



*Excellence in Motion*

**BHRA HANDBOOK**

**DRAFT# 4**

**9/14/12**

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[www.burnthillsrowing.com](http://www.burnthillsrowing.com)

Burnt Hills Rowing Association on Facebook  
Boathouse Phone: 384-BHRA

## **WELCOME TO THE BURNT HILLS ROWING ASSOCIATION**

### **The purpose of the Association:**

To stimulate and foster interest in the sport of rowing. To publicize the manifold advantages of rowing as a means of health and physical development. To uphold the principles and standards of amateur rule. To promote interest through competition and the holding of regattas. To use every reasonable endeavor for the advancement and up-building of amateur rowing in accordance with the best traditions of sportsmanship.

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Whether you are a new or returning member to our association, we welcome you and hope this handbook will give you the necessary information to get you started. It is our hope that you become as enthusiastic about crew as we are.

Crew is a highly competitive, true team sport requiring groups of 2, 4 or 8 rowers and a coxswain to work together in unison to achieve success. Given the wide variety classes of competitive rowing, there is a place for everyone in our sport. We are proud to have dozens of members of all abilities and ages participating in our association.

Rowers have important attributes and are some of the world's best athletes. Self-discipline and perseverance, physical and mental toughness, balance and endurance are all requirements of the rower. Although it appears to be an upper body sport, it actually is demanding of virtually all of the body's muscle groups. When done well, rowing looks graceful and effortless.

As a member of BHRA, rowers will develop positive character traits during many activities. Rowers will work as a group to care for racing shells while moving them from their racks to the water, preparing them for transport, loading them on the trailer and preparing them for racing. They will learn to prepare themselves physically for competition by understanding proper nutrition, stretching, and

exercise techniques. They will understand that they are one part of a group that depends on each other to achieve a goal and they will develop relationships through BHRA social events that will bind them as a team.

Crew is a year-round sport, and although we are associated with the Burnt Hills Ballston Lake School District, we are only partially funded by the school district for grades 7 through 12, and only during the spring season. We are considered a club the remainder of the year. As you will learn, this creates some unique policies, dependent on the season. For instance, we have no bus transportation in the fall season, so we rely on parents to “taxi” the students to the boat house for practice.

At BHRA we have a strong sense of community because we take the idea of teamwork seriously. Without support of the parents and families, this would not be possible. BHRA is dependent on volunteers all year long, so parents are required to assist in association operations. Volunteer sheets are available at the boathouse on several designated clothing order/volunteer sign-up nights at the beginning of each season. We also have informational meetings in the fall and spring to share more specific and up to date information. Parents are expected to attend these as well. Approximately twenty-five percent of our budget is attained through fundraising. We need to raise money on a continual basis to pay for equipment, boats and maintenance of the boathouse and grounds, therefore there are some mandatory fund-raising events each racing season.

In the Appendices at the end of this document there are lists of information that will serve as helpful references as you learn about the sport of rowing and the Burnt Hills Rowing Association.

As we welcome you to our association, we want to remind you that if you have questions at any time, please feel free to ask a fellow parent, a returning rower, or a member of our board.

Happy rowing!

## **GENERAL BHRA INFORMATION**

BHRA is a non-profit, tax exempt organization that provides year-round rowing opportunities to BHBL students and adults in the local community. There are no “try-outs” and everyone participates. This means that everyone races!

BHRA is a member of the United States Rowing Association and maintains liability and excess medical insurance. The association is overseen by elected Officers and a Board of Directors.

There are modified teams, as well as novice, freshman and varsity teams for both girls and boys. We also offer adult learn-to-row and masters programs.

Our home is a state of the art boathouse facility on the Mohawk River, located on Maritime Drive in the town of Alplaus, NY.

## **TYPES OF ROWING**

There are two basic types of rowing:

- Sculling**    Rowers use two oars
- Sweeping**    Rowers use only one oar each

The modified team rowers practice and compete in sculling races. When they move up to the Freshman and Varsity teams, they begin to sweep.

Boats may be classified by the rowers age and/or weight. They are designated by several things: whether they are sculling or sweeping boats; whether they have a coxswain or not and by how many rowers there are in a boat. Please see the appendix for more information on this.

## **RACING SEASONS**

**FALL** – In the fall, practice begins in late August and continues through early November. This season consists of longer races, of approximately 3 miles which concentrate on endurance. These are generally “head” races, designated by their starting method. Rowers will row to the starting area and wait for their turn to pass through the starting “gate”. Their starting time is noted and when they pass the finish line that time is noted as well. The group of people responsible for timing use synchronized timing equipment to accurately record each boats racing time. The results for each race are posted in a designated area for participants and spectators to view.

The weather in the fall often lends itself to very cold, wet, muddy regattas. Plenty of extra dry clothes, socks and waterproof boots are imperative.

**WINTER** – Beginning in mid-November there is an organized winter practice which takes place in the boathouse facility. It consists of conditioning and weight training. The modified team participates in conditioning exercises and “erging” but does not use the weight equipment. The ergometers are computerized, displaying their time, stroke rate and speed among other things and rowers can “race” each other on these machines.

**SPRING** – This is the main rowing season and the teams compete scholastically. Races are “sprint” races meaning that boats line up at a starting block and race side by side in lanes. The races are generally 1500 to 2000 meters long. Practice begins indoors early in March and will move outdoors as soon as the docks are put in the water for the season. Over Spring Break, the varsity team travels to Summerton, South Carolina to practice in warm weather and get a jump on the season. Competition starts early and they have a lot of work to do before the first regatta.

**SUMMER** – The summer season consists of multiple programs. The schedules of these programs may fluctuate from year to year based on current needs. Please look for more information on our website if you are interested in these programs.

Competitive Session is a six week program open to all experienced high school and collegiate rowers. The focus is on competition and maintaining strength and endurance. The session culminates with the Royal Canadian Henley Regatta.

Sculling and Sweeping Learn to Row is a morning session open to all new and returning modified rowers, 6<sup>th</sup>-8<sup>th</sup> grade (participation of 6<sup>th</sup> graders is at the discretion of the club). All must be able to swim.

Sculling Session is open to all modified and varsity rowers wishing to improve their sculling skills. This is generally offered in the evening, several days per week.

The BHRA Masters generally operate a program in the Spring, Summer and Fall seasons.

## **FINANCIAL INVESTMENT**

### **Fees**

A tuition fee is due for each season of participation. It is expected that each rower will pay the membership fee in full before the start of the season. This fee covers items such as insurance, regatta entry fees, coaching costs, trailering of boats and the food tent supplies aside from the item assigned to the family to bring on race days.

Additional payment is necessary for uniforms and occasionally for travel to Regattas out of our area. We are fortunate that the majority of our regattas take place in the Saratoga Springs area so travel is less of an issue for us than for most rowing teams.

Rowing is an expensive sport and we are required to perform fundraising to support the association with items such as equipment, boats, oars, cox boxes, boat maintenance, docks...

If you are unable to participate in any given fundraiser, there are “buy-out” amounts that may be paid in lieu of participating in the fundraiser. This amount varies by type of fundraiser and is based on the expected amount of return on that fundraiser.

## **REGISTRATION**

Registration for each rowing season is done through the Regatta Central website [regattacentral.com](http://regattacentral.com). Payment may be made by credit card on this website or a check may be made out to BHRA and forwarded directly to our Treasurer. Paperless completion of some of the required forms is now available on Regatta Central. Please see the website [bhrow.com](http://bhrow.com) for more specific instructions regarding Regatta Central registration procedures.

In the spring, the school district requires a health physical form.

## **VOLUNTEER OPPORTUNITIES**

Keeping the Burnt Hills Rowing Association running well requires many hours of volunteer work. Each season a parent is in charge of organizing volunteers. There are many areas in which a parent may volunteer according to his/her talents. See the appendix at the end of the document to check out some of the ways you may contribute. Each parent is asked to volunteer a minimum of 4 hours per season to BHRA. If you have a special talent, a useful piece of equipment, or just some extra time, please let our volunteer coordinator know and your efforts will be greatly appreciated.

## **FUNDRAISING**

All equipment purchases come from fundraising activities. Therefore, everyone is expected to participate. Below is a list of fundraisers that we typically have each year. On occasion, we will also have others, including car washes, pancake breakfasts, etc. We always welcome other ideas and suggestions.

## **FALL**

### Letter writing campaign

This is an organized campaign when rowers are asked to send out letters to family, friends, BHRA Alumni, supporters of the program and local businesses asking for donations.

