent to [mhrcabsent@gmail.com](mailto:mhrcabsent@gmail.com) at least two weeks prior to the absence for it to be considered for possible excusal.

FOR Fall 2023, **YOU MUST SEND THE EMAIL REGARDING YOUR ATHLETE'S FALL SEASON BREAK PLANS BY AUGUST 22.**

- Three unexcused absences will be considered grounds for possible dismissal from the team or suspension from regattas. If proper notification of an athlete's absence is not received, the coach determines the penalty.
- Except for observed Religious Holidays, there are no scheduled holidays for crew practice. Any other days off are at the coaches' discretion. Try to schedule family vacations around practice or and race days. Attendance at practices is required during spring break.
- Participants are responsible for their own transportation, to and from the Marina for practices and in-state races. MHRC is in no way liable for any members or guests once they leave the Marina or race site after, or during, practices or races.
- Parents: please make sure you have made arrangements for your rower to be picked up on time at the end of practice.

## **KEEP FOR YOUR RECORDS**

- Participation in regattas is required and is a firm commitment of anyone who registers for our programs. Please refer to the guidelines for individual seasons for regatta requirements.
- IF AN ABSENCE IS UNAVOIDABLE, PARENTS SHOULD SEND AN EMAIL TO [mhrcabsent@gmail.com](mailto:mhrcabsent@gmail.com). Email absence notices from rowers are not accepted unless a parent is copied on the email.

### **Grievance Reporting Procedure**

If any member wishes to report or questions the actions of another member, coach or staff member of the MHRC, they can promptly report the facts of the incident(s) and the name of the involved individual(s) to an MHRC staff member. The following is the proper procedure for filing a grievance:

1. Assistant Coach – A member’s Assistant Coach should be contacted first, and given the immediate opportunity to directly address the concerns that have been raised.
2. Head Coach – The Head Coach is the next point of contact if the Assistant Coach is unable to positively resolve the issue in question, or if it is uncomfortable working with the Assistant Coach.
3. President and the Board of Directors – This group will make a final determination of a dispute or grievance only if satisfactory results have not been achieved from the process outlined above.

### **Confidentiality**

All information shall be kept confidential to the extent reasonably possible to handle the issue. Witnesses and those interviewed shall be informed of the confidential nature of the issues and shall be informed that it will be a violation of this policy to disclose the allegation or the nature of the subject matter to others and shall be subject to disciplinary action as defined in this policy.

### **Retaliation Is Prohibited**

The initiation of an allegation will not subject the individual reporting the incident or witnesses to retaliation nor will it affect such person’s dealings with MHRC. It shall be a violation of this policy to engage in such retaliation. An allegation of retaliation shall be

considered as a separate incident, shall be investigated, and shall be subject to disciplinary action as defined in this policy.

### **Refund Policy**

Once admitted to Mile High Rowing Club, all membership and program fees are nonrefundable.

Any rower wishing to withdraw from the season at any time will forfeit all membership, program, apparel and regatta fees paid.



# KEEP FOR YOUR RECORDS

## Mile High Rowing Club - Anti-Bullying Policy

### **Purpose:**

Bullying of any kind is unacceptable at Mile High Rowing Club and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Club is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member or captain. Bullying is subject to disciplinary action and can result in expulsion from the club.

### **Objectives of the Club's Bullying Policy and Action Plan:**

1. To make it clear that the Club will not tolerate bullying in any form.
2. To define bullying and give all board members, coaches, parents and athletes a good understanding of what constitutes bullying.
3. To make it known to all parents, athletes and coaching staff that there is a policy and protocol should any bullying issues arise.
4. To make reporting of bullying, clear and understandable.
5. To spread the word that Mile High Rowing Club takes bullying seriously and that all athletes and parents can be assured that they will be supported when bullying is reported.

### **What is bullying?**

Bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress. Bullying is the severe or repeated use by one or more persons of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other person or persons that to a reasonably objective person has the effect of:

1. causing physical or emotional harm to the other person or damage to the other person's property;
2. placing the other person in reasonable fear of harm to himself/herself or of damage to his/her property;
3. creating a hostile environment for the other person at any Mile High Rowing Club activity;
4. infringing on the rights of the other person at any Mile High Rowing Club activity; or
5. materially and substantially disrupting the training process or the orderly operation of any MHRC activity.

### **Reporting Procedure**

#### Grievance Reporting Procedure

If any member wishes to report or questions the actions of another member, coach or staff member of the MHRC, they can promptly report the facts of the incident(s) and the name of the involved individual(s) to an MHRC staff member. The following is the proper procedure for filing a grievance:

1. Assistant Coach –A member's Assistant Coach should be contacted first, and given the immediate opportunity to directly address the concerns that have been raised;

# KEEP FOR YOUR RECORDS

Anti-Bullying Policy page 1 of 3

2. Head Coach – The Head Coach is the next point of contact if the Assistant Coach is unable to positively resolve the issue in question, or if it is uncomfortable working with the Assistant
3. President and the Board of Directors – This group will make a final determination of a dispute or grievance only if satisfactory results have not been achieved from the process outlined above.

