

# FOREST PARK CREW HANDBOOK

Spring 2019

Go Bruins Crew!

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## Forest Park Crew Introduction

Working hard to make a dream a reality, the Forest Park Crew Team was established in 2000 by head Coach Heather Cox and founding board members. This co-ed crew team is a self-supporting, legal nonprofit 501(c)(3) tax-exempt corporation. Forest Park Crew is a “non-sanctioned” (i.e. non-funded) high school sport during the Spring season but operates in close cooperation with Forest Park High School throughout each year. Outside of the coaches’ salaries, which are funded in the Spring by the Prince William County School Board, **the team relies and operates solely on donations, rowers’ dues, and fundraisers.**

Forest Park Crew is a member of the Virginia Scholastic Rowing Association (VASRA). VASRA organizes and executes regattas on the Occoquan Reservoir, Potomac River, and the Anacostia River for its Virginia Area members. VASRA works jointly with the Coaches Association and the Crew Council (comprised of Athletic Directors from high schools participating in VASRA rowing programs). Regattas are run according to the US Rowing Rules of Rowing and governed by the Crew Council and VASRA.

We are also a member of the Prince William Crew Association (PWCA). PWCA is a non-profit organization comprised of all the Prince William County high school crew teams, as well as the adult team that rows out of the Oxford Boathouse...the Prince William Rowing Club. PWCA is responsible for maintaining and administering the Oxford Boathouse, the adjacent storage areas, and the crew docks. PWCA also runs the Summer and Fall crew programs that operate out of the Oxford Boathouse.

Forest Park Crew has grown tremendously over the past 19 years. Initially the team rented equipment from other schools storing equipment in spaces donated by the local Park Authority. Much to the chagrin of many who thought it couldn’t be done, FP Crew successfully put 46 rowers on the water its first year and even won a few ribbons! In the programs second year nearly 100 interested rowers attended our informational spring meeting. Because equipment and storage of equipment was an issue, the team had to limit the number of rowers to 52. But thanks to the persistence of the team’s president Eddie Barnette, Forest Park became the 5th High School to permanently row out of the Oxford Boat House in Lake Ridge Park.

Over the years, the team has achieved many lofty goals, including qualifying and placing in state and national competitions, and having our athletes recruited by a wide variety of college programs...including on full athletic scholarships! Due to the dedication and hard work of our coaches, parent volunteers, rowers, and coxswains, we now own numerous shells (i.e. crew boats) and other training and support equipment, are well established, continue to grow, and maintain an excellent reputation for our polite, responsible, and highly competitive athletes and coaches!

For a wide range of additional information about our team, please check our webpage at [www.fpcrew.org](http://www.fpcrew.org) often!

## Greetings from the President

*Welcome everyone to the 2019 season! For some this is a new experience filled with questions. For others, you are returning to the club because you developed a love for the sport and camaraderie enjoyed by our club. Either way our goal is to make this a highly enjoyable year for everyone.*

*Our coaches have put a lot of effort into improving our program in all facets. They will push all the rowers to be the best they can as both a team player and athlete, no matter what seat or position they fill within a boat. Rowing is a lifelong sport and hopefully this is only the beginning.*

*For the parents, welcome as well! The parents make up the backbone of our club. The reason our rowers receive such a great experience is not only because of exceptional coaches, but also due to the efforts of our parents. The parents support the club and sport through numerous events, and it takes the coordinated effort of all our parents to make this happen. We support fundraising, special training events, regattas, and much more. It is quite fun and through exposure to the sport many have taken up rowing themselves through our local Prince William Rowing Club. I welcome all parents to get involved to the maximum extent possible and always make the effort to cheer on their rower and club at each and every regatta.*

*This year is starting off with many changes. Our coaches modified and delivered a top-notch winter conditioning program specifically tailored to peak the athletes for ERG Springs and first day on the water. They set priorities for the club to ensure both our top boats and novice boats received tailored training to posture them well for the start of the Spring season. Additionally, the club invested in some new equipment that facilitated training and posture the organization for longevity. It is our hope that we train hard, row well, and earn spots to SRAA Nationals in Ohio this year.*

*I hope to see you all at the boathouse and on the point! - Go Bruins!*

*~Mark Eramo*

## Greetings from the Coaches

*As Forest Park High School's coaches, we have had the privilege of coaching some of the finest student athletes in the area. Much can be said about their dedicated approach not only on the water, but in the classroom as well.*

*We believe Crew is teamwork at its finest level, and the perfect marriage of finesse and force. This blend has been very apparent with our Forest Park Rowers. This force has led the team to an increase of success in the last few years of competition. Several boats have participated in the State Championship finals as well as qualified and rowed in the SRAA National Championship.*

*Many of our former rowers and coxswains have gone on to participate in crew in college. Some have attended Division 1 universities on rowing scholarship and have won collegiate medals and honors in rowing.*

*Our team has made some great strides academically as well. Aside from our team's outstanding GPA, we have seen many earn individual academic awards all while practicing more than 2 hours a day.*

*Our battling Bruins row out of Oxford House located at Lake Ridge Park and Marina. We are the fifth, and currently the last, school to row at the Oxford House.*

*The Forest Park coaches wish to thank our hardworking parents for their tireless support and the wonderful booster organization, without which Forest Park Crew could not have had such a successful team.*

*~The Forest Park Crew Coaching Staff*

## Forest Park Crew Rules and Standards of Behavior

Welcome to Forest Park Crew! We hope you will have a challenging and rewarding experience with our program. As we begin our work together, here are some important pieces of information. Please read through them thoroughly to ensure your full understanding of these rules and standards. Compliance with these rules and standards is mandatory for anyone associated with Forest Park Crew at practice, at regattas, during team travel, and at all team functions, to ensure our mutual success.

These rules and standards of behavior are in addition to the Prince William County Schools “General Standards for Participation in Interscholastic Activities”, which each rower and their parents acknowledge and agree to abide by when they sign the rower’s Emergency Permission Form (i.e. “blue card”).

The companies and individuals that support our team with their time and resources, including the club’s booster organization, Forest Park Crew, Inc., and the school’s administration, expect a high standard of behavior from our student athletes. Therefore, our students and parents are expected to conduct themselves in a professional manner at all times. The following standards of behavior apply to all Forest Park Crew participants:

### Goals of the Program

Forest Park Crew’s mission is to provide an enjoyable, safe, and competitive experience on the water for all students. Rowers learn to work cooperatively in a competitive environment with coaches and coxswains. All boats are expected to work hard and win races, especially the Varsity boats with more experienced rowers.

### Safety

All activities on the water are inherently dangerous. All rowers and coxswains are required to read, complete, acknowledge, and provide signed copies of all required forms and pay the required enrollment dues before they will be allowed on or near the water.

- All New Rowers must pass a swim test (as detailed in the registration instructions for each on-water season) and all rowers must view the U.S. Rowing Safety video before going on the water for the first time each year.
- Forms/Waivers: No team member will be allowed to participate until all medical (i.e. sports physical) forms, waivers, and other required registration requirements (including a signed acknowledgment of these Rules and Standards of Behavior) have been properly completed per the registration instructions, signed, and returned.
- On the water: 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, teams and the equipment depend on your ability to hear and follow through on commands.
- If your boat swamps (fills with water) or turns over, **STAY WITH THE BOAT.**
- (Shells will float, even if filled with water) Get out of the shell. Remove the oars from the oarlocks. Hold onto the boat. **DO NOT SEPARATE FROM THE OTHER**

- ROWERS. Watch out for each other. Don't panic. Think! Call and signal for help.
- 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 provide help.
  - Injuries: All injuries must be reported to your coach immediately. Coaches are required to fill out an injury report and contact the rower's parents and the school's Activities Director.

**\*\*Any rower or coxswain who presents a safety risk may be subject to disciplinary action up to and including removal from the program. \*\***

## Weather Concerns

In the event of a weather-related issue, practice may be cancelled (but usually is not). Reasons for cancellation include lightning or heavy winds, but not rain, heat, or cold. The weather decision will be made by 1 pm. Parents and guardians may call the school at (703) 583- 3200 or check the website, [www.fpcrow.org](http://www.fpcrow.org). Cancellation notifications will also be texted and emailed to all rowers. However, on rare occasions the decision to cancel may be made after rowers reach the boathouse. Each rower should have an emergency ride home plan for such an occasion.

