

Edgewater Crew Handbook



Orlando Rowing Association

(ORA)

www.edgewatercrew.org

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Introduction

Welcome to the the sport of rowing at Edgewater High School. This handbook contains information resources, essential information, policies, guidelines and rules for every member of the Edgewater Crew community of rowers, parents, coaches, and volunteer supporters. It was written to help facilitate each individual's awareness of his or her responsibilities to the team. The handbook provides detailed information concerning the financial and time commitments that are expected and required in order to participate in Edgewater Crew. Please go through this handbook carefully and keep it handy for future reference.

Mission Statement:

To promote a competitive rowing program that embodies sportsmanship and ethics through the principles of respect and responsibility and to encourage personal growth through winning and losing with dignity and self-control.

Orlando Rowing Association

The Edgewater Crew rowing team is a club sport at the high school level, which means that the team is fully responsible for its own finances with no funding from the state, county or school. The 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 composed of the Edgewater Crew team rowers, their parents, alumni, and capital members as designated in the registered by-laws.

ORA's primary activity involves providing administrative, financial and logistical support to the Edgewater Crew rowing team. To ensure team compliance with school, county, and state regulations involving club sport and student extra-curricular activities, ORA works closely with the Edgewater High School administration. ORA duties include: contracts with the coaching staff and pays their salaries, oversees and pays for the boathouse and equipment maintenance plans, and manages all transportation costs and pre-pays all regatta entry fees. In order to financially support the essential fiscal year operating requirements, ORA must collect a fall registration fee and monthly membership dues from each team rower. In order to keep membership dues to the absolute minimum, ORA has established many different fund raising activities that benefit the team, the rowers and parents. ORA sponsors Learn-To-Row Days for the general public and adult rowing classes in the summer.

ORA is administered by a Board of Directors, which is elected by the members, at the corporate Annual Meeting, near the conclusion of each high school rowing season. All dues paying members are eligible to vote at membership meetings and to serve on the board. Every single member is strongly encouraged to participate in the team support committees created by the board. ORA needs active and involved parents to enable the team and the organization to prosper. Contact the board president 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 of both the rowers and the parents is encouraged as it helps to keep the parents informed of all activities in which the rowers are involved. ORA 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 – self and of others
- Performance - Character - Teamwork - Leadership
- Technique - Training - Safety
- Academic Success
- The 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
- Connected and Engaged Board Leaders
- Connected and Engaged Edgewater High School
- Connected and Engaged County and City Officials
- A Growing Community of Engaged Team Sponsors
- A Growing Junior Eagles Program (Recruiting for the Future)

The Business of Crew

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

Edgewater Crew Committee Structure

The Board of Directors, in accordance with the guidelines of the bylaws will organize the standing committees based on the size of the board and to consolidate efforts as best as possible. We are looking for parent and alumni members to add to the board and support the committees as subcommittee heads and support teams. If you are interested, please contact the committee chair.

In addition to the standing committees, ORA has three task committees. The three task committees are the Budget, Coaching and Nominating Committees.

The Budget Committees' 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 ORA coaching staff, interview and make recommendations to the full board for approval.

The Nominating Committee is appointed by April 1 as defined in the bylaws. The Nominating Committees' 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 information resources for the benefit of Edgewater Crew members:

- www.edgewatercrew.org... <http://www.edgewatercrew.org/>
- Edgewater Crew at Yahoo Groups... <http://sports.groups.yahoo.com/group/EdgewaterCrew>
- Edgewater Crew on Facebook... <http://www.facebook.com/edgewater.crew>
- Edgewater Crew on Instagram... [theedgewatercrew](https://www.instagram.com/theedgewatercrew)

www.edgewatercrew.org

The official online Edgewater Crew website is located at www.edgewatercrew.org. This site contains a wealth of information: the regatta schedule, regatta directions, forms, this handbook, by-laws, payment options, and upcoming events, just to name a few. It is important you check the site regularly.

An Event Calendar link is provided on the www.edgewatercrew.org home page, with all crew team related events indicated in a monthly calendar format. Many of the events, when clicked on, can be saved to other calendar formats such as MS Outlook, iCalendar, Google and Yahoo calendars.

Information for specific regattas is available on the Regattas tab page. Please visit the Regattas tab page at www.edgewatercrew.org and click on the Regattas tab located at the top of the home page.

Up to date contact information for each board member is provided at the Board Web-page. Please visit the board information located on our web-site by visiting www.edgewatercrew.org and then clicking on the ORA Board button / tab on the right side of the page.

