

# Edgewater Crew Handbook



Orlando Rowing Association

(ORA)

[www.edgewatercrew.org](http://www.edgewatercrew.org)

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## 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 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, county 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 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 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 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, rowers, and their parents.

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

Edgewater Crew meetings for all parents are held monthly. Attendance 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 Members
- Edgewater High School Involvement
- Orange County and City of Orlando
- Team Sponsors
- Junior Eagles Program (Recruiting for the Future)
- Edgewater Masters Program

### 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 two task committees: Coaching and Nominating. 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](http://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 Calendar link under the High School menu provides access to monthly calendars containing all team-related events.

Information for specific regattas can be accessed by clicking on Regattas under the High School menu.

The About Us menu provides contact information for each board member, information on coaches, and 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 'Like' Edgewater Crew on Facebook. While all team information isn't available through this channel, photos of races and other crew events are posted for you to see and share.

### **Edgewater Crew on Instagram**

Parents, rowers and friends can follow [theedgewatercrew](#) on Instagram. Photos 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. 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 f.) and while referencing Edgewater Crew on social media. Rowers and 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 (e.g., 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
  - Attending all practices (unless otherwise coordinated) and showing commitment to the team
  - Signing (parents & rowers) an Academic Probation Contract
- Students must have a satisfactory annual 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.
  - Students must also have a cleared athletic ECG performed. This only needs to be completed once for all four years of high school.
- 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.
- Rowers requesting to be released or to go row for another club other than Edgewater Crew must inform the Board and Head Coach of their intentions. They must follow the guidelines set forth in the FSRA Student Athlete Acknowledgement of Rights and Responsibilities.

## **Florida Scholastic Rowing Association (“FSRA”) Student Athlete Acknowledgment of Rights and Responsibilities**

The purpose of this acknowledgment is to inform rowers, and their parents or guardians, of the key rights and responsibilities associated with rowing with an FSRA-affiliated scholastic team. It is important that both rowers and their parents or guardians review this acknowledgment in full and understand its contents.

- Rowers are representatives of the teams that they are affiliated with. Accordingly, teams may be held accountable for actions of rowers, and for that of friends, family members, and spectators associated with rowers. This means that the actions of an individual rower, or a guest or family member of a rower, can have consequences that affect the entire team that the rower is affiliated with as well as the individual rower. Rowers must always act in a sportsmanlike manner toward other FSRA athletes and teams. The FSRA considers attempted recruitment of rowers from other FSRA member teams as unsportsmanlike conduct.
- A rower who attends a school that has an FSRA-affiliated scholastic team must have a written release from that school, effective year-round, in order to compete for a different FSRA-member team at FSRA sanctioned regattas.
- Rowers who do not attend a school with an FSRA-affiliated scholastic team are free to join any nonscholastic club team. However, if a rower is part of a club team on January 1st of a given year, that rower will be unable to join a different club team during the same calendar year without first obtaining a written release from the club team that the rower is leaving. After the last FSRA-sanctioned regatta of the Spring season will have ended, that same rower is free to join any other club without first obtaining a release form.
- Any rower who is registered on a non-scholastic club team’s roster and wishes to leave that team before January 1st should notify the FSRA via email at [fsra.release@gmail.com](mailto:fsra.release@gmail.com) that the rower wishes to be removed from that roster. This email should be sent as soon as possible by the rower, and prior to the date of leaving.
- In the event a rower participates, in any way (including but not limited to attending practice, entering races, fundraising, and recruiting) with a club team, the FSRA may consider the rower a representative and affiliate of that club team.
- If a rower affiliated with a FSRA member team visits another FSRA member team’s boathouse or practice facilities, he or she must let the coach or supervising adult at the boathouse or practice facility know of the rower’s affiliation with a FSRA member team.



## 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.
- Wear sunscreen and carry a water bottle.
- Appropriate athletic shoes for running and other land workouts should be worn. No flip-flops.
- Uniforms/uni suits shall be worn for all races.
- Appropriate attire for weather, including layers of clothing in the winter, should be worn.
- At all regattas, uniforms/uni suits must be worn as intended (e.g. 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.
- 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 practice must be missed, the coach expects to be notified by phone or email prior to the missed practice. Coaches may excuse absences for special 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 rarely canceled. Lightning or high winds may keep the team off the water; but unless told otherwise, there will be practice 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 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 other parents 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 during practice are provided 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.
- 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, immediately dial 911 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. Coaches can be reached via cell phone in case of emergency and parents need to contact their rower.

### **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. Assistant Coaches
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.

### **Abuse Reporting of MISCONDUCT**

- Sports can be a high-risk environment for misconduct, including child physical and sexual abuse. **All forms**

**of misconduct are intolerable and in direct conflict with the Olympic/Paralympic Ideals and those of Orlando Rowing Association.** Misconduct may damage an athlete's psychological well-being; athletes who have been mistreated experience social embarrassment, emotional turmoil, psychological scars, loss of self-esteem and negative impacts on family, friends and the sport. Misconduct often hurts an athlete's competitive performance and may cause him or her to drop out of sport entirely.