## Student Expectations

### General Expectations

- Work hard to improve and strive to achieve goals;
- Be supportive of the team. Students will not undermine the team's objectives/goals by allowing gossip, jealousy or poor sportsmanlike conduct to occur;
- Put team goals ahead of individual desires;
- Accept and support coaching decisions. Normally Varsity Coaches coach Varsity rowers, JV Coaches coach JV rowers, and Novice Coaches coach novice rowers. However, when students are assigned a different coach for any reason, they are expected to follow that coach's instructions;
- Seek feedback from coaches;
- Attend practices and regattas;
- Insofar as crew demands personal physical exertion and a team co-operation, rowers and teammates will be expected to give their best efforts and attitudes at all times.
- Stay drug, tobacco, and alcohol free. Rowers/coxswains shall not participate in smoking or drinking alcohol. Violators may be dismissed from the team without further notice. Rowers/coxswains who withhold knowledge of substance abuse or other illegal activity by other rowers will be subject to discipline, including suspension from regattas and/or dismissal from the team;
- Represent Forest Park High School appropriately at all times in public. Rowers/coxswains shall not participate in fights or be bystanders to such (both in and out of school). Violators may be dismissed from the team without further notice. Rowers/coxswains will behave in a respectful manner to teammates, coaching staff, parents, opponents, and the belongings of members of both Forest Park Crew and other

teams. Failure to do so may result in suspension from regattas and /or removal from the team.

- Foul Language: VASRA Regatta officials can and do disqualify entire teams for the use of foul language at regattas. Therefore, this type of behavior has severe and immediate consequences, and 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 coaching staff will impose immediate sanctions at their discretion for any infractions.

## At the Boathouse

- Prospective rowers must participate in the safety exercise scheduled by the team prior to the initiation of training and must watch the U.S. Rowing Safety Video.
- Students will remember that they are guests of Lake Ridge Park and of Oxford Boathouse and will not use other school or club boats, oars or equipment. Club equipment will only be used with direct supervision and approval by the coaching staff.
- Students will wash and clean boats, oars and equipment, and replace all equipment in the proper place after each rowing session.
- Student will advise the coaches or parent supervisors immediately if equipment is damaged or has any loose parts (accidents do happen and need to be addressed as soon as possible).
- Irresponsible behavior is unacceptable while in the boats or on land. Students must be aware that they are using very expensive boats & equipment and will handle all equipment, and themselves, with great care. It is important, especially in the boat, that the coach and coxswain can be heard at all times- No unnecessary conversations!
- Students will comply with the high school dress code. Rowers clothing should be clean and not offensive at practice and races. Uniforms should be clean for all races
- Bathing suit apparel is not allowed at practice or regattas. Closed toe shoes shall be used for running – no flip-flops All regatta uniform tanks will be worn as intended (over shoulders) prior to handling the boat for launch, during the launch, and during racing. Hats and visors are to be worn appropriately during races.
- Follow directions from the coxswain. No one but the coxswain should talk from “Hands On” until the boat is in the water. You cannot hear the coxswain’s commands if you are talking.

## At Regattas

- All rowers/coxswains must wear their uniforms.
- All rowers/coxswains are expected to exhibit the highest standard of sportsmanship and support for the team at competitions.
- Students will assist in the preparation and breakdown of equipment before and after a regatta. Students will not leave a regatta until it is over, or unless excused by the coach. Regattas are team events and require support and participation of all members for entire event.
- Horseplay will not be tolerated.
- You will be required to arrive at the race location at a specific time set by the coach. The team cannot row if all members are not there on time.

## Coaches Expectations

- 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/practices and distribute schedules to rowers

## Parent / Guardian Expectations

- Help ensure their rower attends practices and regattas.
- Be supportive of the team and coaches.
- Respect coaching decisions on boat selection and rowing matters.
- Bring any questions or perceived problems to the President or another board member for resolution (our coaches are responsible for interacting with our rowers; our board members are responsible for providing information to and interacting with the parents/guardians of our rowers).
- Support Forest Park Crew by attending regattas and other team events whenever possible. Show your team spirit...and have some fun!

## Volunteering

Our team is totally reliant on registration dues and fundraising to fund our team and our very expensive crew equipment. We do not receive funding from Prince William County Schools. Participation in these events is necessary to the success of our regattas and rowing program. We can't do this without your help.

Parents/Legal Guardians of rowers are expected to volunteer for at least:

- (1) VASRA Position (either work day or regatta support),
- (1) team support position (regatta, pasta party, team prep, etc)
- (1) backup weekend where they can fill a regatta support position.
- TAG day support if available.

## Practices

Practice is from approximately 3:00-6:00 pm Monday-Friday during the Spring season. Regattas start the last weekend of March and continue most Saturdays through mid-May. Regattas generally last from 6am-5pm and are generally held at Sandy Run Park in Fairfax.

Rowers should be dropped off at the Lake Ridge Park upper parking lot (2nd left as you enter the park) and must WALK down to the boathouse from the upper parking lot. This is a Park Authority rule! Any rower who is dropped off or picked up at the boathouse will be sent back up the hill to walk it again. The park closes at dusk. Please plan to carpool!

Rowers should plan to wear appropriate, multi-layered clothing. Practice takes place in rain and

snow! Rowers who are not dressed appropriately for the weather will not be allowed to practice! As long as a combination of air and water temperatures equal 50 degrees and there is no lightning, we will be out on the water. Rowers should plan to wear spandex or other body-hugging bottoms and shorts they can get wet in and run in. Rowers should also bring water bottles.

Rowers are required to purchase the team's uniform, called a unitank, plus a long sleeve nylon shirt, and black spandex bottoms. The team offers jackets and sweats and other "spirit wear" for sale as well.

## Attendance

The coaches will schedule each rower for three to six practices per week. Monday through Saturday practices are not optional. All rowers are expected to attend their scheduled practice. It is your responsibility to get to practice. Carpools are usually available to get rowers from the school to the boathouse, but you must be proactive in obtaining a ride if you need it.

Students will be on time and attend their assigned practices. The coaches must be notified 24 hours in advance if an absence is necessary. Notification of an absence during or after practice shall constitute an unexcused absence.

Unexcused absences will affect a rower's seat or boat assignment. If a rower misses five consecutive practices without communicating with the coach or a board member, or has accumulated 5 unexcused absences, it will be deemed that the rower has quit, and the rower's membership will be terminated. Under no circumstances are any dues refundable due to excessive absences.

10 or more excused absences will affect a rower's seat or boat assignment. Rowers who have accumulated 10 or more excused absences will lose their boat assignment and be placed in an alternate status until they demonstrate, to the coach's satisfaction, an improvement in attendance.

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 and will be marked as an unexcused absence.

Sign-in and checkout procedures will be followed. Students are not to leave practice or a regatta until dismissed. Students will have reliable and timely pickup plans in order to not inconvenience coaches or supervisors.

Land Training: 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.

Boat House Rules: It is important for you to remember that FPHS is a guest at the Lake Ridge Park; it is owned by Prince William County.

- Please keep the area clean and neat – don't litter. Do not use or move things that do not belong to you.
- No running or horseplay is allowed in the boat house or on the docks and ramps.

- Do not interfere with another team's practice.
- Change clothes to rowing gear at school or in the portable toilets/port-a-johns at the park.
- The coach launches are moored on the Coaches Dock during the Spring Season and are secured with heavy-duty padlocks and cable. Coaches and team representatives are responsible for ensuring the launches are properly secured at the end of practice.

Equipment Handling: Rowing equipment is very expensive and must be handled with care. Shells and oars are very long – watch their swing while moving them.

### **Requirements for a Varsity Letter**

Varsity letters are not awarded by Forest Park High School, but by Forest Park Crew, Inc. To be eligible for a varsity letter, a rower must have demonstrated attitude and character consistent with the qualities outlined in these Rules and Standards of Behavior. Varsity letters will be awarded to each rower who has met the following criteria:

1. The rower has completed a minimum of one Spring season with Forest Park Crew.
2. The rower is a member in good standing, with all membership requirements met, including fees and volunteer hours.

