



## 2016-2017 Rower/Parent Handbook

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

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Hillsborough High School Rowing Club was founded in 1998. HHSRC is a 501(c)3 organization made up of volunteers. The program is managed and run at the direction of the Board of Directors of the Hillsborough High School Rowing Club, Inc. Mission Statement: To provide the opportunity through rowing for Hillsborough High School students to develop their physical talents and competitive spirit while learning teamwork and having fun!

# Welcome to the Hillsborough High School Rowing Club (HHSRC)

HHSRC was founded in 1998 to provide students at the school with an opportunity to participate in a sport that encourages physical fitness, teamwork and organized competition for young men and women. We are privileged to have an opportunity to participate in this sport at a public high school because it is generally only offered at private schools or in college. Our rowers have rowed in national and international competitions and attained college scholarships.

This handbook contains information to help new rowers and their families understand this exciting sport and the policies and procedures that govern the day-to-day activities of the HHSRC program. New and returning rowers and their families should familiarize themselves with all of the information contained in this handbook. If you have any questions, please do not hesitate to ask returning parents as they will certainly be eager to share their experiences. In addition, we encourage you to visit our website [www.hhsrowingclub.org](http://www.hhsrowingclub.org) often for news throughout the season.

**About Rowing.** Rowing is one of the oldest Olympic sports. In the United States, rowing is sometimes referred to as crew. Rowing is the sport of propelling a lightweight boat (shell) with oar blades as fast as it will go to race against other boats. While rowing, the athlete sits in the boat facing backwards (towards the stern), and uses the oars which are held in place by the oarlocks to propel the boat forward (towards the bow). An eight-person shell is approximately 60 feet long. For more information about rowing see Appendix C.

**Teamwork.** Rowing is a unique sport in several ways. While teamwork plays an important role in many sports, it is absolutely critical in rowing. A boat's success is dependent on all rowers putting forth 100% effort, in perfect coordination. Rowing is as much mental as it is physical and success requires total concentration.

**Practice Schedule.** Our athletes practice and compete in fall and spring seasons of the school year. Practice schedules are established by the coach, and are usually 5 days per week for 2 to 3 hours per practice. With such a rigorous practice schedule, our students learn to balance both academic and athletic goals. The lessons of time management, concentration, endurance, dedication and camaraderie are lifelong and invaluable.

**Volunteerism.** HHSRC is an organization made up of volunteers. The program is managed and run at the direction of the Board of Directors. Board members are typically parents of rowers, elected in late spring to one-year terms. The Board of Directors meets monthly to make decisions for the smooth operations of HHSRC. Parent volunteers are needed for many very important duties such as practice supervisors, equipment maintenance, regatta transportation, regatta hospitality food and set up, fundraising, etc. Without the efforts of volunteers, our students cannot train and compete in this sport.

**Expectations of Coaches.** Ensure safety is number one priority. Train athletes. Provide feedback on strengths and areas needing improvement. Make fair assessments to achieve the fastest boat lineup. Provide times and locations for regattas and practices. Distribute schedules to rowers. Develop good sportsmanship in the athletes.

THANK YOU. It requires a team effort to put HHSRC on the water. Crew parents and coaches, under the direction of the Board, and the athletes themselves, accomplish the work. Since HHSRC is not funded through the schools as the major sports are, it draws from the family and friends of crew members and surrounding community. Before the first boat splashes into the water, hours of work and fundraising are done entirely by crew parents and their athletes. HHSRC would like to take this opportunity to thank all of our parents, friends, athletes and members of our community who strive to make HHSRC a success.

**HHS Rowing Club Mission Statement To provide the opportunity through rowing for HHS students to develop their physical talents and competitive spirit while learning teamwork and having fun!**

*The information contained in this handbook is intended to provide an understanding and appreciation of the HHS rowing program, and to enhance communication among the coaches, athletes and parents. The handbook includes policies, practice and regulations that have been approved by the Board. The club reserves the right to modify provisions of the handbook at any time, whenever it is deemed necessary or desirable. In case of any such modification, notice thereof will be given as is reasonably practical under the circumstances.*

## Eligibility to Compete

**Forms and dues current.** No team member will be allowed to participate until all medical forms, waivers and the acknowledgment of the Code of Conduct have been completed and returned and all dues are current.

