

# WRC Leadership Roles

## Captain

- Generate Team Spirit
  - Help social committee organize events outside of practice
  - End of the year awards
  - Other applicable forms of motivation
- Lead Warm-ups, Stretches, and Cool Downs
  - Lead team in stretching and dynamics, making sure the team does them effectively, efficiently, and together
  - Gather entire team at regattas for warm up and cool down
  - Be a model when it comes to warming up and cooling down
- Be a Role Model for all Team Members
  - Be on time every day and be prepared
  - Help coach(es) focus the team during team meetings
  - Attend all team events
  - Bring disciplined work habits to practice
  - Be knowledgeable about the sport, training, and equipment
- Organize Practices/Regattas
  - Pick time and location for uncoached practices
  - Make sure at least one captain is there for every practice
  - Generate line ups for uncoached practices
  - Check in with team members and encourage them to attend
  - Check in with teammates re: team racing/training goals
  - Organize athlete regatta sign ups
  - Submit regatta entries and share with treasurer
  - Organize/coordinate regatta details (e.g., trailering, athlete transportation, coxswain meetings)
  - Consult with coach(es) as requested for regatta line ups
  - Share out regatta results
- Know and Support Teammates
  - Know everyone's name
  - Show interest in all rowers' progress
  - Be approachable
  - Cheer on team at workouts and races and encourage others to do so
- Be a Team Spokesman
  - Be a conduit between the coaches and team concerning team issues
  - Help articulate team goals

# Coach

- Basic Requirements:
  - 4 years rowing or coxing experience
  - Level 2 USRowing Certification or equivalent experience
  - Oregon State Boater Safety Card
  - Current First Aid / CPR Certification
  - USOC Safesport Certificate
  - Ability to coach both sweep and sculling
  - Ability to work collaboratively
- Primary Roles and Responsibilities
  - Promote athlete and team development by planning and executing effective practices and teaching efficient rowing technique
  - Communicate with athletes regarding team goals, progress, events and activities
  - Engage new athletes to continue growing the squad
  - Ensure smooth running of practice schedules and plans and set practice lineups
  - Coordinate racing schedule, provide leadership for racing campaigns and set racing lineups
  - When the coach is unavailable, effectively utilize athlete coaches to achieve the above aims
  - Work with Board with regards to organizational initiatives and activities
  - Integrate with the athletes and organization as a whole
  - Provide constructive feedback to athletes with the common goal of overall improvement as a team

## Vice President

The Vice President is expected to assume the offices of President and Past President in two consecutive 1-year terms after his/her/their term as Vice President. The Vice President should support the President in carrying out his/her/their duties. In the absence of the President, or in the event of his/her/their inability or refusal to act, the Vice President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President. In the event of vacancy of the office of President, the Vice President shall assume that office and a new Vice President will be elected.

## President

The President is expected to chair all meetings of the Board, as well as Annual and Special Meetings of the club membership. Ensure that Board matters are handled properly, including preparation and/or collection of pre-meeting materials, committee functioning and assistance with recruitment of new Board

members. Facilitate Board meetings as needed. Provide candid and constructive criticism, advice and comments. Build a collegial, constructive and respectful working relationship within the Board that contributes to consensus. Is a main contact for membership to reach out to with questions or concerns. The President acts as a liaison to other clubs (local and distant) and the rowing world in general. The President role is three one-year consecutive terms. Starting as Vice President the first year, moving into President the second year, and finishing out as Past President the third and final year.

## Past President

Serves as a member of the Board, providing guidance and serves as a resource to Club officers and members. Ensures continuity during governance transitions and organizational change. The Past President has voting rights at the Board meetings.

## Secretary

The Secretary takes the minutes at all official meetings of WRC (Board and Team meetings). Those minutes are submitted to the Board for review and then the President posts them to be available to the team at large. The Secretary is the Chairman of the Nomination Committee and is responsible for conducting an orderly vote and announcement of those elected annually. As with other Board members, the Secretary is not only a liaison between team members and team governance, but also a representative of WRC in the rowing community.

## Treasurer

The Treasurer maintains all Club financial records and accounts, the Club's USRowing membership, liability and damage insurance on boats, tax filings, receipts, titles and bills of sale of all Club assets and all other organizational documentation. The Treasurer shall maintain the Club's checking account but will not be responsible for reconciling monthly statements; the Club President or his/her representative will be responsible for all monthly bank statement reconciliations.

## At-Large Board Member

At-Large Board Members are full voting members of the WRC Board. They are responsible for providing insights on Board discussions and decisions. They will act as liaisons between the team members and the board as necessary. They will assist with the maintenance and development of the team as directed by the Board.