

Fairfax High School Crew Booster Club

Membership Handbook

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Introduction - Who We Are

Welcome to Fairfax Crew!! We are delighted you are part of our team. Many, many volunteers and a very talented group of coaches and athletes have contributed to the success of Fairfax Crew.

Fairfax High School Crew Booster Club has been in existence since 1998. Rowing is not considered an “official” school sport by VHSL, and therefore in Fairfax County Public Schools, **crew is a club sport**. What this means is that the club receives no financial support from the school, but as a club is bound by the rules and regulations that apply to any FCPS club. **See the section “How We Do It”** for more information about dues and fundraising.

Our co-ed team consists of Novice athletes, or those in their first year of participation (regardless of grade level), and Varsity athletes, or those with one or more seasons of experience. Athletes can choose to be rowers or coxswains (although sometimes an athlete can fill both roles, it is not common). While the overall team is co-ed, the boats are either all male or all female rowers, although a woman can be the coxswain in a men’s boat, and vice versa.

Most new rowers and coxswains are surprised by the demands of the sport. Rowing asks that you commit yourself fully to your training, your skill development, and your teammates. In return, you will experience one of the most enjoyable and rewarding experiences of your life. Finding those moments of ‘swing’ with your teammates – many of whom will be lifelong friends – is unforgettable. Moreover, with sufficient effort, you may find yourself fielding offers from college recruiters, or at least limiting your collegiate choices to those where you may continue to row. The only limit on your career – how long you row and how high a level you reach – is the effort that you choose to put in!

The Team is led by our staff of coaches; we have a Head Coach in charge of the overall program, and coaches specific to the men’s side and women’s side of the team. We also have coaches who work specifically with the novice boats. **The Team Captains** are elected each June by the athletes for the upcoming school year; the Captains fill a leadership role and take direction from the Head Coach. The Fairfax Crew Coaches are paid by the Board of Directors, and are cleared by Fairfax County Public Schools to work with students. Bios of our Coaches are on the team website, www.fairfaxcrew.org

The Booster Club is organized and led by a volunteer Board of Directors, who handle all the various administrative tasks including finance, fundraising, recruitment, recordkeeping, uniforms, travel regattas, staffing, equipment, long-range planning, volunteer coordination, and so on. **Please see Appendix A for the Fairfax High School Crew Booster Club Charter**. The Charter spells out the operating policies of the organization, and is reviewed annually for any needed updates by the Board of Directors. Fairfax High School Crew Booster Club is an IRS 501(c) 3 (charity) organization.

Parents - Your child is embarking on a journey of discovery. First, rowing is a vastly different sport from those most of us are familiar with. When done right, it looks graceful, elegant, and effortless. Don’t be fooled! Championship racing demands strength, endurance, balance, and above all, discipline and a commitment to continue when every fiber of your body is demanding you stop. Your kids will be learning how to train and compete at the highest level; they will also be learning the essential values of cooperation and teamwork. Rowers are both the world’s best athletes and most devoted teammates; Fairfax Crew will help your child to join their ranks.

Rowing - What We Do and Where We Do It

Fairfax Crew is a member of VASRA, the Virginia Scholastic Rowing Association. We lease space for our rowing shells and other equipment at Sandy Run Regional Park, on the Fairfax County side of the Occoquan River. Our water practices are held there from late February to the end of May each year, and the majority of our regattas (rowing competitions) are held there as well. The facility is about 14 miles from Fairfax High School, and you can learn more about Sandy Run at http://www.nvrpa.org/park/sandy_run

Please see Appendix B for more information about Sandy Run, park policies, great tips for regatta days, and a description of all the volunteer positions need to run a successful regatta.

Practices and Attendance

During the winter, land training sessions are held at Fairfax High School, 3:30pm – 5:30pm daily. It is essential to maintain physical fitness during the winter months. All rowers and coxswains, save those participating in a winter sport at FHS, will attend winter conditioning. Please bring layers of clothing, water, a hat, and running shoes. Spandex pants or compression shorts are needed when using the ergometers, or “ergs”, our rowing machines.

During the spring, water training practices are mandatory and held daily at Sandy Run from 4:00pm – 7:00pm. Between our first day of water practice and when racing starts at the end of March, we will also practice on Saturday mornings. We rely on carpools to transport all our rowers to Sandy Run, and will help facilitate carpools at the January General Membership Meeting. Carpools should depart FHS by 3:30pm, and athletes should be dressed, ready, and have all equipment prepped so we can be on the water by 4:15pm. 100% participation is expected with the exception of excused academic or medical exceptions. If an athlete is ill or running late, they should text, call, or email their Coach as early as possible to let them know, so arrangements can be made to fill the seat for practice. In case of emergency, the Coaches need to be contacted as soon as possible. Students must be in school the entire day to be eligible to participate in any student activities scheduled on that day. Students who stay home or leave school early due to illness should not attend practice.

Please wear and bring layers of quick-drying exercise clothing, water, a hat, and running shoes. Spandex pants or compression shorts are needed when rowing in the shells. Sunscreen, sunglasses, hand sanitizer, extra socks, and a small towel are all recommended. There are changing rooms available at Sandy Run but please note, over a dozen teams practice there and there are only a couple of changing rooms. You will want dry clothing for the ride home.

Failure to attend practices, or a poor attitude during practice, will have a detrimental impact on the team and may affect the individual’s seat placement and regatta participation. Remember, all the members of a boat are dependent on each other for their success! All boat lineups are determined solely by the coaching staff. Rowers or coxswains with questions about lineups should speak directly to the Coaches. Please allow your child to advocate for her or himself with their Coaches as this builds self-confidence and is an essential part of developing the whole athlete.

