



NORTHERN VIRGINIA REGIONAL PARK AUTHORITY
SANDY RUN ROWING FACILITY
ROWING CAMPS GUIDELINES AND PERMIT APPLICATION

RULES AND OPERATING PROCEDURES

Camps must be in compliance with the National Capital Area Scholastic Rowing Association rules regarding out-of-season practice when applicable. Camps are not permitted during the scholastic rowing season.

All camps must be conducted in strict accordance with the *Sandy Run Rowing Facility OPERATIONS AND MANAGEMENT PLAN* (including appendices). Close attention should be made of the *Rules and Procedures, Lightning Prediction System and On-Water Operating Procedures* that are in the Operations and Management Plan. If you do not have a copy, one will be supplied to you. Failure of camp sponsors to enforce compliance may result in cancellation of activities. Participants or spectators who violate park rules may be ejected from the park.

Addendum for camps to the *On-Water Operating Procedures* under SHELLS AND LAUNCHES #1 states:

Every scholastic shell must be accompanied by a motor launch. No motor launch shall supervise more than three shells, and each of those shells shall be within one hundred meters of the launch at all times.

This is true for all camps with any combination of 8's being coached during a camp. For singles, doubles and fours, no motor launch shall supervise more than six shells and not to exceed 16 rowers and each of those shells shall be within one hundred meters of the launch at all times.

Camp sponsors are required to give participants advance notification of the following:

- Alcoholic beverages are prohibited.
- Speeding in the park or on roads leading to the park is prohibited.
- Training is restricted to areas within the park and is prohibited on roads leading to the park.
- Swimming is prohibited.
- Camp participants are not permitted in the park when camp is not in session.
- Violation of park rules may result in ejection from the park.

COMPLIANCE WITH LAW

The Northern Virginia Regional Park Authority requires full compliance with all federal, state, and local laws and all regulations and orders of the Park Authority affecting events and activities at Sandy Run Regional Park.

Accordingly, the camp sponsor must not exclude anyone from participating in, nor deny anyone the benefits of those activities and opportunities afforded by the camp, or otherwise subject anyone to discrimination because of a person's race, color or national origin. The camp sponsor must provide reasonable accommodation to persons with disabilities, in strict accordance with the Americans with Disabilities Act. For information, contact: Park Authority ADA coordinator 703/352-5900

INSURANCE

Camp sponsors must provide evidence of having secured a minimum of \$2 million in general liability insurance covering all on-water and on-land activities and \$2 million in product liability insurance, naming the Northern Virginia Regional Park Authority as additional insured. Product liability insurance will only be required for sale of food, beverage or souvenirs.

Camp sponsors will indemnify, protect and save harmless the Park Authority from all claims, demands, actions, causes of action, injury to persons and liability of every kind and nature for their respective activities at and use of the Facility, unless attributable solely to the negligence or willful misconduct of the Park Authority, its employees, contractors or representatives.

WATER USE PERMITS

The Fairfax County Water Authority and the Virginia Department of Game and Inland Fisheries have jurisdiction over the Occoquan Reservoir, the former to ensure quality water supply and the latter to protect fish, waterfowl and other wildlife. Special permits are not required by these agencies for the conduct of camps.

CAMP SPONSOR

Name of camp sponsor (or club name): _____

Contact person: _____

Address: _____

Telephone Main: _____ Alt: _____ FAX: _____

Email Address: _____

SCHEDULING OF A CAMP

Approval and scheduling of camps at Sandy Run Regional Park are at the sole discretion of the Northern Virginia Regional Park Authority's authorized representative, Park Manager James Short. Signed permit must be received 30 days prior to the camp to allow adequate time for planning and processing. Requested date(s) are not a guarantee until signed by the Camp Sponsor and authorized Park Official.

Date(s) of Camp: _____
(Month/day/year)

TYPE OF CAMP: *(Check all that apply)*

- | | | |
|--------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Youth | <input type="checkbox"/> 1-Person Shells | <input type="checkbox"/> Local |
| <input type="checkbox"/> Adult | <input type="checkbox"/> 2-Person Shells | <i>(from Northern Virginia)</i> |
| <input type="checkbox"/> Club | <input type="checkbox"/> 4-Person Shells | <input type="checkbox"/> Regional |
| <input type="checkbox"/> College | <input type="checkbox"/> 8-Person Shells | <input type="checkbox"/> National |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |

SALE OF FOOD, BEVERAGES AND SOUVENIRS

Camp sponsors, or assignees of camp sponsors may conduct retail sales of food, beverages and souvenirs, unless prohibited by the park manager. The Park Authority reserves the right to approve all items to be sold, to collect a fee from vendors (not to exceed 20% of gross receipts less applicable sales tax), and to conduct its own retail sale operations.

Camp sponsors are responsible for obtaining any and all permits and/or licenses as may be required by local, state or federal law, and for paying all applicable taxes and fees.

The Fairfax County Health Department requires a permit for food service operations. For information, contact: 703/246-2444.

Check which retail sales services will be offered at the camp:

Food Beverages Souvenirs

CAMP FEES AND CHARGES

Camps and programs must pay a user fee of 15% of the gross receipts or a minimum flat fee of \$100.00, whichever amount is greater.

A \$100 deposit is due with the permit along with a copy of the insurance (see section on insurance). The \$100 deposit will be deducted from the total amount due at the end of the camp. All other fees and charges are to be paid within 30 days of completion of the camp. A complete financial statement identifying fees charged, number of actual participants, and receipts of any products sold must accompany final payment.

NORTHERN VIRGINIA REGIONAL PARK AUTHORITY

Authorized Signature of Park Official

Date

CAMP SPONSOR

Authorized Signature of Camp Sponsor

Date

CAMP COACH

Authorized Signature of Camp Coach

Date

OFFICE USE ONLY

Copy of General Liability Insurance: _____, Copy of Product Liability Insurance: _____,

Deposit Made: \$_____, Total of Gross Receipts: \$_____, 15% of Gross Receipts: \$_____

15% of Gross Receipts: \$_____ - Deposit: \$100 = **Balance Due: \$_____**