

Edgewater Crew Handbook



Orlando Rowing Association

(ORA)

www.edgewatercrew.org

Table of Contents

Introduction.....	3
Information Resources	5
Information for Rowers and Parents.....	7
Financial Commitment	10
Information on Racing and Regattas.....	13
Information on Financial Equity Program	14
Scholarship	15
Guidelines and Responsibilities for Rower Members	17
Guidelines and Responsibilities for Parent Members.....	19
Guidelines and Responsibilities for Coaches.....	22
Guidelines for Trip Chaperones.....	23
Acknowledgement Form	24

Introduction

Welcome to the sport of rowing at Edgewater High School. This handbook contains essential information, resources, policies, guidelines and rules for every member of the Edgewater Crew community - including rowers, parents, coaches, and volunteer supporters. Expectations and requirements for participation in Crew, as well as detailed information regarding financial and time commitments are included. Please review the handbook carefully, and keep it available for future reference.

Mission Statement

Our mission is to provide a competitive rowing program that builds strength, discipline, accountability, and character, and that promotes a team culture of respect and sportsmanship.

Orlando Rowing Association

Crew operates as a club sport at the high school level, which means it receives no funding from the state, country or school system. Orlando Rowing Association, Inc., organized as a Florida corporation in 1967, is a 501, (c) (3) charitable, educational, non-profit organization, created to serve as the dedicated governance entity for funding and management of all Edgewater Crew rowing team activities. ORA membership is comprised of Edgewater Crew team rowers, their parents, alumni, and capital members, as designated in the registered By-laws.

ORA's primary role is to provide administrative, financial and logistical support to Edgewater Crew's rowing team. To ensure compliance with school, county, and state regulations involving club sports and student extra-curricular activities, ORA works closely with Edgewater High School's administration. ORA is responsible for: contracting with the coaching staff and paying their salaries, overseeing and funding boathouse and equipment maintenance, managing transportation costs, paying regatta entry fees, etc. In order to financially support the essential fiscal year operating requirements, ORA collects a fall registration fee and monthly membership dues from each team rower. To keep membership dues to the absolute minimum, ORA has established many different fundraising activities that benefit the team, the rowers and the parents.

ORA is administered by a Board of Directors, elected by members at the corporate Annual Meeting near the conclusion of each high school rowing season. All members with current accounts (no outstanding balances) are eligible to vote at meetings and to serve on the Board. ORA needs active and involved parents for the organization, and the team, to prosper; and every member is strongly encouraged to volunteer to serve on committees. Contact any member of the Board to find out how you can help.

Edgewater Crew member meetings, for all parents and rowers, are held on the Edgewater High School campus soon after the start of the school year, and periodically throughout the year as needed. Attendance by both rowers and parents is encouraged as it helps to keep the parents informed of all activities in which the rowers are involved. ORA also sponsors rowing programs for middle school (Junior Eagles) and adults (Edgewater Masters).

Board of Directors Objectives

In addition to the day-to-day support and management of Edgewater Crew, these are the guiding principles by which the Board of Directors will focus their efforts this season.

Crew Team Environment

- Respect – for self and others
- Performance - Character - Teamwork - Leadership
- Technique - Training - Safety
- Academic Success
- A Culture of Traditions - (Rowing, Edgewater Crew Success and Sportsmanship)
- Recruiting and Retention
- One Team – One Goal – One Purpose

Our Crew Community

- Connected and Involved Parents, Alumni and Coaches
- Engaged Board Leaders
- Edgewater High School
- Orange County and Orlando City Officials
- Team Sponsors
- Junior Eagles Program (Recruiting for the Future)

The Business of Crew

- Coaching Continuity and Stability
- Efficient Operations Framework - Enabling the Lowest Possible Membership Costs
- Parental Commitment to Financial Health of the Program
- Fundraising for Now and Tomorrow - Complete Plan and Goals
- Recruiting and Scholarship Programs
- Long Term Equipment Investment Plan
- "A Better Boathouse" Program - Existing Maintenance

Edgewater Crew Committee Structure

The Board of Directors, in accordance with guidelines set forth in organization Bylaws, establish various standing committees to assist with Edgewater Crew's operations. Parents and alumni are encouraged to serve on the Board, to volunteer as subcommittee heads or to assist with committee projects. If you are interested, please respond to email requests or advise a Board member.

In addition to standing committees, ORA has three task committees: Budget, Coaching and Nominating. The Budget Committee's task is to develop a working budget at the start of each year (summer time frame). The Coaching Committee is activated in the April/May time frame to review the needs of the ORA coaching staff, and to interview and make recommendations to the Board, when appropriate. The Nominating Committee is appointed by April 1st, as defined in the Bylaws, and their primary task is to develop a list of members willing to serve on the Board the following year.

Information Resources

Information and Communication

ORA maintains the following resources for the benefit of Edgewater Crew members:

- Edgewater Crew website - <http://www.edgewatercrew.org/>
- Edgewater Crew on Facebook - <http://www.facebook.com/edgewater.crew>
- Edgewater Crew on Instagram- [theedgewatercrew](https://www.instagram.com/theedgewatercrew)

Edgewater Crew Website – www.edgewatercrew.org

Edgewater Crew's official website contains a wealth of information: regatta schedules & locations, forms, the team Handbook, Organization By-laws, payment options, and upcoming events, just to name a few. It is important you check the site regularly.

