

**PITTSFORD CREW
TEAM HANDBOOK**

*Achieving Ever Increasing
Excellence in
Rowing*

Spring 2009

Website:

www.pittsfordcrew.org

Boathouse phone #: 381 – 9560

Pittsford Crew Information Line #: 234 – 7463

Updates regarding practice schedules, upcoming events and arrival times from away regattas.

William C. Warren III Boathouse, located on the Erie Canal, off Clover Street across from Lock 32; Home of the Pittsford Crew



PITTSFORD CREW TEAM HANDBOOK

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Our website: www.pittsfordcrew.org

INTRODUCTION

Eric Feins and his parents, Rick and Ceil Feins, initiated Pittsford Crew in 1998. Rick had been a coxswain at Dartmouth College and thought the Erie Canal would be the perfect place for high school students to learn the sport of rowing. The first year the athletes used two borrowed shells kept in a barn on Schoen Place.

Pittsford Crew has now grown to over 100 participants competing at both novice and varsity levels. The team is very proud of its home, the William C. Warren III Boathouse, located on the Canal near Lock 32. The 5000 square foot structure was built by generous contributions from the friends of Bill Warren and many hours of volunteer labor from the community.

GENERAL INFORMATION

Mission: The Pittsford Crew Community will achieve a winning tradition in a safe and fun environment. We will teach rowing while instilling the values of fairness, respect, and teamwork. Our Community is dedicated to providing an enriching experience that strives for athletic excellence, supports youth rowing and inspires a life long passion for the sport.

Our Values:

1. **Safety**
2. **Teamwork**
3. **Respect**
4. **Sportsmanship**
5. **Commitment**
6. **Fun / Camaraderie**
7. **Competitive**

General Calendar:

Pittsford Crew plans four seasons of activity during the year; seasons run independently of one another.

- Fall: The season begins in late August and ends at the beginning of November. There are several planned regattas during the fall.
- Winter: Indoor training takes place from January until the middle of March.
- Spring: Practice begins in early March and continues until June. **Spring is the major season for high school rowing**, including the New York State Scholastic Rowing Championship Regatta held in May.
- Summer: A "Learn to Row" program is sponsored for new rowers to introduce them to the sport of rowing. There are also specific sessions during the summer for experienced rowers (intramural sweep rowing, sculling lessons, and competition program). All summer programs are subject to coaching availability.

Registration for each season takes place approximately 6 weeks before the start of the season. Information on registration is sent to eligible participants and also posted on the Pittsford Crew website.

In addition to a registration form and payment of tuition, each team member is expected to have the following forms completed and on file:

- USRowing Waiver - This form gives parental consent for participation in the program and covers the athlete under the team insurance.
- Athletic Code of Conduct: Similar to the Pittsford Central School District, Pittsford Crew expects the athletes to abide by team rules, exhibit good citizenship and sportsmanship and abstain from any use of tobacco, alcohol or illegal drugs. A copy of the Code of Conduct is

printed in the appendix of this handbook. Parents are also expected to read and sign the Parent's Code of Conduct.

- Health Appraisal Form: This details health history and is filled out by rower's primary care Physicians' office. This form is used by school districts within Monroe County for sports participation.
- Sports Candidate Questionnaire: Permission Form outlines health concerns and gives parental permission for care to be provided in the case of an emergency

Fees:

There is tuition for each separate season. It is expected that each team member will pay tuition in full before the start of the season. Students are not considered members of the team until tuition is paid. Only team members are covered by insurance. Tuition includes hospitality and regatta fees common for all rowers. Additional dues depend on the regattas attended.

In the case of family financial hardship, the parent or guardian should contact a member of the board of directors. An adjustment to the tuition may be made.

INFORMATION FOR ATHLETES AND PARENTS

Athlete Participation:

- To participate in Learn to Row summer programs, a student should have completed 7th grade.
- Novice rowers in the Fall should be in 9th grade to participate. In the case of a shortage of available spaces in the Fall novice program, preference will be given to high school students.

Transition from Novice to Varsity Rowers:

Generally, students move from novice to varsity after completion of one year of rowing. This allows these rowers an opportunity to row against comparable crews of the same age, size and experience.

Varsity coaches will have the prerogative to move individual rowers up to varsity when they think it is best. The move to varsity is based on an evaluation by the coach that considers rowing technique, maturity of the individual, as well as, the needs of the varsity team.

Safety Issues:

A complete Safety Bulletin is contained in the appendix of this handbook.

Pittsford Crew will be conducted in long rowing boats, called shells. As is the case with activities on the water, the risk of injury and death exists. The following procedures and safety regulations are strictly enforced to minimize each participant's exposure to these risks:

- Each participant must have a basic ability to swim and must pass the mandatory swim test.
- Everyone must follow the instructions of the instructor/coach.

- No boats are allowed on the water without the instructor's permission and presence.
- No boats are allowed on the water after darkness without appropriate lights.
- In the case of swamping or capsizing, everyone must stay with the boat (the boat is a floatation device). Wait for assistance. DO NOT LEAVE THE BOAT.
- If necessary, swim the boat to shore if assistance is not immediately available.
- In case of crew member overboard, the crew shall STOP, signal the coach, and return to the displaced rower. ALWAYS STOP!
- If at any time the physical exertion is personally overtaxing, notify the coach immediately.
- Only certified launch drivers operate motor launches.

Physicals:

Monroe County Health Department Scholastic Sports Health Appraisal Form are required. This form must be returned before the athlete can participate in practices.

Rowing is a physical activity. If a participant is in doubt about his/her physical condition and capability, consult with a physician. Pittsford Crew reserves the right to request a Physicians clearance to row, in cases where health concerns are an issue.

Sportsmanship:

Athletes shall at all times represent themselves and their team with honor, proper conduct, and good sportsmanship. They shall understand that competition is encouraged and that disrespect for opponents or teammates is unsportsman-like and lessens the value of the competition. They shall confine the competitiveness of the sport to the water, and in particular behave properly on the sidelines and in the boathouse before and after regattas.

Good sportsmanship and good behavior are expected both on and off the water.