### Marathon Row

On Columbus Day weekend, all rowers participate in a 26 mile row from Schoharie Creek back to the boat house, going through the lock system. Parents are encouraged to follow the team from lock to lock, and provide snacks for the kids. At the boathouse at the end of the day, a pot luck dinner is held for all the rowers and their families. If the water conditions do not permit rowing through the locks, the kids row back and forth between locks 7 and 8 for 26 miles.

## **WINTER**

### Gift Cents

Rowers may take orders for gift cards of various values for a wide variety of retail establishments. The cards are purchased at face value and a percentage is passed back to BHRA, so it is a great fundraiser.

### Silent Auction

This is a new fundraiser for BHRA. It is designed to be a fundraiser for the team while providing an opportunity for a social gathering for BHRA parents.

## **SPRING**

### Candy sale

Rowers purchase boxes of candy bars, and are reimbursed as they sell the candy.

### Plant sale

Order forms are given to all rowers at the beginning of the rowing season to pass out to friends, family, neighbors, and co-workers. Gift Certificates are created that purchasers may use to purchase their spring and summer flowers at Pedrick's Greenhouse on Route 50 in Glenville. Profits go directly to the club.

## **COLLEGE OPPORTUNITIES**

Rowing is one of the fastest growing sports in the country. As a result there are scholarship opportunities with many college programs. Due to the Title IX law, many of these opportunities are available for girls.

Colleges will be interested in rower scholastic GPA's, SAT scores, and Erg times. It is helpful for parents to keep track of races attended, results and medals earned.

## COMMUNICATION

Communication is achieved by the following methods:

**Blog** – This is a great way for everyone to get the latest and greatest information whether it be updates on upcoming regattas, notes about practice, tips from the coaches or just cool pictures that the coaches may take of the team members. If you sign up, blog notices will automatically be sent to your email and you may read them at your convenience.

Go to bhrow.com for the link to sign up. There are 5 blogs you may sign up for.

**1** BHRA General Blog    **2** Boys    **3** Girls    **4** Modified    **5** Coxwains

**Website** – burnthillsrowing.com    or    bhrow.com    \*both go to the same site

**Email** – Email the coaches or the president with any concerns.

**Handouts** – Sheets regarding upcoming events will occasionally be handed out at practice for kids to bring home.

Hopefully this covers everyone!

## WHOM DO I CONTACT ?

**Here are some general guidelines regarding who is the best person to contact for some of the most common types of questions you may have.**

### Questions About

Your child and practice/racing  
Fees/Payments  
Volunteering  
The Association

### Contact

His/Her coach  
Treasurer  
VP for Volunteers  
President

While we hope that this document provides helpful information, please feel free to ask as many questions as you need to from other parents, the president or board members. They will be happy to share what they have learned about the sport. We ask that you take care not to distract coaches during times when they are busy

coordinating activities at practice or at regattas. If you have something you need to discuss with the coaches, just ask or send them an email and they will let you know when a time is convenient for them to give you their full attention.

## **SPECIAL EVENTS and TRADITIONS**

### **Pasta Parties**

Families are welcome to host a “pasta party” at their home for their child’s team, including coaches. Traditionally, pasta parties are held the night before a race. Pasta is commonly served for dinner because it is recommended to “load up on carbs” the day before a race. This is a great time for the kids to “bond”. It is expected that parties will end relatively early as the rowers need to be well-rested and up early the next day for racing. A small donation of about \$3.00 is requested to assist the host family with the cost of the meal.

### **Social Team-Building Events**

Teams will occasionally gather with their coaches to do something fun together such as rock climbing, laser tag and the like, particularly in the winter months.

### **Fall and Spring Banquets**

Usually, at the conclusion of the fall and spring seasons, families and rowers are invited to attend a banquet at a local banquet facility to honor the board, coaches, rowers, and parent volunteers.

At the fall banquet we traditionally hold a “penny auction”, where families are invited to bring or donate items for an auction or raffle. Homemade crafts, gift certificates, unwanted holiday gifts, etc., are some of the common items we see.

At both banquets there is a power point show for entertainment as well as showing candid photos of the team from that season.

These are nice times to socialize with other parents and you can’t ask for better company!

### **Spring Training at Camp Bob Cooper in Summerton, South Carolina**

During spring break in April, a select group of rowers are invited to go to Summerton, South Carolina for crew camp. This is usually the varsity boys and girls teams. Occasionally some underclassmen are invited. The focus is on maintaining strength and endurance, team-building, and having fun! A bus is chartered for the trip, and coaches and some parents go along to chaperone. Rowers are expected to cover the cost of the camp.

## **PRACTICE AND REGATTAS**

Practice takes place from 3:30PM TO 6:00PM at our boathouse and on the Mohawk River five days per week. Weather permitting, practice will always be on the water to best prepare for competition. During winter and early spring months and during dangerous weather conditions, rowers will train indoors in our training facility. We are fortunate to have an amazing weight room, a mezzanine with Concept 2 Ergometers (rowing machines) known as “ergs”, as well both boys’ and girls’ locker rooms.

Practice is very rarely cancelled. Inclement weather does not prevent practice from being on the water. Rowers must be prepared to be on the water at all times. However, dangerous wind, water conditions or lightning will cause practice to move indoors. Safety is our utmost concern.

BE ON TIME. Your team is depending on you.

Participation in all practices is required. Attendance for high school rowers is mandatory at all races. If a rower is not present it affects the rest of their boat members or “crew” negatively.

Inform the coach ASAP if you have a conflict with a practice time or race date.

Racing schedules are constantly being revised and subject to change. Please try to be patient and remain flexible.

### **Transportation to and from Practice**

In the fall, there is no school affiliation and rowers need transportation to and from the boathouse. Rowers in 6<sup>th</sup> grade need transportation at all times both in fall and spring.

In the spring, a team bus transports kids in 7<sup>th</sup> through 12<sup>th</sup> grades from the high school to the boathouse. Parents still pick up their rowers at 6:00pm.

During the season when there is no school transportation, the parents organize a “crew taxi” service to transport kids from school to the boathouse. Rowers’ parents are again, always responsible for transportation home, however, many parents form their own plans to share rides with others who may live near them.

### **Transportation to and from Regattas**

For some spring regattas, (refer to BH Schools Guidelines for Participation in Interscholastic Athletics for clarification) transportation is available through the school district. In those instances rowers MUST travel to the regatta site on the

provided method of transportation. They must remain with the team and travel home with the team. At the end of the day, parents may transport rowers home only if the Head Coach(es) are notified by the parent.

For most regattas rowers must provide their own transportation to and from the regatta. All rowers must stay until the end of the day after boats are de-rigged and loaded on the trailer in preparation for leaving the venue. Again, parents may work together to share transportation responsibilities.

### **Travel out of Town**

Parents are sometimes needed to chaperone regattas that are out of town. Sometimes we are able to charter a bus, however, other times we depend on parents to drive and stay with some of our rowers. The dates and locations for events will be listed on the schedule for that particular season.

### **Clothing**

Stock up on socks... lots of socks. Black ones are good as they don't show the dirt. Rowers will be walking on the gravel, dirt and dock in the socks and they will be soaked in "Mohawk water" among other things.

Label all of your belongings that you care about with your name in permanent ink.

For practice, rowers should wear layers to be prepared for cold and wet weather. Close fitting clothing is important so it does not get caught in the equipment, causing a dangerous situation and interfering with efficient rowing.

The best fabrics are the polyester blends that wick moisture and dry quickly, suitable for both warm and cold days.

Rowers are expected to wear BHRA clothing and attire to regattas: uniforms consist of tank tops embroidered with the team logo for modified team members. They wear these over short or long sleeved shirts depending on the weather and with close-fitting shorts. Unisuits or "unis" are the required uniform for freshman and varsity rowers and are ordered to fit each individual rower. Team clothing orders, offering a wide variety of Burnt Hills Rowing Association T-shirts, jackets, sweatshirts and other accessories, are organized at the beginning of the Fall and Spring seasons. Many of these items may be personalized with the rowers' name.

Bring additional dry clothing to practice as well as races in case clothing gets wet.

### **Safety**

Safety on and off the water is stressed throughout the program. All participants must know how to swim. For rowers in 7<sup>th</sup> through 12<sup>th</sup> grade in the spring season, a

physical exam is required (or a form completed by your rowers physician) and a swim test is administered at the high school for all rowers. All rowing shells on the water are accompanied by a coach in a motor launch. Each launch contains sufficient life jackets for all participants. A First Aid Kit is housed in the boathouse at all times.