The Event Calendar link on the home page provides access to monthly calendars containing all team-related events. Many of the events, when clicked on, can be saved to other calendar formats including MS Outlook, iCalendar, Google and Yahoo.

Information for specific regattas can be accessed by clicking on the "Regattas" tab at the top of the home page.

Contact information for each board member can be located by clicking on the ORA Board tab on the right side of the page.

The [About Us](#) tab provides links to the Crew Handbook, ORA By-laws, OCPS forms, Regatta 101 and other important information for students and parents.

Website contents are public. Specific information for membership is distributed via email.

Edgewater Crew Email

This members-only communications portal is the primary source for official messages regarding current and upcoming events. Team-specific information for each race, Pre-Race Dinner (PRD) locations, travel arrangements, etc., are sent through this distribution channel, and it is critical parents check their email accounts regularly to ensure they receive important information.

Edgewater Crew on Facebook

All rowers and parents are invited to become a 'Friend' of Edgewater Crew on Facebook. The page currently has a friend base of over 700; and while all team information isn't available through this channel, photos of races and other crew events are posted, oftentimes, as they are happening.

Edgewater Crew on Instagram

Parents, rowers and friends can follow theedgewatercrew on Instagram. Photos with the hashtag #ehscrewlife are posted on a regular basis, providing another fun option for viewing photos of rowers and events.

Information for Rowers & Parents

Crew is a unique sport that requires tremendous teamwork and involves a commitment of time and energy by both rowers and parents. Continuity and consistency are critical to developing successful boats; and it is expected that team members will come to practice fully prepared to participate, wearing appropriate clothing for both rowing and land.

Eligibility and Conduct

Team members are expected to promote the proud tradition of Edgewater Crew in their appearance and actions a.) on campus b.) at practice c.) on trips d.) in competitions and e.) as they represent the team within the community and at various events; and rowers/coxswains can be removed from the team at any time, for any reason, at the coaches' discretion. Edgewater Crew's Scholastic Rowing Program is comprised exclusively of athlete members who meet the following eligibility requirements.

- Attend Edgewater High School
- If home schooled, residence must lie within the EHS geographic attendance zone
- If registered in alternate programs (i.e. classes at Valencia, or Florida Virtual School), residence must lie within the EHS geographic attendance zone
- If team members do not maintain a GPA of 2.0 or above, the coaches may opt to place them on academic probation, which may include:
 - Notifying parents/guardian of probation status
 - Providing coaches with course list and contact information for teachers
 - Updating coaches with steps being taken to make improvements, as well as Progress Report updates or the capability to monitor Progress Book
 - Attending all practices (unless otherwise coordinated) and showing commitment to the team
 - Signing (parents & rowers) an Academic Probation Contract
- Students must have a satisfactory medical examination on file.
 - The **Sports Physical Form** is the only form that may be used for the student's athletic physical and can be obtained on websites for Orange County Public Schools, Edgewater High School or Edgewater Crew.
 - Health packets may also be picked up from the receptionist in the Edgewater High School administration office.
- Read and adhere to guidelines and rules set forth in the Edgewater Crew Handbook
- Complete and submit all required forms including, but not limited to the Registration, Transportation Waiver, Physical Packet, ORA (US Rowing) Release of Liability Waiver, etc.

Attire

- Rowers' clothing for practices and races must be clean and should not be offensive or revealing.
- Athletic attire must be worn for all practices.
- Wearing sunscreen and carrying a water bottle is strongly recommended at all times.
- Appropriate athletic shoes for running and other land workouts should be worn. No flip-flops.
- Uniforms/unisuits shall be worn for all races.
- Appropriate attire for weather, including layers of clothing in the winter, should be worn.
- No bathing suits at practice or at regattas. All team members should wear shirts while in or around the boathouse.
- At all regattas, uniforms/unisuits must be worn as intended (i.e. over shoulders) prior to handling the boat

for launch, during the launch, racing, and the medal ceremony and pictures.

- Rowers will wear travel clothing as determined by the coaches for away regattas.
- Coaches will specify clothing to be worn to school one day prior to regatta (ex. gentleman – khaki pants, white dress shirt, and crew tie: ladies – team dresses).
- Coaches will specify clothing to be worn for recruiting and school events.

Practices and Winter Camp Attendance

Practice schedules and attendance criteria are established by the coaching staff and posted on the calendar. Any changes to the published practice schedule will be announced by the coach. Rowers/coxswains are required to attend all team practices, pre-race dinners (PRD) and regattas. If a practice must be missed, the coach expects be notified by phone or email prior to the missed practice. Coaches may excuse absences in exceptional circumstances but will assign rowers extra workouts for any unexcused absences. Missing practices will affect boat assignments at regattas. Seats cannot be maintained if practice(s) is missed.