- An ORA SafeSport Complaint form is accessible from Edgewatercrew.org under the About Us menu and Forms/Links.
- Forms will be filled out electronically and forwarded to [president@edgewatercrew.org](mailto:president@edgewatercrew.org)
- An internal investigation will be performed by the executive board.
- The board will be impartial and have an open adjudication process.
- Appeals can be submitted.
- Compliance monitoring and record keeping of annual SafeSport training and background checks every 2 years for all applicable adults will be done by President and/or membership chairperson.
- Safesport training will be offered to all parents and all rowers/coxswains every year

## Safety Protocol

**Weather:** In the event lightning occurs within a 6-mile radius, all rowers and coxswains will be brought inside for safety purposes. No rowers or coxswains will be outdoors until there has been no lightning within a 6-mile radius for 30 minutes. This initiative follows the protocol set by Orange County Public Schools 30/30 delayed dismissal policy.

All coaches will have the My Lightning Tracker Pro app on their phone. The app will send alerts to coaches when lightning strikes are within 10 miles. Coaches will monitor the situation and make sure all rowers are off the water in the case of lightning within the 6-mile radius.

**Swim Test:** All rowers will have to pass a swim test. A lifeguard will be present and a coach will observe to make note of weak swimmers. At minimum, rowers should demonstrate the ability to float and/or tread water for ten minutes, and put on a life jacket while floating.

## Financial Commitment

The fiscal year for ORA 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, fundraising activities, donations, grants, and sponsors.

The financial commitment is necessary for the purchase and maintenance of equipment, compensation for coaches' salaries, 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:

- \$1125 per fall and spring season - includes membership, uniform, winter camp, and two-night state championship travel expenses.
- Travel (overnight regattas other than States). Costs are dependent upon event, hotel, travel, food, etc.

Dues payment options:

- Per Season - \$1125 due by 09/01, 01/01
- Quarterly - \$562.50 due by 09/01, 11/01, 01/01, 03/01
- Siblings receive a \$125 discount per season

Invoicing:

- Invoices will be emailed to the address provided during registration.
- Payments can be made directly through the invoice. Credit card and check payments are accepted.
- Payments can also be made by check placed in the drop box at the boathouse.

Financial expectations:

- Each rower's membership account must be kept current.
- A past due account will result in restrictions 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 or go into the general fund.

**Members/rowers have opportunities to reduce the financial impact of dues by actively participating in fundraising opportunities such as Poinsettia sales, Erg-A-Thon and other "equity" generating activities throughout the year, as detailed in the Rower Equity Credit Program section.**

### Travel Expenses

Overnight expenses for the State Championship in April are covered by 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.**

**Commitment**

When considering if your rower will miss practice or a regatta for any reason, be aware of the important role your rower plays on the team. When a student is absent from a boat, there is a domino effect throughout the entire team. One missing rower causes boat lineups to shift from boat to boat. Having one rower not available for practice or a race can disrupt up to eight other rowers, possibly leaving teammates stranded on land, unable to practice, or compete at a regatta. This hinders everyone's chances of having the most positive rowing experience possible.

**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 required medications that rowers must use. 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 and from local venues is the responsibility of the rower. Carpool arrangements should be made prior to race day with other rowers or their parents. Rowers arrive and leave at the same time as a team for 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 travel waiver to approve the transportation of their rower by another rower or their parent (not rower's guardian) to and from practice and for in town regattas. This consent is included in the online registration.

**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 overnight events. Bus travel chaperones are also required for bus trips. Rowers are encouraged to use team transportation for these regattas. In cases where parents wish to transport their rower after the regatta, the Head Coach or adult chaperone assigned to the rower must approve prior to the event.

## Volunteer Expectations

### Rowers

All rowers are required to support and volunteer during fundraising events. If unable to attend, they are to contact their team captain/co-captain or the Fundraising Coordinator prior to the event. Rowers are required to attend the following events:

- Open House clean up and set up
- Homecoming parade and float decoration
- New rower recruitment events
- Fundraising activities

### **Parents: Your support and donation of your time is essential to our team's success!**

- Participation on a committee (Property, Financial, Recruiting, etc.)
- Host a Pre-Race Dinner (PRD)
- Supervise/Chaperone rowers during out-of-town events
- Hospitality assistance during regattas
- Boat trailer/food trailer towing
- Projects benefiting the crew team (boathouse repairs, painting, etc.)
- Volunteer at FSRA regattas (stake boats, launch driver, finish line, etc.)
- Join or head up a committee
- Transportation of rowers
- Supervision of team members and their possessions during regattas

## Information on Racing and Regattas

Information for specific regattas is available at [www.edgewatercrew.org](http://www.edgewatercrew.org) under the High School menu on the Regattas page. Team specific information for each race, e.g., 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 social called a PRD. Parents volunteer to host the dinner at their home. Hosting is then rotated to different homes for each in town regatta. Crew families are assigned specific entrees to bring such as pasta, salad, bread, and dessert the week of the event. An email will be sent out with the host's address, date, time, and suggested entrée to all parents in advance prior to the PRD.