**No alcohol, drugs or tobacco.** Any use of these will result in your dismissal from the team. You cannot be at your best if using substances while training. The team is a self-policed group. You must watch out for each other. You have a responsibility to each other to keep yourself and your teammates eligible to compete.

**No foul language.** FSRA Regatta officials can and do disqualify entire teams for the use of foul language at regattas. This type of behavior has severe and immediate consequences. Inappropriate language (including inappropriate music) will not be tolerated at practices or other crew-related activities, including traveling to and from regattas and in team hotels. The coach will impose immediate sanctions at their discretion for any infractions.

**Attendance.** Unexcused absences may affect a rower's seat or boat assignment. Practices are not optional. All rowers are expected to attend their scheduled practice. It is your responsibility to get to practice. If you know you cannot attend a practice, you must inform the coach in advance. If you are sick, you must advise the coach as early in the day as possible. Missing practice without giving the coach notice is unacceptable. If a rower misses five consecutive practices without communicating with the coach or a board member, it will be deemed that the rower has quit, and the membership will be terminated. Under no circumstances are any dues refundable due to excessive absences. It is the parent(s)' responsibility to ensure that their child has transportation and you must be proactive in obtaining a ride. HHSRC is not responsible for transporting rowers to practice but will facilitate the organization of carpools to get rowers from the school to the boathouse.

## Land Training/Boathouse Safety.

- Always train in groups and in the areas designated by the coach.
- Be aware of what is going on around you. If someone bothers or confronts you, turn and walk away. Return to the boathouse immediately and tell a coach or the parent supervisor.
- Use the Buddy system for trips to the public bathrooms – more than one Rower necessary to visit these areas.

## Boat Safety rules

- LISTEN. When in the boat and on the water, follow the instructions of the coxswain and coaches quickly and properly. Keep conversation to a minimum and pay attention to what is going on. Your safety as well as that of other team members, depends on your ability to hear and follow through on commands.
- BOAT SWAMPS. If your boat swamps (fills with water) or turns over, STAY WITH THE BOAT.
  - DO NOT SEPARATE FROM THE OTHER ROWERS. Watch out for each other.
  - Don't panic. Think! Call and signal for help.
  - Get out of the shell. Remove the oars from the oarlocks. Hold onto the boat.
  - Shells will float, even if filled with water.
  - Oars can serve as flotation devices.
- OVERBOARD. If you catch a crab and are thrown overboard (a rare occurrence), try to keep your head down until the boat has passed. Try not to panic. Come up and tread water until the coach's launch picks you up. The crew should stop immediately and follow the coach's directions.

## Injuries

Report all injuries to the coach. Coaches must complete an injury report, contact the rower's parents and the Board President.

## Dress Code

- Rowers clothing should be clean and not offensive at practice and races.
- Regatta unisuits will be worn as intended (over shoulders) at Regattas.
- No bathing suit tops at practice or regattas.
- Closed toe shoes for running or secure water shoes.
- Hats and visors are to be worn appropriately during races
- Uniform t-shirts are to be worn at medal ceremony.

## **Expectations for Athletes**

- Work hard to improve and strive to achieve goals
- Be supportive of the team
- Accept and support coaching decisions
- Seek feedback from coaches
- Attend practices and regattas
- Stay drug, tobacco, and alcohol free
- Represent HHSRC appropriately at all times

## **Regatta Conduct and Expectations**

- Team members are responsible for appearing on time for carpool or bus transportation.
- No team member will be permitted to leave the regatta site until dismissed by the coaches.
- During a trip, team members are not allowed to leave the race site, hotel or planned activity without permission from the head coach. Also, parents may not give their child permission to leave the race site, hotel or planned activity without consulting the head coach.
- All other policies (curfew, room visits among rowers, and room assignments, etc) is at the discretion of the head coach.
- In the event rowers do not comply with published or verbal guidelines for conduct on an overnight trip, rowers may be asked to room with their parent(s) (if attending) or assigned to a coach or chaperone's room for the remainder of the stay.
- Room assignments will not be changed without the permission of the head coach. Under no circumstances will a team member be allowed to leave their assigned room AFTER curfew. You will be given the room number of your designated chaperone to call in case of an emergency.
- Upon arrival at the race site, team members will help rig the boats and set up the tents.
- Team members will help their fellow team members in and out with their oars.
- Team members will de-rig boats and load onto trailer, take down tents and other equipment and load into equipment trailer and clean up the tent site.
- Any misbehavior at any time during travel may result in athletes not racing at the current regatta or future regattas.