Practice is almost never canceled, rain or shine. Lightning or high winds may keep the team off the water; but unless told otherwise, practice will still be held and land training will be conducted. Crew demands a large commitment of time and energy, and teammates need to effectively manage their time to balance academic requirements & Crew.

The team practices during fall, winter and spring breaks based on the coach's discretion. The coaches must be informed in advance of absences related to family trips, appointments, etc. and will be considered unexcused without appropriate notification.

Rowers participate in a Winter Camp that takes place in January. Membership dues cover the cost of the camp for rowers.

It is imperative all rowers are picked up at the end of practice, without delay. ORA Coaches and Volunteer parents are not responsible for **supervising students who arrive on boathouse grounds more than 30 minutes before practice and/or crew-sponsored activities are scheduled to begin - or for students remaining on boathouse grounds more than 30 minutes after a practice, race or other crew-sponsored activity ends.** Parents or guardians should not rely on ORA Coaches or Parent Volunteers to provide supervision for their child outside of the above practice and event schedules. Failure to adhere to pick-up times may lead to recommendation for probation or dismissal from the team, at the coach's discretion.

Hydration - Hot Weather Guidelines:

- Hydration is extremely important. Water is always available; and water breaks at practice are provided roughly every 20 – 30 minutes.
- During school, a rower should drink at least a 20-ounce bottle of water every two-class periods and eat a full and balanced lunch.
- 15 minutes before practice, a rower should drink at least 8-16 ounces of water.
- Practices in hot temperatures will be no more than three hours in length and consist of no more than 90 minutes of intense exercise. Warm up, conditioning, weight room activities, rowing, stretching, and cool-down activities are all included as part of practice time.
- A darker urine color is a quick indicator of dehydration and should look more like lemonade than apple juice.
- If the skin suddenly feels cold or clammy, it is a sign of heat exhaustion.
- If a rower shows signs such as confusion, combativeness, bizarre behavior, strong rapid pulse, dry flushed

skin, lack of sweating, delirium or coma, coaches are instructed to first make sure the rower is safe, and then dial 911 immediately; even if a parent is present.

Sources: Orange County Public Schools Heat Guidelines / Florida High School Athletic Association Heat Guidelines / National Athletic Trainers' Association (NATA) – Health Care for Life & Sport – Heat Guidelines

Cell Phone Policy

Rower cell phone use is not permitted during practices, unless given permission by the coach. Rowers' cell phones brought to practice/regattas shall be the responsibility of the rower. If there is an emergency and a parent needs to contact a rower, the coaches are accessible via cell phone.

Lettering

Lettering is not guaranteed for all participants.

- All rowers must complete the entire rowing season in order to be eligible to receive a letter.
- It is the coach's privilege, subject to the Board of Directors' approval, to award letters based on outstanding effort or accomplishments during the season.
- Participants are required to maintain 80% attendance at practices.
- Missed regattas may affect lettering.

Questions and Conflict Resolution

Rowers' questions or complaints should be addressed in the following order:

1. Team Captain/Co-Captain
2. Coaching staff (assistants)
3. Head Coach
4. Board Officer
5. If the rower does not feel the situation has been rectified, or if the concern involves a member of the coaching staff, the rower, along with the parent/guardian, should contact the [Board President](#).

Financial Commitment

The fiscal year for ORA/Edgewater Crew begins on July 1 and ends on June 30 the following year. The financial commitment is kept to the lowest level possible by using a combination of dues, fund raising activities, donations, boosters and sponsors.

The financial commitment is necessary for the purchase and maintenance of equipment, compensation for coaches, insurance coverage, payment of regatta fees, hospitality food expenses, boathouse utilities, transportation, and a host of other miscellaneous expenses inherent to conducting ORA business.

The financial commitment is as follows:

- \$100 Fall Registration Fee – Applies to all rowers each year, upon initial registration
- \$225 Monthly Dues - Includes membership, winter camp, and state tournament travel expenses.
- Travel (overnight regattas other than States). Costs are dependent upon event, hotel, travel, food, etc.

Fee	Due	Amount
Fall Fee	Fall Registration (August)	\$100.00
Returner Dues	August (1/2 month)	\$112.50
Dues	Monthly (September-April)	\$225 per month
(Dues are \$200/month for families with two or more students in the program)		
Travel	TBA	Variable

** Novice rowers are given a 14 day "no-dues" period to evaluate Crew. Following the 14 day period, dues will be prorated for the first month, based on start date.

**Returning rowers starting in August will be charged \$112.50 for the partial month and \$225 per month from Sept. - April. If they start after September 1, the monthly dues will be prorated based on start date.

- Each rower's membership account must be kept current.
- A past due account will result in restrictions to, or suspension of, participation.
- There are no refunds if a rower/coxswain voluntarily leaves the team.
- Rowers who leave and owe money are responsible to pay all owed fees even after leaving.
- There are no refunds from accounts with a surplus balance for non-returning rowers.
- Surplus account balances may be transferred to other active member accounts.