### Regatta Transportation

The team's regatta schedule can be found on our website. It will include 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, prior approval from the coach or chaperone must be obtained.

### Regatta Arrival

The rowers report to the boat trailer immediately upon arrival at the race site. Please have your rower report to the boat trailer on time. 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. It is important for parents not to distract or interrupt during this time.

### Post-Race

Rowers 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, sleep, read, play cards, and listen to music on their phones. Our photographers are everywhere taking photos of the day's activities, which are then uploaded to Edgewater Crew's website for all to see and 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. Everyone then meets at the boat trailer for an award ceremony and dismissal.

## What to Bring

- Rowers/Coxswains may bring a sleeping bag, blanket, pillow, etc. for resting between races. Homework, books, headphones, playing cards and games are also common items to bring. Rowers may also want to bring cash to purchase regatta t-shirts. **Please monitor the weather conditions for race day and prepare to pack accordingly.**
- Bring comfort items (sunscreen, hat, lawn chairs, towels, binoculars, camera, and coolers for drinks). Most race sites have concession stands for food and beverages for purchase.

## Rower 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 Rower Equity Credit Program.

Rower 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 are responsible for pick up and delivering poinsettias to their buyers. 50% of all net earnings on each sale will be credited to the member's account. An order form will be available for download from [www.edgewatercrew.org](http://www.edgewatercrew.org).

## Erg-A-Thon

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. The first \$100 will go to the general fund then 50% of funds raised above the requirement are credited to the rower's account, and the remaining 50% 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.
- B. Recipient must be in good academic standing at the time of application.
- C. 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 will review nominations and applications as part of the 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. 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**

For our organization's mission to be fulfilled it is imperative each rower/coxswain, as part of membership registration, reviews and agrees to the following:

#### **Practice**

To maximize productivity and efficiency during team practices within the 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 practice.
- Rowers may not leave practice until the coach dismisses them.

#### **Rower's Responsibilities**

- Recognize that membership in this association is a privilege and not a right.
- Attend and participate in all practices.
- 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 an 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 or abusive language, hurtful or damaging written or electronic communication through email, Facebook, Instagram, Snapchat, or any social media channel.
- 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.
- Overt public displays of affection or physical contact is not permitted during regattas or team functions.

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 will be taken.

### **Trip Guidelines for Rowers**

- If travel to a regatta involves missing a day of school, a member of the board will submit a list of rowers/coxswains to the attendance office at Edgewater High School so that the absence is excused. It is the rower's responsibility to communicate with their teachers for make-up assignments.
- 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 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

For our organization's mission to be fulfilled it is imperative that all Parents, as part of membership registration, reviews and agrees to the following:

- Membership in this association is a privilege and 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 responsibility 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.
- 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 and 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 moving 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.**

### **Practices and Competitions**

- The boathouse is off limits to spectators, parents, siblings, and all 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 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, 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, taunting, refusing to shake hands, use of profanity, or vulgar 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.
- 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 concerning 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 Board.

### **Volunteer Commitment**

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:

- Fundraising
- Hospitality
- Membership
- Merchandise
- Novices
- Property
- Recruiting/Community Outreach
- Special Events
- Travel
- Trip Chaperone
- Yearbook

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 into 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 for Trip Chaperones

- The President of Orlando Rowing Association must approve all chaperones before each trip.
- The Travel Coordinator will supervise and give direction to 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.
- Chaperones must set a positive tone for the trip, be examples of good behavior and immediately correct any infraction by a student(s).
- Chaperones should refrain from consumption of alcoholic beverages when accompanying students to meals and other functions.
- Chaperones 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.
- Chaperones must know the whereabouts of all their assigned rowers. They must ensure their rowers are accounted for and report to designated meeting spots during team trips.
- Chaperones must ensure their assigned rowers follow trip behavioral guidelines and are in their hotel rooms at lights out.
- Chaperones will report any inappropriate behavior or misconduct to the President and Travel Coordinator.

## 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 (e.g., 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 for equipment, administrative, etc. once all coaches are selected for the season).
- Recognize and avoid putting themselves or rowers in an unhealthy or unsafe situation.



## Acknowledgement Form

**By signing and submitting this form, I acknowledge that I and my parent/guardian have read the Edgewater Crew Handbook and understand the behavioral expectations and ORA Alcohol/Drug Use Policy.**

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Student Signature

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Parent (Guardian) Signature

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Printed Name

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Printed Name

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Date

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Date