## How we handle bullying

If bullying is occurring during team-related activities, we STOP BULLYING ON THE SPOT using the following steps:

- Intervene immediately. It is ok to get another adult to help
- Separate the kids involved
- Make sure everyone is safe
- Meet any immediate medical or mental health needs · Stay calm. Reassure the kids involved, including bystanders
- Model respectful behavior when you intervene.

If bullying is occurring at our club or it is reported to be occurring at our club, we address the bullying by FINDING OUT WHAT HAPPENED and SUPPORTING THE KIDS INVOLVED using the following approach:

## FINDING OUT WHAT HAPPENED

1. First, we get the facts.

- Keep all the involved children separate.
- Get the story from several sources, both adults and kids
- Listen without blaming
- Don't call the act "bullying" while you are trying to understand what happened
- It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyberbullying.
- Collect all available information.
- 

2. Then, we determine if it's bullying. There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else. Review the definition of bullying;

To determine if the behavior is bullying or something else, consider the following questions:

- What is the history between the kids involved?
- Have there been past conflicts?
- Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
- Has this happened before?

## KEEP FOR YOUR RECORDS

- Is the child worried it will happen again? Remember that it may not matter “who started it.” Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior
3. Once you have determined if the situation is bullying, support all of the kids involved.

Anti-Bullying Policy page 2 of 3

### SUPPORTING THE KIDS INVOLVED

#### 1. Support the kids who are being bullied

- Listen and focus on the child. Learn what’s been going on and show you want to help. Assure the child that bullying is not their fault.
- Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:
- Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out.
- Develop a game plan. Maintain open communication between the Club and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
- Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

#### 2. Address bullying behavior

- Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
- Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.

#### **Work with the child to understand some of the reasons he or she bullied. For example:**

- Sometimes children bully to fit in or just to make fun of someone is a little different from them. In other words, there may be some insecurity involved.
- Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support.
- Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others.
- Avoid strategies that don’t work or have negative consequences:
- Zero tolerance or “three strikes, you’re out” strategies don’t work. Suspending or removing from the team athletes who bully does not reduce bullying behavior. Athletes may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.
- Conflict resolution and peer mediation don’t work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.

## KEEP FOR YOUR RECORDS

3. Support bystanders who witness bullying. Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.

- Be a friend to the person being bullied
- Tell a trusted adult – your parent, coach, or club board member
- Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. “Let’s go, practice is about to start.”
- Set a good example by not bullying others. Don’t give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

# KEEP FOR YOUR RECORDS

## Mile High Rowing Club - Sexual Harassment Policy

### **Purpose of Policy**

It is the policy of MHRC to provide an educational environment free of sexual harassment. To accomplish this purpose, the policy is designed to secure, at the earliest level possible, an appropriate resolution to an allegation of sexual harassment.

This policy is intended to supplement, and not replace, any applicable state or federal laws and regulations. Complaints under these laws and regulations shall be processed through the procedures established by the appropriate state and/or federal agencies.

It is the position of MHRC that sexual harassment is unlawful and will not be tolerated. It is a violation of this policy for any employee, athlete, parent, visitor, guest, or partner with whom MHRC has a cooperative agreement, or any other party, to engage in sexual harassment.

### **Definition of Sexual Harassment**

Sexual Harassment can be defined using educational system constructs for the definition, ie Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under the following conditions:

1. Submission to a conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Specifically, sexual harassment may occur as a pattern of degrading sexual speech or actions ranging from verbal or physical annoyances or distractions to deliberate intimidation and frank threats or sexual demands.

Examples of conduct that may constitute sexual harassment include, but are not limited to:

1. Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, display of sexually suggestive objects or pictures, or cartoons;
2. Among peers, continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction, among peers, is not considered sexual harassment.);

## KEEP FOR YOUR RECORDS

3. Within the educational environment, implying or actually withholding earned nor deserved advancement; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied as a condition of receiving sexual favors;
4. Within the educational environment, engaging in sexual behavior to control, influence, or affect the educational opportunities, grades, or learning environment of an athlete; and
5. Offering favors or education or employment benefits, such as promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors. Any expression of sexual interest between adults and athletes, regardless of reciprocity, is considered inappropriate and shall be subject to discipline.