### **Forest Park Crew Tryout Policy**

For the 2019 Spring Crew season, Forest Park Crew will follow the attached tryout criteria. Rowers unable to meet these criteria will be subject to being cut from the team for the Spring Crew season.

In 2016 our team was directed by Forest Park High School to develop this policy. When Mr. Parke, the FPHS Activities Director, came to Forest Park in the summer of 2015, he noted that the crew team did not have tryout criteria. Mr. Parke repeatedly asked for the crew team (and other sports programs at the school) to develop tryout criteria. When our coaches began researching tryout criteria, it was determined that Woodbridge Crew had a criteria that best fit with the Forest Park Crew program. During that research, we also learned that we were the only Prince William crew program without tryout criteria. Because the 2017 Spring season was the first time our team employed tryouts, the criteria was scaled back (from the Woodbridge Crew criteria) so that the team could begin to ease into this new development. Also, the development of these criteria raised the question of safety...specifically, the weight ratings of our Forest Park crew shells. A review was done by our team's Director of Operations and we discovered that Forest Park Crew doesn't own any heavy weight rated shells. As a result, a weight restriction was incorporated into our tryout criteria to stay in compliance with the weight ratings of our rowing shells for rower safety and insurance purposes.

Tryout criteria is approved by Forest Park High School.

Our Winter Conditioning program focuses on development of the skills, strength, and endurance to be successful during our 2019 Spring season. Winter Conditioning also focuses on preparing our rowers to be successful during Spring tryouts.



**Forest Park Crew Team 2019 Tryout Criteria:****Boys Returning:**

Body Weight - 260 pounds max 1 mile run – 10:00 min  
1K Erg Test (watt/weight) – .8 or better power factor, Sit-ups /1 min – 45  
Squats/2 min – 80 Plank Time – 2 min

**Girls Returning:**

Body Weight - 260 pounds max 1 mile run – 11:00 min  
1K Erg Test (watt/weight) – .8 or better power factor, Sit-ups/1min – 35  
Squats/2min – 60 Plank Time – 1:30

**Boys Novice:**

Body Weight - 260 pounds max 1 mile run – 12:00 min  
Sit-ups /1 min – 35 Squats/2 min – 60

**Girls Novice:**

Body Weight - 260 pounds max 1 mile run – 13:00 min  
Sit-ups/1min – 25  
Squats/2min – 50

Varsity coxswains shall participate in tryout requirements and may be utilized as rowers at the coach's discretion.

In addition to the above standards, Coach's discretion along with attitude, work ethic and coachability will all factor into the Coach's tryout decisions.

(rev 12/2016)

## Regatta Information

The rowers/coxswains train to race in the regattas. As members of the Virginia Scholastic Rowing Association (VASRA), most of our races are at Sandy Run rowing facility on the Occoquan Reservoir. Occasionally, we have an away regatta and information will be available prior to the away event. It is important for parents to help and support the team on regatta days.

### Regatta rules/guidelines:

- Team members are responsible for appearing on time for carpool or bus transportation
- 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 and obtaining approval from the head coach.
- All other policies (such as curfew, room visitation among team members, and room assignments) will be set at the discretion of the head coach and administered as a separate Behavior Contract for each trip.
- In the event rowers do not comply with published or verbal guidelines for conduct on an overnight trip, that rower may be asked to room with their parent(s) for the remainder of the stay. If the parent(s) is not in attendance, the parent will be notified and asked to come and pick up their rower.
- 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 chaperone. If you have an emergency, call your designated chaperone.
- Upon arrival at the race site, team members will 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 them onto trailer, take down tents and other equipment, load equipment into trailer, and clean up the tent site.
- No team member will be permitted to leave the regatta site until dismissed by the coaches.
- Any misbehavior at any time during travel may result in athletes not racing at the current regatta or future regattas.

### Equipment Rules

- Rowing equipment is very expensive and must be handled with care. Boats and oars are very long – be cautious of your surroundings when moving them.
- Horseplay will not be tolerated when handling equipment
- All rowers/coxswains must participate in routine cleaning and maintenance of equipment. Report any problems to the coach.

### Team Support

Rowing is truly a team sport. Every student athlete who wants to row will be given the chance to do so once they successfully demonstrate the ability to row technically well and do not represent a safety concern for themselves or their teammates. Students shall encourage and respect ALL teammates and shall work together as a team. Intolerance and ridicule of teammates,

competitors, coaches or race officials is unacceptable conduct and will result in disciplinary action including loss of boat seat up to / and including dismissal from the team. Students shall support their 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; and 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 Forest Park Crew!

## Race Day Health and Nutrition

- Be awake and active at least two hours before your race time.
- Eat a nutritious breakfast such as oatmeal, eggs, Greek yogurt, fruit and juice. Avoid greasy foods, caffeine and dairy products.
- Drink plenty of water all day long. If you feel thirsty, you are already dehydrated!

## Sandy Run

Sandy Run is located on the Occoquan River on the Fairfax County side of the river. There are two primary areas: The regatta headquarters area, and the grandstand viewing area. The headquarters area, where volunteers report to sign in, is located at the end of the main paved road. The Grandstand viewing area is where spectators watch the race. Forest Park Crew team sets up just beyond the viewing area at the "Point". This is where we launch our boats. Forest Park families are welcome to sit with the team but must cheer when FP teams are on the water. Our coaches will announce "Forest Park on the water!" so you will know when to pay attention. Cheering will wake and warm you up. It is acceptable to cheer for other PWC schools in events that we are not participating. This is particularly important at away events. Note that Regattas generally take place in a Park off the water so trails can often be muddy; dress shoes are not advisable. Bring your own chairs if you are not planning to sit in the grandstand. You may bring a picnic; VASRA does have a concession stand (run by parent volunteers) where food may be purchased. Caution: sometimes they run out of food. There are also non-flushing toilets near the grandstand. Please don't litter.

Food that the Breakfast Coordinator brings over is for our students and may not be sampled without their permission.

- Rowers/Coxswain will be given arrival times by their coaches.
- Family and friends should plan to arrive early to ensure they get to the viewing area in time for our events.
- The fee for parking at Sandy Run is approximately \$20.00. Officials will direct you to available parking.
- Once inside the park, access to the grandstand viewing area can be walked briskly in 15-20 minutes on a path beginning in Parking Lot C, or visitors may take a shuttle van from Parking Lot C to a drop-off point a few minutes from the grandstand.
- There is a nominal fee for the shuttle service, \$1-2 per person per trip. If you are considering bringing elderly grandparents, please ask your crew board or other crew parents for advice.

## Oxford Boat House

**Address:** Lake Ridge Park 12350 Cotton Mill Dr. Woodbridge, VA 22192 703-491-5754

### Oxford Boat House Rules

- Rowers/coxswain must exhibit mature behavior at all times.
- Do not touch, move, or handle things that do not belong to you unless otherwise instructed.
- Team members are not permitted in the boathouse without supervision of a coach or a parent representative.
- During land training, stay in groups. Listen to your coach and captains and complete the assigned workout in the designated area.
- Remember to police the grounds for garbage. It may not be your own, but you are still required to keep the grounds neat. Forest Park Crew will take its turn cleaning the grounds on an assigned date.

### Crew Dress

**It is highly recommended that all rowers have extra clothing with them.** Clothing for water training should be close-fitting and have basic water-resistant properties. Coxswains should be well-covered with warm clothes that can withstand wind and water penetration. Keep in mind that weather conditions can change rapidly. The coaches recommend the following clothing:

In cold conditions:

- Winter hat
- Gloves
- Lined, long spandex or close-fitting fleece/lined athletic pants
- Dry-fit or moisture-wicking inner layer (i.e. polypropylene, Cool Max®)
- Waterproof or water-resistant jacket (not large or bulky)
- Fleece vest or jacket
- Warm socks
- Sunscreen

In warm conditions:

- Cap or visor
- Sunglasses
- Close-fitting shorts
- Cotton T-shirt
- Sunscreen

All the time:

- Sneakers (running shoes for workouts & old pair for dock/boat access)

- Water bottle, filled (water is not turned on in Lake Ridge Park until April)
- Towel

## Boat Divisions

Rowers are eligible for boat divisions based on their year in school and experience level. Rowers may be placed in 8s or 4s depending on the timing of races and/or the availability of extra boats. Boat selection is dependent upon attendance, erg scores, rowing technique, and attitude, coachability, and occasionally will involve seat racing. The best combination of rowers will be placed in the “A” boats based on these criteria. Rowers in “B” and “C” boats also will be seated based on the above criteria, until all rowers are placed in a boat, to the maximum extent possible.

