



# Potomac Falls Crew Club By-Laws

*June 19, 2024*

Potomac Falls Crew Club

46608 Stonehelm Ct

Sterling, VA 20165

# Contents

Article I PURPOSE.....	5
Article II MEMBERSHIP .....	6
2.1 SECTION 1. Eligibility.....	6
2.2 SECTION 2. Size of Membership.....	6
2.3 SECTION 3. Loss of Membership.....	6
2.4 SECTION 4. Membership Privileges.....	6
2.5 SECTION 5. Attendance.....	7
2.6 SECTION 6. Team Selection .....	7
2.7 SECTION 7. Membership Categories.....	7
2.7.1 SECTION 7a. Rowing Members.....	7
2.7.2 SECTION 7b. Non-Rowing Members.....	7
Article III REGISTRATION AND FEES .....	9
3.1 SECTION 1. Registration.....	9
3.2 SECTION 2. Fees.....	9
3.3 SECTION 3. Scholarship .....	10
Article IV SAFETY .....	11
4.1 SECTION 1. Water Safety .....	11
4.2 SECTION 2. Registration Forms.....	11
4.3 SECTION 3. Liability Insurance .....	11
Article V CODE OF CONDUCT.....	11
5.1 SECTION 1. Sportsmanship Rule.....	12
5.2 SECTION 2. Athletes Code of Conduct.....	12
5.3 SECTION 3. Coaches Code of Conduct.....	12
5.4 SECTION 4. Administrator's Code of Conduct.....	12
5.5 SECTION 5. Parent's Code of Conduct.....	13
5.6 SECTION 6. Spectator's Code of Conduct .....	13
Article VI DISCIPLINARY PROCEEDINGS.....	14
6.1 SECTION 1. Conduct .....	14
6.2 SECTION 2. Misconduct.....	14
6.3 SECTION 3. Conduct Board .....	14

6.3.1 SECTION 3a. Authority and Organization.....	14
6.3.2 SECTION 3b. Composition and Selection .....	14
6.3.3 SECTION 3c. Incident Report.....	15
6.3.4 SECTION 3d. Procedures and Determination .....	15
6.3.5 SECTION 3e. Disciplinary Actions .....	15
6.3.6 SECTION 3f. Meeting Minutes.....	15
6.3.7 SECTION 3g. Appeals Process .....	15
Article VII OFFICERS.....	17
7.1 SECTION 1. Composition, Term, and Compensation .....	17
7.2 SECTION 2. Purpose of Club Officers .....	17
7.3 SECTION 3. Conflict of Interest Policy .....	17
7.3.1 SECTION 3a. Policy .....	17
7.4 SECTION 4. Duties and Responsibilities.....	18
7.4 SECTION 4. Duties and Responsibilities .....	18
Article VIII ELECTIONS.....	20
8.1 SECTION 1. Nomination .....	20
8.2 SECTION 2. Voting .....	20
8.3 SECTION 3. Succession .....	20
8.4 SECTION 4. Removal of Officers.....	20
8.5 SECTION 5. Resignation of Officers .....	20
Article IX BOARD OF DIRECTORS .....	21
9.1 SECTION 1. Composition, Term, and Compensation .....	21
9.2 SECTION 2. Fiduciary Responsibility.....	21
Article X MEETINGS .....	22
10.1 SECTION 1. General Membership Meeting .....	22
10.2 SECTION 2. Club Officer Meetings.....	22
10.3 SECTION 3. Committee Meetings .....	22
10.4 SECTION 4. Special Meetings .....	22
10.5 SECTION 5. Notice of Meetings.....	22
10.6 SECTION 6. Order of Business.....	22
Article XI RECORDS .....	23

11.1 SECTION 1. Club Documents .....	23
11.2 SECTION 2. Annual Audit.....	23
11.3 SECTION 3. Annual Financial Report.....	23
11.4 SECTION 4. Accounting Period End Date.....	23
Article XII INDEMNIFICATION PROVISION .....	23
Article XIII DISSOLUTION.....	23
Article XIV AMENDMENTS .....	24

## Article I PURPOSE

The Potomac Falls Crew Club Inc. organization shall hereinafter be known as Potomac Falls Crew Club (PFCC).

The purpose of PFCC is to promote and develop amateur rowing to students in Potomac Falls High School in Sterling, VA, and in Loudoun County, VA.