### **Reporting Procedure**

Any athlete who believes he or she has been sexually harassed by an employee, agent or athlete of MHRC, should promptly report the facts of the incident(s) and the name of the individual involved to the Head Coach, President, the Board of Directors or our Safe Sport Representative. All staff members, upon personal knowledge of an incident of sexual harassment, are obligated to report it within three (3) days to the Head Coach or the Board of Directors. Failure to do so is a violation of this policy. Athletes who feel aggrieved because of unwelcome conduct that may constitute sexual harassment are not required to inform the person engaging in such conduct that the conduct is unwanted, offensive and must stop, but are encouraged to do so. An aggrieved athlete is not required to complain to his or her coach if that coach is the individual who is harassing the athlete. An individual making a report may bring an advocate to assist him or her.

### **Confidentiality**

An allegation of sexual harassment and the results of the investigation shall be kept confidential to the extent reasonably possible under the investigation process. Witnesses and those interviewed shall be informed of the confidential nature of the issues and the investigation and shall be informed that it will be a violation of this policy to disclose the allegation or the nature of the investigation to others and shall be subject to disciplinary action as defined in this policy.

### **Retaliation Is Prohibited**

The initiation of an allegation of sexual harassment will not subject the individual reporting the incident or witnesses to retaliation nor will it affect such person's future business or educational dealings with MHRC. It shall be a violation of this policy to engage in such retaliation. An allegation of retaliation shall be considered as a separate incident, shall be investigated, and shall be subject to disciplinary action as defined in this policy.

### **Time Limits**

Allegations of sexual harassment shall be reported as soon as reasonably possible after the conduct in question has taken place.

KEEP FOR YOUR RECORDS

## **Investigation Guidelines**

All investigations of allegations of sexual harassment shall be handled promptly, in a serious, sensitive, and confidential manner.

1. The Head Coach or the Board of Directors shall inform the athlete, employee or other person accused of sexual harassment of the allegation and that they will be given an opportunity to respond.
2. All parties, specifically including complainants, and witnesses, will be promptly and fully informed of their rights pursuant to this policy, including the fact that complainant and witnesses will not be retaliated against and the confidential nature of the allegation and investigation.
3. A written report of the investigation findings shall be filed with the head of school as soon as practicable after the incident was reported. A copy of the findings shall be mailed to the athlete who reported the harassment and the person accused.

## **Disciplinary Action**

When an allegation of sexual harassment is supported by the investigation and disciplinary action is necessary, the Head Coach and/or the Board of Directors will determine what course of action is appropriate, depending upon whether the harasser is aN athlete, staff member, or agent of MHRC or other party.

Employees who violate this policy may be subject to discipline up to and including discharge. Such disciplinary action shall be in accordance with applicable policies, laws, and/or agreements.

Athletes who violate this policy may be subject to discipline up to and including expulsion. Such disciplinary action shall be in accordance with state law.

## **Notification**

The policy will be published in any comprehensive publication of rules, regulations, procedures and standards of conduct for MHRC and will also be distributed to all faculty and staff at the beginning of each season or at or about the time of hiring as well as to athletes in orientation programs.

## **Special Assistance**

It is expected that questions may arise concerning the interpretation of the prohibition against sexual harassment, the methods and procedures to be followed in the investigation of complaints, and the appropriateness of specific solutions in disposition of complaints. For assistance in these matters, the Head Coach or the Board of Directors may be contacted.

*Source: This document was inspired by a similar document created by Episcopal High School in Houston, Texas and The Branson School in Ross, California.*

## MHRC BY-LAWS

### ARTICLE I Purpose

The Mile High Rowing Club. (Hereinafter referred to as "MHRC" or the "corporation") was founded in 2009 to be a broad-based, nonprofit community organization, whose purpose is to foster local, national, and international competition in the amateur sport of rowing. MHRC is organized and is to be operated exclusively in accordance with section 501(c) (3) of the Internal Revenue code. Our goal is to promote and encourage the growth and development of rowing by providing appropriate instruction, training programs, and facilities for junior rowers throughout the greater Denver area.

### ARTICLE II Membership

The Membership of MHRC shall consist of rowers, parents or guardians of rowers, and coaches who comply with the requirements of the Board of Directors, these Bylaws, the Mile High Rowing Club Handbook, the MHRC Code of Conduct, and the MHRC Anti-bullying and Sexual Harassment Policy. The Membership shall have a voice in decisions and guidelines of the corporation as outlined in these Bylaws or allowed by the MHRC Board. Because MHRC derives its support from the family and friends of the rowers and the surrounding community, it is the responsibility of the Membership to raise the necessary money or resources to supply boats and oars, rowing equipment, a boathouse, to pay training fees to coaches, to pay travel expenses, and meet and provide for any other expenses that may be incurred. In order to remain eligible for Membership, rowers must adhere to the attendance policy for practices and regattas as determined by the coaches, and be current on all dues and fees according to financial arrangements. Each family of the general membership shall have one electoral vote for each rower enrolled in the Club. "Family" is defined here as the immediate family of a rower, which includes the rower, his/her parents/step-parents and siblings. Special Members shall include former MHRC rowers, or other persons, as the Board may deem appropriate in its discretion. Honorary Members may include any person whom the Board, in its discretion, may choose, and under such terms as the Board may choose. All Members agree they are subject to being required to reimburse MHRC for damages to any equipment or MHRC facilities due to gross negligence or willful misconduct as determined by the Board. MHRC is not required to provide insurance for personal equipment and will only provide limited liability insurance where provided by organizational coverages through the US Rowing Association.