Blisters are common on hands and occasionally on the back of calves. They should be treated early to prevent infection.

Water bottles are essential for staying hydrated. Every rower must bring their own water bottle every day to practice as well as to regattas. Don't share water bottles.

Rowers should NOT drink water from the river and should refrain from touching their faces until their hands have been washed. There is running water in the boathouse to wash with.

All rowers are expected to display good sportsmanship, appropriate behavior, and strong support for fellow team and crew members at all times. We are proud of our reputation as a friendly and courteous team, especially when we represent BHRA in competition with other teams out of town.

Rowers expend a good deal of energy and have healthy appetites. It is imperative to continue to refuel with healthy food. The parent volunteers will coordinate the food table for regattas specifically for rowers.

Dress in layers, and bring additional (dry) clothes that are appropriate for weather conditions. We row in cold and rainy weather. Suggested clothing items are: wool socks, Coolmax shirts, rain jacket, nylon or polypropylene underwear, and footwear that can get wet.

When rowers are at practices and races, they are under the direction of the coach. They should be on time, and not leave until given permission by the coach.

ALWAYS be aware of your surroundings. Moving potentially hundreds of boats nearly the size of a tractor trailer is dangerous business. If you hear the words "HEADS UP!" it means that a team is trying to maneuver their boat and you are in the way. Please stay clear of docks and the areas that are designated for rowers, officials, and boats ONLY.

Some regattas provide updates on results via twitter. Look for information regarding this on our team blog posts.

Hypothermia – particularly in the fall season, risk of hypothermia exists. If a rower gets wet, they may experience this and should get immediate attention. An EMS area is available at each regatta. Rowers and parents should familiarize themselves with the location upon arrival. See the Safety guidelines for more specific information of this condition.

## **NUTRITION**

Rowing is very physically demanding and requires that athletes burn many calories. Rowers need to eat well to replace nutrients and fluids. They should drink water to hydrate well throughout the day and should eat a healthy lunch. After practice you may find that your rower is “starving”. A snack of some chocolate milk provides some protein and carbohydrates that they need to function well. They should eat a dinner with healthy amounts of protein, vegetables, some fat and carbohydrates. You will probably find that their appetite increases markedly after the season starts and may abate shortly after the season is done.

## **HELPFUL HINTS**

In addition to the following information, please refer to the information in the appendices at the end of this document.

”Crew time” is a term that characterizes the unique way time is kept in the world of crew. Events don’t always happen when they are scheduled, or in the timeframe in which they were anticipated. This is not due to a lack of desire or responsibility on anyone’s part, but is rather part of the nature of the sport. So many events are interdependent on one another, particularly at regattas, that in order for each race to take place, many individuals have to fulfill their duties in succession. Please keep the “big picture” in mind while you patiently wait for your child’s race to begin.

Bring plenty of layers and warm clothing to crew events, especially regattas, where you are likely to be outdoors most of the day. This includes rain gear.

If you are looking for the team at a race, look for our trailer with the boats, or for the maroon and white tents with our name on them.

The food table at our tent is for the rowers. There is a chairperson each season who organizes the food items for each parent to bring to regattas. When you are assigned an item, you are responsible for getting that item to the venue when the rowers arrive. It may also be brought to the boathouse on Fridays before the regattas and, if necessary, stored in the refrigerator that is available there. Much of the food is used to provide breakfast for the rowers and is therefore needed very early in the day. If you are not able to attend a regatta, please make arrangements for your food item to attend.

Spectating at a race can be a challenge. Some venues have a bridge over a river from which spectators may view the race. Other times, spectators must watch from the shoreline which is prime real estate. Much of the shore can be taken up by the launching area and the path that the rowers use to move their boats to and from the launching area. For safety and logistical reasons, these areas are off limits to

everyone but the rowers for the current races and the coaches. Look for the signage indicating the “off limits” areas and find a good spot to view the race. Bring your binoculars and your cameras with long lenses.

\*RELAX, and ENJOY watching your child race. And, remember to cheer us on! They can hear you if you are LOUD!

# **APPENDICES**

## THE BOAT

**Sculling** – Each rower has two oars.

**Sweeping** – Each rower has one oar held in two hands.

### BOAT CONFIGURATIONS

Scullers row in singles (1x), doubles (2x), and quads (4x). Quads may or may not carry a coxswain. Singles and doubles do not. Sweep rowers row in pairs (2s), fours (4s) and eights (8s). Eights have coxswains, but fours may or may not. Pairs do not have a coxswain.

The coxswain is able to help steer the boat by using a small line attached to a very small rudder. He/she uses a “cox box” which amplifies his/her voice to facilitate reaching the bow seats. The cox box also may track stroke count and other information. The stroke is measured by a magnet mounted under the stern-most seat passing over a pickup on the boat deck as the rower moves through the stroke.

The stroke rating is measured in “strokes per minute” and is the tempo in which the rowers move.

The speed of the boat is measured in time per 500 meters, also referred to as the “split”.

<b>1x</b>	Single (1 rower, sculling)
<b>2-</b>	Pair (2 rowers, sweep)
<b>2x</b>	double (2 rowers, sculling)
<b>4-</b>	straight four (4 rowers, sweep, no cox)
<b>4+</b>	four (4 rowers, sweep, cox)
<b>4x</b>	quad (4 rowers, sculling, no cox)
<b>4x+</b>	coxed quad (4 rowers, sculling, cox)
<b>8+</b>	eight (8 rowers, sweep, cox)

INSERT DIAGRAM OF THE BOAT WITH LABELS

## THE STROKE

The stroke designated as one cycle using the oar to move the boat through the water; consisting of the catch, the drive, the finish and the recovery.

<b>Airstroke</b>	Starting the drive before completing the catch and missing the water.
<b>Backing</b>	Rowing backwards.
<b>Backsplash</b>	The splash made when the blade, moving towards the bow, enters the water at the catch.
<b>Catch</b>	The point in the stroke where the blade enters the water.
<b>Check</b>	An abrupt deceleration causing a loss of forward motion of the boat.
<b>Crab</b>	An unfortunate event; a rower's nightmare caused by the blade getting 'stuck' in the water.
<b>Drive</b>	The part of the stroke where the rower pulls the blade through the water using legs, back and arms.
<b>Feathering</b>	Turning the blade from perpendicular to parallel to the water's surface.
<b>Finish</b>	The point in the stroke where the blade comes out of the water by the rower pushing down and away with the hands.
<b>Hands Away</b>	Lowering the oar handle at the finish so the blade comes out of the water and is feathered at the start of the recovery.
<b>Hang</b>	Pausing at the catch before dropping the blade into the water. The suspension of the rower's body weight from the oar handles and foot stretchers.
<b>Jumping the Slide</b>	When the seat becomes derailed during a stroke.
<b>Layback</b>	The amount of backward lean of the rower's body at the finish.
<b>Missing Water</b>	Not moving as much water as possible with the blade; usually caused by not getting the blade in soon enough at the catch.
<b>Puddles</b>	The swirl of water left by each stroke; a measure of power and run.
<b>Rating</b>	Number of strokes taken per minute.
<b>Recovery</b>	The part of the stroke where the rower is coming back up to the catch.
<b>Run</b>	The distance the boat glides between strokes.
<b>Rush</b>	Sliding too quickly and abruptly to the catch.
<b>Set</b>	The boat sitting on an even keel.
<b>Skying</b>	The blade is too high off the water at the catch.
<b>Shooting the Slide</b>	– Moving the seat into the bow faster than the oar handle.
<b>Square</b>	Keeping the blade perpendicular to the surface of the water.
<b>Swing</b>	Synchronized layback by the crew during the drive.
<b>Washing Out</b>	The blade comes out of the water before the finish.

INSERT DIAGRAM OF THE STROKE

## **ROWING TEAM and RACING DESIGNATIONS**

<b>Novice</b>	A rower with less than one year of rowing experience
<b>Freshmen</b>	9 <sup>th</sup> grade rowers
<b>Varsity</b>	Typically, all rowers in 10 <sup>th</sup> through 12 <sup>th</sup> grade
<b>Lightweight</b>	Rowers in a specific weight class, under 130 lbs. for women and under 160 lbs. for men.

### **SPRING RACING DESIGNATIONS**

<b>Scholastic Club</b>	all rowers must be enrolled in the same school rowers may be from different schools
<b>Freshman Boat</b>	open to 9 <sup>th</sup> grade and younger
<b>Junior Boat</b>	open to 11 <sup>th</sup> grade and younger
<b>Senior Boat</b>	open to 12 <sup>th</sup> grade and younger
<b>Second Boat</b>	the “second” varsity boat behind a Junior, Senior or Lightweight boat that is competing.