The financial commitment incorporates monthly scheduled dues payments. Members/rowers have opportunities to reduce the financial impact of dues by actively participating in the sale of ads for the Crew/Ad Yearbook, Poinsettia sales, the Erg-A-Thon and other "equity" generating activities throughout the year, as detailed in the [Information on the Financial Equity Credit Program](#) section.

Travel Expenses

Overnight expenses for the State Tournament in April are covered by monthly dues. If the team participates in other regattas that require overnight stays, additional out-of-pocket expenses will occur for hotel accommodations, food, bus transportation and associated travel expenses (gas/tolls if driving to regattas, etc.). Regatta expenses are calculated per regatta dependent upon the overall costs of travel and the number of rowers attending the regatta. All overnight travel expenses are estimated before the event, billed in advance and **due prior to departure**. If un-planned travel costs need to be covered following an event, parents will be notified and given adequate time to pay. If an overage is collected, any remaining funds will be credited to rower/coxswain accounts.

Commitment

Parents, When considering trips and/or whether to keep your son or daughter home for any reason, please be aware of implications for your child, and for the entire team. When a student is absent from a boat, there is a domino effect throughout the entire team, as one missing rower causes boat lineups to shift from boat to boat. This information is not to suggest what is right for your family or rower, but rather to make you aware of the incredible teamwork required in this sport. Having one rower suddenly, with or without notice, not be available for practice or a race can disrupt up to eight other rowers and their coaches, possibly leaving teammates stranded on land, unable to practice or compete at a regatta. This hurts everyone's chances of having the most positive rowing experience possible.

Forms

Required forms must be completed and submitted to coaches or Board members before students are allowed to participate in activities. Most forms can be found at www.edgewatercrew.org. The physical form is part of the OCPS Health pack and can be found on Orange County Schools website or picked up from the receptionist in the Edgewater High School administration office.

Insurance

While ORA maintains excess accidental and liability coverage, parents/guardians are responsible for primary medical insurance for their rowers/coxswains.

Medications

Coaches must be notified of all medical conditions and any required medications rowers are using at all times. Included are asthma inhalers and Epi-pens or other allergy medications. All medical conditions shall be reported on the applicable registration form.

Transportation - In Town

Transportation to/from local venues is the responsibility of the rower. Carpool arrangements should be made prior to race day with other rower/parents. Rowers arrive and leave as a team at all regattas. If a rower needs to leave a regatta early, approval from the Head Coach must be granted prior to race day.

Parents must sign a [consent form](#) for any rower being transported by another rower (not rower's guardian) to/from practice and in town regattas and provide to the membership chair membership@edgewatercrew.org.

Transportation – Out of Town

Regattas held outside of the Metro Orlando area use either bus or car transportation with adult drivers. Chaperones are required for all out of town events. Bus travel chaperones are also required for bus trips; and rowers are encouraged to use team transportation for these regattas. In cases where parents wish to transport their rower after the regatta, a written note must be presented to the Head Coach or to the adult chaperone assigned to the rower, prior to the event.

Volunteer Support Needs

Since volunteer efforts are used to off-set general expenses, the board expects and needs all rowers and parents to volunteer as much time as possible.

Rowers

All rowers are required to support volunteer/fundraising events and are responsible for signing up on volunteer forms. If unable to attend, they are to contact their team captain/co-captain or the coordinator prior to the event, if possible. Rowers are required to attend the following events:

- Open House setup and clean up
- Homecoming parade/float
- New rower recruitment

Parents

- Participation on a committee (i.e., Property, Financial, Recruiting, etc.)
- Host a Pre-Race Dinner (PRD) – College Park residents
- Supervise/Chaperone fundraising events

- Food Tent (Hospitality Committee) Assist with setup and teardown
- Boat trailer/food trailer towing
- Projects benefiting the crew team (i.e., boathouse repairs, painting, etc.)
- Volunteering at FSRA regattas (i.e., stake boats, launch driver, finish line, etc.)
- Joining boathouse benefit or annual awards banquet committee
- Transportation
- Travel Chaperones
- Supervision of team members and their possessions when under the tent

Information on Racing and Regattas

Information for specific regattas is available at www.edgewatercrew.org on the Regattas page. Team specific information for each race, i.e., PRD location, travel arrangements, etc., is sent via email prior to each race.

The Pre-Race Dinner (PRD)

Regattas begin the night before the race with a traditional 'carb-loading' social called a PRD. Parents volunteer to host the dinner at their home (preferably in the College Park area), and hosting is then rotated to different homes for each race. The host family is responsible for the dinner site (backyards are fine) and paper products for up to 80 people. Crew families are assigned pasta, salad, bread, and dessert (suggested serving size 12) the week of the event. Please contact the [Hospitality Committee](#) for more information.

Regatta Transportation

The [regatta schedule](#) on the team website includes links to designated race locations. As previously noted, parent/chaperone or bus transportation is usually provided for all regattas outside the Orlando metropolitan area. All rowers are expected to take the designated mode of transportation to/from the regatta. In cases where parents wish to transport their rower after the regatta, a written note must be presented to the chaperone assigned to the rower, **prior to the regatta**.