Boat Lineups – wondering what this means? Here’s a quick vocabulary lesson: Our boats (or shells) are either sized for 4 rowers plus coxswain, or eight rowers plus coxswain; this is also known as a “4+” or “8+”.

We row "sweep" which means one oar per rower, and the oar is either on the Port or Starboard side of the boat. You may see other events where each rower has two oars; this is called 'sculling' and is noted by an "X" in the event name.

Boats are then categorized by level: A Novice boat is one in which all rowers are in their very first year of participation, regardless of grade level. A Freshman boat means everyone in it is a freshman. A Junior boat is open to anyone except seniors. Lightweight events feature a weight cap for rowers (men are limited to 150lbs and women to 130lbs). A "1-V" means first varsity, a "2-V" means second varsity, etc. Varsity events are 'in progression', meaning to row a 2V you need a 1V, to row a 3V you need a 1V and a 2V, and so on.

Examples: The M 1-V 4+ is the men's first varsity 4 with coxswain, the WF8+ is the women's freshman eight with coxswain, and a MLt2X is a lightweight men's double scull.

The lineups we row vary from season to season, and sometimes from regatta to regatta, as our coaching staff works to find the most competitive combinations for each boat. The one relative constant will be that the first varsity boat will be the fastest, most competitive boat; it will be crewed by the fastest, most competitive rowers and the most skilled coxswain.

[Transportation](#) to Sandy Run is not provided by the team, but arranged by parent carpools. At our January General Membership Meeting, we will help facilitate formation of carpools. Each season this topic generates a bit of anxiety, and each season our families are pleasantly surprised at how well it all works out. We'll help you connect with others in your neighborhood so you can work out a schedule that works for those in your carpool.

FCPS Spring Break varies from year to year but falls during the racing season. It is very common for regattas to be scheduled on one or both Saturdays of the week of Spring Break. For these reasons, our team will practice daily during Spring Break. This is very important, highly focused practice time, and huge progress is often made during Spring Break practices. Fairfax Crew typically holds "two-a-days" during Spring Break – morning and afternoon sessions each day for each crew. Attendance is mandatory.

Schedule – When Does Everything Happen?

September

- Sign up to Join Fairfax Crew – recruitment tables at Rebels Reunite and Tailgates
- Information Meetings after school with Head Coach Dan Martin
- Annual Kick-Off Picnic – held late September at Van Dyke Park
- Yard Sale Fundraiser
- Restaurant Night fundraisers – various dates throughout the school year

October

- Novice Swim Test
- Green Days - Learn to Row Sessions held at Sandy Run after school on certain days
- Pumpkin Sale Fundraiser
- General Membership Meeting - **\$150 non-refundable deposit due**, paperwork due
- Sign up for Scrip fundraising

November

- Winter/Land Training practices begin after the Monday after Thanksgiving Break – Monday through Friday, 3:30 pm to 5:30 pm (not required for those participating in FHS winter sports) and continues through February.
- Erg-A-Thon Fundraiser
- Holiday Craft Fair Fundraiser
- Uniform orders begin

December

- Winter training continues

January

- Winter training continues
- General Membership Meeting - **\$450 dues payment due**, carpool facilitation begins
- Mid Atlantic Erg Sprints event - TC Williams HS, Alexandria, VA – required for Varsity, optional for Novices
- Sign up for regatta volunteer job slots
- Concussion training due – all athletes and parents

February

- Water Training Begins! YEA! Date determined by the park authority, typically 3rd or 4th week of the month, very dependent on weather, temperatures, and water conditions. Land training continues up until the date water training is allowed to begin. Practice is held Monday through Friday from 4:00 pm to 7:00 pm (leave school by 3:30pm, workouts begin promptly @ 4:15pm. Athletes must be dressed and equipment must be prepped by this time)
- Tag Day Fundraisers – mandatory attendance
- USRowing online waiver due – watch for information and a link

March/April

- **Final dues payment due** by March 15.
- Regattas begin! Typically held every Saturday from late March through mid-May. As the schedule is finalized by VASRA we will make sure everyone knows all the dates
- Practices continue daily 4:00pm to 7:00pm (leave school by 3:30pm, workouts begin promptly @ 4:15pm. Athletes must be dressed and equipment must be prepped by this time)
- Spring Break Practice – Fairfax Crew holds water practice every day during FCPS spring break. This is a very important week for our athletes to get some extended practice time and we typically hold “two-a-days” – both morning and afternoon sessions each day.

May

- Novice State Championships: Ted Phoenix Regatta – this is what our novice crews have been working for all season, and Fairfax Crew has brought home the trophies many times. Let the tradition continue! Typically held the first Saturday in May, although scheduling is subject to change by VASRA
- VSRC: Virginia State Rowing Championships – “States” is the championship regatta for all our Varsity crews, and finishing among the top boats will earn a crew the right to compete at Nationals.
- Stotesbury Cup Regatta – Philadelphia, PA – always held the weekend prior to Memorial Day weekend. Attendance at Stotesbury is decided by the coaches. Parent chaperones are needed to cover transportation. Fees for attending Stotesbury are not included in membership dues.
- Nationals – typically held Memorial Day weekend, location varies. Attendance is pre-determined by receiving a bid at VSRC. Fairfax Crew has a policy to accept all bids earned. Parent chaperones are needed to cover transportation. Fees for attending Nationals are not included in membership dues.
- Practices continue in May only for those crews that are competing beyond the state championships. Some carpool changes may be required to accommodate the reduced participation.

June

- Spring Sports banquet – held at Fairfax High School for all spring sports; information comes directly from the FHS Activities/Athletics Department. Crew will have a private awards ceremony immediately following, and will hold the final General Membership Meeting to elect Board of Directors for the upcoming season. Term of office is July 1 – June 30
- Athletes elect Team Captains for the upcoming season
- Lanier Day – important recruitment event, participating rowers are chosen by the coaches
- Sports Physicals – held mid-June at most FCPS high schools including FHS, watch for information from the school. Excellent way to get the VHSL physical done for the coming season, and a nominal fee is charged.