### **FALL RACING DESIGNATIONS**

**Youth or Junior** - High School rowers

### **SUMMER RACING DESIGNATIONS**

**Junior A** – Under age 19  
**Junior B** – Under age 17  
**Junior C** – Under age 15

## **ADDITIONAL ROWING TERMS**

<b>Body Angle</b>	The forward lean of the body from the hips that is achieved during the first part of the recovery.
<b>Bow</b>	Front of the boat

<b>Bowman</b>	The front of the boat. Also the Rower in the bow of the boat or seat 1. When the boat is coxless (i.e. no coxswain), the bowman issues the commands and steers the boat.
<b>Cox Box</b>	an amplification system with a headset, microphone and speakers that allows the coxswain to convey instructions to the rowers.
<b>Coxswain</b>	(pronounced “cox-suhn”) The person who steers the boat and implements the plan determined by the coach. He /she either sits in the stern or lies in the bow.
<b>Crab</b>	Being unable to take your blade out of the water at the release. This action destroys the rhythm, set, run and momentum of the boat and is referred to as “catching a crab” This can stop a boat and potentially throw a rower out of the boat.
<b>Double</b>	A scull for two rowers
<b>Eight</b>	A sweep for eight rowers
<b>Ergometer/Erg</b>	The Concept 2 rowing ergometer. A machine used to build and measure the endurance level and fitness of a an athlete. Timed erg scores (2k's) assist in determining boat line-ups.
<b>Foot Stretcher</b>	The device your shoes are attached to.
<b>Four</b>	A sweep for four rowers
<b>Gunwale</b>	(pronounced “Guhn-l”) The top edge of the side of the boat. When rowers carry a boat, they rest the gunwales on their shoulders.
<b>Lightweight</b>	Refers to a weight class for rowers.
<b>Masters</b>	Rowers over the age of 27.
<b>Novice</b>	First year rowers through the spring of their first year.
<b>Oar</b>	Used to move water and propel the boat. May be made of wood, composite material or carbon fiber. Usually painted with the teams color design. Come in different shapes (hatchets vs. spoons) and lengths (12’ for sweep oars and 8’ for sculling oars).
<b>Oar Lock</b>	The device that lets the oar pivot on the rigger. Includes the pin and the gate.
<b>1,2,3,etc.</b>	It is common to refer to the rowers by number from bow to stern.
<b>Pair</b>	A sweep for two rowers.
<b>Port</b>	Left side looking from stern to bow (sometimes color coded red).
<b>Quad</b>	A scull for four rowers.
<b>Rigger</b>	The metal extensions protruding from the sides of the boat that provide a fulcrum for the oar.
<b>Rudder</b>	About the size of a credit card, the rudder projects from the bottom of the boat and helps to steer the boat.
<b>Scull</b>	A boat in which each rower has two oars.
<b>Shell</b>	Another word for the rowing boat.
<b>Single</b>	A scull for one rower with two oars.
<b>Skeg</b>	A small fin near the stern on the bottom of the boat that helps to keep it moving straight through the water and reduces lateral movement. The skeg helps to balance the boat as well.
<b>Slide</b>	The rails that the seat slides on.
<b>Slide Ratio</b>	The ratio of time spent during the drive versus the recovery. To maximize the run of the boat the recover should be longer than the drive.

<b>Starboard</b>	Right side looking from stern to bow (color coded green).
<b>State Room</b>	One rowers space in the boat.
<b>Stern</b>	Rear of the boat.
<b>Stroke</b>	The name for the rower who is stern-most in the boat. He/she is also the one who sets the pace. Stroke also refers to the complete movement of an oar from the catch to the finish and back to the catch.
<b>Stroke Rate</b>	The cadence of strokes per minute.
<b>Sweep</b>	A boat in which the rowers have one oar each.

## COMMANDS

<b>Back</b>	Row backwards.
<b>Check it</b>	Same as “hold water”.
<b>Hold Water</b>	Square the oar in the water (to stop the boat faster).
<b>Paddle</b>	Row easy, i.e., No power on the stroke.
<b>Half Power</b>	Next stop up from “Paddle”. Next step is “3/4 Power” and then “Full Power”.
<b>Power (n)</b>	Take (n) strokes at full power.
<b>Ready all-row</b>	The command to start rowing. Should be preceded by “From the Finish” or “From the Catch”.
<b>Weigh Enough</b>	Finish the stroke in progress and stop rowing.

## **RACING VENUES**

**Insert descriptions, directions and aerial views.**

### **BURNT HILLS - THE MOHAWK RIVER**

For our regatta and scrimmages as well as for some other local scrimmages on the Mohawk, we launch from our boathouse.

### **ALBANY – The Hudson River**

### **SARATOGA - FISH CREEK**

**Lee's Campground Side**

**Saratoga Boathouse Side**

### **SCHUYLERVILLE**

### **COOPER RIVER, New Jersey**

### **CHARLES RIVER, Boston**

### **MERRIMACK RIVER, New Hampshire**

## **TIPS FOR REGATTA DAYS**

The weather conditions can change abruptly and the planned racing schedule can be altered drastically as a result. Always plan for the unexpected with rain gear, extra dry clothes, socks, shoes or boots, hats, gloves, snacks, water.

At many, but not all, regattas, food vendor, souvenir, and rowing vendor tents may be available. Remember, for planning and logistical reasons the team food tent is for the rowers, not the parents.

Feel free to encourage your rower, but please don't distract them just before their race or during times that they need to attend meetings.

Try not to distract our coaches during a regatta. They are trying to keep track of a million things at once, including race schedules, boat and crew locations, last minute race changes, safety concerns, changing weather conditions, etc. All of these things with regard to and in addition to... your rower.

## **WHAT TO BRING TO A REGATTA:**

### **ROWERS**

Large Reusable water bottle  
Uniform  
Crew Bag  
Extra dry clothes and socks  
Plastic garbage bag for muddy days (to put the crew bag in)  
Plastic bag for wet clothes  
Small towel to dry off with  
Sunscreen  
Handwipes  
Pillow and blanket to rest with  
Warm clothes, gloves hat  
Rain gear  
Prescription medications  
chapstick  
BOOTS for muddy days  
IPod or mp3 player  
Homework

### **PARENTS**

sunscreen  
blanket  
folding chairs  
food  
mud boots  
handwipes  
water  
binoculars  
camera  
layers of clothing  
rain gear  
hat  
sunglasses  
chapstick

# TRAVEL GUIDELINES

## OUT-OF-AREA TRAVEL GUIDELINES

1. There will be at least one designated chaperone for every nine rowers (i.e. - one per boat)
2. Chaperones and coaches must stay at the same hotel/motel as the rowers
3. Each Chaperone is responsible for knowing (i.e. - taking a head count or checking off a list) where their rowers are at all times to/from the racecourse, lodging, meals, and any other authorized travel
4. No rower may change chaperones, vehicles or without both chaperones knowing and approving the change.
5. Each chaperone shall have a list of home/emergency phone numbers for their rowers when “separated” from the coaching staff.
6. Each chaperone shall be provided each other’s cell phone numbers as well as the coach[s] cell phone number[s]. The head coach shall have a master list of all phone numbers.
7. No rowers may change room assignments or leave the premises of where the team is staying without prior approval of their coach AND chaperone.
8. All rowers are to be made aware of who are the designated chaperones and are expected to listen to and follow their directions.
9. No coach or chaperone is to allow themselves to be left alone with a rower.
10. No chaperone or coach is to drink alcoholic beverages or use any [Rx] drugs that may impair driving or judgment at any time rowers are under their care [i.e. at meals after which they may be driving rowers, at the motel until their rowers have been sequestered for the evening]. At least one chaperone and one coach shall be designated alcohol free each evening in case of an emergency.
11. The medical release forms shall be carried by the head coach and be at the rowers’ location at all times and their whereabouts made known to all chaperones.
12. In case of an emergency, the chaperone is to notify the head coach as soon as practicable. Any Officer of the Association who is traveling with the rowers is to be notified next. [Non-traveling] parents of the rower[s] are to be notified as soon as practicable by the head coach or an Officer of the Association.
13. Each chaperone is to be provided a copy of these guidelines prior to agreeing to be a chaperone so that they are aware of their responsibilities.
14. All rowers are to be made aware of these guidelines, behavioral expectations and penalties for violations prior to traveling with the Association. See the following rules regarding behavior.