- Coaches reserve the right to put together a boat that they feel will be the most competitive, regardless of the experience level of the rower. Line-ups from last year’s spring or fall crew team DO NOT carry over to the new spring season. Rowers may be asked to cox, and coxswains may be asked to row, as safety and the coaches’ discretion dictate.
- The following are general guidelines pertaining to the classification of rowers:
  - Varsity 8s and 4s that race as a 1st 8 / 1st 4 are the top boats. These boats are for varsity rowers, defined as those who have rowed for more than one season OR those who show exceptional ability.
  - “Novices” are defined as rowers who have never rowed during the spring competitive season. Upper-class novice rowers and remaining varsity rowers may fill seats in a 2nd, 3rd, or 4th class 8s or 4s.
  - The Freshman 8 is exclusively for freshmen, and is the only boat segregated by year.
- Varsity Rowers are expected to put crew at the top of their priorities and demonstrate the highest levels of commitment to the program. They are also expected to maintain high standards of academic excellence. They may miss no more than one spring regatta in order to earn a varsity letter or pin for the spring season. In addition, they are strongly cautioned against engaging in other activities that might take them away from practice during the racing season. It is impossible to create a winning team if a few members are chronically missing. A rower accepts a position in the Varsity boat with the understanding that if he or she is unable to fulfill the requirements of the boat he or she may be moved to a lower boat.
- Junior Varsity Rowers are expected to demonstrate a commitment to crew and to maintain high standards of academic excellence. Any rower missing more than one day of practice may not be able to race that weekend. Rowers missing more than two races during the spring season may forfeit their letter or pin. Rowers showing constant or chronic absences may be moved to the ‘alternate’ rower slot regardless of ability.
- Freshman/novice rowers are expected to demonstrate a commitment to crew and to maintain high standards of academic excellence. Any rower missing more than one day of practice may not be able to race that weekend. Rowers showing

constant or chronic absences may be moved to the 'alternate' rower slot regardless of ability.

- Coxswains are expected to lead the boat fairly and professionally. They are the link between coaches and rowers and are to be obeyed by rowers without argument. They are to model appropriate behavior at all times. All coxswains are expected to participate in workouts unless otherwise directed by a physician.
- Directions given by coaches and parent volunteers will be followed. The coach will make the final determination regarding the setting of boats and regatta participation. Coaches will make rowers aware of boat lineups prior to scheduled regattas.

## Boat Selection

Forest Park Crew is a developing program and the athletes have an opportunity to work together from the beginning. Coaches will assess rowers and coxswains based on the following:

- Active participation
- Attitude
- Consistency
- Attendance and punctuality
- Erg scores (Rowers)
- Leadership and Motivation (Coxswains)
- Experience and past performance
- Level of personal responsibility

The lineup of the boat for any race is completely at the coach's discretion. While all reasonable attempts will be made to race each rower as often as possible, once the competitive season begins in March it is the coach's obligation to put the fastest boats on the water. Lineups may change and not all rowers may row the last month of crew. In turn, coaches will make clear to their students their expectations.

## Financial Obligations and Costs

Forest Park Crew is a self-supporting Varsity program. Participants are responsible for all costs incurred by the team. This is an expensive undertaking. In order to keep costs to a minimum, we rely heavily on fundraising activities. Fundraising activities will continue during the year. The costs for each program will be announced at the informational meeting prior to the start of the season. ***Please Note: Checks are gladly accepted for all activities, but there is a \$30.00 charge for returned checks, which is the amount we are charged by our bank. Make checks out to Forest Park Crew, Inc. Any Board member can accept your check; please do not give money to our coaches as they have quite enough to deal with already.***

### Fall Crew Program

The fall program is run by the Prince William Crew Association (PWCA) and is strictly voluntary. It is designed for both the novice and experienced rower. The novice program serves as an introduction to crew for the new rower. It teaches crew basics both on and off the water. The experienced program serves as a conditioning or refresher program. It allows the experienced rower/coxswain to build their conditioning prior to the winter season.

Fall Crew begins in mid-September and runs until the end of October for novices and the beginning of November for experienced rowers. PWCA charges a fee for this program. The cost will be communicated at the fall orientation meeting.

### Winter Conditioning Program

Winter conditioning is a 4-day a week program that is managed by members of the coaching staff. It will begin late November and will run through the mid-February. The winter program is a voluntary training program designed as a land-based weight, erg work and aerobics program. The program is held both at Forest Park High School and at Dale City's World Gym. The conditioning is not required for participation in the Crew program however, it is highly recommended for all students not involved in other winter sports programs. Cost will be communicated at the Winter Conditioning Info meeting.

### Spring Crew Program

Forest Park Crew officially starts in the last half of February each year and runs through May. The program consists of training, rowing, and physical exercise. The current registration cost for the Forest Park Spring Crew program will be \$650.00 per rower. The cost of the program helps to fund:

- Boat acquisition, maintenance and equipment (oars, rigging, cox boxes, safety equipment, etc.)
- Regatta fees
- Insurance
- Association dues (VASRA, PWCA)
- Training fees for coaches

There is a \$50 deposit is taken at Spring registration to cover the cost of volunteer placement. If the rower's family meets the volunteer obligation the \$50 will be returned at the end of the season. A multiple-rower discount of \$100 is given to families with two or more team members.

### **Away Regatta Trips:**

Forest Park Crew participates in at least one away regatta trip per year. Not all students attend; the selection of participation is based on the lineup for the Varsity and Junior Varsity boats. Rowers and coxswains are responsible for the additional costs that traveling incurs: hotel, transportation, food, and spending money. Vendors of crew related paraphernalia are in abundance at some regattas.

### **Registration Dues Refund Policy**

- Full registration dues refunds will be given for any rower who leaves the team prior to the first day of on-water practice during the Spring season. This includes students who are cut from the team in accordance with the Forest Park Crew Tryout Policy (see below). Requests for such refunds shall be communicated to the Forest Park Crew President via email at [fpcrewpres@gmail.com](mailto:fpcrewpres@gmail.com) prior to the end of the first week of on-water practice.
- Registration dues refunds will not normally be given after the first day of on-water practice and will not be given under any circumstances if a rower is dismissed from the team due to non-compliance with these Rules and Standards of Behavior. One of the primary reasons for this is that the team pays for insurance, regatta entry fees, boathouse fees, VASRA dues and fees, and other cost for each rower at the beginning of the season and these costs are non-refundable.
- Any requests for a full or partial refund of registration dues due to a medical situation, short notice family move, or other such unforeseen circumstances after the first day of on-water practice must be forwarded to the Forest Park Crew President via email at [fpcrewpres@gmail.com](mailto:fpcrewpres@gmail.com) as soon as the situation is known. Such requests will be considered on a case-by-case basis by the Forest Park Crew Board of Directors.

## Communications

### Website

Forest Park Crew is on the Web at [www.fpcrow.org](http://www.fpcrow.org). Your feedback on making this website more informative is always appreciated. Please email your recommendations or comments to [Secretary@fpcrow.org](mailto:Secretary@fpcrow.org).

Please review this site thoroughly as the team works very hard to provide as much information as possible to our crew families through this website.

### E-Mail

The Forest Park Crew Board, volunteer coordinators, and coaches will use e-mail to correspond with parents and athletes. If you have any questions about the emails you receive, please contact the point of contact given within the specific email you have a question about, the FP Crew Secretary at [Secretary@fpcrow.org](mailto:Secretary@fpcrow.org), or the Forest Park Crew President at [fpcrowpres@gmail.com](mailto:fpcrowpres@gmail.com).