### ARTICLE III Meetings

Section I Board of Directors Meetings: The Board will conduct monthly meetings on the second Monday of the month except for holidays or other exceptions, at the designated place agreed upon by the Board. Board members will be notified by email, mail, newsletter, or phone of the time and place of the meeting. Board meetings are open to the Membership. Meetings shall be run in the informal style of the President unless there is any item or matter wherein an Executive Board Member calls for formal procedure and, if so, then by following Robert's Rules of Order, newly revised, except when in conflict with MHRC Bylaws, in which case the Bylaws shall control. An agenda developed by the President will be presented to the Board at least five (5) days prior to each meeting. All meetings, whether regular Board meetings, special meetings, Executive Committee meetings, or committee meetings, shall be open to the membership unless there is an explicit reason for confidentiality. Members attending meetings, except the annual meeting, shall be expected to remain as observers unless requested to comment. Members may notify the Secretary that they wish to be notified of any specific meetings. The Secretary is responsible for informing these members of any upcoming meetings of relevance. The Board will be responsible for



discussing the general business and activities of MHRC. On matters of business before the Board, the Board will discuss each item thoroughly and then make a recommendation for a course of action. Two-thirds of the active Board will constitute a quorum for conducting business. The Board shall strive to agree by consensus, but a two-third vote by at least a quorum is required to pass or reject any item of business before the Board. Voting may be conducted by email, phone or proxy where a Board Member cannot attend a meeting, or where a special matter is before the Board and a meeting is impractical. Such voting methods shall be subject to supervision by the President to ensure accuracy and genuineness. Each Officer and Board member is entitled to a single vote. Assistants and other committee members are not entitled to a vote. At meetings, voting will be conducted by the customary tradition of verbalization, raising the right hand, or by secret ballot if called for by a two-third majority of the board.

Section 2 Special Meetings: Special meetings devoted solely to the discussion of a specified items of business, or specified activities, may be called by an Officer or Board Member. No business other than that specified as being the reason for the meeting may be discussed. Reasonable effort shall be made to notify all Board Members within twenty-four hours prior to any such meetings. Two-thirds of the Board Members must be present in person, by phone or by proxy, or by email vote, to constitute a quorum.

Section 3 Annual Meeting: An annual meeting of the Board of Directors and Members shall be held at such time or times determined by the Board of Directors.

Section 4 Action Without a Meeting: Any action required or permitted to be taken at a meeting of Directors may be taken without a meeting if a consent in writing, setting forth the actions to be taken, is signed by a two-thirds majority of Directors. A notice specifying the action to be taken and the time frame for response must be sent to all Directors who may then vote in writing either for or against such action, or abstain in writing from voting. This vote shall be binding and any action taken in this manner requires a two-thirds majority vote, with at least a quorum of two-thirds of the Directors responding.

## ARTICLE IV Officers

Section 1 Definition: The Officers of MHRC shall consist of the President, Vice President, Treasurer, and Secretary and may include other officers that the Board of Directors deems necessary.

Section 2 Nomination: Nomination for office will begin one month prior to the annual meeting each year. Candidates may be self-nominated or nominated by any General Member of MHRC. The Board will prepare a slate of proposed officers agreed upon by majority vote, for presentation to the General Membership. Voting by the General Membership will be conducted by whatever means deemed necessary by the board.

Section 3 Elections: Elections for office will be held at the Annual Meeting each year. To be elected, an individual must win a majority of the votes cast by those members present and voting. When there are three or more nominations for an office, and after voting no one has a majority of the votes cast, a runoff between the top two candidates polling the most votes will be held. Election will be by a show of hands or by paper ballot, or by any means deemed necessary, as required by the President. Newly elected Officers will assume office on the first day following the election. The previous year Officers are obligated to assist new Officers for a "transition period" of three months. For the purpose of providing leadership continuity, election for Board member positions shall occur on alternating years. Terms for President, Secretary, and half of the non-Executive Committee positions will begin in odd numbered years. Terms

for Vice President, Treasurer, and the remaining non-Executive Committee positions will occur in even numbered years. Election timing and positions expiring may be altered with a two-thirds majority vote of the Board, with changes made reflecting the original objective of providing long-term leadership continuity.