Each team member is expected to read and sign the Athletic Code of Conduct (see appendix).

Team Member Responsibilities: Attendance/ Practice/ Regattas

- It is expected that a team member will attend all scheduled practices and regattas in their entirety. All team members are expected to stay at practices and regattas until dismissed by their coach. If unavailable or ill, the coach must be contacted directly on or before the day practice will be missed.
- Team members should report daily, prepared for practice. Weather appropriate clothing (for both land and water practice) should be worn. Proper hydration is imperative: use well labeled reusable water bottles.
- Team members are expected to treat the equipment with respect and handle all equipment carefully.
- Team members are expected to maintain the boathouse and property; personal items will be picked up daily.
- Team members are not to bring cell phones in the boat.
- Team members are expected to completely clean their site at all regattas.

- All team members are responsible for de-rigging and loading the trailer prior to regattas and unloading and re-rigging the boats after regattas.
- Team members are expected to participate in scheduled Boathouse workdays.
- It is expected that team members will participate in team fundraising and community service projects that are planned as group activities.
- Team members are expected to advocate for themselves. If rowers have questions about workouts and boatings or have other concerns, they should speak with their coach.

Team Captains:

The team captains serve as the bridge between the student athletes, the coaches, and board members. This is a full year responsibility. Team captains should be seniors with strong crew team experience.

In the spring, the novice teams may also elect their own captains for that season.

Attributes of captains:

- Positive attitude
- Good communication skills
- Positive role model
- Solid understanding of coaching philosophy

Responsibilities of captains:

- Daily routine of pre-practice activities launch set-up, leading stretching, warm-up run.
- Leadership role at regattas: loading and unloading trailer, clean up of tent site, race warm-ups, keeping team spirit high.
- Disseminating information to crew team members (basic phone tree, using e-mail, etc.) Communicating with coaches and other team members.
- Assist in identifying and organizing team fundraisers; encouraging participation among team members.
- Assist in implementing team service project.
- Provide encouragement and motivation to all members of the team.
- Organize captain's practices: In late Fall and Winter the captain receives workouts from the coaches and organizes a land practice.
- Assist in organizing and participate in workdays at boathouse to care for equipment.

Fundraising Activities:

Team members have at least one major fundraiser per year for new equipment. It is expected that all team members will participate in the chosen activity.

- Athletes' input is critical in deciding on a fundraising activity and getting it organized.
- Parental participation is very important in providing guidance and oversight of the activity.

Community Service:

Pittsford Crew participates in two ongoing community service activities.

- We take responsibility for the clean-up of the Lock 32 area of the Canal, as well as our own boathouse area. The major clean-up of the lock area and a portion of the canal path is part of our participation in the "Adopt a Trail" program in conjunction with the Clover Street neighborhood.
- Another service opportunity for members of the Pittsford Crew is assisting with the Learn to Row program in the summer.

Students receive community service credit for participating in these activities. It is the rower's responsibility to have any required community service forms signed within the season the service is provided.

College-Bound Athletes:

Athletes who are interested in rowing Division I or Division II crew at the collegiate level should obtain the booklet, "NCAA Guide for the College-Bound Student-Athlete" from the counseling office at their high school. Students can apply for certification after their junior year of high school. Eligibility forms must be completed and processed before colleges will talk with the student.

College coaches are not permitted to speak with student athletes until after July 1st of the year in which the student completes their junior year of high school. In general, college coaches will be interested in:

- Student's GPA.
- SAT scores.
- Erg times.

Parents or athletes can keep a record of the student's high school rowing career. This would include:

- Races attended.
- Boats/divisions raced in.
- Medals earned.

There is a file box in the coaches' office at the boathouse with information on college rowing programs. Athletes can borrow this literature and obtain information about specific colleges.

Parental Involvement:

- Involvement of parents is crucial to making our program successful.
- Attendance at regattas, both home and away, is strongly encouraged. It is a great way to show support for your child and his/her crew. Your help is really needed.
- Parents are expected to participate with the team in order to assist in managing team activities, such as fundraising, transportation to regattas, providing food for events, etc. A volunteer form is provided at the beginning of each season.
- Our hospitality committee provides food for both home and away regattas. This fee is included in the tuition cost of the season. A cash contribution is expected from families who wish to eat at the hospitality tent.

Awards and Scholarships:

At the end of each academic year, Pittsford Crew honors select program members by presenting the following:

Boatman Award: Awarded to the team member who demonstrates a great interest and understanding of the care and maintenance of club equipment.

Senior Blades: Senior Blades will be awarded to athletes who have rowed 3 complete Varsity seasons, one of which must be in their senior year.

The Scott Laio Memorial Scholarship: Established in 2005 to honor the memory of one of Pittsford Crew's alumni, scholarships are awarded annually to a graduating senior from each of the boys and girls varsity teams who best exemplify the qualities Scott brought to Pittsford Crew. Those qualities include: enthusiasm for the sport of rowing, sportsmanship, leadership, respect for coaches, teammates and all members of Pittsford Crew, and commitment to being the best.

PROCEDURES

Communication:

Communication about events at Pittsford Crew takes place in several ways:

- Pittsford Crew Information Line: 234 – 7463
Messages are changed to reflect updates in practice schedule or travel information.
- E-mail sent to all parents and athletes (having current e-mail addresses for both athletes and parents is essential).
- Pittsford Crew web page www.pittsfordcrew.org
Up-to-date information as well as registration forms are posted on the web page
- Telephone tree from one team member to another.
- Information sent home with athletes.

Swim Tests:

Each participant in Pittsford Crew must show ability to swim. For the Learn to Row program, the following documentation is accepted:

- Red Cross card.
- Documentation from school, camp or athletic facility regarding the student's swimming.
- "Swimming Proficiency Statement," signed by parent.

Each year, Pittsford Crew schedules swim tests for the novice program participants, and anyone else who has not previously participated in a swim test. This involves swimming 10 lengths of the pool without stopping, then treading water for 10 minutes. The swim test is conducted in a regular swimsuit, not street clothes or a rowing uniform.