## **BHRA ROWER TRAVEL** **BEHAVIOR RULES**

**PREFACE:** Over the years BHRA has been admired and respected for its rowers' accomplishments on the water and behavior off the water. The BHRA has developed these out-of-town travel rules and regulations for the safety and protection of each and every rower in the organization. These rules and regulations, in conjunction with the more general out-of-town travel guidelines available not only to the rowers but also to the coaches, chaperones, parents, Club Officers & Board Members, are meant to insure that everyone participating on a BHRA organized trip know what behavior is acceptable and unacceptable and to insure that everyone has a safe, productive and enjoyable trip. As such, each rower:

- Is expected to show proper sportsmanship on and off the water.
- Is expected to show proper courtesy, cooperation and respect for all the chaperones, coaches and BHRA Officers and Board members on a trip and must be willing to abide by their decisions.
- Will be held responsible for their actions as well as any damage to property or loss of other's property while on the trip.
- Will not drink alcoholic beverages of any kind, uses any illegal drugs or smoke while on the trip.
- Prior to departing, will have their parent or parents notify the Head Coach (who in turn will notify the Head Chaperone) in writing of any medications, non-prescription or prescription that will be brought on the trip.
- Will only take his or her prescription drugs as prescribed and the non-prescription medications in accordance with the written instructions provided by the parents.
- Will notify his or her chaperone, the head coach, the head chaperone or any other designated adult of the need to call a doctor while on the trip or take any medications not in accordance with the written guidelines provided by the rower's parent.
- Will not allow strangers and non BHRA individuals into his or her room.
- Will not enter the room of strangers or non BHRA individuals nor go any place with such individuals
- Will not allow any rowers of the opposite sex or co-ed groups in his or her lodge/hotel rooms. All co-ed activities will be in designated areas and chaperoned at all times.
- Agrees to act appropriately and respectfully at all times.
- Agrees not to go out of a designated area as determined by coaches and chaperones on their own or in any size group (the latter only with the team and/or chaperones).
- Agrees to remain with their designated chaperone. (The procedure to change chaperones is outlined in the general out-of-town guidelines previously mentioned).
- Will accept responsibility for and will not leave monies, property and/or valuables (cell phones, music players, etc) unattended in his or her room.
- Understands that the Adult Chaperones and Coaches have the right to enter and inspect a rower's room at any time that a coach or chaperone feels such entry is necessary.
- Understands that there will be consequences for inappropriate behavior. Such consequences can range from parents being immediately notified; exclusion from a club activities, event or race[s]; being sent home (at parent's expense); or being expelled from the BHRA. In cases of extreme unacceptable behavior, the Club President with

consultation from the head Coach, the other Officers and Board Members, shall make the final determination as to what constitutes an appropriate punishment. Both the rower and his or her parent will be allowed to present their perspective to the President and the Board prior to any final decision, if they so choose.

# **SAFETY GUIDELINES**

## **Incident Prevention and Response Plan**

**Previously revised: 2/1/06  
September 16, 2009**

**Preface** The Officers and Board of Directors will establish a Safety Committee which will be charged with implementing and administering this Safety Plan. It shall meet as necessary, with the ability to conduct regular and ad hoc adherence audits and inspections, report to the Officers and Board of and make recommendations as necessary. At least one Officer / Director shall be represented on the Committee. All tenant organizations shall be provided with a copy of this Plan and, expected to comply with the provisions delineated in Sections I and II.

### **I. Fire Safety and Prevention**

- a. All fire extinguishers will be checked annually by an appropriate fire extinguisher servicing technician/business prior to each spring season. Additionally, testing of the fire alarm system shall be conducted as recommended by the manufacturer or alarm company.
- b. Exits must be clearly marked according to the appropriate NYS Building Code. The ladder from the second floor to the first floor must not be blocked at any time.
- c. All flammable items will be stored in either the (yellow, UL approved) fire locker (doors to be kept closed when not in use) or the shed. Gasoline and propane will be stored in the shed.
- d. The last Burnt Hills Coach in the building will make sure that no tools, extension cords, and heat generating devices are left plugged in. Clocks, radios, and electronic equipment are exempt.
- e. No space heating devices are allowed anywhere in the boathouse (except in an emergency and then only when authorized by the Club President).

### **II. In the Boathouse**

- a. There will be no running or going upstairs without permission.
- b. The ladder from the second floor to the first floor is for emergency use only.
- c. The last Burnt Hills coach in the building will make sure all windows and doors are locked and that all Burnt Hills launches are locked and bailed out. The Burnt Hills coach will also insure that any other Burnt Hills adults, other school's coaches or parents are notified of their departure and inform them of their boathouse securing responsibilities. No student rowers should be left alone at or around the boathouse without an adult present.

### III. First Aid

- a. All Youth program coaches are required to be certified in CPR/first aid or have an equivalent certification recognized by NYS. A copy of each coaches CPR card and First Aid card will be kept on file in the Head Coaches Office.
- b. At least one first aid kit will be inventoried and restocked at the beginning of each season, and should travel with any teams. A First Aid kit must also be kept in the gym and supplies of band aids, ice packets, antiseptic, etc. shall be readily available. Rowers should notify their coach whenever they access the First Aid kit.
- c. Each Youth program coach is responsible for checking the medical release book for any medical conditions. However, the coach is not responsible for administering any medicine.
- d. The medical release book and emergency contact list and phone numbers shall accompany the team whenever it travels.

### IV. Water Safety

- a. Before any Youth program participant is allowed to row, he/she must submit a medical release form and waiver or any other document deemed acceptable by the Board (or the BHBL School district during the Spring season).
- b. The Youth rower must demonstrate that he/she is a capable swimmer, by either passing a swim test or having a parent attest to it. In the spring, when the club operates under the guise of the Burnt Hills-Ballston Lake School, all *Youth rowers* must show that they have completed the swim test as required by the school district. This shall be documented.
- c. During this swim test the Youth rower must prove that he/she can swim 100 yards, the first fifty with clothes on, be able to tread water for ten minutes, and demonstrate the ability to correctly put on a life jacket while still in the water.
- d. Before any Youth rower is allowed to row, a “safety workshop” must be attended at the beginning of each rowing season. This workshop will include: viewing of the rowing safety video; proper dock and ramp behavior, Aids to Navigation and what they mean to the rower (primarily coxswains and scullers); Navigation rules for manually propelled vessels, power boats and rowing shells (primarily coxswains and scullers); what to do in case of an on-the-water emergency involving their shell; and any issues unique to the Mohawk River (such as location of sandbars, where to row under bridges, how close to get to dams and locks, etc). Coxswains will receive additional instruction in proper on-the-water emergency responses. Attendance will be documented.
- e. The coaches should try to ascertain that each rower has a basic understanding of what to do in the event of an incident or emergency.
- f. No Youth rower will be allowed to use a BHRA owned single or double/pair without first passing a “flip test” conducted by a BHRA coach.
- g. The head coach or his/her designee shall determine if the water is safe for rowing, considering wind, current, debris, air temperature, water temperature, thunderstorm and lightening potential, whether or not the river is nearing flood levels or expected to rise rapidly. In addition the weather radio should be monitored for the threat of inclement weather.
- h. All rowers and coxswains will be instructed on safe boat handling practices.

- i. All coxswains are to be instructed on the preferred docking traffic pattern and the “rules of the river”. This should be documented by the Head Coach as far as practicable. Each coxswain is required to have a whistle and instructed on when and how to use it.
- j. All Youth crews are to be informed that in the event that they can no longer see their coach they are to stop immediately, and after a few moments they should head back towards their coach.
- k. No coach is permitted to work with more than four “4’s” or “8’s” boats at any given time.
- l. Each coaching launch shall carry a minimum of one Kippy Liddle bag. In addition everyone in every launch must wear a life jacket (Note- NYS law requires that between November 1<sup>st</sup> and May 1<sup>st</sup> all persons in a boat under 21’ must wear a securely fastened life jacket). All life jackets shall be checked for quantity and integrity at the beginning of the Spring and Fall seasons.
- m. Launch operators are encouraged to carry personal cell phones. A listing of launch operators’ personal cell phones should be provided to each launch operator.
- n. The launches must also be equipped with an anchor and 60’ line, a throw rope, a signaling device, and a fully stocked Kippy Liddle bag (the latter to be inspected for full contents at least before the beginning of each season). All coaching launches should be warmed up prior to crews launching. It is recommended that no crews launch without the coach’s prior approval and that their boat remain within eyesight of the dock until their coach has launched.
- o. All launches will be registered and inspected by the head coach before each Spring season to make sure they are fully equipped, that all equipment is operational and that each launch is equipped as required by applicable Federal and State rules and regulations (see “n” above).
- p. Launch operators must be at least 18 years of age. In addition each launch operator must demonstrate complete understanding of the given launch to the Head Coach. All coaches should be familiar with each launch.
- q. Coaching launches and rowing shells should use bow and stern lights when required by law, rule or regulation.