FP Crew uses Google Groups to distribute emails to the parents, rowers and interested students. If you wish to remove yourself from the email distribution, please follow the instructions at the bottom of an email from the group.

If you are not getting emails that are destined for the Forest Park Crew group, please contact the FP Crew Secretary [Secretary@fpcrow.org](mailto:Secretary@fpcrow.org) with the email address you wish to add.

It is extremely important that email is accessed regularly during the season. With over 50 families involved, the need for electronic transmission of information is necessary. Please check your e-mail on a regular basis. Send changes of e-mail addresses to [Secretary@fpcrow.org](mailto:Secretary@fpcrow.org).

### Forest Park Crew Meetings

It is imperative that athletes and parents attend all meetings that they are requested to attend. Important information pertaining to the crew program, requirements, paperwork, fundraisers etc., is given out at these meetings. The schedule will be posted on our website and communicated by email.

Forest Park Crew Board meetings are optional for those not serving as board members, key volunteers, or student representatives...but you're always welcome to join us!

### Team Mailing Address

Forest Park Crew, Inc., P.O. Box 488, Dumfries, VA 22026

## **Registration Instructions**

Spring Crew registration instructions are available at <http://fpcrew.org/spring-season/spring-crew-info-instructions>.

## **Calendar of Events and Meetings**

An updated calendar is posted on the Forest Park Crew webpage. This calendar highlights all scheduled events including practices, fundraisers, miscellaneous events, and regattas. Special events and/or changes to the calendar will also be sent by e-mail.

## Appendix A: FP Crew Volunteer Positions

The current Forest Park Crew Board Member and Key Volunteers listing is available on our website at: <http://fpcrew.org/about-us/board-of-directors> and <http://fpcrew.org/about-us/key-volunteers>

Forest Park Crew needs your help and support! Please consider volunteering for one or more of these positions.

### Board of Directors

**President:** Performs all duties associated with serving as President of a non-profit corporation, to include but not limited to:

Presiding over regularly scheduled board meetings, or if unable, appointing 1st Vice President, 2nd Vice President, Secretary, or Treasurer to preside over meetings. Appointing chairpersons and committee members. Serving as liaison between board members, the general membership, coaching staff, and Forest Park High School. Conducting general election for newly appointed board members at yearly banquet. Maintaining a key to the post office box and serving as an authorized bank account signatory. Represents Forest Park Crew Team at VASRA, Prince William Crew Association (PWCA), and other meetings.

**1<sup>st</sup> Vice President:** Responsible for coordinating all fundraising activities (Tag Day, Rent-a-Rower, Restaurant Fundraisers, Donation Letters, Corporate Fundraising, etc.). Assists the President as needed. Gets fundraisers approved by Forest Park Athletic Director. Is an authorized bank signatory. Attends Prince William Crew Association (PWCA) meetings.

**2<sup>nd</sup> Vice President:** Responsible for ensuring all required registration paperwork is collected, submitted, maintained, and compiled into a membership contact database. Annually updates online registration tools. Prepares and updates safety manual (with assistance from Head Coach). Responsible for setting up the water safety exercise held at Chinn Recreation Center in Lake Ridge. Coordinates with the Director of Operations for transportation of a 4-person racing shell to the Chinn Center to practice boat flip safety measures. Coordinates swim tests during the safety exercise as needed. The 2nd Vice President will work with the Head Coach to ensure that the team has the appropriate safety equipment for practices and regattas. Assists the President as needed.

**Secretary:** Records and forwards minutes of board meetings. Maintains necessary records. Distributes copies of board meeting minutes to board members monthly. Facilitates external communication on our website and handbook. Writes thank you notes for charitable donations.

**Treasurer:** Collects, disburses, and maintains custody of all funds, securities, valuable papers, and other non- equipment assets of Forest Park Bruins Crew Team. Reconciles monthly bank statements and provides monthly financial reports to the board and general membership. Assists the Assistant Treasurer formulate the budget.

Submits financial records in August to Michael Klein CPA for yearly taxes. Keeps insurance records. Is an authorized bank signatory. Attends Prince William Crew Association (PWCA)

meetings. Reimburses board members and key volunteers for authorized team expenses. Pays other bills as authorized by the board.

**Director(s) of Maintenance:** In charge of maintaining Racing Shells, Launch Boats and Motors, Oars, and other miscellaneous equipment. Maintains equipment room at the Oxford Boathouse. Prepares an annual budget of maintenance expenses and presents future maintenance needs for budget consideration. Makes recommendations for major equipment purchases.

**Director of Operations** Coordinates support activities for non-training days to include: equipment preparation for start of season, boat tip test, regatta support, end of season cleanup, and other special events. They work closely with Adult Volunteer Coordinator, breakfast coordinator, away-regatta coordinator, and Director(s) of Maintenance to ensure that the team/volunteers are aware of safety requirements and that all safety equipment is available and maintained in working order. Purchases fuel for launch boat motors. Makes sure launch boats are registered yearly and insured. Coordinates transportation for shells/equipment. Keeps an updated inventory of equipment for insurance purposes.

## Key Volunteer Positions

**Assistant Treasurer (as necessary):** Assists Treasurer in administering team funds. Prepares and updates budget and makes financial information available to board and general membership. Is authorized bank signatory.

**Webmaster (as necessary):** Maintains and updates crew web page, posting new items as needed.

**Adult Volunteer Coordinator:** Coordinates team and VASRA volunteer signups, primarily via Signup Genius website. Creates new Signup Genius site annually. Works with the director of operations to ensure launch drivers are trained and available for Saturday regattas. Prepares volunteer sign-up sheets for use during Spring Crew registration. Sends out reminders and finds volunteers to fill positions as needed. Receives a list of VASRA volunteer assignments from VASRA in January or February. Serves as team contact with and provides updates to the VASRA Volunteer Coordinator.

**Asst. Adult Volunteer Coordinator (as necessary):** Assists the Adult Volunteer with all responsibilities listed above.

**VASRA Representative (as necessary):** Acts as a liaison between the Virginia Scholastic Rowing Association (VASRA), board members and crew team. Attends monthly VASRA meetings and conveys information to Forest Park Board of Directors.

**Breakfast Coordinator:** Purchases and prepares breakfast items for rowers at our local regattas. Accompanies launch boat drivers to unload food items at the Sandy Run Regatta staging area and sets up tents, food tables, and restocks food during the day for rowers. Packs up food at the end of the day and stores leftover food for next regatta. Assists in the coordination of food items and preparation for away regattas.

**Away Regatta Coordinator(s):** Coordinates local arrangements for two annual overnight

regattas for the team: Stotesbury Regatta in Philadelphia (3rd week in May) and Scholastic Nationals, if required (location to be determined each year last weekend in May). Makes all travel arrangements for the team to include meals, lodging, transportation, and team sites. Ensures adequate numbers of chaperones for team members. Provides for food service to team members and coaches at regatta sites. Along with coaches, develops plan for transporting boats, tents, and crew gear to regatta sites.

**OLOC Representative(s):** The Occoquan Local Organizing Committee (OLOC) is a subgroup of VASRA that organizes regattas on the Occoquan. The OLOC representatives represent Forest Park at the meetings and spends all day every regatta working as a volunteer at Sandy Run, performing duties as assigned by OLOC. Forest Park Crew is currently required to provide two OLOC representatives to VASRA.

**Uniform/Spirit wear Coordinator:** Works with vendors to order team uniforms and negotiates pricing. Creates an itemized registration order form for registration. Collects for, places orders, and distributes uniforms and spirit wear when delivered. Works closely with treasurer to ensure invoices are paid.

**Launch Driver Coordinator:** Recruits, trains, and schedules launch boat drivers for regattas. Works with the Adult Volunteer Coordinator to ensure all launch driver positions are filled and provided for regatta support.

**Tag Day Coordinator(s):** Responsible for planning and executing Tag Day...the team's largest fundraiser of the year. Works closely with the 1st Vice President in planning this fundraising activity.

**Rent-a-Rower Coordinator(s):** Responsible for planning, soliciting volunteers for, and executing Rent-a-Rower fundraisers. Works closely with the 1st Vice President in planning this fundraising activity.