Schedules:

Each season, the practice schedule will be set up for each team based on availability of coaches and boats. Team members can expect to attend practice 5 days per week for between 1 1/2 and 2 1/2 hours each day.

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- Practice times will be listed on the registration form for the specific season.
- Varsity teams may hold practice over the April school break.

Cancellation of Practice:

Whenever the Pittsford Central School District is closed due to weather or other emergencies, Pittsford Crew will not hold a regularly scheduled practice. If in doubt, call the Pittsford Crew Information Line at 234 – 7463.

Logbook/ Equipment Maintenance:

A logbook is maintained at the boathouse to keep track of any incidents of broken equipment that may occur during practice or races.

It is the responsibility of each team member and coach to notify the Boathouse Master, Brad Sayer, of any needed repair. This notification is done through an Equipment Maintenance/Repair Form. This form should be completed, dated and signed by a coach.

A need for an immediate repair should be communicated to the Boathouse Master, Brad Sayer, by the coach via phone.

REGATTA INFORMATION

Each season, our crew will participate in both home and away regattas. The schedule will be announced at the start of the season.

- Car pools driven by parents or bus transportation will be used for away regattas. It is required that crew members will ride the team bus if that method of transportation is used.
- Except for regattas held within Monroe County, rowers are not to drive themselves to away regattas, due to the distance and the long tiring day at the race site.

Information about accommodations will be communicated 1 week prior to those regattas involving overnight stays

Our two major home regattas are the Pull the Plug Regatta in the Fall and the Pittsford Regatta in the Spring. The Pull the Plug Regatta is scheduled for early November, prior to the draining

of the canal, and takes place at the boathouse. The Pittsford Regatta is scheduled in June, and is centered in Schoen Place.

Racing Categories:

Pittsford Crew generally defines our program in 2 main categories: novice and varsity. When we attend regattas in other venues, there may be a greater variety of categories offered. These may include: novice, freshmen, junior varsity, varsity, club, scholastic, lightweight, midweight, and heavyweight.

Our crew coaches will discuss with the athletes the specific categories and races that our rowers will be entered in. These may vary at each regatta.

What to Bring to a Regatta:

Rowers and coxswains:

- Uniforms (uni's, Tech shirts)
- Extra change of clothes, socks
- Prescription medication
- Reusable water bottle, labeled with name
- Sunglasses
- Sunscreen
- Seasonal clothing(jacket, pants, rain coats, boots, gloves, hats)

Clothing that wicks moisture away from the body is best, such as polypropylene. Cotton is not recommended for rowing. Always overdress! It's better to come prepared with several layers than to not have warm clothes available.

Team members should have identification with them when traveling to away regattas.

For parents: Weather conditions can vary greatly from one location to another, so the best advice for regatta attendance is to "be prepared."

Some suggestions:

- Something to sit or lie on (chair or blanket).
- Sweatshirt.
- Raingear or windbreaker, umbrella; sturdy shoes/ boots for rain.
- Hat.
- Sunglasses.
- Sunscreen.
- Water bottle.
- Binoculars.
- Book, or other diversion (lots of waiting to be done!)
- Camera – for pictures of your favorite team members!

Hospitality:

Our hospitality committee provides food for both home and away regattas. Each participant will be assessed a hospitality fee to be included in the seasonal tuition.

Travel Information:

In addition to observing our athletic code of conduct, the following rules must be observed on all trips:

- Curfew time and “lights out” time as announced at the hotel.
- No girls in boys’ rooms and no boys in girls’ rooms – socialization to take place in the common areas of the hotel.

Crew members who do not observe the rules **will not** be allowed to participate in their scheduled race. Parents will be called to pick their child up immediately.

Coaches Participation:

Some regattas that Pittsford crew attends include Master’s (adult) racing categories. Several of our coaches race regularly, and the Board of Pittsford Crew supports this. There is a benefit to our athletes from seeing their coaches race and be successful. When a coach’s race is near the same time as the team’s race, a plan will be in place to have someone else responsible for launching the team’s boat. Coaches are expected to attend every regatta in which their crew rows.

Note to Parents:

Racing takes both mental and physical preparation. At regattas, parents may find that athletes do not want to spend time with them, although parents have traveled to be there. Although athletes appreciate our presence and support, they may prefer the company of their teammates to adults. Parents can take this opportunity to meet and socialize with other crew parents.

Team members are expected to stay at a regatta until the trailer is fully loaded and ready to depart **and** the coach has dismissed the team.

APPENDIX A.

PITTSFORD CREW ATHLETIC CODE OF CONDUCT

Participation in athletics is both a privilege and a responsibility. Athletics assists in promoting the importance of teamwork, effort, goals, and commitment. Interscholastic athletics is highly competitive, but winning is not the primary measure of success. Sportsmanship, respect for participants, and dignity in the face of adversity are more important than the outcome of the contest. All athletes do not perform at the same level, but all can demonstrate effort, dedication, and fair play. Athletes earn recognition for their achievements as representatives of their team and the community. When an athlete accepts the privilege, he/she must live up to the code of conduct as outlined below. This applies both on and off crew property during the season.

As a prerequisite for participation in the Pittsford Crew, athletes and parents must sign a statement that commits the athlete to follow the established training rules and requires that parents make sure their athlete abides by the established Pittsford Crew Code of Conduct. The Pittsford Crew Code of Conduct must be signed at the beginning of each season.

ATHLETES CODE OF CONDUCT

The Commitment:

Every member of Pittsford Crew is a representative of the club, and as such my actions reflect on the team and the community. By signing this pledge, my parents and I acknowledge that we have read and fully understand the Pittsford Crew Code of Conduct, and that I will uphold and abide by the principles that are outlined.