The [About us](#) button provides links to the current crew handbook (this handbook), the ORA by-laws, OCPS forms, Regatta 101 and other informational data needed by students and parents alike.

The website contents are public; information which contains data intended to be restricted to the membership is distributed via the team's yahoogroup.

EdgewaterCrew @ Yahoo Groups

The official Edgewater Crew Yahoo Group, a members-only communications portal, is provided for Edgewater Crew members to utilize as their primary source for official messages regarding current and upcoming events. Team specific information for each race, i.e., Pre Race Dinner (PRD) location, travel arrangements, etc., is sent out via Yahoo Groups prior to each race. If you are not a member of the Edgewater Yahoo Group, and want to receive correspondence via email, you will need to join this group. All information for parents and rowers is sent via this email group.

The group site is located online at Yahoo Groups. New members should contact the websater@edgewatercrew.org to request an invitation to join the group.

A Yahoo profile/account is required to be completed for access to any and all Yahoo Groups. Members can assign a current personal email address as their preferred email address for messages. If parents and rowers use separate email addresses, then each is encouraged to join the Edgewater Crew Group separately.

Rowers and additional parents can be added to the yahoogroups by requesting a separate invitation.

Edgewater Crew on Facebook

Edgewater Crew has a Facebook account of the same name which all rowers and parents who use Facebook are invited to 'Friend'. More than 700 rowers, parents and alumni have friended this account which routinely reports ongoing and upcoming events. While not all team information is sent out via Facebook, you will often see postings and photos of crew events such as races as they are happening.

Edgewater Crew on Instagram

Edgewater Crew has an Instagram account. Parents, rowers and friends can follow theedgewatercrew. Photos with the hashtag #ehscrewlife will be found and posted on a regular basis. This is simply a fun place to visit to view photos of crew rowers and events.

Information for the Rower & Parent

Crew is a sport that involves a big commitment of time and energy. It is imperative that all rowers and parents take this commitment seriously. Crew is a unique sport that requires tremendous teamwork. Continuity and consistency are key to creating effective boats. It is expected that team members will come to practice fully prepared to participate, which means wearing appropriate clothing for BOTH rowing and land.

Eligibility and Conduct

ORA/Edgewater Crew follows the OCPS Code of Conduct and Edgewater High School's Eligibility Requirements for all rowers throughout the fall and spring racing seasons. All rowers will promote the proud tradition of Edgewater Crew in their appearance and actions on campus, at practice, on trips and in competitions. The Edgewater Crew Youth Scholastic Rowing Program is comprised exclusively of Athlete Members who are eligible to compete in athletics at Edgewater High School.

Eligibility:

- Rowers must meet Edgewater High School athletic eligibility requirements as dictated by OCPS and FHSAA
 - Attend Edgewater High School
 - Home Schooled students whose home residence lies within the EHS geographic attendance zone
 - Alternate schooled students (i.e. registering classes at Valencia, or Florida Virtual (online) School) whose home residence lies within the EHS geographic attendance zone
- Rowers must maintain a GPA of 2.0 or better
 - Eligibility is established for athletic participation two times a year; once in August, and again at the start of the second semester in January: release or academic probation shall be at the board's discretion
 - Edgewater crew can at any time place a rower on academic probation
 - Rowers on academic probation shall:
 - 1) Be responsible for notifying parents of being placed on academic probation
 - 2) Provide the coaches a list of classes and teachers' names and emails (i.e. contact information)
 - 3) Notify their teachers that the coaches may contact them
 - 4) Provide the coaches with either weekly updates of Progress Book reports or provide coaches with capability to monitor Progress Book
 - 5) Show academic improvement and provide coaches with steps being taken to gain academic improvements
 - 6) Attend all practices (any absences shall be worked out with the coaches ahead of time) and show commitment to the team
 - 7) The rower and their parents/guardian shall sign an Academic Probation contract
 - 8) Failure to show an attempt of academic improvement shall result in release
- Student 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; **it** is available in the Edgewater High School Health packets
 - Health packets can be picked up from the receptionist in the Edgewater High School administration office
 - Submit completed health forms to coaching staff
- Read and sign the [Edgewater Athletic Code of Conduct](#)

- Read and sign the [ORA Alcohol/Drug Use Policy](#)
- Read and sign the ORA (USROWING) [Release of Liability Waiver](#)
- Read and fill out the [Registration Form](#)
- [Orange County Public School Code of Conduct](#) will always be in effect for all student athletes
- Student Crew Dues/fees shall be current