July/August

- Optional Captain’s Practices are often held throughout the summer. These are organized and run by the Captains and are a fun way to stay in shape and bond with your crew friends.

Why We Do it

Rowing is a full-body, low-impact workout that demands top-notch aerobic conditioning and a ton of explosive power. In that respect it is unique – in recent studies of Olympic athletes, rowers rank near the top in almost all measures of physical fitness. In addition to the physical demands, rowers develop balance and poise; the mental benefits include a highly-developed sense of focus and discipline. It is a sport with no stars – a boat will only move as fast as its slowest athlete – and one where a crew must move, breathe, and think as one single unit. These three things – physical conditioning and mental discipline, coupled with a total lack of ego – set successful rowers apart from all other athletes.

Since our founding, Fairfax crew has won ten medals (1 gold, 7 silver, and 2 bronze) at the State Championships, and six of them have come since the spring of 2013. In that same time, we have seen 6 of our crews race at the SRAA national championships. Four of those crews have placed in the top 25 in their events, with three of those in the top 15 and one cracking the top 10 crews in the country. Our

team has been on an unprecedented run of success; we are hard at work laying the groundwork to ensure that this level of performance is not a momentary blip, but rather the new 'normal' for Fairfax Crew. Anyone looking for an excellent book on the subject of rowing should read [The Boys in the Boat](#) by Daniel James Brown. This highly engaging, true story of the University of Washington 8+ takes you from the fall of their freshman year in 1933 through the Berlin Olympics in 1936.

Fairfax Crew athletes are frequently recognized as having some of the highest GPAs in the school, and many of our alumni will tell you their best memories of high school are from being part of crew. In the 2015-16 season, three of our coaches are actually former Fairfax Crew rowers!

A few years ago, we asked the students "why do you row" and here are some of their answers:

- I row for the feeling of moving as one single, powerful entity.
- I row for the others in my boat, who I know without a doubt want to succeed and do everything in their power to achieve our collective goal.
- I row for myself, proving that I can go longer and more powerfully than the day before.
- I row for the closest friends I've ever had and probably ever will. I row for the coach of a lifetime. I row because rowing is a part of me.
- I row because you not only get to know the coolest people, but the actual rowing is indescribable. I love the sport!
- I started rowing because I knew it would keep me in shape, and because I just needed something to do after school. But I think everyone quickly learns that the real reason why they continue to row is because of the bonds you make with your teammates, and the pride you feel for being part of such an amazing team.
- What other sport lets you go out on the water every day? It is also great to be a part of such an awesome team.
- I row for that feeling of crossing the finish line and knowing that all people sitting in that boat have done everything they could over the past months, and for some years, to move with grace, power, and speed down a course. And when you cross the line, win or lose, you are satisfied for you all have done your best and competed with people, who you have forged a bond with that is not easily broken.
- Rowing is a great way to get away from all the stress that might have built up from the previous day. You can just leave all your worries and concerns on land, and have a fresh head once you come back from the water.
- I row because it gives me a sense of pride. I know I'm involved in a demanding and different sport that requires people to work together to make one object move.
- I love rowing because it gives me the opportunity to win. I was never the biggest or the strongest, but rowing allows those who are otherwise "athletically challenged" to compete on the same level as everyone else. And that's why I row.
- I row because there is no feeling like winning a race. There is nothing that I have ever experienced that can hold a candle to the surge of joy and accomplishment that runs through my veins as we cross the finish line. This is the only sport I have ever participated in that gives me that feeling. Even if we don't win, if the race is rowed to its maximum potential, I feel amazing.

We hope we can assist you in reaching your goals. The Coaches stand ready to assist you; as you know, all you need is to provide the commitment and dedication to achieving those goals and have some fun along the way.

Mission and Goals for the Team

The Mission of Fairfax Crew is to provide educational, athletic, and character-building activities for the benefit of students of Fairfax High School who join the school's crew team, and to instill in them a love of the sport of rowing.

Our primary goal at Fairfax Crew is to provide students with an environment where they can thrive to better themselves in fitness, social, and personal capacities over the course of their high school career. In pursuing this goal, the students learn how to celebrate the joy of victory with both pride and humility, and how to endure to the pain of defeat with grace. They learn that success is only earned, never given, and how to focus their efforts to achieve that success and break personal barriers. They learn to surrender their egos in pursuit of a common goal, and that in doing so they can form the deepest of bonds with their teammates. There are no favorites, no cliques, no "ringers", and no one left behind in crew. We are one team with one dream, to fly across the finish line.

How We Do It

Finances – Rowing is a costly sport. An 8-oared shell can cost as much as \$35,000.00 new or \$25,000.00 used. A 4-oared shell runs \$25,000.00 brand new. A full set of oars can run \$2,800.00. We pay for insurance on our equipment, salaries to our coaches, entry fees for all regattas, boathouse rack rental, and much more. This money is completely raised by the team. As of 2015, Fairfax Crew owns 11 rowing shells, however many of them are quite old and need to be replaced. Our goal is to replace or add to the fleet incrementally each year, so eventually the “older” shells will have more market value to be sold as we reinvest in new shells.

Dues – are set for the 2015-16 season at \$1,100.00 per athlete. This is paid in three installments (see **Schedule** section above). This amount is comparable to the amounts charged by other teams in the area, however we don’t want finances alone to prevent someone from rowing. Please speak to the Booster Club President if financial aid is a necessity. The \$150.00 deposit is non-refundable. 50% of remaining payments made are refundable only up to the beginning of the water season. Fundraising is non-refundable. Dues cover only a portion of the costs of Fairfax Crew; fundraising is planned to cover the rest.