PFCC aims to offer students from Potomac Falls High School the opportunity to learn and compete in amateur rowing in a club and High School level. PFCC promotes an environment that promotes sportsmanship, leadership, and comradery.

PFCC is dedicated to supporting students from Loudoun County in their pursuit of learning and competing in amateur rowing. The club endeavors to instill in each athlete a passion for rowing, adherence to fair play and sportsmanship, and the development of personal and time management skills. PFCC seeks to embody the principles and philosophies of US Rowing, the national governing body for rowing in the United States. With coaches trained by US Rowing, PFCC aspires to cultivate some of the finest youth rowers in Virginia, all while providing a safe and enjoyable environment for high school athletes.

## Article II MEMBERSHIP

### 2.1 SECTION 1. Eligibility

Any student from Potomac Falls High School who is of sound mental and physical health, in good academic standing, and who seeks active participation in the sport of rowing is eligible for membership. Adult membership is restricted to club officials, coaching staff, off-water volunteers, and the custodial parent(s) and volunteer(s) of the athletes. Members must remain in good standing with the Loudoun County Public Schools (LCPS), USRowing, Virginia Scholastic Rowing Association (VASRA), PFCC, and facilities where practices and regattas occur.

A student must maintain academic eligibility as set by LCPS and PFCC. Any member who fails to maintain the required level of academic performance shall be suspended from participating, playing, and/or practicing with the club until they meet the requirements.

### 2.2 SECTION 2. Size of Membership

The size of the membership is at the discretion of the Head Coach and the Board of Directors.

### 2.3 SECTION 3. Loss of Membership

Members shall become liable for payment of dues and fees as determined by Club Officers. Members may be suspended or dropped from PFCC for failure to abide by Loudoun County Public School rules, USRowing and VASRA rules, or the PFCC by-laws. Complete guidelines on disciplinary proceedings are outlined in Article VI.

### 2.4 SECTION 4. Membership Privileges

Athletes who pay membership dues and fees assessed by the Club may participate in the appropriate PFCC activities. For example, regattas are for those members

participating on the racing crew only. Custodial parent(s) or guardian(s) of athletes may attend meetings, participate in discussions, serve on committees if appointed; or serve as an officer if elected; and vote at general membership meetings as provided in.

## 2.5 SECTION 5. Attendance

The sport of rowing is team-oriented and as such requires regular attendance and full commitment. Team play and skill development are emphasized. Regular attendance is required to be eligible to participate in regattas.

## 2.6 SECTION 6. Team Selection

PFCC's objective is to provide as many members as possible the best opportunity to learn and develop their rowing skills in a fun, safe, and competitive atmosphere. As a result, the number of athletes selected for a team will be guided by a desire to balance maximum participation opportunity, skills match, and safety considerations. The crew and boat selections are at the sole discretion of the coaches. Members of the Club whose ability and/or size prevent them from placement on a team may still participate at practices and work on developing rowing skills with the Club.

## 2.7 SECTION 7. Membership Categories

### 2.7.1 SECTION 7a. Rowing Members

Rowing membership will be provided to Potomac Falls High School students who seek to acquire rowing skills either as developmental or competitive oarsmen/oarswomen/coxswains. Competitive rowers are those selected for participation in scheduled regatta races as outlined in Article II, Section 6.

### 2.7.2 SECTION 7b. Non-Rowing Members

Non-Rowing membership is available at no cost to any Potomac Falls High School student who has an interest in Crew. Such members can assist in fundraising activities,

booster activities, and any other off-water club activities, including discussion sessions on rowing skills and strategies.



## Article III REGISTRATION AND FEES

### 3.1 SECTION 1. Registration

Club registration for the spring season will open at the start of Winter Conditioning. Appropriate notification will be provided to current members and other Potomac Falls High School students. Registration forms must be completed, and registration fees paid at this time. Late registration applications, up to a deadline of VHSL official start of the spring season, will be considered by the Club Officers on a case-by-case basis. All efforts will be made to accept such registrations consistent with space availability for the number of crews to be fielded.

### 3.2 SECTION 2. Fees

Club fees will reflect the actual costs necessary to sustain the Club. Dues and other fees (i.e., registration and/or insurance) necessary for the administration of the PFCC programs shall be established by the Club Officers on an annual basis prior to the start of each season with changes as they become necessary. Every effort will be made to keep the cost as low as possible while still providing a quality program. Among the methods of controlling costs are:

1. Establishing an active sponsorship program to provide funds to pay for all team uniforms and practice facilities, and
2. Obliging each member to raise specified amounts through fundraising activities.