Section 4 Vacancies: If an Officer resigns his or her office, is removed from office by a majority vote of the Board of Directors in the best interest of the Corporation, or is otherwise unable to serve, an election will be held at the next Board Meeting to fill the vacated office, with the exception of the office of the President. If the office of President becomes vacant, an existing Board member shall have first right of refusal. The Board will then appoint the new Director by a two-third majority to fulfil the unexpired term.

#### Section 5 Executive Officers' Responsibilities:

The President shall:

1. Be the principal Executive Officer of the Corporation and shall have general charge of the business and affairs of MHRC, subject to the direction and supervision of the Board of Directors.
2. Preside over all General, Special and Board meetings, elections and votes, and generally be the Chief Operating Officer of MHRC.
3. Interpret the Bylaws and Rules of Order, and settle all disputes as to the meaning of the Bylaws and Rules of Order. Appeal of any interpretation by the President may be made in writing to the Board. A two-thirds vote by the Board will be necessary to overturn an interpretation by the President.
4. Represent MHRC in all official functions with the local community, the United States Rowing Association, and with individuals and organizations conducting business with MHRC.
5. Sign checks and make deposit of funds in absence of, or in addition to, the Treasurer.
6. Sign all records and documents where his/her signature is lawfully required except in cases where the signing and execution is expressly delegated by the Board or by these Bylaws.
7. Approve all circulars, communications, and correspondence issued and financial transaction made in the name of the Corporation and set forth by the direction of the Board of Directors.
8. Issue timely notice and provide written agenda to each director or member of the Corporation for any regular or special meeting of the Board of Directors or membership.
9. Hire and discharge paid personnel with a two third majority Board approval, with the exception of Assistant Coaches, where the Head Coach will maintain sole responsibility for making personnel decisions.

Vice President: The Vice President shall:

1. Preside over the General, Special and Board meetings in the absence of the President.
2. Perform the duties of the President in the case of the President's absence or disability.
3. Observe and assist the President with Presidential duties with the express purpose of providing long term continuity to the MHRC Board. The Vice President should ideally be in a position to consider standing for election to the office of President for the upcoming term of office.

Treasurer: The Treasurer shall:

1. Maintain responsibility for the collection and disbursement of the Corporation's funds.
2. Deposit Corporation funds in approved financial institution accounts.
3. Examine financial reports prepared by the Corporation's public accountants, if so engaged.
4. Prepare and present a report of the Corporation's financial condition to the Board at each meeting.

5. Assume primary responsibility for the development of a semi-annual budget to be presented to the Board in January and June of each calendar year.
6. Maintain correspondence and signatures with all banking and lending institutions.
7. Coordinate preparation of all 1099's.
8. Have authority to sign checks.
9. Perform other duties that may from time to time be assigned by the Bylaws, the Board of Directors, or the President.
10. The Treasurer's duties shall include finalizing the books for his or her year of office even though a new Treasurer for the ensuing year may already have been elected.

Secretary: The Secretary shall:

1. Record and file minutes of all meetings. A copy of all minutes shall be made available to any member upon request, and should be distributed to Board Members for approval prior to the next meeting.
2. Maintain a copy of all records, documents and correspondence sent or received by MHRC during the calendar year, and assure that they are filed with records of the Corporation.
3. Conduct the general correspondence of MHRC and send notices of all meeting and other matters where prior notification is required.
4. Maintain a database with the names, mailing addresses, telephone numbers, and email addresses of current Board of Directors, members, coaches, alumni, and other groups as needed for correspondence.
5. Notify officers and Chairpersons of their election or appointment within five (5) days of the election.
6. Upon receiving donation records from the Fundraising Chair, draft and distribute tax letters to appropriate donors.
7. Perform other duties that may from time to time be assigned by the Bylaws, the Board of Directors, or the President.