## **Team Support**

Rowing is truly a team sport. Every student athlete who wants to row will be given the chance to do so. Encourage and respect ALL teammates. Your goal and the team's goal are the same: to work together as the HHS Rowing Club from Tampa, Florida. Intolerance and ridicule of teammates, competitors, coaches or race officials is always unacceptable conduct. Support your teammates at regattas. Participate in carrying oars, shoes, etc., to and from the dock. Cheer teammates on as they race by. Offer congratulations to your teammates when they do well; give them your support when their boats do not do so well. We are a unified, cohesive team. We practice, travel, compete and win for each other and HHSRC.

## **Boat Selections**

Rower boatings for races will be based on demonstrated rowing skills on and off the water, attendance at practice, leadership, and a positive, cooperative attitude. The best combination of rowers will be placed in boats based on this criteria. Coaches will make rowers aware of boatings prior to scheduled regattas.

## Team Captains

The Head Coach decides whether Team Captains are to be appointed. The qualities of a team captain include strong leadership skills, good sportsmanship, strong communication skills, and the ability to mediate in difficult situations and tolerance and acceptance of all individuals. Criteria is established and communicated by the Head Coach Duties required of team captains include:

- Attend all scheduled practices on time
- Be responsible for motivating the team in a positive manner at all times
- Be responsible for leading warm-ups before practice and ensuring all equipment is put away after practices
- Be responsible for any miscellaneous record keeping as directed by coaches
- Organize any gift giving endeavors
- Be responsible for helping with fundraising activities as needed
- Serve as role models for all HHS rowers

Coaches reserve the right to remove the title of captain from any person who does not adequately meet the prescribed responsibilities. Being a captain is an honor that carries with it a great many responsibilities. The selection of an individual to this position and the amount of work required of a captain should not be taken lightly.

## Requirements for a Varsity Letter and/or Bar

Varsity letters are not awarded by Hillsborough High School, but by the HHS Rowing Club. To be eligible for a varsity letter and/or bar, a rower must have demonstrated attitude and character consistent with the qualities outlined in the HHS Rowing Club Code of Conduct. Varsity letters and bars will be awarded to each rower who has met the following criteria:

- The rower has completed a minimum of two seasons with the club.
- The rower is a member in good standing, with all membership requirements met, including fees and volunteer hours.
- The rower has competed in a first or second boat in either a State championship.
- 2nd, 3rd & 4th year bars will be awarded upon completion of 2 additional seasons.
- Captains Pin will be awarded to all HHSRC captains who are in good standing with the club.

## Communications

### Registration

The registration and mandatory parent meeting is an important event for all rowers and their families. All necessary forms, volunteer sign ups, uniform ordering and practice schedules will be available. Coaches will talk about their expectations for the season.

### Email

For practical reasons, the majority of communication you receive from the club will be via email and posted on the HHSRC website. It is very important that the Corresponding Secretary has your correct email address and one that is regularly monitored. This information is collected at time of registration. We ask that if you change your email address, you notify HHSRC as soon as possible at [hhsrowingclub@gmail.com](mailto:hhsrowingclub@gmail.com). The majority of HHSRC parents are working parents with limited time and email makes it possible to communicate information to everyone very quickly. [www.hhsrowingclub.org](http://www.hhsrowingclub.org) Parents and rowers are encouraged to visit the HHSRC website at [www.hhsrowingclub.org](http://www.hhsrowingclub.org) on a regular basis. There is a wealth of information contained on the site, as well as contact information, announcements, volunteer hour recordkeeping, maps to regatta venues, schedules and more.