**Carpool Coordinator(s):** Coordinates carpool matchups between crew families, as requested, during the Fall and Spring (for pickup only during Spring) seasons. Works closely with the 2nd Vice President and Email Coordinator to determine who needs this assistance.

## Appendix B: VASRA Volunteer Positions

The following is a partial list of volunteer positions available for any parent. It is mandatory that all parents sign up to work at the regattas. Dates and times will be circulated on Spring Crew Sign-up Day; bring your calendar. Ask parents of experienced rowers about the various jobs, as some are more interesting than others, a few require previous training. You will be working with parents of students from all over the Northern Virginia area. VASRA understands that you are there to watch your child row, so you may ask to be temporarily released from your duties to watch your child race. Please do return to finish your shift. If you have an emergency, please notify our Volunteer Coordinator so that they can find a last-minute replacement for you. **Please note, all schools are required to fill a certain amount of positions at each regatta. Once you sign up, you must sign in for you and Forest Park to receive credit. Assigned slots left unattended are assessed a \$50.00 fee by VASRA. Forest Park Crew will pass this fee on to the parent that did not report for duty. Instructions:** At the Regatta headquarters location (end of the paved road, past the Fairfax County boathouses, on the right-hand side near the water), sign the attendance sheet and insurance waiver. You will then be instructed as to where to report. If necessary (a parent/volunteer does not show up), you may be reassigned to another job. Please understand that our crew club will be fined if you do not show up for your job. Sign in, sign in, sign in! Last year it was very difficult to fill the necessary volunteer positions or parents ‘backed out’ of volunteer commitments. This year there will be volunteer tracking and a mandatory \$50 deposit due at registration for each family. If all volunteer responsibilities are met by the end of the season the deposit will be returned.

**Dress:** Anticipate inclement weather and wear layered clothing and a hat. The temperature can change as much as 20 degrees. You may wear school colors. For certain VASRA jobs, usually those on the water, you may *NOT* wear clothing that is red.

**Announcer - Finish Line:** Location of Job: at the judge’s stand at the finish line of the racecourse. Duties: You will work at the finish line, behind or near the Finish Line Judge, and announce the official results of each event as they are provided to you. You will also make other miscellaneous announcements as directed by the Finish Line Judge, the Coordinator, or the Regatta Director.

**Announcer - Headquarters (HQ)** Location of Job: inside Regatta HQ. Duties: You will announce over the loudspeaker system from HQ the first, second, and last call for the launching of shells in each event, and the event number and the names of the crews participating. You will also make other announcements as directed by the Headquarters Coordinator or the Regatta Director.

**Awards Assistant** Location of Job: inside Regatta HQ. Duties: Working with the HQ Coordinator as they obtain results of specific races, organize labeled award ribbons by 1st, 2nd, 3rd places for presentation, and record the distribution of awards. Pass results to Results Poster and prepare for awards pickup by Coaches only. If there is a formal award ceremony, work with the Regatta Director in the presentations of medals & ribbons to the recipients following each race or at the end of the regatta.

**Concession-Seller** (revenue share/required, boathouse/grandstand) Duties: The first shift volunteers will set up concession stand supplies and prepare and sell food, T-shirts, or programs

as assigned by the Concession Manager. If you sell T-shirts and programs, you will be given a separate moneybox, so please do not mix this money with that from food sales. The afternoon shift is responsible for cleaning up the area and putting the supplies away. They will also need to put away the tables, grills, coffeepots and any other equipment. **\*Those selling T-shirts and programs are to count any that are left over and turn in that count of each with the money.**

**Crossover Marshal:** Duties: The Crossover Marshal is posted on the roadway that the Van drives from Parking Lot C to the Judging Stand. This is an important safety job that ensures pedestrians do not walk in the roadway at the bottom of the hill where the road is especially narrow. PARK AUTHORITIES do not allow pedestrians to walk on the roadway (there is a trail to follow along the reservoir) to the finish line.

**Dock Master Assistant:** Duties: The Dock master Assistant helps the Dock master make sure that the crews are checked in, launched, and landed safely, and at the correct times. They are to keep docks clear of unnecessary gear, help wash the docks prior to start of regatta, and take messages to HQ for dock master.

**Driver-Marshal:** **\*\*This job requires prior Launch Driver Training\*\*.** Duties: During the regatta, you will be assigned to a Regatta Marshal (usually a Judge/Referee) as his/her launch driver. You are under his/her control. Hand signals will most likely be used. Driver-referee/judge: This job requires prior Launch Driver Training. Duties: During the regatta you will be assigned to a Regatta Judge/Referee as his/her launch driver. You are under his/her control. Hand signals might be used. If you have a stopwatch, bring it along, it could be of use.

**Driver-Safety:** **\*\*This job requires prior Launch Driver Training\*\*** Duties: During the regatta, you will keep a keen eye on the course and attempt to keep powerboats, sailboats, kayaks, canoes, etc. out of the way of a race. Sometimes you will need to pick up large pieces of flotsam and jetsam that are in the shells' way. You must particularly keep a keen eye on rowers warming up upstream and for any shells that may have capsized.

**Driver-Dam Guard:** **\*\*This job requires prior launch driver training\*\*** Location: above the starting line of the racecourse. Duties: You will patrol the lower reservoir (near the dam) to ensure the safety of the rowers and to prevent the shells from venturing too near to the dam. **YOU MUST BE IN PLACE BEFORE THE FIRST SHELL ARRIVES AT THE START.**

**Driver-Set-Up:** **\*\* This job requires prior launch driver training\*\*** Duties: Before the regatta you will be assigned to move racecourse equipment, facilities, and people up and down the racecourse. You will have a helper.

**Driver-Shuttle:** **\*\*This job requires prior launch driver training\*\*** Duties: During the regatta you will be assigned to transport only officials, coaches, regatta workers, and the press up and down the course. (AT NO TIME CAN ROWERS BE SHUTTLED UNLESS AUTHORIZED BY THE LAUNCH MASTER.)

**Driver-Take Down:** **\*\* This job requires prior launch driver training\*\*** Duties: At the conclusion of the regatta, you will drive a launch and help store the regatta course equipment, motors, launches, lane markers, etc., and will do whatever is needed to secure the regatta site again to its original order. Some heavy lifting might be involved.

**Finish Line Assistant:** Duties: This person assists the Finish Line Officials in the smooth operation of all finish line area responsibilities.

**Finish Line Timer:** Duties: You will work at the finish line to help determine shell timing and placement. The Finish Line Judge makes Lane assignments. You will need to be able to operate a stopwatch effectively in order to time the split time for the shell in your assigned lane.

**Flag holder:** Duties: You will stand at the Finish Line with a large orange flag and follow the instructions of the Finish Line Judge, to indicate 1st, 2nd, and 3rd places.

**Helper - Set-Up on water:** Duties: You will help the Set-Up Driver to perform the duties assigned to him/her. You will be riding in a launch for much of your work and you may have to do some heavy lifting.

**Helper-Take Down:** Duties: At the conclusion of the regatta, you will help store the regatta equipment, motors, launches, and lane markers. etc., and will do whatever is needed to secure the regatta site again to its original order. Some heavy lifting might be involved. You will be working in a launch part of the time.

**Launch Master:** This is one of the principal logistical regatta jobs Duties: This person is responsible for all motor craft (powerboats, motors, life preservers, anchors, and oars), set-up and accountability to Regatta director prior, during, and after races. Responsible to ensuring designated schools have provided fuel for launches. Further regatta support includes setup and takedown of Judge/Referee, Marshall, Safety and Shuttle launches as well as other support boats as required by the Regatta director. Also, responsible to monitor and control all shuttle traffic on the water.

**Money Collector-Park Entrance:** Duties: You will be responsible for collecting the prescribed entry fee for parking. You can give small paper tickets to those who desire to leave and reenter the park a second time. These tickets are given as a driver exits. Collectors also control vehicular speed and report violations to the Ranger. The parking policy is "first-come, first-parked and the fee is \$20.00. The only non-paying customers will be U.S.R.A. Judge/Referees (wearing USRA Blazers) and other designated VASRA officials or staff, which will have special parking passes. Contact the Parking Supervisor regarding anyone else claiming to be able to enter for free.