## **V. Equipment Maintenance and Repair**

- a. All equipment including launches shall be inventoried and each launch and shell’s seaworthiness shall be assessed. Shells and launches shall be serviced prior to each fall and spring season to ensure that everything is in safe working order. Records of this shall be kept.
- b. The launches are to be cleaned out on a daily basis.
- c. Procedures for the safe handling of potentially hazardous materials must be in accordance with the appropriate MSDS guidelines.
- d. Appropriate personal protective equipment will be available for use.

## **VI. Rowing Shells**

- a. All shells must use a bow and stern light when required by law, rule or regulation.
- b. All shells must have properly sealed bow and stern compartments.
- c. All shoes must be equipped with heel tie downs.
- d. All shells must be equipped with bow balls.

## **VII. Inclement Weather**

- a. Coaches should be cognizant of the weather forecasts and flooding or extreme current potential prior to practice.
- b. If thunder or lightning is detected before practice, crews should wait at least twenty minutes after the last thunderclap before launching.
- c. If thunder and/or lightning are detected while on the water, crews should be instructed to find the closest “landable” area, evacuate the boat, and seek safe shelter.

## **VIII. Incident Procedures**

(It is understood that every incident has different circumstances, and may call for different protocols and actions).

- a. All serious incidents will be documented by filling out an incident report (to be developed by the Safety Committee) as soon as practicable after the event has been addressed. The president of BHRA shall be informed of the incident as soon as practicable after the event has been addressed following the completion of immediate actions to stabilize the event.
- b. Local and State authorities shall be notified if needed or required.
- c. If a boat should take on excessive water or is in danger of sinking or capsizing, the coach responsible for that boat should stay with that boat, call for help and begin appropriate situation stabilization (may include instructing other boats under their purview to weigh enough until additional launches are able to assist, extracting rowers and getting them to shore). The coach should:
  - i. Approach the swamped shell from downwind/stream.
  - ii. Immediately hand out life jackets to every rower and coxswain while taking a head count.
  - iii. Instruct the rowers to untie, sit easy and relaxed, stay with the boat, and watch out for his/her pair. (Coxswains should be paired with stern pair).

or

if the boat has completely swamped and the rowers are in the water, the coach should safely remove the rowers from the water (following generally accepted techniques) over the gunwales, being careful to keep passengers evenly loaded in the launch and not overload the launch.
  - iv. Coach should have someone contact authorities if needed.
  - v. Take only as many rowers as can be safely accommodated, rowers should be shuttled to land. If needed, transfer removed rowers to another launch that is helping with the rescue to speed return to dock.
  - vi. If threat of Hypothermia exists, have rowers huddle together (when safely practicable) on floor of launch (wrapped in emergency blankets) – check for signs of hypothermia. If positive, or if other injuries exist, call for ambulance a.s.a.p.

- vii. Once back at the boathouse (field, etc.) treat hypothermic rowers according to first aid guidelines (warm trunk separately from limbs). Wait for ambulance. Whenever safely practicable, one coach or parent, and medical release form should accompany rower(s) to the hospital in the ambulance. All coaches should be aware of where medical release forms are kept in the event that the Head Coach is still on the water with their crews.
  - viii. The evacuated boat should be left in the water in order to tend to the affected rowers first.
  - ix. If cold, the rowers should be escorted to a warm area as soon as possible.
  - x. File incident report.
- d. If a rower is injured or experiencing an adverse or potentially debilitating medical condition:
- i. Call or radio for help.
  - ii. Remove rower from shell.
  - iii. Take rower to nearest emergency access facility (or have transported by emergency responders).
  - iv. Notify Club President and complete incident report.
- e. Rollovers
- i. Rollovers are handled in the same manner as any swamped boats, the obvious difference is that the head count becomes extremely crucial, and the rowers are instructed to make sure that their pair has safely released from the foot stretchers and resurfaced.
  - ii. Again, the athletes are instructed to stay with the boat until they are pulled from the water.
  - iii. Rowers should be checked for signs of hypothermia and appropriate actions (as stated above) should be taken.
  - iv. The boat should be rolled right side up, and either emptied of water or “towed” to the nearest appropriate location for safe re-use by the rowers.
  - v. In smaller boats, such as singles and doubles, it is very often easy to flip the boat, bail it, and put the rowers back in.

**MOST IMPORTANTLY, COMMON SENSE MUST  
PREVAIL.**

**POSSIBLE APPENDICES (to be developed by the Safety Committee and not necessarily addressed in this order):**

- **Pre-launch checklist for launch operators**
- **“Boathouse” Rules**
- **“Rules of the River”**

- **Heat Exhaustion Information**
- **Hypothermia Information**
- **BHRA Incident Report Form**
- **NYS Boating Accident Report Form**
- **Gym guidelines / protocols**
- **Communicable Disease Prevention protocols**
- **Preferred Mohawk River traffic patterns**
- **Kippy Liddle bag inventory list**
- **Applicable Material Safety Data Sheets (“MSDS”)**

# **GENERAL ANNUAL CALENDAR**

## **AUGUST**

Canadian Henley  
Fall practice begins for returning rowers

## **SEPTEMBER**

Fall practice begins for new rowers  
Head of the Hudson  
Tail of the Fish  
Marathon Row

## **OCTOBER**

Head of the Mohawk  
Spartan Sweeps  
Head of the Charles  
Head of the Fish

## **NOVEMBER**

Modified Championships  
Docks Out  
Winter Crew Begins

## **DECEMBER**

## **JANUARY**

## **FEBRUARY**

Crash B's

## **MARCH**

Spring Practice Begins Indoors

## **APRIL**

Docks In  
Spring Training in South Carolina for Varsity

Spring Practice on the Water Begins  
Saratoga Invitational on Fish Creek

**MAY**

Section II Championships  
NYS Championships  
Junior B/C Championships  
Stotesbury Cup  
SRAA Nationals

**JUNE**

National Learn to Row (LTR) Day  
Summer Crew Begins

**JULY**

## **VOLUNTEER OPPORTUNITIES**

### **Add brief descriptions**

Modified locker room police  
Bathroom Cleaning  
Lost and Found  
Equipment Maintenance  
Launches  
Cooks  
Varsity-Food Tent Late  
Flower Beds  
Towels  
Bottle Returns  
Banquet Chair  
Banquet  
Banquet Program  
Boathouse Cleaning  
Boathouse Maintenance  
Varsity-Food Tent Dishwasher  
Food Trailer Transport V&M  
Grounds Maintenance  
Lawn Mowing  
Varsity-Food Tent Pre Race Set  
Up  
Publicity/Public Relations  
Fundraising  
Modified- Food Tent  
Nominating Committee  
Learn to Row  
Boat Maintenance  
Crew Taxi

## **ROWER CODE OF CONDUCT**

Participation in athletics is both a privilege and a responsibility. Athletics assists in promoting the importance of teamwork, effort, goals, and commitment. Interscholastic athletics is highly competitive, but winning is not the primary measure of success. Sportsmanship, respect for participants, and dignity in the face of adversity are more important than the outcome of the contest. All athletes do not perform at the same level, but all can demonstrate effort, dedication, and fair play. Athletes earn recognition for their achievements as representatives of their team and the community. When an athlete accepts the privilege, he/she must live up to the code of conduct as outlined below. This applies both on and off crew property during the season. As a prerequisite for participation in the BHRA, athletes and parents must sign a statement that commits the athlete to follow the established training rules and requires that parents make sure their athlete abides by the established BHRA Code of Conduct. The BHRA Code of Conduct must be signed at the beginning of each season.

## **ATHLETES CODE OF CONDUCT**

### **The Commitment:**

Every member of BHRA is a representative of the club, and as such my actions reflect on the team and the community. By signing this pledge, my parents and I acknowledge that we have read and fully understand the BHRA Code of Conduct, and that I will uphold and abide by the principles that are outlined. As I am both an ambassador to my team and my sport I will act in a way that will bring respect to myself, my coaches, my team and my community at all times.