Regatta Arrival

The rowers report to the boat trailer immediately upon arrival at the race site. Parents find the hospitality trailer, set up their spot to view the races, help raise the EHS tent and aid in preparing breakfast for the team. The large red/white EHS tent is the rowers' place to rest between races.

Race Time

Rowers gather for one last coaching session and then hoist their shell overhead and carry it to the launch area. The team has only a short time to get the boat in the water, oars mounted and themselves seated; so it is important for parents not to distract or interrupt them at this time. The coxswain directs the shell to the starting area for warm ups until it is time to take starting positions. When the official shouts, "Go!" the boat makes a strong and synchronous start before settling into a rhythmic pace. At various points throughout the race, the coxswain will call for sprints or power strokes to get the maximum speed from the rowers while having enough energy to finish the race. As in any type of race that involves distance, there is plenty of strategy and gamesmanship involved in trying to finish ahead of the competition.

When the rowers come in view of the spectators, teammates emerge from the tent to cheer them on, as do parents who have set up lawn chairs to view the action and to socialize between races. Regardless of the final outcome, Edgewater boats receive a rousing applause from supporters on their way back to the dock after their race. Demonstrating the traditional sportsmanship of this sport, the winning boat is congratulated by competitors as they pass by.

Post-Race

Rowers again have limited time to get their shell off the dock and back to the trailer site. It is important for parents to let them complete the task and to wait until after their post-race debriefing session with the coach to approach them. Parents will often wait for the rowers to come back to the tent area.

Between Races

Rowers hang out under the tent, sleeping, catching up on reading, playing cards, and listening to iPods. Parents congregate in the in the spectator area, socializing with other parents & assisting hospitality coordinators. Our photographers are everywhere, taking photos of the day's activities, which are then uploaded to Edgewater Crew's website for all to see/download. Links are provided for anyone who would like to add photos they've taken to the website.

Wrapping Up

After the last race, boats are de-rigged and loaded back on the trailer. Tents and food tables are taken down and placed in the trailer; and everyone then meets at the boat trailer for award ceremonies and dismissal. At large regattas, medals are awarded to boats that finish 1st, 2nd, or 3rd in their race. Dual or Tri meets often have t-shirts from opposing boat(s) as a prize for the winners. One last race tradition.... the coxswain of winning boats can count on getting tossed in the water before the team leaves.

What to Bring

- Rowers/Coxswains may bring a sleeping bag, blanket, pillow, etc. for resting between races. Homework, books, iPods, playing cards and games are also common items to bring. Rowers may also want to bring cash to purchase regatta t-shirts (usually sold for \$15 - \$25). **Please monitor the weather conditions for race day and prepare/pack accordingly.**
- Parents, family, and other fans: Bring comfort items (sunscreen, hat, lawn chairs, towels, binoculars, camera, and coolers for drinks if desired). Most race sites have concession stands for food and beverages. Once rowers are fed, our hospitality crew may have extra food on hand; but please plan accordingly in case this isn't the case. Dogs (on a leash) are usually allowed at most venues, but bring a container they can drink from, and be mindful of the weather as some venues do not have ample shade available.

Regatta Schedule

For a full and updated schedule review the link at <http://www.edgewatercrew.org/Regattas.html>.

Information on the Financial Equity Credit Program

ORA provides rowers and parents with the opportunity to raise funds to offset the financial commitment through a variety of activities known as the Member Equity Credit Program.

Member Equity refers to (fundraising) actions engaged by rowers and parents which produce funds to ORA that are then credited to an individual rower/member account. Stated another way - funds that are raised by

a rower or member parent are applied as a credit to the rower's current membership account balance. An account surplus can be carried over to the following year.

Poinsettia Sales

Poinsettia sales can make a big difference to your rower's account. These poinsettias are florist quality plants. Rowers will deliver to the buyers' homes the Sunday after Thanksgiving. All net earnings on each sale will be credited to the member's account. An order form is available for download from www.edgewatercrew.org.

Edgewater Crew Ad Yearbook

The EHS Crew Team prepares and distributes the EHS Crew Ad Book, which also functions as a yearbook for the team. Team members solicit advertisers. Parents and families can sponsor an ad for their rowers as well. This is a great way to earn equity credits to a membership account. The member/rower earns a 75% share credit of the amount of the ad sold, and the remaining 25% covers the cost of printing the book. For example, selling \$250 of ads equates to a \$187.50 credit going to the member's account. An information form is available for download at [Adbook/yearbook](#).

Amway Center/Camping World Stadium concessions

The concessions company operating at the Amway Center and Camping World Stadium contracts with non-profit groups to operate concession stands at concerts, Orlando Magic games, Bowl games and various other events. Edgewater Crew receives a commission of the total sales at stands where it supplies volunteers. Then, each person working the stand gets an equal share of that commission which is credited to their rower's account.

Many parents have covered a large portion, or even all, of their rower's dues and fees working these events. Contact our Arena/Camping World Stadium coordinator at amway@edgewatercrew.org to get scheduled for the next available events.