Fundraising – Fairfax Crew hosts numerous fundraisers throughout the school year. Each athlete is required to raise a minimum amount of fundraising each season; the exact amount is determined by the Board of Directors annually. To keep dues as low as possible, robust participation by the membership is expected in all fundraisers. Fundraisers are subject to change, but have included a team yard sale, pumpkin sale, restaurant nights, Scrip (e-gift card) sales, and Amazon Smile. Our two major events of the year are the Erg-A-Thon, held in November, and Tag Days, held in late winter/early spring. Please note participation in at least one Tag Day event per family is mandatory.

Our fundraising events are typically concentrated in the fall because spring is our competition season. The exception is Tag Day, and we schedule multiple Tag Days in the late Winter/early Spring, prior to the start of the competition season. We are always looking for fundraising opportunities and corporate sponsorships. Our Fundraising Committee would love to hear from you!

Team Communications – Our primary means of communication with our members and families is via Team Snap, which is used to generate email. Prospective rowers and their families are invited to provide their emails to be included on a “Join Fairfax Crew” email distribution list. Once the deposit is paid and registration paperwork is received, an invitation to sign up for Team Snap is sent. Team Snap can be accessed through a website or a free smartphone app. Please contact our Registrar if you are not on Team Snap!

We also maintain a team website: www.fairfaxcrew.org which includes a lot of good information and photos. Our Secretary is responsible for communications, and our Webmaster is responsible for website updates.

Pasta Parties – In keeping with the traditions of rowing, the Friday night before a regatta the entire team gathers together to load up on carbohydrates so they have energy for their race the next day and to have some fun. These are great bonding experiences for the athletes. The party is hosted by a team family. The host is responsible to provide their home, plates, cups, napkins, silverware, and all the food. Every athlete brings \$5.00 to reimburse the host. The menu is pasta with sauce on the side, meatballs,

bread, and salad. If you would like, you can include fresh fruit and/or a veggie tray. We ask that you not serve soda or desserts.

The parties are usually well attended. You can expect 40-50 athletes at your home for the pasta party. The team will advertise the location of the upcoming pasta party in each week's Sunday night newsletter; please RSVP so the host knows how many to expect. Often, the host family has some games or activities available for the athletes after everyone is done eating.

Athletes typically head to the pasta party directly from practice on Friday, although some may go home to shower first. The host should expect the athletes to arrive in waves from about 7:15 to 8:00 or so. Athletes who need to be picked up by a parent should make arrangements for pickup by 9:30 at the latest. Regatta days are early mornings and we want everyone well-rested. Please be ready to serve food as soon as the athletes begin arriving. Putting on a pot of water to boil when the first few walk in your door is not the way to do it – the athletes will be hungry and you won't have enough time to get everyone fed before the end of the party if you are not prepared ahead of time. One popular tip is to set up a crockpot with meatballs and sauce earlier in the day so that is ready when everyone arrives. If your athlete has a special dietary concern or restriction, please feel free to send something that is suitable for them to eat and have them join the party for the team bonding experience.

You can sign up to host a pasta party when the list of volunteer jobs is published by our Volunteer Coordinator. Feel free to enlist a few parents to help but remember, the party is for the athletes.

Over the years we have developed a "cheat sheet" to assist with your grocery shopping for this many people:

- 15 frozen garlic bread
- 10 boxes of pasta 16 ounces (we find penne or rigatoni easier to serve than spaghetti)
- 10-12 jars of red sauce
- 3 gallons lemonade
- 5 containers fresh strawberries (2 pound packages)
- 12 bananas
- 3 pounds grapes
- 150 party sized meatballs
- 2 cucumbers
- 1 pound baby carrots
- 3 bags 20 ounces each romaine salad mix with carrots
- 1 pound grape sized tomatoes
- Salad dressing one bottle each of Ranch and Italian
- Paper goods: forks, napkins, plates, cups

Safety is of the utmost importance in rowing. Please note the following:

- When on the water, all shells are accompanied by a motor launch manned by the Coach, containing PFDs (life jackets) and first aid gear. All our Coaches are first aid and CPR trained.
- Safety boats remain within 100 yards of the shells at all times. Megaphones are used to communicate.
- All athletes, and family members are required to take annual concussion training, found at the following links: <http://www.fcps.edu/supt/activities/atp/health/concussion/students.shtml> for athletes and <http://www.fcps.edu/supt/activities/atp/health/concussion/parents.shtml> for parents/guardians
- All athletes must pass a swim test before being allowed on the water, to demonstrate their ability to handle themselves in case of an accident. The team will facilitate one pre-season group swim test opportunity each season at Oak Marr Rec Center; alternately, athletes have the opportunity to achieve this on their own by having a lifeguard administer the test and sign the form certifying the athlete has passed the test.
- Each season, the Coaches will demonstrate boat safety and proper boat recovery skills.
- The Park Authority has the right to close the park if it deems water or weather conditions to be unsafe. The decision as to what date the river is officially open for the spring season is solely that of the park authority. If thunder is heard during water practice, all boats will immediately return to shore.

Lettering

Fairfax Crew is a club sport competing with varsity status. Varsity Letters are awarded at the Spring Sports Banquet in accordance with the requirements established by the Coaches and Captains. **Please see Appendix C for the Varsity Lettering Requirements.**

Paperwork

At the General membership meeting in the fall, paperwork will be distributed, and completed paperwork should be turned in to the team Registrar. Required paperwork is as follows:

- Registration Form
- Participation Pledge
- Emergency Care Card (2 copies) – this is in addition to the ECC all students must submit to the school, but the same form is used
- VHSL Sports Physical – turned in directly to the FHS Athletic Director
- Completion of online concussion testing (athletes and parents/guardians)

Please note all the above paperwork must be turned in before an athlete is allowed to participate. In addition, there is an annual USRowing Liability waiver that must be completed prior to the start of the water season. A link to the waiver will be emailed over the winter.