## ARTICLE V BOARD OF DIRECTORS

Section 1 The MHRC Board membership shall consist of the four (4) elected Executive Officers, plus up to seven (7) additional Officers, as needed, for a total of eleven (11) voting members. Section 2 The eleven (11) Board members shall be elected by the membership for a two (2) year term. Board members shall be required to attend all meetings of the Board unless excused by the President. Any Board member who misses three (3) consecutive Board meetings without being excused may be asked, with written notice (delivered via regular electronic mail), to resign from the Board. Continued unexcused absence from the Board meeting may also lead to removal. Section 3 Qualifications: Board members shall be Members in good standing with MHRC, have paid all owed dues, and followed the Corporation's policies and procedures at the time of nomination and election. Nominations may be by self-nomination or member nomination. The person nominated shall provide MHRC with a written statement of willingness to serve, if elected. Section 4 Vacancies: Any Director may resign by filing a written resignation with the Secretary. Such resignation shall take effect on the date specified therein and no acceptance shall be necessary to render it effective. A Director may be removed from the Board of Directors at any meeting, with or without cause, by the affirmative vote of two thirds of the Directors. If an Officer resigns office, is removed from office, or is otherwise unable to serve out his or her term, an election to fill the vacancy will be held at the next Board meeting. Section 5 Powers and Duties: The Board shall: 1. Have and utilize all powers and duties necessary to manage all affairs of MHRC. 2. Each Board Member shall be entitled to one vote relative to conducting business of the Board. 3. Have final authority to accept, reject or amend any proposed action or activities of Officers or volunteers working on behalf of the Club. Section 6 Standard of Care: The members of the Board shall discharge their duties in good faith and with the degree of responsibility, diligence, care and skill, which ordinarily prudent men and women would exercise under

similar circumstances in like positions. However, MHRC shall defend, indemnify and hold any Board Member harmless from any and all claims, losses, damages, liabilities and suits or causes of action, of any type whatsoever, including reasonable attorney fees, arising out of or related to the performance of a Board Member's duties or activities related to MHCR activities, except such matters that result from a Board Member's gross negligence or willful misconduct. Section 7 Insurance : The corporation may purchase and maintain insurance on behalf of a person who is or was a director, officer, employee, fiduciary, or agent of the corporation or who, while a director, officer, employee, fiduciary, or agent of the corporation, is or was serving at the request of the corporation as a director, officer, partner, trustee, employee, fiduciary, or agent of any other foreign or domestic corporation or of any partnership, joint venture, trust, other enterprise, or employee benefit plan against any liability asserted against or incurred by him or her in any such capacity or arising out of his or her status as such, whether or not the corporation would have the power to indemnify him or her against such liability under the provisions of this Article V section 6. Any such insurance may be procured from any insurance company designated by the board of directors of the corporation, whether such insurance company is formed under the laws of Colorado or any other jurisdiction of the United States or elsewhere, including any insurance company in which the corporation has equity or any other interest, through stock ownership or otherwise.

**ARTICLE VI Officers** Section 1 There shall be up to eleven (11) Board Members, consisting of four (4) Executive Officers and up to seven (7) Officers, as needed, each responsible for specific duties necessary for club administration as listed in Article VII below. Number of Officers and specific duties may vary, subject to at two-thirds vote of approval by the Board. Suggested Officer positions include: ● Executive ● Membership / Registrar ● Maintenance ● Fundraising / Sponsorship ● PR / Media ● Regatta Section 2 Officers: Each Officer shall have responsibilities identified in Article V, Section 2, and shall be entitled to one vote relative to conducting business of the Board. Membership: Each non-Executive Officer may select volunteers and assistants from the General Membership, as needed. Volunteer members must be in good standing with MHRC. The President may at any time remove members from committees with a two-thirds vote from the Board. Special Committees/Officers: The President may, within the confines of Article VI, Section 1, and subject to the consent of the Board by a two-thirds vote, appoint from the Board or from the General Membership, or other persons, such Officers or Special Committees as he/she may deem necessary and proper. Head Coach: The Head Coach shall not be an Officer but shall attend Board Meetings as an Ex-Officio Member of the Board. As a paid staff member, he/she shall not be granted voting rights. Reporting: The Officers shall be prepared to present a report at Board meetings as requested by the President per the prepared agenda. Each Officer shall also prepare a budget and annual plan to present to the Board early enough so that the Treasurer may perform his or her budgeting tasks in a timely manner. The Officer is responsible for tracking the approved budget for his/her area of responsibility and should be prepared to discuss expenses and revenues as it pertains to that committee's activities. Non-budgeted expenses exceeding \$200 must be approved, prior to commitment, by a two-third majority of the Board.

## **ARTICLE VII Duties of Officers**

### **Section 1 Executive:**

The Executive Officers shall be the President, Vice President, Treasurer, and the Secretary. As a group, they shall be responsible for the following: 1. Considering and acting on matters of importance, which require action in the interim between the meetings of the Board of Directors. 2. Reporting any action taken to the Board at its next meeting. 3. Negotiating compensation with the Head Coach. 4. Presenting,

in writing, annual coaches contract to the Board for a vote. A two-thirds vote by the Board shall be required to approve coaches contracts.