As I am both an ambassador to my team and my sport I will act in a way that will bring respect to myself, my coaches, my team and my community at all times. **I therefore pledge to abide by the following rules:**

- I will respect my teammates, coaches, parents, employees of Pittsford Crew, volunteers, race officials, competitors and myself
- I will respect and properly use all equipment and facilities of Pittsford Crew, Pittsford Indoor Rowing Center and host organizations
- I will not discriminate or make offensive comments based on race, religion, creed, physical attributes or sexual orientation, or act in a manner which violates the rights of others
- I will not use or possess tobacco products of any kind
- I will not use or possess illegal drugs, any prescription drugs which have not been prescribed for me, inhalants or performance enhancing drugs of any kind (including over the counter products)
- I will not use or possess alcohol
- I will not use or possess weapons of any kind on Pittsford Crew property, any of its' events or at host sites
- I will not use abusive or expletive language, fight, lie or steal
- I will not participate in public displays of affection which offend others at Pittsford Crew practices, regattas or other events.
- I will not use cell phones, cameras, computers or other electronic devices in a manner which violates the privacy of others, or for any purpose other than that for which they are intended
- I will not use internet blogs or websites, instant messaging, personal pages (such MySpace or Facebook) or email to violate the privacy of others, or to make disparaging statements about others, including my coaches and other members of Pittsford Crew.
- I will display respectful and exemplary behavior when involved in all Pittsford Crew activities at home, while traveling and at other venues
- I will show good sportsmanship and citizenship at all times
- I agree to participate in all Pittsford Crew functions to the best of my abilities including, but not limited to the following: practices, races, fundraising activities, home and away regattas, boathouse clean-up, set up, tear down, boat loading and unloading, at regattas and other related functions in both the Rochester area and away events.

Coaches have the authority to suspend an athlete temporarily for displaying behavior that violates the Pittsford Crew Code of Conduct or when the athlete's safety or safety of others requires such actions. The athlete's parents and the Discipline Committee will immediately be notified upon such action. Consequences for inappropriate behavior or behavior which is dangerous to oneself or others in violation of the Code can result in a suspension ranging from one race to one year based on the nature and level of severity as determined by the crew coaches and the Disciplinary Committee of the Board of Pittsford Crew. Permanent removal from the team may occur only after consultation with the Board of Pittsford Crew.

PARENTS' CODE OF CONDUCT

Interscholastic and youth sports programs play an important role in promoting the physical, social and emotional development of children. It is therefore essential for parents to encourage youth athletes to embrace the values of good sportsmanship. Moreover, adults involved in youth sports events should be models of good sportsmanship and should lead by example by demonstrating fairness, respect and self-control. **I therefore pledge to abide by the following rules:**

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, fans and officials at practices and all Pittsford Crew events, regattas and activities at home and at host sites
- I will advocate a sports environment for my child that is free of drugs, tobacco, alcohol and abusive language, and refrain from their use during all Pittsford Crew practices and regattas at home and at host sites
- I will treat any coach, parent, player, participant, official or any other attendee with respect and will not discriminate or make offensive comments based on race, religion, creed, physical attributes or sexual orientation, or act in a manner which violates the rights of others
- I agree to support my child's participation in Pittsford Crew by fulfilling my volunteer commitment to the club
- I will encourage my child to participate in all Pittsford Crew functions to the best of their abilities including, but not limited to the following: practices, races, fundraising activities, home and away regattas, boathouse clean-up, set up, tear down, boat loading and unloading, at regattas and other related functions in both the Rochester area and away events

APPENDIX B.

PITTSFORD CREW: ATTENDANCE POLICY

Rowers are required to attend all practices and regattas. Rowers are required to be on time and prepared for every practice, regattas and other team functions and will remain with their team until they are dismissed by the coach.

Rowers are expected to refrain from participating in any other sport during the rowing season.

Coaches must be notified in advance of any absences. Failure to comply with the attendance policy will result in loss of starting privileges, boat placement, rowing time or may result in a dismissal hearing with the Coaches and the Conduct Committee.

Leaving the program mid-season:

As described in the preface of our team Handbook, "Rowers are dependent on the attendance of the other rowers - when team members are missing, late for practice or leave early, the team's ability to perform and possibly the health and safety of the other athletes may be compromised.". If a team member leaves the program mid-season, the rower and parent(s) must meet with the coach and member of the Conduct Committee before enrolling in the following seasons. Seniors leaving the program mid-season (for reasons other than medical) will forfeit their right to a Senior Blade.

APPENDIX C.

CHAPERONE GUIDELINES

Bus Chaperones

- Each bus should have a Pittsford Crew First Aid kit on board for the trip. They should also have the Pittsford Crew Health Forms.
- Count the # of people on your bus – take attendance or count before leaving and at every stop.
- Check with chaperones on other bus(es) to ensure that we have all team members before any bus leaves.
- No vehicles leave until all kids are accounted for.
- When departing the bus at the end of the trip, check that all overhead bins and under-seat areas are empty of personal belongings.
- Bring a large garbage bag – have kids collect all trash before leaving the bus.

Chaperones are expected to use their best judgement in maintaining a safe travel environment.

Appropriate conduct is expected from all members of Pittsford Crew:

- No standing in seats or aisles on the bus.
- No trash to be left on the bus.
- Movies are to be approved by bus chaperones. A consensus of those riding the bus of what they want to watch is used to select a movie.
- Noise level must be appropriate and safe for the bus driver and other passengers.

Hotel Chaperones

Hotel chaperones function as the “parent representatives” for all team members during a stay in a hotel. They must be available for supervising behavior, disciplinary action, and any emergencies.

- Chaperones should inform kids of their room # in case of an emergency.
- Front desk should also be aware of which room’s chaperones are staying in.
- Chaperones will be given a complete rooming list of all team members. Each chaperone will be responsible for a highlighted set of rooms for bed checks in the evening. During the awake hours, chaperones should patrol the halls and general areas – and be available to kids in case they need anything.
- A complete set of health information forms for the team will be on each bus. These will be available at the hotel through the chaperone organizer.

Hotel Chaperone Duties:

When at the hotel, chaperones should be visible in the common areas – walking in the halls, and checking the conference rooms and other open areas. Chaperones should be generally available to kids and keeping an eye on everyone to make sure they are doing what they should be doing.

- Chaperones will do room checks at the designated time to check that the appropriate people are in their assigned rooms.
- Make sure kids are up at the designated time to shower, eat and get to the bus.
- For a two day trip, we won't be returning to the hotel during the day on Saturday. When we leave on Sunday morning, they must bring ALL their belongings onto the bus as we will not be returning to the hotel.