### **I therefore pledge to abide by the following rules:**

- I will respect my teammates, coaches, parents, volunteers, race officials, competitors and myself
- I will respect and properly use all equipment and facilities of BHRA and host organizations
- I will not discriminate or make offensive comments based on race, religion, creed, physical attributes or sexual orientation, or act in a manner which violates the rights of others
- I will not use or possess tobacco products of any kind
- I will not use or possess illegal drugs, any prescription drugs which have not been prescribed for me, inhalants or performance enhancing drugs of any kind (including over the counter products)
- I will not use or possess alcohol
- I will not use or possess weapons of any kind on BHRA property, any of its' events or at host sites
- I will not use abusive or expletive language, fight, lie or steal

- I will not participate in public displays of affection which offend others at BHRA practices, regattas or other events.
- I will not use cell phones, cameras, computers or other electronic devices in a manner which violates the privacy of others, or for any purpose other than that for which they are intended
- I will not use internet blogs or websites, instant messaging, personal pages (such MySpace or Facebook) or email to violate the privacy of others, or to make disparaging statements about others, including my coaches and other members of BHRA.
- I will display respectful and exemplary behavior when involved in all BHRA activities at home, while traveling and at other venues
- I will show good sportsmanship and citizenship at all times
- I agree to participate in all BHRA functions to the best of my abilities including, but not limited to the following: practices, races, fundraising activities, home and away regattas, boathouse clean-up, set up, tear down, boat loading and unloading, at regattas and other related functions in both the BHRA area and away events.

Coaches have the authority to suspend an athlete temporarily for displaying behavior that violates the BHRA Code of Conduct/BHBL CSD Guidelines for Participation in Athletics or when the athlete's safety or safety of others requires such actions. The athlete's parents will immediately be notified upon such actions. Consequences for inappropriate behavior or behavior which is dangerous to one self or others in violation of the Code can result in a suspension ranging from one race to one year based on the nature and level of severity as determined by the crew coaches and the Board of Directors. Permanent removal from the team may occur only after consultation with the BHRA Board of Directors.

**\*\*\* While the following Code of Conduct is mandatory for the Spring Season as required by the Burnt Hills Ballston Lake School District for participation in Scholastic Sports, in general, these guidelines are good practice at all times. The current document from the School may be found on their website bhbl.org. Search for “Code of Conduct”.**

## **BURNT HILLS-BALLSTON LAKE CENTRAL SCHOOL DISTRICT GUIDELINES FOR PARTICIPATION IN INTERSCHOLASTIC ATHLETICS 2010-2011 Sports Season**

### **Guidelines for Participation in Interscholastic Athletics**

#### Introduction

Your child has expressed an interest in participating in the District interscholastic sports program. Participation in athletics provides many opportunities for enrichment in a student’s educational program. These guidelines are intended to set forth standards, rules, expectations and procedures associated with such participation. Student athletes shall be subject to the Student Code of Conduct, Student Rights and Responsibilities and all related matters as set forth in The Spartan Handbook for school year 2008-2009, hereafter referenced as “Handbook”.

#### I. Academic Standards

Athletics are intended to have a positive effect on performance in the classroom and attitude toward all school experiences. It is the responsibility of parents/guardians to determine whether a son/daughter will continue to participate in athletics if grades and classroom attitude are not acceptable. Parents should consult with their child’s guidance counselor, assistant principals or coach if they have questions regarding academic standing and athletic competition. **Student athletes are also subject to the conditions of the “Academic Guidelines for Participation in Interscholastic Athletics”. (see attached)**

Student athletes who fail two or more subjects will be required to seek regularly scheduled help in those subjects. Arrangements for such assistance may include but not be limited to:

- Contacting /conferencing with individual teachers
- Study sessions during Activity Period prior to regularly scheduled practices.
- Privately paid tutoring sessions will be accepted
- Academic Support Center attendance during study halls or free blocks during the regular school day.

Student athletes subject to this requirement and who fail to seek the required assistance will not be allowed to participate in athletic contests. Determination of compliance with this provision shall be made cooperatively with the coach,

administrators and Athletic Director. The Athletic Director shall make a specific recommendation for student athlete participation.

## II. Team Standards

A. All student athletes must receive a sports physical before participating in any practice or contest. Sports physicals may be provided by the School physician. Physicals provided by the athlete's personal physician must be accepted and approved by the School Physician. A sports physical will be valid for one school year, subject to review if there is a significant injury or illness as determined by the District representatives. A sports physical update by the District Nurse must occur prior to participation in the student athlete's next sports season.

B. All student athletes must attend all practices and contests unless excused by the coach.

C. All student athletes must demonstrate respect for fellow teammates, coaches, game officials and opponents. This includes the avoidance of physical or verbal abuse, including so-called trash talking toward team-mates and/or opponents.

D. Student athletes must demonstrate control over emotions and language.

E. Student athletes must follow any specific rules provided by the team coach.

F. All student athletes must ride the District team bus to and from all athletic contests requiring travel. An athlete may receive permission from his or her coach/athletic director to ride to/from a contest with his or her parents/guardian, and only with written permission as specified in our district policy which can be provided from the Athletic Director.

G. To be eligible to participate in any contest or practice, student athletes must be in attendance at school for the entire school day, including Homeroom, physical education and all classes. Exceptions for educational, medical, religious and bereavement absences will be accepted. Students who fail to comply with this policy may be subject to disciplinary action by the school administration which may include suspension from practices and/or games.

H. **HAZING** - coaches will not permit student athletes to stage any type of initiation ceremony or hazing of athletes at any level. BH-BL will not tolerate any athlete giving another athlete haircuts, shaving, locker/shower pranks, etc.

I. Information and/or images of inappropriate or illegal behavior posted on the Internet shall constitute a basis for discipline under this Code. Violation of the above team standards will result in disciplinary action. Discipline may include suspension from athletic contests, suspension from practice sessions and permanent suspension from team activity for the balance of the sports season. The coach will recommend the penalty to the Athletic Director, who shall make the determination.

## III. Athletic Training Rules

A. Student training rules shall include the Student Code of Conduct regulations set forth in the Handbook. In addition, the team coach will provide

specific training rules for each team sport not otherwise covered by these guidelines. Student athletes are expected to follow healthy eating habits, habits of cleanliness, absence of alcohol, tobacco and non-prescription drug use. Diet supplements, weight loss pills, performance enhancing drugs such as steroids and other related items are strictly prohibited.

B. Substance Abuse - From the start of the fall athletic season to the end of the school year any student athlete is strictly prohibited from:

1. The use or possession of alcohol, tobacco (including snuff, chewing and smokeless tobacco), nonprescription or illegal drugs as defined by the New York State Penal Law.

2. **Hosting and/or attending** alcohol or drug parties, selling or purchasing illegal drugs or alcohol and any other illegal conduct as defined by the Penal Law.

*We hope that during the summer months parents will continue to uphold the above standards.*

#### C. Due Process and Penalties

1. All due process requirements are specified in Article IV of these guidelines.
2. Upon determination that a student athlete has violated the substance abuse guidelines, the following penalties may be applied:

##### First Offense

- a. Beginning from the date when the offense is verified, the student athlete will be placed on probation for three (3) consecutive District athletic seasons.
- b. If the offense occurs during his/her current season the student athlete will be suspended for a minimum of 20% of the teams' contests that season as determined by the coach and Athletic Director.
- c. A conference involving the team coach, Athletic Director, Building Administrator, and student athlete will be held. The parent/guardian will be informed by phone of the consequences and his/her role on the team during the suspension period. During the suspension period, the student athlete will be referred to the appropriate school personnel for counseling and assistance.

##### Second Offense of Similar Nature

- a. The student athlete will be suspended for the remainder of the current sport season, following the due process procedures referenced in Article IV herein.
- b. The student athlete may be suspended for a minimum of 30% of the teams contest during his/her next succeeding sports season as determined by the coach and Athletic Director.
- c. The student athlete will be required to obtain mandatory in-school counseling. The counseling must begin prior to the student athlete's return to competition. Failure to attend counseling will result in the student athlete

becoming ineligible for competition until such counseling has been completed to the satisfaction of the Athletic Director and the High School Principal.

#### Third Offense

a. The student athlete will be suspended from participation in interscholastic athletics for three (3) consecutive athletic seasons following the completion of the due process procedures set forth in Article IV herein.