### Communicating with Coaches/Coach Liaison

The coaches will advise the rowers of their preferred method of communication. Remember, it is your child's responsibility to advise their coach about missing practices or other such matters. Parents are encouraged to advise the coaches of a scheduling problem with their rower, or any questions or concerns with how their child is being coached. The coaches are not available for questions during a practice or regatta, but will arrange to talk with you either after practices or at a mutually convenient time. If your question is not specific to the coaching relationship between your rower and the coach, please try to direct your question to the Board President by emailing [hhsrowingclub@gmail.com](mailto:hhsrowingclub@gmail.com).

## Insurance

The rowing club does not provide primary medical coverage for your rower. Liability coverage is provided for rowers participating in a supervised rowing activity. You will be asked to provide a copy of your child's medical insurance identification card to supplement the Emergency Medical Authorization form.

## Transportation

**Practice.** Transporting rowers to practice is the responsibility of the parents. A transportation coordinator will help with the organizing of carpools at the registration meeting for the season. A student may transport other students if allowed by the parents of the driver and riders.

**Regattas.** Team transportation to regattas outside of Tampa is typically by parent-driven carpools. On occasion, the team may travel by charter bus. Regardless of the mode, rowers are required to ride team transportation both to and from the regattas. In cases where parents wish to transport their rower after the regatta, they may do so with the permission of the head coach. Rowers are not to leave a regatta until the event is over and all equipment, including boats, oars, tents, etc., has been packed up.

## Fundraising

The HHS Rowing Club is a 501(c)(3) tax-exempt organization and contributions are tax deductible. Fees and dues cover only a portion of the expenses of the club. Operating funds are supplemented by club fundraisers throughout the year. Parents and rowers are encouraged to support and participate in planning and running these important events, with each rower responsible for raising at least \$300 per year for the club. There will be numerous opportunities throughout the year to achieve this goal as guided by our fundraising team.

## Grievance Procedures

In the course of a season, there may be questions or concerns. Please speak first with the Head Coach (during non-practice hours) and/or the Board President who will hopefully alleviate the concern. If this does not suffice, please file a written grievance with the Board of Directors.

## End of Year Banquet

The final event of the spring season is a banquet to recognize the efforts of the rowers, coaches and their families. The event is open to all rowers and their families, honorary guests and club sponsors. Highlights of the event include:

- Recap of season successes
- Varsity letters distributed to qualifying rowers
- Special recognition of sponsors and volunteers who have contributed to club success
- Recognition of and farewell to senior rowers
- Introduction of next season's Board of Directors

## **Appendix A – Contact Information**

See [www.hhsrowingclub.org](http://www.hhsrowingclub.org) / About Us for email addresses for Board and Volunteer Coordinators

### **Board of Directors**

President  
Vice-President Fundraising  
Vice-President Boat Management  
Vice-President Regatta Coordinator  
Treasurer  
Membership  
Recording Secretary  
Corresponding Secretary

### **Volunteer Coordinators**

Hospitality  
Practice Volunteer Coordinator (Boathouse)  
Apparel Coordinator  
Webmaster

### **Coaching Staff**

See [www.hhsrowingclub.org](http://www.hhsrowingclub.org) / Team Coach  
Liaison: HHSRC President

### **Contact Procedure**

Group e-mails should be directed through  
the Corresponding Secretary at [hhsrowingclub@gmail.com](mailto:hhsrowingclub@gmail.com)

### **Mailing Address**

Hillsborough High School Rowing Club, Inc.  
P.O. Box 360302 Tampa, FL 33673-0302

### **Website Address**

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

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## Appendix B - Parent Volunteer Information

### Volunteer Hour Chart Some activities have pre-approved hours.

Activity	Hours credited
Boathouse practice parent	Actual – usually 2.5 – 3.5 hours per practice
Food preparation, homemade snacks/salads for regattas, purchased hospitality items	Actual time (min 1 hr) Actual cost

#### Activities not eligible for volunteer hour credits:

- Driving to and from practice or local regattas
- Attending practice, regattas, or club social events – credit given only for actual time spent working (supervising at practice, pre-event preparation, helping to set up or tear down, etc)
- Attending registration or parent meetings

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