Attire

- Rowers' clothing should be clean and not offensive at practice and races.
- Athletic attire must be worn for all practices. No jeans should be worn for practice.
- Wearing sunscreen and carrying a water bottle is strongly recommended at all times.
- Appropriate running shoes for running and other land workouts will be worn. No flip-flops.
- Uniforms/unisuits shall be clean for all races.
- Appropriate attire for weather. Be sure to wear layers of clothing in the winter.
- 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 will 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, dress shirt, and crew tie; ladies - khaki pants/skirt and red or white dress blouse, or red or white dress)
- Coaches will specify clothing to be worn for recruiting and school events.

Practices and Winter Camp Attendance

The practice schedule and attendance criteria have been established and posted on the calendar and presented to the rower and parents by the coaching staff. The coach will announce changes to the published practice schedule. All rowers are required to attend all team practices, pre-race dinners (PRD) and regattas. Rowers who miss a team practice must notify their coach by phone or email before practice that day. Coaches may excuse absences in exceptional circumstances. The coaches will assign rowers extra workouts for any unexcused absences. Missing practice will affect who rows in what boat and who will row at regattas. Your seat cannot be held for you if you miss practice.

We practice rain or shine. Practice is almost never canceled. The only things that will keep us off the water are lightning or high winds. Unless you are told otherwise, there will be practice. In the event we cannot practice on the water, land training will be conducted. Crew demands a large commitment of time and energy and your teammates depend on you! Learn to balance your time in order to maintain your scholastic requirements.

We practice during fall, winter and spring breaks based on the coach's discretion. The coaches need to be informed in advance of any absence due to family trips, etc. These absences shall be considered as unexcused unless deemed excused by the Head Coach.

Rowers also 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. In accordance with the OCPS Code of Student Conduct: ORA Coaches and Volunteer parents are not responsible for supervising students who arrive on boathouse grounds more than 30 minutes before practice and/or 30

minutes before a crew-sponsored activity is scheduled to begin or students remaining on boathouse grounds more than 30 minutes after practice or race and/or 30 minutes after the 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 time period. Failure to adhere to pick up times may lead to recommendation for probation or dismissal from the team per Coaches discretion.

Hydration - Hot Weather Guidelines:

- Rowers should drink water early and often and eat meals within an hour of waking up, and immediately after practices or races.
- A practice is defined as the time a participant engages in physical activity. 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, stretching, and cool-down activities are to be included as part of the practice time. All conditioning and/or weight room activities shall be considered practice.
- There should be at least three hours in between practices in the event of two-a-days.
- Water is always available. Water Breaks happen 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.
- A darker urine color is a quick indicator of dehydration. Your urine 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 symptoms and 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. Participants are required to maintain 80% attendance at practices. Additionally, missed regattas can affect lettering. The following requirements shall apply in order to receive a letter:

- 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.

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, with his/her 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 to facilitate maintenance of equipment, purchase of new equipment, compensation for coaches, insurance, 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 – All rowers to be assessed upon initial registration or Oct. 1, whichever comes first.
- \$225 Monthly Dues payments for each rower which includes membership, winter camp registration and state tournament travel expenses.
- Travel (Any overnight regattas other than Sates) TBA (will be dependent upon event – hotel, travel, food)

Fee	Due	Amount
Fall Fee	Fall Registration (August)	\$100.00
Returner Dues	August	\$112.50
Dues	Monthly (September-April)	\$225 per month
Travel	TBA	Variable

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

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

- Each rower’s membership account must be kept current.
- A past due account will result in restrictions to, or suspension of, the rower’s participation.
- There are no refunds from a rower’s account if that rower 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 the opportunity to reduce the financial impact of dues by actively participating in the sale of ads for the Crew Ad Yearbook, the Poinsettia sales, the Erg-A-Thon and other “equity” generating activities throughout the year, as detailed in the section [Information on the Financial Equity Credit Program](#).

Travel Expenses

Overnight expenses for the State Tournament in April are covered in the monthly dues. In the event of added overnight regattas, additional out-of-pocket expenses will occur for hotel accommodations for overnight regattas, 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 the travel and number of rowers attending the regatta. All overnight travel expenses are estimated before the event. The estimated travel expenses are billed in advance of the scheduled overnight travel event to cover travel costs and are **due prior to departure**. If a need to collect additional fees to support un-planned travel costs are required post event, parents will be notified and given adequate time to pay. If an overage is collected, any remaining funds will be credited to the rower account.