Hotel Rules for All:

- No girls in boys rooms, and no boys in girls rooms – use the common areas of the hotel for socialization. All team members and parents signed a “travel permission form” with this statement on it: if team members are found in violation of this rule, they will not participate in their scheduled race.
- Keep the noise level down! There are other people staying in the hotel.
- There may be a designated “quiet” area for studying available for kids who want to study for exams.
- No team members are allowed off the hotel property.
- Team members may not leave their rooms after room check except for in an emergency to find a chaperone.
- Each room needs to set an alarm or have a wake-up call (possibly both). With 4 people in a room, they should plan ahead in the evening about the order of taking showers, etc.
- Eat something before going to the regatta site, or take something with you to eat early in the day. Breakfast will either be provided at the hotel or at the regatta site (information will be given on arrival).

Reminder:

- Check that kids have all their belongings that they will want for the day at the regatta site. The kids may not be able to get to the buses during the day at the regatta. They should bring everything they need with them when they depart the bus in the morning (they may be dropped off at the entrance, and then the bus may be directed to a distant parking lot for the day). Kids should all have a small bag with change of clothes, rain gear, shoes, sunscreen, water bottle, etc.

APPENDIX D.

ROWING RESOURCES

Membership:

USRowing
Check their website at USRowing.org

Subscriptions:

Rowing News

Website: www.RowingNews.com

E-mail: RowingNews@PCSpublink.com

Phone #: 1 - 603 - 643 - 0059

Websites:

www.pittsfordcrew.org

Current information on Pittsford Crew. Registration and other forms can be downloaded from this site. Links to other clubs and organizations are available here.

www.Row2k.com - lots of information on summer camps and other programs

www.concept2.org – information about indoor rower training and equipment.

Specific websites for regattas that Pittsford Crew attends will be listed on our website or in the newsletter.

APPENDIX E.

GLOSSARY OF TERMS

Rowing categories

Sweep: Type of rowing in which each rower has one oar. The oars are about 12 feet long.

Scull: Type of rowing in which the rower has two oars. Each oar is about 9 ½ feet long.

Boat terms

Shells: Boats used in rowing. The shells are thin, with a special fiberglass, carbon, or wooden laminated exterior structure just 3/32nds of an inch thick over a framework. The bow and stern decks are covered with either plastic cloth or a fiberglass top.

The boats have sliding seats, which run on a track about 27 inches long, so the rower moves back and forth as he or she rows.

Hull: The skin of the boat which is in direct contact with the water. The hull supports the weight of everyone on the water. The hull is rigid and fragile and should not be stepped onto when getting into or out of the boat. Any obstruction in the water can puncture the hull.

Rigger: the metal or carbon fiber bars that extend from the hull at each seat. Riggers are typically bolted onto the boat with 4 or 6 bolts. Attached to the riggers are oarlocks, topnuts, and pins.

Footstretcher: The parts which attach the shoes to the boat, including the footboard, the adjustable metal bars, and the wingnuts which secure it to the boat.

Bow: The nautical term for the forward part of the hull (the part that gets to the finish line first). The rower in the most forward seat is called the bow.

Stern: The nautical term for the back of the boat. More precisely, this is the farthest point on the back of the boat.

Bowball: A rubber ball attached to the most forward part of the bow to protect the boat and others upon impact. A bowball has the same function as a bumper.

Port: The nautical term for left. The left side of the shell as one faces the bow. Also, the term for a sweep rower on that side – his blade and rigger are on that side, usually an even-numbered rower.

Starboard: The nautical term for right. The right side of the shell as one faces the bow. Also, the term for a sweep rower on that side – his blade and rigger are on that side, usually an odd-numbered rower.

Blade: The term for the oars used in rowing. The oar is actually composed of the handle, the shaft, and the blade. The blade is the surface that is in the water during the drive.

There are two types of blades: hatchets and spoons. The terms describe the surface of the blades; spoons are symmetrical, and hatchets are asymmetrical. Blades are painted in the team colors. Learning to use the blades correctly is the most difficult part of learning to row; if the blade doesn't move through the water at exactly the right angle, it will pull that side of the shell down and slow its progress.

Types of Races

Head race: Long-distance race, usually held at fall regattas. Boats start from the starting line at 10 second intervals and are timed for the duration of the race. Head races are usually between 2.5 and 3 miles in length.

Sprints: Shorter races are called sprints, usually held at spring regattas. These races are generally 1500 – 2000 meters in length for high school rowers. For sprints, boats all line up at the start together, and all start on the judge/referee's command. These races are also timed, but it is easier from a spectator's perspective to tell who is winning.

Practice and Racing Terms

Catch: The beginning of the stroke when the blade enters the water.

Finish: The final part of the pull-through just before the oar is taken out of the water.

Piece: A unit of training, i.e. " We will be doing two 1000 meter pieces today."

Power 10: A series of ten strokes where a crew gives additional power (maximum effort). This is often used as a racing technique to advance on another crew.

Racing Start: The first strokes of a race, usually shorter and quicker than those used in the body of the race.

Feather: Refers to the rotation of the blade at the finish when the blade is parallel to the water's surface. Feathering is the actual motion of turning the blade.

Crab: "Catching a Crab" is used to describe the situation when a rower's blade gets stuck in the water and he/she finds it difficult or impossible to get the oar out of the water at the end of the pull-through. This may result in slowing the boat down and throwing off the set. This term is from the claim that "a crab grabbed the blade and wouldn't let go."

Full pressure: The top level of exertion of which a rower is capable.

Weigh enough: Stop whatever you are doing; rowing, a drill, walking with the boat, etc.

Hold water: The command given by the coxswain to have the rowers place their blades horizontally in the water to stop the shell quickly. Also, "check it down."

APPENDIX F.

Pittsford Crew Health and Safety Bulletin

The Pittsford Crew Health and Safety Committee serves as a sub-committee of the Board of Directors to oversee the health and safety needs of the organization. This document is not meant to be an all-inclusive treatment of rowing safety, as all possible emergency situations and types of rowing cannot be covered in such a brief document. These guidelines are meant to serve as an outline for the Pittsford Crew health and safety program. The committee welcomes your questions and comments.