### Section 2 Membership / Registrar :

This Officer shall be responsible for the following: 1. Working with the registration vendor to set up a link for registration. 2. Collecting all payment for seasonal registration. Payment is either by check or credit card. Reconciling payments with Treasurer. 3. Preparing, distributing, maintaining, providing, delivering and collecting information, brochures and membership applications, MHRC Handbook, MHRC Code of Conduct, MHRC Anti-Bullying and Sexual Harassment Policy, and MHRC Releases, Waivers, Swim Test and Medical Forms, and other information as deemed appropriate to prospective, new and established members. 4. Answering questions regarding membership and Learn to Row programs. 5. Providing Board and coaches with rosters. 6. Maintaining and supervising the MHRC roster and distributing it to all members who choose to share their information. 7. Maintaining/storing completed membership forms. 8. Coordinating with the responsible individual to ensure all seasonal rosters are entered into the database in a timely manner. 9. Ensuring that rowers have appropriate uniforms for competition and other rowing attire including: a.. Reporting to the Board for approval, and to then make arrangements for the manufacture and or purchase of the products. 11. Obtaining Board approval of pricing and arranging for the sale of the products. 12. Accounting to the Treasurer for all sales.

### Section 3 Maintenance:

This Officer shall be responsible for the following: 1. Establishing, publishing and disseminating equipment use rules to the Members. 2. Working in conjunction with the coaches to make recommendations to the Board as to the purchase or sales of MHRC equipment. 4. Assisting the coaches with acquiring and disposing of MHRC equipment as per approval of the Board. 5. Maintaining an inventory of MHRC equipment in conjunction with coaches. 6. Working in conjunction with coaches to keep equipment in repair in a timely manner. 7. Organizing and conducting work sessions on MHRC facilities. 8. Maintaining the physical appearance of the shed, dock, and grounds. 9. Maintaining and supervising the storage of all MHRC equipment. 10. Planning and conducting construction of all projects needed and approved by the Board. This includes dock additions, rack construction, etc. 13. Inspecting buildings and grounds of MHRC and making recommendations to the Board as to needed repairs. 14. Coordinating and arranging Winter Storage of MHRC boats

### Section 4 Fundraising / Development:

This Officer shall be responsible for the following: 1. Making recommendations to the Board regarding contemplated fundraising projects. 2. Organizing and conducting fundraising projects approved by the Board. 3. Maintaining current records of each rower's financial fundraising account and responsibility and communicating said information to the Treasurer. 5. Maintaining current records of donations requiring tax letters and communicating said information to the Secretary in a timely manner. Additionally, providing current records of all annual donors to Treasurer by January 31 of each calendar year. 6. Collecting money raised in fundraising and delivering said money to the Treasurer in a timely manner. 7. Reporting to the Board regarding the results of fundraising activities, and about the rower's financial accounts. 8. Investigating, seeking and attempting to procure grants, gifts, donations, and sponsors of any and all types, for MHRC, with the advice and consent of the Board.

### Section 5 Publicity / Media:

This Officer shall be responsible for the following: 1. Developing and distributing all press releases, race results, advertising, and promotional activities to the various media locally, regionally, and nationally. 2. Developing and publishing the MHRC newsletter on a regular basis. 3. Maintaining and supervising all MHRC bulletin boards. 4. Reviewing, developing and publishing the MHRC Handbook, with Executive Committee approval. 5. Overseeing the maintenance of the MHRC website. 6. Organizing and overseeing recruitment efforts to obtain new rowers, with the assistance of Board Members and Coaches. 7. Developing and creating marketing materials for MHRC, with Board approval.

#### Section 6 Regatta:

This Officer shall be responsible for the following: 1. Organizing travel for team members, coaches, and parent chaperones to regatta events 2. Coordinating parent volunteers to assist in all aspects of regattas 3. Organizing lodging for team members, coaches, and parent chaperones 4. Creating a budget for each regatta so the Executive Committee can assign regatta fees 5. Organizing transport of boats and supplies to regattas 6. Coordinating regatta food and drink to be provided to rowers during regatta travel and racing events 7. In conjunction with the treasurer, collecting regatta and parent travel fees 8. Maintaining an accurate binder per regatta with all contacts and current invoices 9. Submitting all regatta invoices to Treasurer

ARTICLE VIII Payment of Dues Dues, bus and travel expenses must be paid at the season rate and according to the requirements and schedules of the Board for rowers to be considered current and to be allowed to participate in practice, trips and regattas. No rower can participate in MHRC activities without a completed rower's application package (Registration Form, Waiver, Medical Form, Code of Conduct, and such other documentation as the Registrar may require subject to Board approval).