Refunds will not be considered unless:

1. The request is received prior to the start of the spring season of the current school year, or the basis of the request is due to
2. An extended illness that prevents further participation,
3. A required move out of the Potomac Falls High School area, or
4. Other family emergencies to be assessed on a case-by-case basis by Club Officers.

All requests must be made in writing. Only the basic program fees are refundable. Rower uniform fees are not refundable. A ten percent (10%) administrative fee may be deducted from any refund amount. Loss of rower eligibility to represent the Club (academic and/or disciplinary) does not warrant a refund by the Club.

### 3.3 SECTION 3. Scholarship

There may be a Coach's scholarship if funds are available to be applied toward crew dues.

## Article IV SAFETY

### 4.1 SECTION 1. Water Safety

US Rowing requires under the USRowing Safety guidelines that all rowers pass a swim test. Rowers should be able to complete a 100-meter swim, tread water for five (5) minutes, and may put on a life jacket while in the water. Coaches will maintain and instill a safety-first attitude with regard to student participation in all Club activities. Safety launches will be readily available for all water activities. The coaches' decisions are final regarding safety issues both on and off the water.

### 4.2 SECTION 2. Registration Forms

Rowing members will be required to complete the following health and safety forms as part of the registration process for Club membership, including but not limited to:

1. VHSL Sport Physical (paper form due to PFHS/LCPS)
2. Student Athlete Concussion Guidelines (due online to PFHS/LCPS)
3. Parental Consent and Student Agreement (due online to PFHS/LCPS)
4. Training Rules and Regulations (due online to PFHS/LCPS)
5. Emergency Card (due online to PFHS/LCPS)
6. Electrical Modalities Protocol (due online to PFHS/LCPS)
7. Supplemental Oxygen Protocol (due online to PFHS/LCPS)
8. US Rowing Liability Waiver (due online to US Rowing)
9. Release and Waiver Agreement for PFHS practice facility (paper form due to PFCC)

### 4.3 SECTION 3. Liability Insurance

The Club must obtain catastrophic insurance (general liability) for members annually.

## Article V CODE OF CONDUCT

## 5.1 SECTION 1. Sportsmanship Rule

All members, including athletes, coaches, administrators, and parents, are expected to exhibit good sportsmanship at all times. Any behavior that is not in line with the ideals of sportsmanship and fair play may result in disciplinary action by the Club.

## 5.2 SECTION 2. Athletes Code of Conduct

Athletes are expected to:

1. Treat teammates, coaches, officials, and competitors with respect.
2. Attend all practices and competitions unless excused by a coach.
3. Abide by all rules and regulations set forth by the Club, LCPS, and governing rowing bodies.
4. Maintain academic eligibility.
5. Refrain from using drugs, alcohol, and tobacco.

## 5.3 SECTION 3. Coaches Code of Conduct

Coaches are expected to:

1. Promote the values of sportsmanship, teamwork, and fair play.
2. Provide a safe and positive environment for all athletes.
3. Abide by the rules and regulations of the Club, LCPS, and governing rowing bodies.
4. Treat all athletes with respect and dignity.
5. Lead by example in demonstrating fair play and sportsmanship.

## 5.4 SECTION 4. Administrator's Code of Conduct

Administrators are expected to:

1. Act in the best interests of the Club and its members.

2. Ensure that all policies and procedures are followed.
3. Promote the values of the Club and the sport of rowing.
4. Treat all members with respect and fairness.
5. Handle all administrative duties in a timely and efficient manner.

## 5.5 SECTION 5. Parent's Code of Conduct

Parents are expected to:

1. Encourage good sportsmanship by demonstrating positive support for all athletes, coaches, and officials.
2. Refrain from engaging in unsportsmanlike conduct.
3. Support their child's commitment to the team by ensuring regular attendance at practices and competitions.
4. Respect the decisions of coaches and officials.
5. Volunteer for Club activities as needed.

## 5.6 SECTION 6. Spectator's Code of Conduct

Spectators are expected to:

1. Cheer in a positive manner for all competitors.
2. Respect the decisions of coaches and officials.
3. Refrain from engaging in unsportsmanlike conduct.
4. Follow all rules and regulations of the competition venues.
5. Support the values of sportsmanship and fair play.

