

To: TRRA

Cc: [Program Head]  
[Athletic Director, [Name of School]]

Re: Roster; Safety; Zone 5 Letter

I am enclosing the roster for [Name of School] for the upcoming season. The roster includes emergency contact information for each member of the [Name of School] crew and also includes contact information for our parent coordinator for safety matters; in the case of emergency, please contact the parent coordinator first.

Please note that, as mentioned at our meeting of \_\_\_\_\_, 201\_\_, our program intends to operate in Zone 5 conditions. To that end, and as outlined at our meeting, I confirm that we have all the equipment and standard operating procedures in place in order to comply with rowing in Zone 5 requirements. Should our program fail to have the requisite equipment and procedures in place in the future, I will alert you immediately and we will stop operating in Zone 5. [Furthermore, on \_\_\_\_\_, \_\_ 201\_\_, I held an open meeting of our parent group and discussed on-the-water safety. At that meeting I distributed copies of the TRR Safety Matrix and specifically addressed rowing in Zone 5 conditions. As a group, we discussed our club's standard operating procedures for high flow and cold conditions and addressed the practicalities of rescue in high flow and cold conditions.

Based on that meeting, and at the request of the parents, the following persons/crews in our program are not permitted to operate in Zone 5 conditions:  
\_\_\_\_\_.]

Sincerely,

\_\_\_\_\_  
Head Coach, [Name of Program]