Boat Selection Criteria

Rowing is a sport that is incredibly challenging and demanding, while at the same time, rewarding and fun. Successful rowing programs operate under the sport's tradition of a coach seeking out not the "eight best or four best", but the "best eight or best four" to row. Boat and seat selection are two of the most difficult things a coach must consider. Each week of racing, the coach must consider many factors when determining the boat and seat assignment, so don't be surprised by boat line-up changes and

rower changes. Every rower earns their seat in the boat and must continue to earn it throughout the season. Each race, the coaches are trying to put together the fastest possible boats to stand up to the competition. Some areas the coaches look at include:

- **Rowers:** Attitude, consistency, attendance, seat racing results, erg scores, racing experience and past performance.
- **Coxswains:** Attitude, consistency, attendance, leadership and motivation, steering, technical knowledge, and racing experience and past performance.
- **Coaches:** Develop and discuss with rowers a selection plan, outline selection criteria, provide feedback to rowers so they know their strengths and weaknesses, and make fair assessments in order to achieve the fastest line up and winning boats.
- **A note to Parents:** Respect the coaches as the final authority on boat selection and rowing matters, remember the coaches seek only to create the fastest possible line-ups to win against the competition, and make decisions for the good of the boat and the good of our team.

Uniforms are required to compete. A notification will be sent to the general membership each season when the online uniform ordering store is “open” – please pay attention to these deadlines so that the uniforms will be received in time for the regatta season. The only required uniform element is the team “uni-suit”, however team jackets, duffle bags, long-sleeve “tech” shirts and many other spiritwear items are all available to order.

Uniforms within a crew must be identical, per USRowing. However, it is not uncommon for the VASRA Regatta Director to invoke an exception to the uniform rule in the early part of the season, which allows the athletes to wear different sweatshirts, etc. to keep warm. This will not be decided or announced until just prior to the beginning of the regatta, so be prepared “just in case”.

Appendix A – Fairfax High School Crew Booster Club Charter

Charter and Bylaws of the Fairfax High School Crew Club

Article I. Purpose and Membership

1.1 Name

The official name of the Club is Fairfax High School Crew Booster Club; referred to as Fairfax High School Crew Club or Fairfax Crew (or “the Club” in this document).

1.2 Purpose

Fairfax Crew is organized and operated exclusively for charitable and educational purposes. In furtherance of these purposes, the Club will:

- a) Provide educational, athletic, and character-building activities for the benefit of students of Fairfax High School who join the school’s crew team
- b) Sponsor, manage, and operate rowing training and competition for the crew team students
- c) Protect and advance the interests of the sport of rowing
- d) Hire coaches; lease, purchase or otherwise acquire the equipment necessary for the above purposes.

1.3 Membership

Club membership is open to any parent, grandparent, or guardian of any child attending Fairfax High School who has chosen to join the team. Members in good standing present at a general membership meeting shall have the right to vote on any question pending before the membership. Votes are apportioned as one vote per team athlete represented. “Good standing” is defined as members not delinquent in their obligations to the Club.

1.4 Tax Exempt Status

The Club is organized for charitable and educational purposes; it is not organized for profit motives. Accordingly, the Club has been granted “tax exempt” status by the Internal Revenue Service as a charitable organization, as defined by the Internal Revenue Code, Section 501 (c) (3).

Article II. Board of Directors and Officers

2.1 Role of the Board of Directors

The Affairs of the Club shall be under the control and direction of the Board of Directors, acting through a majority of those present at announced meetings of the board, or through the authorized actions of the officers as set forth below.

2.2 Board of Directors Membership

The Board of Directors, hereafter referred to as BOD, shall consist of the following eleven officers of the Club:

- a) **President:** The President shall preside at all meetings; serve as chair of the BOD; and be responsible for day-to-day operations of the Club, including coordination of travel regatta logistics, and serve as point of contact for Club communications.
- b) **Vice President, Operations:** The VP for Operations shall serve as Quartermaster and be responsible for all equipment owned or leased by the Club, including maintenance and repairs; fuel for launches; organizing all-hands work days; overseeing the launch driver training program; and coordinating property insurance coverage with the Treasurer. In the President's absence, this officer will conduct meetings.
- c) **Vice President, Ways and Means:** The VP for Ways and Means shall be responsible for conducting or delegating and supervising all fundraising activities of the Club; publicizing or delegating and supervising the publicity for all fundraising events; serves as chair of the Ways & Means Committee; and coordinates with the Treasurer any fundraising earned by the members in the operating year.
- d) **Secretary:** The Secretary shall maintain minutes for all meetings; send notifications to the membership of all meetings; shall be the sole person to maintain all promotional crew announcement flyers and crew announcements through the proper communication channels at the high school, and work in conjunction with the Webmaster to ensure calendar dates and other such notifications are current on the team website and the team smartphone app. The Secretary shall serve as the back-up signatory on the Club bank account.
- e) **Treasurer:** The Treasurer shall be responsible for preparing the budget to be presented to and approved by the BOD; collect any and all monies due to the Club; maintain accurate accounts of all receipts and expenditures of the Club; and track any fundraising credits or dues credits earned by member families. The Treasurer shall issue payments for Board-approved expenditures, and serves as the primary signatory on the Club bank account. The Treasurer shall prepare written monthly reports of the financial condition of the Club; shall file annual tax and informational returns as required by the IRS and Virginia; and shall assist with any other special financial duties as requested by the President.
- f) **Volunteer Coordinator:** The Volunteer Coordinator is responsible for outreach and signing up volunteers for all the various volunteer jobs required to be filled by Fairfax Crew at all VASRA regattas; maintaining a list of all trained launch drivers; and attending VASRA meetings as necessary or as designated by the President.
- g) **Uniform/Spiritwear Sales Coordinator:** The Uniform/Spiritwear Sales Coordinator will work to provide spiritwear sales throughout the year; coordinate with vendors; set pricing and establish a methodology for placing orders and receiving payments; solicit feedback from the membership to determine items being offered; and ensure all students have placed and received the required uniform element(s) in time for the regatta season.
- h) **Registrar:** The Registrar will maintain an accurate team membership roster and be responsible for collecting and tracking paperwork required of the student members; maintain email distribution list and the prospective member email distribution list; duties will include following up with any members delinquent in turning over required paperwork, and regularly reporting such delinquencies to the Head Coach.