## Article VI DISCIPLINARY PROCEEDINGS

### 6.1 SECTION 1. Conduct

All members are expected to conduct themselves in a manner that reflects positively on the Club. Any behavior that is deemed inappropriate or detrimental to the Club may result in disciplinary action.

### 6.2 SECTION 2. Misconduct

Misconduct includes, but is not limited to:

1. Violation of Club, LCPS, USRowing, or VASRA rules.
2. Unsportsmanlike conduct.
3. Academic ineligibility.
4. Use of drugs, alcohol, or tobacco.
5. Any behavior that endangers the safety or well-being of others.

### 6.3 SECTION 3. Conduct Board

#### 6.3.1 SECTION 3a. Authority and Organization

The Conduct Board shall have the authority to review incidents of misconduct and determine appropriate disciplinary actions. The Conduct Board will be organized by the Club Officers and will consist of selected members as outlined below.

#### 6.3.2 SECTION 3b. Composition and Selection

The Conduct Board shall consist of:

1. The President of the Club.
2. One Coach (appointed by the Head Coach).

3. Two Parent Representatives (selected by the Club Officers).
4. One Student Athlete Representative (selected by the Club Officers).

### 6.3.3 SECTION 3c. Incident Report

Any incident of misconduct must be reported in writing to the Conduct Board. The report should include details of the incident, names of individuals involved, and any witnesses.

### 6.3.4 SECTION 3d. Procedures and Determination

The Conduct Board will review the incident report and conduct any necessary investigations. The individual(s) involved will have the opportunity to present their case. The Conduct Board will then determine appropriate disciplinary actions based on the findings.

### 6.3.5 SECTION 3e. Disciplinary Actions

Disciplinary actions may include, but are not limited to:

1. Verbal or written warning.
2. Suspension from practices and/or competitions.
3. Expulsion from the Club.
4. Other actions deemed appropriate by the Conduct Board.

### 6.3.6 SECTION 3f. Meeting Minutes

Minutes of Conduct Board meetings will be recorded and maintained as part of the Club's records.

### 6.3.7 SECTION 3g. Appeals Process

Any disciplinary action may be appealed in writing to the Club Officers. The appeal must be submitted within seven days of the disciplinary action being communicated. The Club Officers will review the appeal and make a final determination.



## Article VII OFFICERS

### 7.1 SECTION 1. Composition, Term, and Compensation

The Club Officers shall consist of:

1. President
2. Vice President of Administration and Communication
3. Vice President of Operations
4. Treasurer
5. Secretary
6. VASRA Rep
7. Potomac Falls High School Administrator/Appointee
8. Head Coach

Officers will serve a term of one year and may be re-elected. Officers shall not receive compensation for their service.

### 7.2 SECTION 2. Purpose of Club Officers

The purpose of Club Officers is to oversee the operations of the Club, ensure compliance with bylaws, and support the mission and goals of the Club.

### 7.3 SECTION 3. Conflict of Interest Policy

#### 7.3.1 SECTION 3a. Policy

Club Officers must avoid any conflict of interest or appearance of conflict of interest. Officers shall not engage in activities that could benefit themselves personally at the expense of the Club.

## 7.4 SECTION 4. Duties and Responsibilities

### *7.3.1 SECTION 3a. Policy*

Club Officers must avoid any conflict of interest or appearance of conflict of interest. Officers shall not engage in activities that could benefit themselves personally at the expense of the Club.

## 7.4 SECTION 4. Duties and Responsibilities

### *7.4.1 SECTION 4a. President*

The President shall:

1. Preside over all meetings.
2. Represent the Club in official capacities.
3. Ensure all bylaws are followed.
4. Oversee the activities of the Club Officers.

### *7.4.2 SECTION 4b. Vice President of Administration and Communication*

The Vice President of Administration and Communication shall:

1. Assist the President in their duties.
2. Oversee membership registration and communication.
3. Handle publicity and public relations for the Club.

### *7.4.3 SECTION 4c. Vice President of Operations*

The Vice President of Operations shall:

1. Coordinate the logistics of practices and competitions.
2. Oversee the maintenance of equipment and facilities.
3. Ensure safety protocols are followed.

### *7.4.4 SECTION 4d. Treasurer*

The Treasurer shall:

1. Manage the Club's finances.
2. Prepare financial reports.
3. Ensure all financial transactions are recorded accurately.