#### D. Self Referral

A student athlete, who voluntarily admits to violation of these guidelines, or who requests assistance prior to any verified violation, will be referred for assistance. The student athlete may be suspended from competition as determined by the coach and Athletic Director. A one year probationary period will go into effect from the date of admission, and any future violation of these guidelines will be considered a second offense as set forth in these guidelines.

#### IV. Due Process Procedures

Parents and student athletes must recognize that participation in interscholastic athletics is a privilege and not a right. Therefore, certain standards of due process that apply to regular school codes of conduct may not apply in the interscholastic setting. The District is committed to providing fair and equitable treatment with respect to the enforcement of these guidelines and to provide an opportunity for parents and student athletes to discuss factual issues related to any and all rules, standards and procedures set for the in these guidelines. Due process procedures will include the following:

a. All allegations will be investigated by the team coach and Athletic Director in order to verify, to the extent possible, the fact basis of such allegations.

b. Parents and student athletes will be notified of any allegations that are verified and which result in discipline being imposed according to these guidelines. Parents and student athletes may request a meeting with the coach and Athletic Director to review these matters prior to the imposition of any discipline.

c. In the event the student athlete and/or parents wishes to contest the allegations, fact determinations or proposed discipline, a request for an expedited hearing may be made to the High School Principal. The High School Principal will schedule such a hearing as soon as is possible and shall act in the capacity of the hearing officer. This hearing is intended to be informal, but to allow both the affected student athlete and District to provide information to the High School Principal for a determination. The Superintendent's decision will be final and binding upon all parties.

#### V. Quitting Team/Dismissal

Any student athlete who voluntarily leaves a team during the competition season will not be permitted to join another team during that season, except with permission of the Athletic Director. Any student athlete who is dismissed from a team for violating these guidelines will not be permitted to join another team during the same sports season. **Any student athlete who voluntarily**

**quits or is dismissed under this provision will receive the loss of 20% of their next sports season.**

#### VI. Citizenship

Any student athlete suspended from school will become (at the discretion of the District administration) ineligible to participate on any team during the season in which the infraction occurred. Repeated offenses will result in ineligibility for additional sports seasons, and as such may be determined by the Athletic Director and High School Principal. Student athletes convicted of criminal activity may be suspended from athletic team eligibility for up to six (6) consecutive athletic seasons.

#### VII. Injuries and Insurance

Parents will be advised of the fact that there are inherent risks associated with participation in interscholastic athletics. Even with proper instruction and all available safety precautions, it is possible for injuries to occur. **Students shall report any injury to his/her coach immediately.** Parents' insurance will apply first for any accident or injury. The District will maintain an insurance policy to supplement the parents' insurance and to assist those who do not have any health and accident insurance coverage. Questions regarding this coverage should be referred to the coach or Athletic Director.

#### VIII. Outside Team Rule

The New York state Public High School Athletic Association permits outside (non-school sponsored) competition. Student athletes must recognize that commitment to the school team is the first priority and outside participation should not be detrimental to the student athlete or to the school team. **Any outside participation should only occur following notification to and approval from the coach of the school team. In circumstances where the outside activity conflicts with the school team schedule, the school team schedule shall be followed.**

Failure to comply with this provision will result in discipline to the student athlete, including suspension from practices, contests or continued participation with the sport program as determined by the coach and Athletic Director.

IX. Issuing of School Equipment and Clothing It is the responsibility of a student athlete to return all issued equipment and clothing to the team coach. Failure to comply with this guideline will result in the student athlete not being allowed to participate in another sport until equipment is either returned or paid for. The Athletic Director and/or High School Principal will notify parents and students of the missing equipment and the amount of payment due the District for replacement.

#### X. Selective Classification

Students in grades 7 or 8 who are exceptional athletes are provided an opportunity to try out for a freshman, junior varsity and/or varsity team. Students must meet the requirements of the New York State Selective/Classification Program. These requirements may be obtained from the Athletic Director.

#### XI. Transportation for Special Competition

During the course of the school year, individual teams may have the opportunity to compete with schools outside of Section II. Board of Education approval is required for all such competition. If approved, the team will provide its own transportation to the contest, and will not use School District vehicles. Parents will be required to sign a transportation authorization in order for student participation and transportation by private non-school vehicles. Authorization forms will be provided by the team coach, or obtained from the Athletic Director.

#### XII. Administration of Guidelines

It is the intention of the District, Athletic Director and coaches to provide a positive experience for all student athletes in the District's interscholastic athletic program. These guidelines have been developed to enhance that experience and to clearly define District, Athletic Director and coach expectations for such participation. The Athletic Director, coach and High School Principal shall have the general administrative authority to implement these guidelines, and to address those situations which may not be specifically set forth in this document. The District, Athletic Director and High School Principal further reserve the right to amend these guidelines, and to provide notice of such amendments to all parents and student athletes participating in the District's interscholastic athletic program.

**Revised 5/09**

## **PARENT CODE OF CONDUCT**

Interscholastic and youth sports programs play an important role in promoting the physical, social and emotional development of children. It is therefore essential for parents to encourage youth athletes to embrace the values of good sportsmanship. Moreover, adults involved in youth sports events should be models of good sportsmanship and should lead by example by demonstrating fairness, respect and self control.

### **I therefore pledge to abide by the following rules:**

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, fans and officials at practices and all BHRA events, regattas and activities at home and at host sites
- I will advocate a sports environment for my child that is free of drugs, tobacco, alcohol and abusive language, and refrain from their use during all BHRA practices and regattas at home and at host sites
- I will treat any coach, parent, player, participant, official or any other attendee with respect and will not discriminate or make offensive comments based on race, religion, creed, physical attributes or sexual orientation, or act in a manner which violates the rights of others
- I agree to support my child's participation in BHRA by fulfilling my volunteer commitment to the club
- I will encourage my child to participate in all BHRA functions to the best of their abilities including, but not limited to the following: practices, races, fundraising activities, home and away regattas, boathouse clean-up, set up, tear down, boat loading and unloading, at regattas and other related functions in both the BHRA area and away events

## LINKS TO OTHER RESOURCES

**bhrow.com** – The official website of the Burnt Hills Rowing Association. Go here to see everything BHRA.

**bhrowing.wordpress.com** – Get the latest info from the BHRA President and coaching staff automatically forwarded to your smartphone so you can stay on top of things.

**NYSRowing.com** -

**regattacentral.com** – This is the website used to register rowers for BHRA. You may make credit card payments through Regatta Central. Race results are available here after the regatta host club posts them.

**Row2k.com** – Lots of rowing information here. You can even register to compete in “erging” contests nationally!

**Sportgraphics.com** - This is a great site to get photos of your rower and the whole BHRA team from regattas around the country. Sport Graphics travels to regattas and takes professional photos and makes them available for purchase on this website.

**SRAA.net** -

**USRowing.com** – Find information about the sport of rowing in the United States, including information about the National Teams and how to try out for the National Teams.

**@ROWBHRA** – Follow BHRA on Twitter

**Burnt Hills Rowing Association** – Like us on Facebook

## **COACHES**

Coaches may be contacted at their BHRow.com email address  
First Initial Last Name @BHRow.com

Example: for a coach with the name Great Coach the email would  
be [GCoach@BHRow.com](mailto:GCoach@BHRow.com)

Go to bhrow.com for brief bios for our coaches.

**BOYS VARSITY** - Mike Meier

**ASSISTANT BOYS VARSITY** - James Flacke

**GIRLS VARSITY** - Donica Anderson

**ASSISTANT GIRLS VARSITY** - Sarah Stomieroski

**BOYS MODIFIED** - Matt Rowland

**GIRLS MODIFIED** - Kristen Mattice

## **BOARD OF TRUSTEES**

The Board of Trustees is entrusted with the responsibility of running the rowing association in a manner that will ensure the health of the organization while providing the best opportunity for each of the BHRA members within the available financial means.

The board is comprised of 14 members

Board Meeting Schedule: The board generally meets monthly on the second Tuesday of each month at 7:00 PM.

In February, an annual membership meeting is held to vote on board membership.

### **Current Board Members:**

#### OFFICERS:

President  
Paul A. Rouis, III

Secretary  
Nicole Primett

Treasurer  
Pam Berry

Vice President for Volunteers  
Kelly Shaginaw

Vice President for Fundraising  
Kathy Kelley

#### DIRECTORS:

President Emeritus  
Martha Hainey-Flacke

Bill Leahy

Matt Palitsch

Jim Fogg

Jens Rittscher

Larry Smith

Terry Bodenstab

Lisa Esperti

Harry Darling