- i) **Recruitment Chair:** The Recruitment Chair is responsible for conducting prospective membership outreach at the following events: Lanier Day, Rebels Reunite, football tailgate events, annual kick-off picnic, and any other appropriate opportunity identified with permission of the administration of Fairfax High School as necessary. The Recruitment Chair shall deliver to the Registrar any contact information gathered from prospective members.
- j) **VASRA Regatta LOC:** The VASRA LOC is responsible for attending monthly VASRA meetings and serving as Fairfax Crew's Local Organizing Committee member at all VASRA regattas. The specific assignment of this position is determined annually by the President and Regatta Director of VASRA. The LOC will agree to fulfill the regatta duties assigned for all VASRA regattas, and train a replacement LOC before leaving the position.
- k) **Webmaster:** The Webmaster is responsible for updating content for www.fairfaxcrew.org and working with the Secretary to coordinate content. The Webmaster forwards all public inquiries received through the webpage to the President to be addressed or resolved.

2.3 Election and Vacancies

All Officers shall be elected by the membership of the Club at the final general membership meeting of the school year, held in June (except for the first year of the existence of the Club). Officers shall take office on July 1. Each officer shall serve a term of one year, from July 1 – June 30 of the following year. The President shall announce the slate of candidates to the full membership not later than one week prior to the June meeting. A vacancy shall be filled by special election of the BOD, not the full membership.

2.4 Removal of Officers

Any Officer of the Club maybe removed from their BOD position for cause by a two-thirds vote of the remaining members of the BOD.

Article III. Committees

The following shall be the standing committees of the Club. The BOD is empowered to create other committees as the need arises. Committee Chairs may designate subcommittees as appropriate:

- a) Ways and Means Committee. Chaired by the Vice President, Ways and Means, this committee shall be responsible for executing all fund-raising activities of the Club.
- b) Maintenance Committee. Chaired by the Vice President, Operations, this committee shall be responsible for maintenance and upkeep of all equipment used by the Club, and obtaining new equipment as agreed to by the BOD.
- c) Regatta Committee. Jointly chaired by the VASRA Regatta LOC and the Volunteer Coordinator, this committee shall be responsible for the Club's participation in VASRA regattas.
- d) Nomination Committee: Shall be responsible for putting together a slate of suitable candidates as nominees to the officer positions. The officer slate will be due to the current President not later than May 25 or one week prior to the June membership meeting, whichever is the later date.
- e) Fleet Sustainment Committee. Shall consist of the following: Vice President, Operations; Vice President, Ways & Means; Treasurer; and Coaches. This committee will put forth a long-range

plan for equipment purchases and update annually for presentation at the General Membership Meeting.

Article IV. Meetings

4.1 Board of Directors Meetings

The BOD shall meet monthly from September through May. These meetings shall be open to the general membership. The President shall establish the date for each meeting on or before September 1 of each year, and shall, through the Secretary, notify all current members of the dates of the meetings. The BOD reserves the right to include an Executive Session, open only to the Officers of the Club.

4.2 General Membership Meetings

The President shall have the authority to call meetings of the general membership to be held at such time and at such place as the President deems necessary. At a minimum the following regularly scheduled General Membership Meetings will be held each year:

- a) October Meeting: coincides with payment of pre-season deposit
- b) January Meeting: coincides with payment of first dues installment
- c) June Meeting: coincides with election of following year's BOD

4.3 Order of Business

All meetings shall be conducted in accordance with Robert's Rules of Order. At all meetings, except special meetings, the order of business shall be as follows, with exceptions as approved by the BOD:

- a) Adoption of the minutes
- b) Treasurer's Report
- c) President's Report
- d) Officers' Reports
- e) Any Committee Reports not covered by the Officers
- f) Old Business
- g) New Business
- h) Adjournment

4.4 Quora

A quorum for a meeting of the BOD shall consist of a majority of the members. A quorum for a meeting of the general membership shall consist of one-third of the members in good standing, not including proxies. "Good standing" is defined as members not delinquent in their obligations to the Club.

Article V. Budget

5.1 Budget Approval

Each year at its first general membership meeting, there shall be submitted for approval by the general membership a budget for the Operating Year (July 1 – June 30) that has been previously approved by the

BOD. The budget shall set forth cash on hand, anticipated receipts, and anticipated disbursements for the Operating Year.

5.2 Disbursements

In the event the membership adopts the proposed budget, this action will constitute full authority for the Treasurer to make disbursements out of Club funds for items in the budget as adopted.

Disbursements for any items included in the approved budget but in excess of the budgeted amount shall be made upon specific approval of the BOD, and each such disbursement shall be reported to the general membership at the next General Membership Meeting.