Erg-A-Thon

Each year, the entire team participates in one of our biggest fundraisers of the year, the annual Erg-A-Thon. Rowers contact friends, relatives, neighbors, teachers and businesses to ask for sponsorships. Sponsors pledge a certain amount per meter completed (10,000) or donate a set amount. The date and site of the Erg-A-Thon is set in the beginning of the school year, and each rower is challenged to bring in a base amount of pledges that go directly to operational costs. 90% of funds raised above the requirement are credited to the rower's account, and the remaining 10% goes to the General Fund.

Scholarship

The purpose of the Edgewater Crew Scholarship Fund is to provide partial scholarships to competitive rowing athletes attending Edgewater High School per year. Applicants need to apply yearly.

Eligibility Criteria

The Edgewater Crew Scholarship applicants must meet the following criteria:

- A. Recipient must be a student of Edgewater high school with no disciplinary issues.
- C. Recipient must be in good academic standing at the time of application.

- D. Recipient must plan to attend an accredited college or university.
- E. Preference will be given to students with financial need who have participated in extracurricular activities and have been involved in community service.

Application Procedure and Selection Process

The Edgewater Crew Scholarship Committee and Head Coach will review nominations and applications as part of the competitive application process. Scholarship finalists may be requested to attend a personal interview at the discretion of the Edgewater crew Board Members.

Scholarship Awards

Partial scholarships are dependent upon the availability of funds and/or grants and donations the team receives. Opportunities may be extended yearly, upon re-qualification. Scholarship recipients and their parents will be required to review and sign a Scholarship Contract; and failure to abide by the terms of the contract may result in loss of the scholarship.

Sponsorships

Orlando Rowing Association, Inc. encourages members to solicit individual and corporate sponsorships for our 501(C)(3) non-profit organization.

Guidelines and Responsibilities for Rower Members

Rower's Guidelines

In order for organization missions to be fulfilled, it's imperative each rower/coxswain, as part of membership registration, reviews and agrees to the following:

Practice

To maximize productivity and efficiency at team practices within the equipment, time, facility, and coaching constraints that exist, the following guidelines and procedures will be enforced:

- Attendance at 80% of all practices is required to earn an Edgewater Crew letter.
- Rowers must be dressed appropriately and ready to participate at the start of practice.
- Rowers must tell their coach ahead of time if they plan to miss a practice. Last minute situations should be communicated to coach as soon as possible so that boats may be adjusted and productive practices can be held.
- Rowers may not leave practice until the coach dismisses them.

Rower's Responsibilities

- Recognize that membership in this association is a privilege, not a right.
- Attend and participate in all practices and commit fully to the training and racing plan as designed by the coaching staff.
- Show respect, in both actions and words, for fellow rowers, coaches, race officials, chaperones, parent volunteers, and all others who volunteer their time.
- Recognize that in determining practice plans and boat line-ups, the coaching staff acts in the best interest of the entire team, and these decisions are made solely by the coaching staff.
- Discuss questions/concerns related to the rowing program directly with your coach.
- Properly handle and maintain all equipment as instructed by the coaching staff, and immediately report damage to a coach or team captain.
- Dress in a modest and appropriate manner as to appropriately represent Edgewater Crew.
- Behave in a respectable manner that is a credit to Edgewater Crew.
- Address coaches and parents with appropriate titles (Coach, Mr., Ms., etc.)
- Avoid putting yourself and others in an unhealthy or unsafe situation.

Rower Behavior

A rower is expected to demonstrate behavior that is humble, respectful, honorable, and considerate. This behavior is the expected standard that has defined the centuries-old heritage of the sport of rowing, and the proud tradition of Edgewater Crew.

Unacceptable Rower Behavior

- Any behavior that is physically or emotionally damaging, intimidating, hostile or offensive in any way including, but not limited to: bullying/hazing, foul, abusive or hurtful verbal, written or electronic language, whether through FaceBook, Twitter or any other medium.
- Reckless behavior that could put the athlete, teammates, or others at risk for injury.
- Theft of and/or damage to other's property (Rowers & parents will be held fully liable).
- Using, possessing, or distributing drugs of any kind including, but not limited to alcohol, marijuana, vaping, steroids, tobacco, or any controlled substances.
- Romantic contact between rowers is not allowed at any team event and will not be tolerated.

Exhibiting any of these behaviors will result in disciplinary action. The severity and/or frequency of the behavior will affect whether a minor or major disciplinary action is taken.

Trip Guidelines for Rowers

- If travel to a regatta involves missing a day of school, It is the rower's responsibility to complete/submit forms required by Edgewater High School to obtain an excused absence.
- Team members are expected to exhibit exemplary behavior on trips and should immediately report rowers who are not complying. Infractions may result in removal from a boat, or dismissal from the team.
- Team members must respect one another and must respect and obey chaperones.
- Unless a chaperone is present, boys are not allowed in girls' rooms and girls are not allowed in boys' rooms.
- Board members, coaches and chaperones have the authority to take any action necessary to provide a safe trip.
- Misbehavior that results in embarrassment of another person or reflects poorly on Orlando Rowing Association/Edgewater Crew will result in the rower's dismissal from the trip. Parents will be contacted and arrangements for the rower's return home will be made, at the parent's expense. Edgewater High School administration will also be notified of the incident.
- Parents should check the bags of their rower before departure. Chaperones will also check bags before being loaded; but the final responsibility for appropriate contents rests with the rower and parents.
- Electronic devices are allowed on the trip if headphones are used. However, rowers are responsible for securing their own belongings; and ORA, nor chaperones, will not be responsible for any loss or theft.
- Student medical information will be maintained by a chaperone on each trip. Rowers and parents are expected to advise the chaperone of any medical issues or special needs.