**Money Collector - Van @ Parking Lot C Duties:** You will collect the required money from persons wanting to ride the van down to the regatta site. The fee is \$2 per person each way. The only exceptions will be the USRA officials and the Regatta Directors who may ride for free.

**Money Collector - Van @ Finish Line Duties:** You will collect the required money from persons wanting to ride the van up to the parking lot. The fee is \$1-2 per person each way. The only exceptions will be the USRA officials and the Regatta Directors who may ride for free.

**Parking Lot Assistant (Trailer, Referee, Cross Walk, Upper Van Lot, Upper Big Lot, Loivale Lot)**Duties: Park near entrance to trailer area. Stay in main roadway and keep speed of vehicles controlled. Report violations to Ranger. Help direct trailers and buses if still arriving. Give information as needed.

**Race Results Poster:** Duties: This person is to post race results as promptly as possible in the Headquarters area for spectators. Information is received from Headquarters Coordinator or designee.

**Sign-In Coordinator:** Description: This person oversees the sign-in attendance sheets and insurance waiver forms. Usually situated near or at Regatta Headquarters, this person should be knowledgeable about all regatta staff and volunteer jobs, and the locations for their work. This person must be accurate in overseeing the sign-ins. They also will make notes of any problems regarding job sign-in and advise the Personnel Committee Chair.

**Stakeboat Holder:** Duties: At the starting platform you will help align the shells to be in proper position for the start. You will also need to help prevent damage to the shells when they back up to your lane. You will remain on the starting platform throughout your shift. Before the start of each race, you will lie down on the plank that extends out from the platform and reach out your arms to catch the stern of the shell coming into your lane. **DO NOT** try to stop the stern from hitting the platform by putting your hand between the shell and platform, there may be too much momentum and may cause injury. When instructed, you will pull back or push out the shell an appropriate number of inches for alignment. These instructions, given just before each start, will come from the official at the side of the racecourse whose job it is to get all the bow balls in a straight line. He/she will use megaphone or radio headphones. Be careful with your grip and make sure nothing is in the way when the starter says “Go!” and the boat explodes out of your hands. **MAKE SURE TO LET GO OF THE SHELL IMMEDIATELY UPON THE START.** Do not engage in clever repartee with the crews. They are nervous enough already and needn’t be disturbed.

*ADDITIONAL INSTRUCTIONS FOR STAKEBOAT HOLDER:* Headphones are usually worn only at the bigger regattas (e.g., VSCRs), fit over one ear and have a battery pack that clips on to your waistband (belt). If using the Realistic brand headset, turn the POWER to “MAN” (not VOX), Volume and VOX/MIC controls are set to “L” (not “M” or “H”). If using the Maxon brand headset, set the VOX/PTT Selector to “PTT” (push-to-talk) and the VOLUME control to the lowest setting that allows you to hear clearly (to save battery power). There are two sets for each lane. Use the Realistic brand first - they have the 9V battery. The Maxon brand has two rechargeable AA batteries that usually don’t last long. The brands are interchangeable (i.e., on the same frequency). The spare headsets will be in the white box (post office sorting box) usually set at the center of the platform.

**Trophy awards Assistant:** Duties: This person helps the head of trophies set trophies and medals out on tables. This assistant remains at table to explain trophies to those admiring them. Assists the Regatta Director as the trophies and medals are awarded.

**Weigh-In Assistant:** Location: At the Occoquan after the first three regattas of the season. Duties: Help weigh the lightweight teams under the direction of the Judge/Referee in charge.

Additional VASRA regatta job descriptions are available at:

<https://fpcrow.org/spring-season/regatta-volunteer-info>

***ADDITIONAL JOBS:***

**Regatta Launches:** Club provided equipment (13 for weekly and 20 for large regattas)

Description: When each organization is participating in a regatta at their home practice site, they will be required to provide regatta launches, equipment knowledgeable personnel and launch access (ferrying to launch/providing keys/setting up boat). Each of these organizations will supply launches equipped with appropriate engines (9.9HP or above) in good operating condition, a kill switch lanyard, gas tank, matching connecting hose, lines, paddle, anchor, life preservers and horn. Oil and gas requirements must be clearly understood and properly marked for VASRA to assure proper gas and oil is supplied for the regatta. VASRA regatta personnel will drive the launches at the assignment of the Launch Master/Regatta Chair, so member clubs should not assume that their launches will be driven by their own club members. This equipment will be supplied to support regattas on a rotating schedule equitable to all home site organizations. The Personnel Committee will assure that organizations participating at a regatta that is NOT at their home practice site will be given proportionately more volunteer jobs.

**Regatta Headquarters Coordinator Assistant Duties:** This person functions as the principal liaison and managerial support to the Regatta Director, Assistant Regatta Director, and Head Judge/Referee. Should also ensure that the HQ is kept reasonably orderly to easily access needed equipment and that there is enough room for all its uses, including food and beverage storage. Instructions: This person should arrive at HQ on regatta days at least one-half hour before the first volunteers so that distribution of equipment can flow efficiently. Two general characteristics are to: a) be able to field questions and give reasonable answers and b) know where each volunteer job is performed and generally what those jobs entail. Some of this individual's key responsibilities on Regatta days, (not in priority order), are:

- Maintain radio contact with Regatta Director, Head Judge/ Referee, & Head Park Ranger before, during, and after the entire event;
- Setup HQ equipment and paperwork, including waiver forms, for Volunteer Sign-In Coordinators and provide them with information sheets about: description of jobs; directions to the viewing stands and regatta finish line;
- Setup equipment for Weigh-In Assistants in Upper Boathouse Erg Room;
- Distribute life vests, flotation seat cushions, safety paddles for set-up launch drivers and helpers and make sure that all is returned at the end of the Regatta work day;
- Assist, as needed, in the setup of the Concession Stand adjacent to Headquarters;
- Move out Safety Equipment for start and finish lines and HQ area signage;
- Direct Dockmaster Assistant and Launchmaster Assistant to positions.
- Provide Launchmaster with list of schools providing launches for that regatta.
- Prepare 10 minute & 8 minute Call-Time sheets & a list of competing schools for Announcers.
- Revise corrected race schedules and distribute to coaches, judge/referees, other officials, radio relay team, award & results poster assistants, HQ announcer, Dock & Launch Masters.
- Sign in and direct finish line medical trainer to position & assist HQ area EMT or medical team with slightly injured or drenched rowers. Provide clothing changes from HQ to the latter.
- Sign-out, distribute, and collect radios for Judge/Referees, Dockmaster, Launchmaster, Pontoon Boat driver, and other regatta officials and staff.
- Distribute bullhorns to Dockmaster, Hot Dock Master, and others if needed;
- Instruct and oversee HQ Announcer, Results Poster, and Awards Assistant what to do.

- Provide reporters and news photographers with schedules, results, and such arrangements as are necessary for their coverage;
- Prepare enlarged Regatta Schedule sheet for public posting outside of HQ;
- Handle all incoming telephone calls;
- With Regatta Director, make sure that all equipment is properly returned and stored.

## Appendix C: Rowing Terminology

Equipment	
Blade	The wide flat section of the oar at the head of the shaft. The two types of blades are called hatchet and spoon.
Hatchets	These oar blades have a bigger surface area than the standard or spoon blades and have a hatchet or meat cleaver shape.
Oar	The piece of equipment that each rower uses to propel the boat. In sweep rowing, each oar is approximately 12 feet long, lightweight and well designed.
Shell	The racing boat. Shells come in configurations and sizes for single rowers, pair, fours and eights. An eight is approximately 60' long, narrow and weighs between 200 - 300 lbs.
Scull	A shell configured so that each rower uses two oars. This term is also used interchangeably when referring to the oars used in a sculling shell, the shell itself, or the end of rowing a sculling shell.
Sweep	A shell configured so that each rower has one oar. Oars on a sweep shell are normally alternated from side to side.
Foot Stretcher	Adjustable brackets in a shell to which the rower's feet are secured in attached sneakers.
Rigger	Device that connects the oarlock to the shell and is bolted to the body of the shell.
Oarlock	U-shaped swivel that holds the oar in place. It is mounted at the end of the rigger and rotates around a metal pin.
Button	Plastic or metal fitting tightened on the oar to keep the oar from slipping through the oarlock.
Slide (Track)	Two tracks on which the seat moves. The seat moves forward and backwards on the slide, enabling the rower to "gather up" his/her body at the start of the stroke and then use the combined power of the legs, back, and arms when executing the slide.
Gunwale (Gunnel)	Top section on the slides of a shell which runs along the sides of the crew section where the rowers are located. The riggers are secured to gunwale with bolts.
Keel	Centerline of the shell. The term refers to the extent to which the boat is balanced from side to side while rowing. A "good keel" is where the shell is rowed with little or no continual dipping to port or starboard.
Rudder	Steering device at the stern. The rudder is connected to cables (tiller ropes) that the coxswain uses to steer the shell.
Skeg (Fin)	Small fin located along the stern section of the shell. This helps to stabilize the shell in holding a true course when rowing. All racing shells have a skeg. The skeg should not be confused with the rudder.
Rigging	The adjustment and alteration of accessories (riggers, foot stretchers, oars, etc.) in and on the shell.
Slings	Collapsible/portable frames with straps upon which a shell can be placed temporarily.