Commitment

Parents, when considering whether to keep your son or daughter home for whatever reason or to take your child on a trip, please be aware this decision affects not only your child as a rower, but the entire team. When a student is gone from one boat, there is a domino effect throughout the entire team. 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 for this sport. Having one rower suddenly, with or without notice, not be available for practice or a race when he/she is expected can disrupt up to eight other rowers and their coach, possibly leaving them stranded on land and unable to practice or compete at a regatta. This hurts everyone's chances of having the most positive rowing experience possible.

Forms

All forms must be completed entirely and turned in to the coaches before any student will be allowed to participate in any activity. Any team member that has incomplete forms will not be allowed to practice. All needed forms, except for the medical examination (physical) can be found at www.edgewatercrew.org. The physical form is part of the OCPS Health pack and can be picked up from the receptionist in the Edgewater High School administration office.

Insurance

ORA does not provide primary medical coverage for rowers. \$25,000 excess accidental medical expense coverage and 1 million dollars in liability coverage is provided. In order to be covered, a rower must be participating in a supervised rowing activity. In addition, each rower and parent(s) will be required to sign an insurance waiver.

Medications

Coaches must be notified of all medical conditions and 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 the bus trip. 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 that particular rower, prior to the event.

Volunteer Support Needs

As our volunteer efforts are used to off-set our general cost, the board expects and needs all rowers and parents to volunteer as much time as they can.

Rowers

All rowers are required to support all volunteer/fundraising events. Rowers shall be responsible for signing up on all volunteer sign-up sheets designating time to volunteer. If a rower signs up and is unable to attend, they are to contact their team captain/co-captain or coordinator prior to the event if possible. Rowers are required to attend the following events:

- School registrations
- Open House setup and clean up
- Homecoming 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 annual awards banquet committee (usually begins meeting Feb/Mar)
- Transportation
- Travel Chaperones
- Supervise the 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 out via Yahoo Groups prior to each race.

The Pre-Race Dinner (PRD)

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

Regatta Transportation

The [regatta schedule](#) on the team website has links to the designated race location. As already noted, parent/chaperone or bus transportation is usually provided for all regattas which are 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, their teammates are up from the tent to cheer them on, as are the parents who have set up lawn chairs in a prime location to see the action and socialize between races. Regardless of the final result, the Edgewater boat gets a rousing applause from our crowd as it heads back to the dock from the finish line, and it is also a trademark signature of the sportsmanship that is particular to this sport to congratulate the winning boat and other 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 get this task done and to wait until their post-race debriefing session with their coach is done before approaching them. Parents will often wait for the rowers to come back to the tent area.

Between Races

Rowers will hang out under the tent, sleeping, catching up on reading, playing cards, and listening to iPods. Parents will be hanging out doing many of the same things in the spectator area, or helping out the hospitality crew. Our photographers are everywhere, getting photos of all the day's activities, which will be available for download within a few days.

Wrapping Up

After the last race is complete, the boats get de-rigged and go back on the trailer. The tents and food tables are struck and packed away. Everyone will meet at the boat trailer for award ceremonies and dismissal. At large regattas medals are awarded to rowers who finished 1st, 2nd, or 3rd in their race. Dual or Tri meets often have t-shirts from opposing boat(s) as a prize for the winner. One last race tradition, the coxswain of a winning boat can count on getting tossed in the water before the team leaves.

What to Bring

- Rowers: Bring a sleeping bag, blanket, and pillow to rest on between races. Homework, books, iPods, playing cards and games are 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. Please prepare accordingly in case there are no extras. Dogs (on a leash) are also allowed at most of the 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 immediately 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; 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 Scheduler at amway@edgewatercrew.org to get scheduled for the next available events.

Erg-A-Thon

Each year the entire team will participate in one of our biggest fundraisers of the year, the annual Erg-A-Thon. Rowers will contact friends, relatives, neighbors, teachers and businesses to ask for sponsorships. Sponsors will be asked to pledge a certain amount per meter completed or donate a set amount. Each rower will complete 10,000 meters. The date and site of the Erg-A-Thon will be set in the beginning of the school year. Each rower is challenged to bring in a set amount of pledges. An amount will be set to go to the Crew General Fund to maintain equipment and to help fund our travels and registrations to local regattas. Once that amount is reached, 90% of anything above that will go directly to the rower's account with the remaining 10% going to the General Fund.