Disciplinary Action

The coaching staff is primarily responsible for administering disciplinary action which can include, but is not limited to the following:

- Verbal warning
- Extra workout/alternative workout
- Make-up practice
- Written/verbal apology

Repeat violations may be considered a more significant problem and can potentially result in a major disciplinary action including but not limited to:

- Loss of race privileges
- Suspension from the team
- Expulsion from the team

Issues related to disciplinary actions may be appealed directly to the President of the Board.

Guidelines and Responsibilities for Parent Members

In order for ORA's missions to be fulfilled, it's imperative each parent/guardian, as part of membership registration, reviews and agrees to the following:

- Membership in this association is a privilege, not a right.
- By paying a rower's fees and dues, a parent is supporting the club, its coaches and its athletes. Paying a rower's fees and dues does not entitle a parent to be involved in decisions about competition schedules, training methodology or placement in boats. These decisions are the sole province of the coaches.
- It is the rower's responsibility to discuss any team questions or concerns in a respectful manner directly with his/her coach. The rower shall follow the [Complaint Procedure](#).
- Failure to abide by guidelines and responsibilities detailed not only in Edgewater Crew's Handbook, but also by rules of event sponsors, US Rowing & Florida Scholastic Rowing Association, may result in verbal and/or written warnings, expulsion from race sites, and temporary or permanent suspension from team activities. Such rules involve restrictions relating, but not limited to, tent sizes, grill usage, private drones, alcohol, vaping, steroids, controlled substances etc.; and parents, family members and guests are subject to the same rules and potential disciplinary actions as team members.
- Parents, guardians & family members, past or present, who commit acts inconsistent with Orlando Rowing Association objectives - or who exhibit behavior deemed, by the Board or coaches, to be potentially damaging to the rowers/coxswains or the program, cannot participate in organization/team activities going forward, without express consent by ORA's Board of Directors.
- **Parents shall respect the coaches time and contact the coach to set up meetings outside of normal practice time to discuss issues or concerns.**

General Matters

- Remember that rowers participate to enjoy the sport, and the experiences are for the fulfillment of the student athletes, not the adults.
- Emphasize dedication, skill development, healthy competition and doing one's best is more important than winning.
- Demand your rower treat other athletes, coaches, officials, parents, chaperones, volunteers, and spectators with respect.

- Member parents are expected to keep themselves informed of team activities through team emails, active participation in parent meetings and referencing the Edgewater Crew website.
- Acknowledge that volunteering is vital to the team and assist as much as possible.
- Demand an environment free from drugs, tobacco, and alcohol, and refrain from use at all regattas and practice sites.
- Rower contact information is to be utilized only for disseminating necessary team information; and use of addresses, phone numbers and email addresses for any personal or promotional matters is strictly prohibited.

Practices and Competitions

- The boathouse is off limits to spectators, parents, siblings and any non-rowers while practice or team meetings are being conducted. This includes the grass area in front of the boathouse when the team is conducting stretching, warm up or weight training.
- Ask coaches, in advance of practice, if you'd like to ride along in a launch boat.
- Act as positive role models for rowers and encourage good sportsmanship by displaying respect, courtesy, and positive support for all team rowers, competitors, coaches, chaperones, volunteers, officials and spectators at every practice, regatta or other sporting event.
- Do not engage in any kind of unsportsmanlike conduct such as booing and taunting, refusing to shake hands, or using profane language or gestures.
- Promote the emotional and physical well-being of athletes ahead of any personal desires for your rower to win.
- Refrain from coaching your rower or other rowers during practices and competitions unless specifically requested to do so by a coach.
- Respect the property and equipment used at all sports facilities, home or away.
- Refrain from criticizing coaches or other Edgewater Crew leaders, as this reflects disrespect and encourages disrespectful behavior by your rower.

Interaction with the Coaching Staff

- Immediately inform the coach of any physical disability or ailment that may affect the safety of your rower or the safety of others.
- Encourage your rower to speak directly and courteously with the coach if he/she is having difficulties in training or competition or cannot attend training or a competition.
- Help your rower accept responsibility for his/her actions. For better or worse, it's an important element of maturity the rower will ultimately benefit from.
- Never question or confront coaches at practices, competitions, or other team events. Arrange to speak with coaches at an agreed upon time and place.
- Contact the coach regarding clarification of matters such as training schedules, nutrition, and college recruiting, via the contact method(s) designated by the coach, at a time mutually convenient to both parties.
- Contact the coach regarding clarification of matters such as disciplinary actions.