Before Rowing

1. All rowers must be able to pass a swim test, preferably including donning a life jacket while in the water.
2. While your shell and your individual oar have been designed for floatation they are not personal floatation devices (PFDs). They are only emergency floatation devices. The safety committee recommends that all unaccompanied boats carry Coast Guard approved PFDs. A copy of the Coast Guard Regulations concerning PFDs in rowing shells is available upon request from USRowing. www.usrowing.org
3. Before ever getting into a shell on the water, a rower must understand the following terminology: bow, stern, port, starboard, Weigh Enough, Ready to Row?, back, tie-in, untie, stop, the stroke, bow person, seat numbers in between and which seat he/she is in that day. The term "stop" should be used only when talking to a specific crew in a

race. When a coxswain or coach wants a crew to stop immediately, the proper term is "Weigh enough! Hold water!"

4. Each person is 100% responsible for the whole boat and 100% accountable for their own oar, rigging, foot stretchers, seat and slides. Check to make sure that all equipment is functioning properly before leaving the dock. If you aren't sure, ask! Check the following:
 - A. That the nuts on the rigging, the position of your foot stretchers and the smoothness of your slide are all acceptable.
 - B. That the forward end of the slide is blunt and will not gouge your calves.
 - C. That the rowers in front and behind you have sufficient room for their complete stroke.
 - D. That you are wearing socks to guard against blisters.
 - E. That your seat fits your body. Adjust with seat pads or a different seat.
 - F. That your oar is the proper size.
 - G. That your rigging is not too high.
 - H. That your clothing cannot become tangled in your seat or oar handle.
 - I. That you have proper safety devices on board, if warranted in your rowing equipment.

5. Make sure that you are aware of local traffic patterns and rules on the water.
 - A. The U.S. Coast Guard has developed right-of-way rules. While vessels with the least maneuverability have the right-of-way you should always play it safe and take action to avoid all other types of boats. The maneuverability rule can be confusing. For example, a sailboat without wind has the right-of-way, but a sailboat with wind must give right-of-way to a shell.
 - B. Stay clear of bridge abutments and other man-made or natural obstacles. Do not negotiate a turn near such an obstacle.
 - C. Familiarize yourself with shallow water, stumps, rocks, seasonal problems and landmarks.
 - D. The coxswain or single sculler should make frequent checks on both sides. Listen for oncoming traffic.
 - E. Be courteous to others on the water. Be aware of powerboats and treat them with respect.

6. The safety or coaching launch provides safety supervision for shells when rowing and support assistance in an emergency. A launch may prove useless unless the following precautions have been taken:
 - A. The driver must be trained and certified by Pittsford Crew in the proper use and operation of the launch.
 - B. A radio or cell phone is recommended to allow a quick direct link with rescue services in the event of an emergency. Dial 911 in an emergency.
 - C. Emergency supplies in the launch should include a first aid kit, whistle, blanket, anchor, lifeline and oar.
 - D. Ensure that the launch carries a PFD (personal floatation device) for every person on board plus one each for 9 rowers.
 - E. Practice man overboard safety drills. Know how to have rowers enter the safety launch from the water. Approach from the leeward side, keeping outboard propeller away from people in the water. Turn off the engine before contact is made. Avoid overloading a launch.

7. Individual rowers are encouraged to consult a physician before starting any form of exercise program.
8. Conditioning should be part of any rowing program. Most people do not have perfectly balanced bodies or sufficient physical stamina when they begin to row. Take it upon yourself to seek professional training advice.
9. An on land warm-up should become part of you training ritual. Before rowing, bring your body up to the proper level of intensity by taking three minutes before you touch the boat to warm up by jogging, jumping rope or running in place. Follow that workout with seven minutes of basic stretching.
10. An on water warm-up should be used to gradually and safely build up to full intensity. An example would be building gradually from no pressure “hands only, bodies over, ¼ slide, ½ slide, ¾ slide, full slide”, and then adding pressure until the proper workout intensity is reached.

On the Water

1. Rowers should always be quiet and pay attention to their coxswain or coach.
2. Be aware of weather conditions. There are many inexpensive models of weather radios on the market. Use a weather radio or listen to local weather reports before going out on the water. Watch for gathering clouds, changes in wind speed and direction, temperature changes and other boats returning home. If on a river or lake check current direction and look for floating objects or debris.
 - A. Do not row in high wind, whitecaps or wind above 12 knots under any circumstances.
 - B. If sudden winds come up, return to the boathouse if the trip is safe or row the boat to the nearest shore and wait for the winds to calm down.
 - C. Try to minimize equipment damage, but remember that you are more valuable than your boat.
 - D. Do not row in fog unless your visibility to shore is at least 100 yards. Be sure to have land reference points. If fog sets in while you are on the water move slowly and be prepared to stop quickly. Use a sound-making device (Cox-box, horn or whistle) to advise other boats of your location as you take your boat to shore. Follow the shoreline back to the boathouse.
 - E. Do not row in an electrical storm. If you are on the water and see lightning, hear thunder or notice your hair standing on end with static electricity, head immediately for the nearest shore. If the storm is not yet upon you, follow close to the shoreline and return quickly to the boathouse. If the storm is upon you, take your boat ashore and wait for the storm to pass.
3. Wind, current or the wake of passing boats generates waves. Because shells are vulnerable to high waves, special care is needed with approaching wakes.
 - A. If approaching wakes are higher than the gunwale, the shell should be turned parallel to the wake to avoid having parts of the shell unsupported by the water. It is possible to split a shell under these conditions. Rowers should stop rowing and lean away from the approaching wake, with the oar on the wake side of the shell lifted slightly.