ARTICLE IX Discipline Discipline: If the conduct of a Member, or a Rower, or a Coach, has endangered or is likely to endanger or adversely affect the good order, welfare, or character of MHRC, or is at variance with the purposes of MHRC, or at variance with the provisions of these Bylaws, MHRC Handbook, MHRC Code of Conduct and /or MHRC Anti-Bullying and Sexual harassment Policies, any three Members may present to the Executive Committee written charges subscribed to by themselves against such person. If it shall appear to the Board of Directors, upon inquiry, after ten (10) days written notice to the person of the nature of the charges, and after an opportunity is given him or her to be heard, the Board of Directors may, by a two-thirds vote of the entire Board, terminate, suspend, or expel such person and declare his or her Membership forfeited. In the event of a tie vote, the President shall cast an additional tie-breaking vote. With respect to coaches or other persons in paid positions with MHRC, this procedure is not exclusive to other rights and remedies that MHRC may have under law or conduct. However, where written contractual rights may be contrary to these provisions, they shall control. A person terminated under this procedure (as opposed to any other way under law or contract), suspended or expelled for cause, shall have the right, within one month after receiving notice of such action, to appear to the Board by filing a notice of such appeal with the President or Secretary. 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 of Directors shall be reversed as herein provided, such suspension or expulsion shall stand. If two-thirds of the Board reverses the action, the appellant shall be restored to his or her former status or Membership; but until such reversal he or she shall not be entitled to any of the former status or Membership privileges.

#### ARTICLE X Amendments

Section 1 These Bylaws of the Corporation may be amended or repealed, or new Bylaws may be adopted. These Bylaws shall be amended first by a vote of two-thirds of the Board members present at any meeting of the Board, duly called and convened, at which a quorum is present. Second, said amendment shall be approved by a majority vote of the membership at the next annual election or by special meeting.

Procedure: Changes, revisions, additions, or alterations of the MHRC Bylaws must be submitted in writing at a scheduled Board meeting. Items in the Bylaws may only be changed if the Board has determined by two-third's vote, that the current interpretation of the Bylaws where applicable no longer serves MHRC's best interest.

Section 2 Approval: An amendment proposed for consideration by the Board must be written in final draft by the Executive Committee in the form of a "Director's Resolution." Approval of a "Director's Resolution" can only be made by a two-third's vote by the Board.

Section 3 Notice: 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 Board Members at least 10 days before the Meeting at which said amendment is to be voted upon. Proposed amendments may be initiated by the Board or by petition signed by not less than ten (10) members.

## ARTICLE XI Execution of Instruments

Section 1 Execution of Instruments Generally: The Board of Directors may, in addition to officers so authorized by these Bylaws, authorize any officer or officers or agent or agents of the Corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances.

Section 2 Borrowing; No loan shall be contracted on behalf of the Corporation, and no evidence of indebtedness shall be issued, endorsed or accepted in its name, unless authorized by the Board of Directors. Such authority may be general or confined to specific instances.

Section 3. No Loans to Directors and Officers: The Corporation may not lend money to, guarantee the obligations of and otherwise assist directors and/or officers of the Corporation.

Section 4. Checks and Endorsements: All checks, drafts or other orders for the payment of money, obligations, notes or other evidences of indebtedness, and other such instruments shall be signed or endorsed by such officers or agents of the Corporation as shall from time to time be determined by resolution of the Board of Directors.

Section 5. Gifts: The Board of Directors may accept on behalf of the Corporation any contribution, gift, bequest, or devise for the general purposes of or for any specific purpose of the Corporation.

Section 6 Conflict of Interest: No Board member or committee member of the Corporation shall vote on or discuss issues which could be interpreted as a financial conflict of interest to that member. This includes payment, employment, or provision of services to Board and committee members and/or household or family of choice.

ARTICLE XII Waiver of Notice Whenever any notice is required to be given under the provisions of the Colorado Nonprofit Corporation Act or under the provisions of the Articles of Incorporation or the Bylaws of the Corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice. ARTICLE XIII Books and Records The Corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its Board of Directors and committees having any of the authority of the Board of Directors. Copies of the minutes of the meetings shall be regularly distributed to each board member for their approval. All books and records of the

Corporation may be inspected by any director, member of the corporation or his their agent or attorney for any proper purpose at any reasonable time.

## ARTICLE XIV Dissolution

Section 1. Method of Dissolution: In order to dissolve the Corporation, first, the Board shall approve a motion to dissolve; second, the Board shall call for a special membership meeting in accordance with Article III,

Section 2; and third, a majority of the membership attending said meeting shall vote affirmatively to dissolve.

Section 2 Board's Duties. Upon an affirmative vote for dissolution of the Corporation as itemized above, the Board shall pay or make provision for the payment of all liabilities of the Corporation. Additionally, the Board shall dispose of all assets of the Corporation exclusively for the purposes of the Corporation to such non-profit organization(s) as the Board shall determine. Any such assets not so disposed of shall be disposed of by the Denver County (Colorado) Court of competent jurisdiction exclusively for such purposes or to such organization(s) as said Court shall determine, which are organized and operated exclusively for such purposes