Conduct and Conflict Resolution

- Require your rower to fully abide by the Guidelines and Responsibilities for Rowers section of this Handbook and to resolve conflicts without resorting to hostility or violence.
- If a member parent believes there has been misconduct on the part of one or more rowers, coaches, parents or others, the member parent is required to abide by the following guidelines for resolution:
 1. Report misconduct to the rower's coach immediately, preferably via email, unless the situation

is urgent.

2. Understand the process of following up on any allegation is a matter of privacy between the accused party and the coaches or Board of Directors. Unless the matter directly affects a member parent, that parent will not be further advised.
 3. Understand that misconduct by any member of the coaching staff should be reported to the ORA Board of Directors.
- Do not interfere in team disciplinary matters. All member parents are expected to support the coaches and chaperones when a rower requires disciplinary action. If a member parent believes the disciplinary action of their rower is unreasonable, they must express their concerns formally via email directly to the coach. The coach and the member parent will arrange a mutually convenient time to discuss any concerns, if needed. If a parent member has completely followed the processes outlined above and has not received a timely or appropriate response on a disciplinary issue directly affecting their rower, they may contact the President of the ORA Board.

Volunteer Commitment

In an effort to keep membership costs as low as possible, ORA / Edgewater Crew operates primarily on a volunteer support basis. Only the coaches receive compensation for their direct work efforts. All other ORA / Edgewater Crew support activity is accomplished by an organized team of volunteers.

One-member parent, or designated relative / friend representing a member rower, is expected to sign up and actively participate as a member in at least one of the following committees:

- Regatta Event Support
- Hospitality
- Fundraising / Development
- Travel / Trip Chaperone
- Community / Media Outreach
- Communications
- Property (boathouse, boats, equipment, & trailer)
- NPO Equity Program Coordination
- Yearbook
- Boathouse Benefit or Year-End Banquet

In addition to ongoing operational costs, it is necessary (to remain competitive) for ORA / Edgewater Crew to make sustained, regular, periodic capital investments into new boats and equipment. The costs to purchase new boats and new equipment are not factored in to membership dues; so fundraising activities must be conducted to cover such costs. Each ORA Rower and Member Parent is called upon to actively participate in helping to raise money for the Boat and Equipment Funds.

Guidelines and Responsibilities for Coaches

- Work as part of a cohesive coaching team. ORA's expectation is for you to foster an environment of cooperation and partnership with other coaches on the team.
- Enter an appropriate number and caliber of regattas to ensure a competitive season.
- Establish a practice schedule that accommodates the academic requirements of the student athletes.
- In conjunction with the Board, maintain a positive relationship with Edgewater High School and the surrounding community.
- Establish goals at the beginning of each season and periodically review the progress of those goals at a designated Board meeting.
- Create an environment in which student athletes understand not only rowing technique and fundamentals, but also team dynamics and the importance of "One Team".
- Ensure the ORA code of Conduct is followed unconditionally.
- As a coach and role model, set the standard of behavior for the entire team.
- Attend and participate in monthly Board meetings.
- Be present for all practice sessions and regattas. Make appropriate accommodations if unforeseen circumstances prevent you from attending a practice or regatta (i.e. notify the President in advance if possible).
- Foster a positive relationship with other coaches in the area.
- Participate in recruiting and fundraising efforts, as applicable.
- Keep the Board apprised of equipment and building needs.
- Set the example of creating a respectful environment with student athletes, parents, the Board, and the community.
- Raise any significant issues to the Board that might jeopardize student athlete safety, the ORA reputation, non-profit status, or relationships with partner organizations.
- Keep the Board President (or designee) aware of any issues the coach may be handling that could result in a referral to the Board.
- Other assigned duties that are reasonable and necessary as determined by the Board (such as the establishment of responsibilities such as equipment, administrative, etc. once all coaches are selected for the season).
- Recognize and avoid putting themselves or rowers in an unhealthy or unsafe situation

Guidelines for Trip Chaperones

- The President of Orlando Rowing Association must approve all chaperones before each trip.
- The ORA President or his/her appointee will be in charge of all chaperones. He/she is to be informed of all conduct not meeting chaperone guidelines as soon as possible after any incident occurs. He/she will have the authority to take any action necessary to ensure chaperone guidelines are met.
- All chaperones must set a positive tone for the trip, be examples of good behavior and immediately correct any infraction by a student(s).
- All chaperones will refrain from consumption of alcohol beverages when accompanying students to meals and other functions and shall not be under the influence of any controlled substance while supervising students. Use of tobacco products in the presence of students is to be curtailed, and vaping in their presence is strictly prohibited.
- Any chaperone not correcting pranks or misbehavior that results in embarrassment of another person or the Orlando Rowing Association will be asked to leave and will be responsible for securing their own means home.
- Student medical information and trip permission slips will be kept by an assigned chaperone on all trips.
- When possible, medically trained chaperones will be on trips.

Acknowledgement Form

By signing and submitting this form, I acknowledge that I and my parent/Guardian have read the Edgewater Crew Hand Book and understand the [Edgewater Athletic Code of Conduct](#), and [ORA Alcohol/Drug Use Policy](#).

Student Signature

Parent (Guardian) Signature

Printed Name

Printed Name

Date

Date