Scholarship

The purpose of the Edgewater Crew association Scholarship Fund is to provide 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 who is not on any type of disciplinary review/action.
- B. Recipient must be a freshmen or sophomore rower.
- 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 who have participated in extracurricular activities and have been involved in community service.

Application Procedure and Selection Process

The application period shall be from August 1 through September 30 for full year scholarship. For spring season, the application period shall be from November 1 through December 31. Spring season scholarships shall be awarded at half the value of the full-year scholarship. The Edgewater Crew Scholarship Fund Board of Directors and Head Coach will review nominations and applications as part of the competitive applicant pool.

Scholarship finalists may be requested to attend a personal interview at the discretion of the Edgewater crew Board Members.

Scholarship Awards

The scholarship shall be awarded to two athletes per year. Additional scholarships may become available depending on grants and donations. The duration of this condition shall be assessed at the end of the rowing season, with consideration of monies available in the fund, and donations expected/promised the amount of recipients may be increased, always allowing for the next year to fund at least two rowers, and always allowing for equal distribution between genders. (see below)

The scholarship shall be granted to one male and one female athlete, upon completion of qualification. Should there not be an applicant of each gender; the scholarship shall be awarded to one applicant only. The scholarship shall be available to freshman and sophomore rowers, as initial awards. The opportunity is available to be extended yearly, upon re-qualification. The scholarship is not intended to be used by current rowers, except as in the instance of extension of initial award. In order for a scholarship to be awarded, the rower and their parents will be asked to read and sign a Scholarship Contract. Failure to abide by the terms in the contract could result in loss of scholarship.

In the event an athlete applies for a second term of scholarship, it shall be awarded as one half of the initial value of 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

For a rower's productive involvement with and contribution to the success of Edgewater Crew, the information below is provided as a guide. Given the mission of this organization, each rower, as part of membership registration, is required to review and to agree to the following responsibilities:

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 a productive practice can be held.
- Rowers may not leave practice until the coach has dismissed 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 represent Edgewater Crew.
- Behave in a respectable manner that is a credit to him/herself and Edgewater Crew.
- Address coaches and parents with appropriate titles (Coach, Mr., Ms, etc...)
- Recognize and avoid putting themselves in an unhealthy or unsafe situation

Rower Behavior

As listed multiple times in the Rower's Responsibilities section above, 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 intimidating, hostile or offensive in any way, including, but not limited to, the use of foul or abusive language, bullying /hazing, whether verbal, written, electronic texting, FaceBook posting and any/all social networking mediums, or physical in nature.
- Reckless behavior that could put the athlete, his/her teammates, or others at risk for injury.
- Theft of and/or damage to other's/club's property. Rowers & parents will be held fully liable.
- Using, possessing, or distributing drugs of any kind including, but not limited to chemicals, alcohol, 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 the coaching staff taking 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

- It is the rower's responsibility to complete any excused absence forms required by Edgewater High School for a particular trip.
- All rowers must set a positive tone on the trip, be examples of good behavior and report any infraction by another rower immediately. Failure to do so can result in removal from a boat or dismissal from the team.
- All rowers are expected to respect other rowers and chaperones. They should obey the instructions of chaperones at all times.
- On overnight trips boys are not allowed in girls' rooms and girls are not allowed in boys' rooms at any time without a chaperone.
- The President of the Orlando Rowing Association or his/her appointee for the trip will have the authority to take any action necessary to provide a safe trip.
- Any rower's actions determined by the leaders of the trip to be pranks or misbehavior that results in embarrassment of another person or the Orlando Rowing Association will result in that rower's dismissal from the trip. The rower's parents will be contacted and proper supervision will be provided to return the rower home or until the parent's pick up the rower. The rower's parents will be responsible for any additional expenses incurred and the Edgewater High School administration will be notified of the incident.
- Parents should check the bags of their rower before departure. Chaperones will also check bags before they are loaded but the final responsibility for appropriate contents rest with the rower and parents.
- Electronic devices are allowed on the trip if headphones are used. Rower is responsible for securing their own belongings; ORA and chaperones will not be responsible for any loss or theft.
- Student medical information and trip permission will be kept by a chaperone on each trip. Rowers are expected to tell a chaperone of any needed medical attention.