5.3 Setting Dues and Fees

All dues for Club membership/fees for student participation shall initially be approved by the BOD, and then presented to the general membership for approval during the same meeting during which the budget is approved.

Article VI. Amendments to the Charter

No alteration or amendment to this charter shall be made except at a general membership meeting, at which a quorum, one third of the members in good standing, must be present, and at which two-thirds of those present shall vote in favor of any amendments. Amendments must be submitted in writing not later than the BOD meeting scheduled prior to the general membership meeting at which such changes are to be presented. This charter shall be reviewed by the BOD annually for recommended changes or alterations.

Article VII. Disposition of Assets


In the event of cessation of public school rowing at Fairfax High School or the dissolution of the Club, assets of the Club will be donated to The Virginia Scholastic Rowing Association (VASRA), a 501 (c)(3) organization of which Fairfax Crew is a member.

Article VIII. Effective Date

This Charter and the Bylaws contained herein shall be effective immediately following adoption by the general membership of the Club, as reflected on the date noted below.

Adopted by a majority of the membership on (date) 10/22/2015

Certified by the Secretary (name) Stacey Ragan

Signature 

Appendix B – Sandy Run Information/Regatta Day tips

Directions to Sandy Run Regatta Location

- Take Fairfax County Parkway South.
- Continue on the Fairfax County Parkway until you get to the exit for Route 123 (Ox Road) South.
- Follow 123 south and go for approximately 5.6 miles where you will turn right on Hampton Road (at large fire and rescue Station)
- Go about ½ mile on Hampton road and turn left on Van Thompson Road (you will see power lines overhead, just in front of you)
- After ¼ mile Van Thompson bears sharply to the left at a well weathered barn and continues down a hill to the entrance to Sandy Run Park.
- Website for Sandy Run for additional maps, directions, etc.
http://www.nvrpa.org/park/sandy_run

Regatta Day FAQs

1. Is there a fee to come to the regattas?
2. Can I park anywhere when I come to a regatta?
3. How much time should I allow to get to the grandstands?
4. How is the parking money used?
5. Why should I have to pay if my tax dollars pay for the park?
6. Do rowers have to pay to park?
7. Do I have to pay the fee to drop a rower off?
8. Where do I drop my rower off if I'm not staying?
9. If I need to leave the regatta and come back, do I have to pay again?
10. Can I get my same parking space if I leave then return?
11. Is there a discount for car-pooling?
12. Can we bring an RV to the regatta?
13. Are there shuttles from the parking lots?
14. Is there a shuttle from the Loivale lot?
15. How do I get to the grandstands?
16. What time will the shuttle to the grandstands start?
17. Is there a fee for the grandstand shuttle?
18. How far of a walk is it to the grandstands if I don't take the shuttle?
19. Why can't we drive to the grandstands?
20. Do you have handicap accommodations?
21. I'm in a wheelchair, how do I get to the grandstands?
22. How do I get my elderly parent, who can't walk well, to the grandstand?
23. Why are pets banned from the park on regatta days?
24. Can I bring a bicycle?
25. Where can we set-up team tents?
26. Can we drive our food supplies to the team tents?
27. Can we cook food for the kids?
28. Is food sold at the regatta?

1. Is there a fee to come to the regattas?

There is a fee required to park at Sandy Run on a Regatta day; this charge will vary depending on the event sponsor. For High School Scholastic regattas this fee is usually \$20. Please car pool and save money.

2. Can I park anywhere when I come to a regatta?

Please follow the parking crew directions. There is no parking along the road in the neighborhood. Parking in a manner that blocks the safe movement of vehicles or shuttles could get your vehicle towed. Police are on site for the regatta. PLEASE RESPECT THE NEIGHBORS ALONG VAN THOMPSON ROAD!

3. How much time should I allow to get to the grandstands?

You should give yourself an hour before your rowers race to be safe. You will have to wait for the money collectors and wait to be parked. After you park you will have to find your way to C lot to walk the trail or take the shuttle to the grandstands. Later in the day it may even take longer if you are parked in the outer lots that require you to take a shuttle or walk to the main park.

4. How is the parking money used?

Half of the money goes to the Park Authority that helps cover services and staff throughout the year. The other half goes to the regatta sponsor to cover their expenses.

5. Why should I have to pay if my tax dollars pay for the park?

The Northern Virginia Regional Park Authority (NOVA Parks) owns and operates Sandy Run. The Park Authority is made up of six jurisdictions that contribute 18% of tax dollars to our operating cost. The other 82% is generated through user fees throughout our whole system.

6. Do rowers have to pay to park?

Everyone has to pay, unless you are Sandy Run staff, regatta staff, officials or coaches. We encourage car-pooling as much as possible. For High School Scholastic regattas there is usually free shuttle service from the drop off point in the Van Thompson Lot.

7. Do I have to pay the fee to drop a rower off?

For High School Scholastic regattas, you may drop your rower at the Van Thompson shuttle location without paying for parking. If you plan to proceed beyond the Van Thompson lot, even to just drop off your rower, you will pay as if you are parking. Inform the money collector that you are dropping a rower off. They will collect the fee from you and give you a drop off ticket. You will have 30 minutes to drop off your rower. Stop at the money collectors on your way out and give them the ticket back to receive your money back.

8. Where do I drop my rower off if I'm not staying?

For High School Scholastic regattas, you may drop your rower at the Van Thompson shuttle location without paying for parking. If you plan to proceed beyond the Van Thompson lot, even to just drop off your rower, you will pay as if you are parking. After the money collectors, you will follow Van Thompson Road into the park. Inform the parking crew that you are dropping off a rower and they will direct you into C-Lot where you will drop off your rower and then exit the lot. It is too busy below that point with pedestrians, rowers and boats for you to go any further.