- B. If approaching wakes are lower than the gunwale and widely spaced, continue to row without a course adjustment. Deep and closely spaced wakes that are lower than the gunwale may be taken at a 90-degree angle to the bow, i.e. row directly toward them.
 - C. Turning in waves is tricky; allow plenty of room, energy and time.
- 4. Lighting conditions – the greatest danger while rowing is collision caused by limited vision or carelessness. As a rule we do not want our boats on the water after dark. Great care should be taken when rowing in darkness or near-darkness. Take extra care to look and listen. Minimize conversation. Be careful not to get too close to shore or to known hazards. Only row in familiar waters under these conditions.
 - A. There should be an all round white light available for each rowing shell when rowing between sundown and sunup. It should be sufficiently bright to alert approaching vessels of your presence. It is recommended that reflective tape be placed on the top of gunwales and splashboards.
 - B. Carry a sound-making device, a horn or a whistle.
- 5. Water temperature should always be monitored.

Hypothermia occurs when a victim is subject to cold temperature, cold water, cold wind, ice or snow. There is a potential danger for hypothermia when the water temperature is below 80 degrees. The danger becomes acute when the water temperature is below 50 degrees. Symptoms include feeling cold, turning blue and shivering, followed by numbness, apathy, lethargy, disorientation and loss of mental capacity.

Emergency action if cold and shivering:

- A. Get out of the water immediately. Climb on top of a capsized boat. Heat loss is 25 times greater when in the water.
- B. Huddle together with other people.
- C. Move to shelter quickly, remove wet clothing and re-warm the body. In mild hypothermic conditions, re-warm in a shower, bathtub or with warm blankets.
- D. Do not give any liquids to drink.
- E. Treat for shock.
- F. Continue to re-warm and obtain medical assistance as soon as possible.

Emergency action if cold and shivering has stopped (advanced hypothermia):

- A. Treat as above, but **DO NOT RE-WARM THE EXTREMITIES!** If the victim is no longer shivering, the torso must be re-warmed to avoid circulating cold blood to the heart. This can kill. Wrap the victim in a blanket and apply heat to underarms and groin area; wrap again in a separate blanket. Wrap each arm and leg separately to prevent re-warming. Hot packs should not be placed directly on the victim. A thick layer of cloth should be used to protect the victim's skin from this heat source. If hot packs are not available, place the victim in a sleeping bag or blanket wrapped together with another warm person.
- B. Administer artificial respiration and CPR if necessary. Obtain immediate medical assistance.

Extended Cold Water Immersion – Be aware that in very cold water people have survived as long as one hour underwater. Recover a victim immediately and, even though there are no signs of life, begin CPR and artificial respiration. Continue until medical assistance arrives.

Hyperthermia occurs when there is an increase in body temperature, usually when the air temperature is above 76 degrees, and the victim is exposed to sun and heat in combination with a decrease in fluids. It may occur when a) sweat cannot easily evaporate; b) the body is being heated by the environment; c) water loss from sweat and respiration is not replaced and dehydration occurs. Two serious conditions may result:

Heat Exhaustion – throbbing headache, nausea, cool skin, chills, sweaty, pale pulse.

- Emergency action is to drink water, seek shade from the sun and treat for shock.

Heat Stroke is life threatening – erratic behavior, possible unconsciousness; hot but not sweaty; flushed, warm skin and rapid pulsating pulse.

- Emergency action – douse with cool water, seek shade from sun, fan to cool, ensure the victim's airway is open, and immediately seek medical assistance.

To avoid these problems in hot and humid weather:

- A. Maintain a high fluid level. Rehydrate often. Drink water before leaving the dock and frequently while on the water. Take an individual plastic water bottle for easy access.
- B. Avoid sunburn by using sunscreen. Use a sweatband or hat to keep lotion out of eyes.
- C. Wear lightweight clothing.
- D. Remain in the shade when off the water.
- E. Plan your activity level consistent with the degree of heat and humidity.

Emergency Conditions

1. Under no circumstances should a rower in the water leave his/her floatation boat. Even if a swamped boat is within a swimming distance from the shore, the rower should swim the boat to the shore. Do not leave your floatation even if you consider yourself a strong swimmer.
2. Should someone give the command "Weigh Enough! Hold Water!" don't ask questions. Respond immediately by stopping all forward body movement. Square the blades in the water to bring the boat to a halt.
3. Use these distress signals to communicate to other boats: blow a whistle, wave your arms above your head, wave a shirt above your head or raise one oar in the air.
4. Man Overboard – immediate command "Weigh Enough, Hold water!" The stroke removes his/her oar from the oarlock and pushes it to the person in the water. Do not throw the oar directly at the person in the water. The person in the water should lie across the oar and remain close to the shell. Launch personnel will pick up the person and determine if the rower can return to the shell.

5. Rower Injured – immediate command, “Weigh Enough!” Signal the safety launch if first aid assistance is needed.
6. Shell damaged but afloat and not taking on water – immediate command “Weigh Enough!” Make adjustments or signal the launch for assistance.
7. Shell Swamped – immediate command “Weigh Enough!” A shell is swamped when the interior water level reaches the gunwales. If rowers stay in the boat, the floatation ends may cause the boat to break apart.
 - A. Coxswain directs rowers to untie and, by seat number, the rowers should carefully, but quickly, slip overboard.
 - B. If the boat is taking on excessive water, signal the launch and unload the rowers by pairs – starting in the middle of the boat – as soon as possible in order to avoid damage to the boat. Pairs should form “buddies” and keep contact with each other. The Cox should buddy with the stern pair.
 - C. The cox should account for all the rowers. Make a roll call.
 - D. If rescue is not imminent take the following steps:
 - 1) Remove oars and place them parallel to the shell. All persons should move to the two ends of the shell. It is dangerous to roll a shell when near the riggers.
 - 2) Roll the boat to form a more stable floatation platform. Rowers can either lay on top of the hull or buddies can hold onto each other across the hull.
 - 3) Remember that body heat loss occurs 25 times faster in water. Do not attempt to roll the boat if rescue is on the way.
 - E. A launch can shuttle rowers to the nearest shore. Be careful not to overload launch. Take a roll call and account for all rowers.
 - F. When the boat has been brought to the shore remove the oars. If the ends of the shell have filled with water they must be drained before the boat can be removed from the water. Remove the shell carefully to avoid injury or damage. A boat full of water is very heavy, so try bailing first, then roll the boat slowly and remove it from the water.
8. Singles swamped - singles should be rowed with a buddy boat or launch. The buddy boat or launch will help stabilize the single for re-entry. Entering the shell directly from the water may cause splashboard damage. Swim the boat to shore, lying in the stern, using the shell as a paddleboard. In very cold weather you can abandon your shell and lie on the stern deck of the buddy boat to be taken to shore. Loss of muscle control can occur very quickly and dramatically in cold water. Think hypothermia. The stern deck rescue may be your only option.
9. Shell capsized – immediate command “Untie!” This rarely happens except in small boats. Be sure that all rowers and Cox are accounted for. Stay with boat until assistance arrives.
10. Shell broken and sinking – immediate command “Untie!” Get out of the boat and follow the same procedures as for a swamped shell. Do not leave the floating boat. Hold onto your oar and use it as a floatation device if your boat sinks.
11. Another Boat in Distress – If a distress signal is seen and insufficient assistance is nearer to that craft; maneuver your shell to the distressed boat. Attempt to summon other launched or stable boats with a distress signal. Assist in any way that does not jeopardize the lives of your own crew.

