

September 22, 2017

To: Directors of Athletics at all Intercollegiate Rowing Association Membership Eligible Institutions,  
Rowing Sports Administrators - IRA Member Eligible Institutions

From: Gary R. Caldwell, Commissioner Intercollegiate Rowing Association

Re: (1) Member Benefits & Payment of Annual IRA Association Dues;  
(2) IRA Annual Declaration of Adherence; and  
(3) 2017-2018 IRA Calendar  
(4) Initial Notice for the 2018 Intercollegiate Rowing Association Championships, including  
selection criteria, 2018 Ten Eyck and Lightweight Team Point Allocations, and 2018 IRA  
Regatta Team Travel Squad Limits

This is an important note for all renewing, new or re-applying members of the Intercollegiate Rowing Association. To current members, thank you on behalf of the Intercollegiate Rowing Association (IRA), for your membership. If you are a potential new member, or a former member re-applying, thanks for your interest in the IRA. The purpose of this correspondence is to share some important information about renewing or initiating your IRA membership, payment of annual dues, and the new IRA legislative calendar.

1. **Member Benefits & Payment of Annual Dues:** Some of the benefits of IRA membership include the following:

- Automatic entry into the Varsity Four, Lightweight Men's Four and Lightweight Women's Four events at the IRA Championships.
- The opportunity to qualify for and compete in the IRA national championship events.
- The right to propose legislation and cast an institutional vote on legislative and other association-wide issues.
- The opportunity for an institutional administrator to serve on the IRA Board of Stewards and various other IRA committees.
- The ability of coaches to have a voice and a vote as part of the IRA Coaches Association.

In accordance with Article Two, Section X of the IRA Constitution, the current annual dues for IRA member institutions were set by the Association at \$500.00. Dues have remained at that amount for the past four years. After a thorough review of the Association's finances at several meetings during the past summer, the IRA Board of Stewards has unanimously concluded that it is not necessary to recommend a change in the dues structure at this time, so the Association dues will remain at \$500.00 per member institution for 2017-2018.

**Action Required:** The deadline for payment of annual dues is **October 17, 2017**. The payment window will open on **September 22, 2017**. To keep your institution's IRA membership current or to activate membership, please remit payment by that date per the instructions at the end of this correspondence.

If an institution chooses not to renew its IRA membership at this time, the institution will need to re-apply for admission to the IRA (per Article Two, Section VI of the IRA Constitution) at a future date and will then be subject to the application and initiation fees. Any application for re-admission will not be considered by the IRA membership until the 2018 annual IRA Meeting, and the institution seeking re-admission shall not be eligible to compete in the 2018 IRA Championship Regatta.

Please note that institutions that were not active, dues-paying IRA members during 2016-2017 normally would be required to apply for IRA membership and pay both a \$500.00 application fee and a \$1,000.00 initiation fee (i.e., in addition to the \$500.00 annual dues payment). However, the Board of Stewards has approved a one-time waiver of the application and initiation fees for those institutions wishing to join the IRA in 2017-2018.

2. **IRA Annual Declaration of Adherence:** As required by Article Four, Section VIII of the IRA Constitution, the Athletic Director of each IRA member institution is required to certify annually that the institution is and will remain in full compliance with the IRA Constitution, IRA Operating Bylaws and IRA Eligibility Regulations. In addition, each institution must designate the institution's rowing program(s) to which it will apply these regulations.

For these purposes, I have enclosed "The IRA Annual Declaration of Adherence (2017-2018)." This form must be completed each year in order for an IRA member institution to be eligible to enter a team or teams in the IRA Championships Regatta.

**Action Required:** Please return the completed form to IRA Executive Director Katie Boldvich (per the instructions in the document) no later than **October 17, 2017**.

**2017-2018 IRA Calendar:** Also enclosed with this correspondence is the 2017-2018 IRA Calendar. This document contains important dates and deadlines for the new IRA legislative process and sets forth the procedures that must be followed by IRA members wishing to submit legislative proposals to amend the IRA Constitution, IRA Operating Bylaws and IRA Eligibility Regulations. All legislative proposals must be submitted using the template attached to the Calendar, which includes an intent statement, a proposed effective date, a statement of rationale, estimated budget impact, estimated impact on student-athletes' time and primary contact information for the sponsor. The document also lists dates for **Stewards, Coaches, and Association Meetings in Green; Qualifying Regattas in Blue; 116<sup>th</sup> IRA Regatta Important Dates and Deadlines in Red.**

**Important Note:** The deadline for submission of legislative proposals is Tuesday, **November 8, 2017**. If your institution wishes to submit a proposal for consideration by the IRA membership during the 2017-2018 legislative cycle, the proposal must be submitted to the IRA Commissioner by that deadline.

Thank you for your attention to these matters. If you have any questions about the information contained in this correspondence, please do not hesitate to contact me via email at [gary.caldwell@tufts.edu](mailto:gary.caldwell@tufts.edu).

## **2017-2018 IRA Membership Dues Payment Instructions**

### 2017-2018 IRA Membership Dues Payment Instructions

1. **On or after September 22, 2017** but by October 17, 2017 at the latest, click on this link to the Regatta Central/USRowing College Page:  
[https://www.regattacentral.com/cart/?job\\_id=4428&sid\\_20=1](https://www.regattacentral.com/cart/?job_id=4428&sid_20=1)
2. If you are not already logged on you will be prompted to Log On To RegattaCentral.com<<http://regattacentral.com/>>
3. Click "Team/Club Affiliation" and select the appropriate team. (Note for those schools sponsoring multiple teams (i.e. Heavyweight Men, Lightweight Women, Lightweight Women) you only need to do this once for your institution.
4. Click "Proceed to Checkout"
5. On the next screen make sure the account holder information is correct. Edit as necessary. Proceed to next page (Invoice).
6. Select Payment Method and follow the prompts

**NOTE:** If your Sport Administrator and/or Business Manager prefer to pay the membership renewal by check, please complete #1 - #5 above and then contact IRA Executive Director Katie Boldvich ([katie@usrowing.org](mailto:katie@usrowing.org)) directly no later than October 17, 2017 for alternative invoicing arrangements.