#### *7.4.5 SECTION 4e. Secretary*

The Secretary shall:

1. Record minutes of all meetings.
2. Maintain Club records and documents.
3. Handle correspondence for the Club.

#### *7.4.6 SECTION 4f. VASRA Rep*

The VASRA Rep shall:

1. Serve as the liaison between the Club and VASRA.
2. Attend VASRA meetings and report back to the Club.

#### *7.4.7 SECTION 4g. Potomac Falls High School Administrator/Appointee*

The Potomac Falls High School Administrator/Appointee shall:

1. Serve as the liaison between the Club and Potomac Falls High School.
2. Ensure compliance with school policies and regulations.

#### *7.4.8 SECTION 4h. Head Coach*

The Head Coach shall:

1. Oversee the training and development of athletes.
2. Ensure the safety and well-being of athletes.
3. Make decisions regarding team selection and competition.

## Article VIII ELECTIONS

### 8.1 SECTION 1. Nomination

Nominations for Club Officers will be accepted from the membership. Nominations must be submitted in writing to the Secretary.

### 8.2 SECTION 2. Voting

Elections will be held at the General Membership Meeting. Each member in good standing is eligible to vote. Officers will be elected by a majority vote.

### 8.3 SECTION 3. Succession

In the event an Officer cannot complete their term, the remaining Officers will appoint a replacement to serve until the next election.

### 8.4 SECTION 4. Removal of Officers

Officers may be removed by a two-thirds majority vote of the membership for failure to perform their duties or for conduct detrimental to the Club.

### 8.5 SECTION 5. Resignation of Officers

Officers may resign by submitting a written notice to the President. The resignation will be effective upon receipt or at a time specified in the notice.

## Article IX BOARD OF DIRECTORS

### 9.1 SECTION 1. Composition, Term, and Compensation

The Board of Directors shall consist of the Club Officers. They will serve a term of one year and may be re-elected. Directors shall not receive compensation for their service.

### 9.2 SECTION 2. Fiduciary Responsibility

The Board of Directors is responsible for the financial health and stability of the Club. They must ensure that all funds are used in accordance with the Club's mission and goals.

## Article X MEETINGS

### 10.1 SECTION 1. General Membership Meeting

The General Membership Meeting will be held annually. The date, time, and location will be determined by the Club Officers and communicated to the membership.

### 10.2 SECTION 2. Club Officer Meetings

Club Officer Meetings will be held monthly. The date, time, and location will be determined by the President.

### 10.3 SECTION 3. Committee Meetings

Committee Meetings will be held as needed. The date, time, and location will be determined by the committee chair.

### 10.4 SECTION 4. Special Meetings

Special Meetings may be called by the President or by a majority of the Club Officers. The date, time, and location will be communicated to the membership.

### 10.5 SECTION 5. Notice of Meetings

Notice of all meetings will be provided to the membership at least seven days in advance. Notice may be given in person, by mail, or electronically.

### 10.6 SECTION 6. Order of Business

The order of business at all meetings shall include:

1. Call to Order
2. Roll Call
3. Reading and Approval of Minutes
4. Reports of Officers
5. Reports of Committees
6. Unfinished Business
7. New Business
8. Adjournment

## Article XI RECORDS

### 11.1 SECTION 1. Club Documents

The Secretary shall maintain all Club documents, including meeting minutes, correspondence, and official records.

### 11.2 SECTION 2. Annual Audit

The Treasurer shall ensure an annual audit of the Club's finances is conducted. The results of the audit will be presented to the membership.

### 11.3 SECTION 3. Annual Financial Report

The Treasurer shall prepare an annual financial report to be presented at the General Membership Meeting.

### 11.4 SECTION 4. Accounting Period End Date

The Club's accounting period will end on June 30th of each year.

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## Article XII INDEMNIFICATION PROVISION

The Club shall indemnify its Officers, Directors, and members against expenses and liabilities incurred in connection with the defense of any action, suit, or proceeding in which they are made a party by reason of being or having been an Officer, Director, or member of the Club, except in relation to matters as to which they shall be adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of duty.

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## Article XIII DISSOLUTION

Upon dissolution of the Club, any remaining assets shall be distributed to a nonprofit organization with a similar purpose or to a government entity. The decision will be made by a majority vote of the membership.

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## Article XIV AMENDMENTS

These by-laws may be amended by a two-thirds majority vote of the membership. Proposed amendments must be submitted in writing to the Secretary and provided to the membership at least 14 days prior to the vote.