12. Shells should stay “within hailing” distance of their safety launch. That launch has been outfitted to provide assistance to rowers and their shell in the event that it is needed. A coach’s expertise is available for small equipment adjustments or breakdowns, which would allow the shell to continue rowing after a short stop. If more serious problems arise the launch is available for emergency support and rapid transportation.
13. Paddle-down at the end of your workout. It is important for your health and safety that you don’t race up to the dock. Once the boat and oars are stored, it is important to take another seven minutes to go through your basic stretching exercises to heal any unnoticed sprains or strains that arose during your row, thus eliminating unnecessary aches and pains.

Pre-Practice Safety Checklist

Coach

- | | |
|--|---|
| <input type="checkbox"/> CPR course | <input type="checkbox"/> Practice Plan |
| <input type="checkbox"/> Proper Clothing | <input type="checkbox"/> Swim Test |
| <input type="checkbox"/> First Aid course | <input type="checkbox"/> Megaphone |
| <input type="checkbox"/> Boating safety Class | <input type="checkbox"/> Weather Forecast |
| <input type="checkbox"/> Safe water conditions | <input type="checkbox"/> Observer in launch |
| <input type="checkbox"/> Knowledge of waterway | <input type="checkbox"/> Tools |
| <input type="checkbox"/> Use a logbook to record direction and time of return | |
| <input type="checkbox"/> If possible, have marine band radio or cell phone to make direct contact with emergency services. | |

Athletes

- | | |
|---|---|
| <input type="checkbox"/> Swim Test | <input type="checkbox"/> Know Safety Procedures |
| <input type="checkbox"/> Health Form Completed | <input type="checkbox"/> Proper clothing |
| <input type="checkbox"/> Stretch before workout | <input type="checkbox"/> Water to drink |
| <input type="checkbox"/> Safety video viewed annually | |

Launch

- | | |
|--|--|
| <input type="checkbox"/> Life jackets (PFD’s) | <input type="checkbox"/> First Aid kit |
| <input type="checkbox"/> Registration | <input type="checkbox"/> Safety light |
| <input type="checkbox"/> USCG required equipment | <input type="checkbox"/> Oar |
| <input type="checkbox"/> Anchor | <input type="checkbox"/> Lifeline |
| <input type="checkbox"/> Blanket | <input type="checkbox"/> Whistle |

Shells

- Bow ball
- Water tight compartments sealed
- Megaphone or COX-Box for coxswains
- Rigged properly
- Equipment checked (rudder, fin, etc)

APPENDIX G.

ORGANIZATIONAL STRUCTURE

Board of Directors:

The Board of Directors of Pittsford Crew is comprised of between 7 and 19 members. Each director serves a term of 3 years. Per the By-Laws, the Board of Directors must be comprised of at least two-thirds parents of participating athletes.

The Executive Committee of the Board consists of :

President
Vice-President(s)
Secretary
Treasurer

Board meetings are held monthly, with additional meetings scheduled as needed.

Standing Committees include:

- Equipment and Facilities
- Health and Safety
- Program
- Communications
- Discipline
- Fundraising
- Financial
- Hospitality
- Learn to Row
- Nominating
- Personnel

Boathouse Master:

The Boathouse Master is the person responsible for repairing and refurbishing equipment. Mr. Brad Sayer is our Boathouse Master.

Coaches:

Coaches for Pittsford Crew are hired by the Executive Director for a specific season.

Qualifications:

- Certification of USRowing Level I coaching status within 1 year.
- American Red Cross CPR and First Aid certification.
- Attendance at approved water safety course.

Responsibilities:

General

- To teach rowing in a manner that allows athletes to develop their full potential, encourages the love of and commitment to the sport of rowing and provides skills that can be enjoyed for a To model, encourage and promote sportsmanship and good citizenship between all members of Pittsford Crew and competing teams.
- Organize and conduct team practices.
- Develop a comprehensive training plan.
- Oversee additional land practices/meetings and weight lifting sessions.
- Coach team during all contests, home and away.
- Promote safety at all times.
- Participate in disciplinary activity as needed in conjunction with board members.
- Attend coaches' meeting during rowing season.
- Insure respect for and proper maintenance of crew equipment, boathouse and property.
- Insure that student athletes conform to the NCAA Guide for the College-Bound Student Athlete.

Competitions

- Schedule competitions with the approval of the Board of Directors.
- Complete required registration information.
- Communicate need for boat and equipment transportation.
- Communicate with the Travel Committee chairperson regarding necessary competition arrangements.
- Keep records of competition performances and convey to Communications committee for distribution (newsletter, webpage).

Equipment

- Insure proper function of shells, oars, and other crew equipment.
- Verify adequate gasoline for launches in conjunction with Boathouse Master.
- Follow maintenance schedule for boathouse and equipment.
- Communicate with Executive Director and Boathouse Master regarding equipment needs and problems. This is done via the logbook/equipment repair form, or by phone call for an emergency need.
- Evaluate and advise on equipment purchases and leases.