Disciplinary Action

The coaching staff is responsible for administering disciplinary action. Most problems will result in a minor disciplinary action. Such actions include, but are 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 result in a major disciplinary action. Coaches must inform parents/guardian and the Board President (or appointee) prior to any major disciplinary action resulting in one of the following:

- Loss of water privileges for a specified time
- Loss of race privileges
- Suspension from the team
- Expulsion from the team

The person accused must be given the opportunity to respond to the allegations against him/her. Any disagreement with the implementation of any such actions should be appealed directly to the President of the Board.

Guidelines and Responsibilities for Parent Members

For the productive involvement with and contribution to the success of Edgewater Crew and each rower's parent, the information below is provided as a guide for parents. Given the mission of this organization, each parent, as a condition of membership registration, is required to review and agree to the following:

- Each parent member must recognize that 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.
- That, it is that 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 the guidelines and responsibilities listed in this document may result in a disciplinary action. Family and/or family guests may also be subject to disciplinary actions. Based upon the severity and/or frequency of offenses, disciplinary actions could include the following: verbal warnings, written warnings, and temporary or permanent suspension from team activities.
- **Parents shall respect the coaches time and contact the coach to set up a meeting outside of normal practice time to discuss issues or concerns**

General Matters

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

- A member parent will keep themselves informed of team activities and issues by active participation in parents meetings, visiting the Edgewater Crew website and signing up for Yahoo Groups emails.
- Acknowledge that volunteering is vital to the team, as a whole and will volunteer their available time to the level best of their ability.
- Demand a sports environment for all rowers that is free from drugs, tobacco, and alcohol, and will refrain from their use at all regattas and practice sites.
- A member parent understands and agrees to the use of team addresses, phone numbers and email addresses only for disseminating necessary team information. Use of this information for any personal matters is prohibited.

Practices and Competitions

- Honor ORA policy of the boathouse being off limits to spectators, parents, siblings and any non-rowers while practice is being conducted. This includes meetings or any time the coaches are conducting a session with the team. In addition, this will include the grass area in front of the boathouse when the team is conducting stretching, warm up or weight training.
- Ask the coaches in advance of practice, to ride along in a launch.
- Act as positive role models for the rowers and encourage sportsmanship by showing respect, courtesy, and positive support for all team rowers, all other 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 the athletes ahead of any personal desire I may have for my rower to win.
- Refrain from coaching their 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, at home or away.
- Refrain from criticizing coaches or other Edgewater Crew leaders to their rower, as this displays disrespect on their part and encourages disrespectful behavior to the rower.

Interaction with the Coaching Staff

- Immediately inform the coach of any physical disability or ailment that may affect the safety of my 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.
- To understand that assuming responsibility for one's own actions – for better or worse – is an important part of maturation, and that ultimately their rower will benefit.
- Never question or confront coaches at practices, competitions, or other team events, and will 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 designated by the rower's coach and 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, that member parent is required to abide by the following guidelines for issue 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 any 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 order 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
- Year End Banquet

In addition to the 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 calculated into the operational costs that are offset by membership dues. ORA / Edgewater Crew have established a Boat Fund and an Equipment Fund as a financial budgeting means to acquiring new boats and equipment. The only way that money is placed into these funds is through fundraising activities. Each ORA Rower and Member Parent is needed and called upon to actively participate in helping to raise money specifically 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 the Edgewater High School and the surrounding community.
- Ensure that all academic requirements for OCPS athletic programs are fulfilled.
- 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, to 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 the relationship with Orange County Public Schools ("OCPS") or any other partner organization.
- 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 a unhealthy or unsafe situation

Guidelines for Trip Chaperones

- All chaperones must be registered ADDITIONS volunteers with OCPS.
- The President of Orlando Rowing Association must approve all chaperones before each trip.
- Attendance at a pre-trip meeting of all chaperones is mandatory to review specific duties and expectation for the 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 our chaperone goals as soon as possible after any incident occurs. He/she will have the authority to take any action necessary to meet the chaperone goals.
- A post-trip meeting with all chaperones will be held to review the effectiveness of the supervision plan.
- All chaperones must set a positive tone for the trip, be examples of good behavior and correct any infraction by a student immediately.
- All chaperones will refrain from consumption of alcohol beverages when accompanying students to meals or any other functions and shall not be under the influence of any controlled substance when supervising students. Any use of tobacco products when with students is also to be curtailed.
- 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 to my coach I acknowledge that I and my parent/Guardian have read the Edgewater Crew Hand Book, and I understand the [Edgewater Athletic Code of Conduct](#), and [ORA Alcohol/Drug Use Policy](#).

Student Signature

Parent (Guardian) Signature

Printed Name

Printed Name

Date

Date