ROWING CYCLE TERMS	
Stroke	One full motion to move the shell. It is also used as a term referring to the stern-most rower.
Catch	Start of the rowing cycle at which the blade enters the water. It is only accomplished by an upward motion of the arms. The blade of the oar must be fully squared at the catch.
Feathering	Act of turning the oar blade from a position perpendicular to the surfaces of the water to a position parallel to the water. This is done in conjunction with the release.
Release	Sharp downward (and away) motion of the hand, which serves to remove the oar blade from the water and to start the rowing cycle.
Recovery	Part of the rowing cycle from the release up to but not and including the Catch, where the oar blade enters the water.
Squaring	Gradual rolling of the oar blade from a position parallel to the water to a position perpendicular to the surface of the water. This is accomplished during the Recovery portion of the rowing cycle and is done in preparation for the
Drive	The part of the rowing cycle when the rower applies power to the oar. This is a blended sequence of applying power primarily with a leg drive, then the back, and finally the arms.
Finish	Last part of the Drive before the Release where the power is mainly coming from the back and arms.
Rating	The number of strokes per minute. Also known as <i>Stroke Rating</i> .
Crab (non-edible)	Refers to a problem encountered by a rower when his/her oar gets “stuck” in the water. “Catching a Crab” right after the Catch is caused by improper squaring. The rower can be ejected from the shell by the oar.
Bow	The forward end of the shell.
Stern	The rear end of the shell.
Port	The left side of the shell when facing the bow. In sweep rowing, the designation of a rower who normally rows with an oar on the starboard side.
Coxswain (or Cox, or Cox'n)	The person who sits at the stern of the shell (although this may be in the bow of some “4s”), steers, gives commands, calls the ratings, and urges the rowers on in a race. A knowledgeable coxswain will generally serve as an “on-site/in-the-shell” assistant to the coach. Relatively light in weight, a good coxswain will have as much competitive spirit as the rowers and can make a considerable difference in a race.
Check	Any abrupt deceleration of the shell caused by some uncontrolled motion within the shell. An interruption in the forward motion of the shell.
Course	A straight racecourse for rowers that normally has 4-6 lanes.

Additional terminology info is available at:

[https://en.wikipedia.org/wiki/Glossary\\_of\\_rowing\\_terms](https://en.wikipedia.org/wiki/Glossary_of_rowing_terms)

<http://www.rowinghistory.net/questions.htm>

<http://www.usrowing.org/glossary-of-rowing-terms/>

<http://www.usrowing.org/rowing-101/>

**Appendix D: Other Helpful Links**

Sandy Run Park	<a href="http://www.nvrpa.org/park/sandy_run">http://www.nvrpa.org/park/sandy_run</a>
Lake Ridge Park	<a href="http://www.pwcgov.org/government/dept/park/lakeridgepark/pages/default.aspx">http://www.pwcgov.org/government/dept/park/lakeridgepark/pages/default.aspx</a>
Stotesbury	<a href="http://www.boathouserow.org/regal1/scr11.html/">http://www.boathouserow.org/regal1/scr11.html/</a>
US Rowing	<a href="http://www.usrowing.org/About.aspx">http://www.usrowing.org/About.aspx</a>
Virginia Scholastic Rowing Association	<a href="http://www.vasra.org">http://www.vasra.org</a>
Prince William Crew Association	<a href="http://pwcacamps.com/index.php/about-pwca/">http://pwcacamps.com/index.php/about-pwca/</a>

## Appendix F: Forest Park Crew 2018-2019 Handbook Acknowledgment

I acknowledge that we (parent and rower/coxswain) have read and understand the policies and procedures outlined in this handbook, including the “Forest Park Crew Rules and Standards of Behavior” that begin on page 6 and end on page 15. We understand that rower/coxswain failure to abide by school and team policies may result in the loss of water time and/or removal from the team.

In addition, in consideration of being given the opportunity to participate in the Forest Park Crew, Inc. rowing program and any US Rowing activity in 2018, I, for myself, my rower/coxswain, my personal representatives, assigns, heirs, and next of kin:

1. Acknowledge, agree and represent that I understand the nature of Rowing Activities, both on water and land based, and that my rower/coxswain is in good health and in proper physical condition to participate in such activity.
2. Fully understand that: (a.) rowing activities involve risks and dangers of serious bodily injury, including permanent disability, paralysis and death (‘Risks’); (b.) these risks and dangers may be caused by my rower/coxswain’s own actions, or inactions, the actions or inactions of others participating in the activity, the condition in which the activity takes place, or the negligence of the releasees named below; (c.) there may be other risks and social and economic losses either not known to me or not readily foreseeable at this time; and I fully accept and assume all such risks and all responsibility for losses, costs, and damages my rower/coxswain incurs as a result of their participation in the activity.
3. Hereby release, discharge, and covenant not to sue US Rowing, Forest Park Crew, Inc, their administrators, directors, agents, officers, volunteers and employees, schools, other participating regatta organizers, any sponsors, advertisers, and if applicable, owners and lessors of premises on which the activity takes place, (each considered one of the releasees herein) from all liability, claims, demands, losses or damages on my and/or my rower/coxswain’s account caused or alleged to be caused in whole or in part by the negligence of the releasees or otherwise, including negligent rescue operations; and I further agree that if, despite this release and waiver of liability, assumption of risk, and indemnity agreement, I, or anyone on my behalf, makes a claim against any of the releasees, I will indemnify, save, and hold harmless each of the releasees, from any litigation expenses, attorney fees, loss, liability, damage, or cost which any may incur as a result of such claim.

I have read this agreement, fully understand its terms, understand that I and my rower/coxswain have given up substantial rights by agreeing to it and have agreed to it freely and without any inducement or assurance of any nature and intend it be a complete and unconditional release of all liability to the greatest extent allowed by law and agree that if any portion of this agreement is held to be invalid, the balance, notwithstanding, shall continue in full force and effect.

### PARENTAL CONSENT

I, the rower/coxswain’s parent and/or legal guardian, and my rower/coxswain, understand the nature of rowing activities and the rower/coxswain’s experience and capabilities and believe the rower/coxswain to be qualified to participate in such activity. I hereby release, discharge, covenant not to sue, and agree to indemnify and save and hold harmless each of the releasees from all liability, claims, demands, losses, or damages on the rower/coxswain’s account caused or alleged to be caused in whole or part by the operations, and further agree that if, despite this release, I, the rower/coxswain, or anyone on the rower/coxswain’s behalf makes a claim against any of the above releasees, I will indemnify, save, and hold harmless each of the releasees from any litigation expenses, attorney fees, loss liability, damage, or cost any may incur as the result of any such claim

<hr style="width: 80%; margin: 0 auto;"/> <p>Parent/Guardian Signature</p>	<hr style="width: 80%; margin: 0 auto;"/> <p>Rower Signature</p>
<hr style="width: 80%; margin: 0 auto;"/> <p>Parent/Guardian Name (Print)</p>	<hr style="width: 80%; margin: 0 auto;"/> <p>Rower Name (Print)</p>