9. If I need to leave the regatta and come back, do I have to pay again?

Please let the money collectors know that you are leaving and coming back. They will issue you a ticket to re-enter. For High School Scholastic regattas, the driver may request a hand stamp designated for that day and may re-enter without paying an additional fee. Please understand that for large regattas, there simply may not be any parking spaces available.

10. Can I get my same parking space if I leave then return?

Once a vehicle leaves a parking space we fill it with another one. You will have to park in another location as directed by the parking crew. For High School Scholastic regattas – later in the season (specifically State Championships) the entire parking capacity gets filled early. You may get turned away if the on-site parking is full. It is best to plan on using off-site parking if you plan to return.

11. Is there a discount for car-pooling?

Team buses and team vans with seating for 12 or more do not have to pay the parking fee.

12. Can we bring an RV to the regatta?

No. There are limited parking spaces at the park and there is no room for RV's.

13. Are there shuttles from the parking lots?

Shuttles are provided by the regatta sponsors. If the regatta is large, we will be parking cars at the Van Thompson lot just past the money collectors. Shuttles are provided from that lot at no cost. For High School Championship regattas, vehicles will be parked at the satellite parking lot and bused in for a fee, but will not have to pay the \$15 parking fee.

14. Is there a shuttle from the Loivale lot?

That lot is close to the park and there are trails to get to the main park. Please use the trails and stay off of the roads. Vehicles will be going in and out of that lot and it is not safe to walk the road.

For High School Scholastic regattas – the shuttles do include the Loivale lot in their route, however, individuals that park in such a manner as to prevent the shuttles from being able to get through are subject to being ticketed and towed.

15. How do I get to the grandstands?

There is a trail that can be walked from the C lot. The trail follows the contour of the land and has hills. When you come to a "T" in the path you will go left to the grandstands (about .6 miles) and if you go right that will take you to the lower boathouses (about .4 miles). DO NOT WALK ON THE ROAD TO THE GRANDSTANDS! There is also a shuttle van that runs to the grandstand from C lot, provided by the regatta sponsor. There is a fee each way (usually \$1 - \$2). The money collected helps off set the rental and gas of the vans.

16. What time will the shuttle to the grandstands start?

The grandstand (C-lot to Finish line) shuttles start running 45 minutes before the start of the first race.

17. Is there a fee for the grandstand shuttle?

There is a fee each way (usually \$1 - \$2). The money collected helps off set the rental and gas of the vans.

18. How far of a walk is it to the grandstands if I don't take the shuttle?

When you come to a "T" in the path you will go left to the grandstands (about 0.6 miles) and if you go right that will take you to the lower boathouses (about 0.4 miles). DO NOT WALK ON THE ROAD TO THE GRANDSTANDS! THE ROAD IS SOLELY FOR THE SHUTTLE VANS AND IS UNSAFE TO HAVE PEDESTRIANS ON IT AS WELL!

19. Why can't we drive to the grandstands?

There is no parking there. The one lane road to the grandstands is just for the two vans that go back and forth and is unsafe for any other vehicles to be on. DO NOT WALK ON THE ROAD TO THE GRANDSTANDS! THE ROAD IS SOLELY FOR THE SHUTTLE VANS AND IS UNSAFE TO HAVE PEDESTRIANS ON IT AS WELL!

20. Do you have handicap parking accommodations?

We have handicap parking spaces in C lot (closer to the trail and shuttle) and in D lot (across from trailer parking).

21. I'm in a wheelchair, how do I get to the grandstands?

A regatta staff member can drive you over to the grandstands. If you have a special wheelchair vehicle, you will need a "special permit". To get a "special permit", PLEASE CONTACT THE REGATTA SPONSOR TO OBTAIN A "SPECIAL ACCOMODATION FORM" PRIOR TO EACH REGATTA. Follow the instructions of the parking staff to follow the shuttle van over to the grandstands.

22. How do I get my elderly parent, who can't walk well, to the grandstand?

A regatta staff member can drive your elderly parent over to the grandstands if they can't walk from the drop-off point to the grandstands. For planning purposes, PLEASE CONTACT THE REGATTA SPONSOR TO OBTAIN A "SPECIAL ACCOMODATION FORM" PRIOR TO EACH REGATTA.

23. Why are pets banned from the park on regatta days?

Pets have been banned because of dog fights, bites, dog defecation and tripping rowers as they carry expensive shells.

24. Can I bring a bicycle?

Bicycles are permitted only on the road. BIKES ARE NOT PERMITTED ON TRAILS OR THE ROAD TO THE GRANDSTAND THAT THE SHUTTLE VANS USE.

25. Where can we set-up team tents?

Team tents can be set-up in the wooded area behind trailer parking. Tents can also be placed on the two outside grass edges on the hill where teams rig boats. Please ask park staff to direct you if you need help. [NOTE: Fairfax Crew sets up our team tent outside our boathouse. This is a gathering spot for the athletes and coaches only.]

26. Can we drive our food supplies to the team tents?

In most cases you will have to carry the items from your vehicle to your team tent. If you have a car load of items (several coolers, cases drinks and supplies) for your team tent, please show the parking director at C & D lot and they will direct you.

27. Can we cook food for the kids?

Any type of open flame (grill, sterno, charcoal... etc.) is not permitted at Sandy Run.

28. Is food sold at regattas?

The regatta sponsors typically provide grilled foods, snacks and drinks as a fundraiser.

Regatta Day Tips for Parents

- Carpool when you can. Sometimes they discount the parking fee for a car with 7-8 passengers.
- Arrive early! Parking fills up fast. The Coaches will announce the arrival times to the athletes at practice. Coxswains will always have to arrive early as there is a mandatory coxswain meeting bright and early before each regatta.
- Bring a chair or waterproof cushion. The seats at the Grandstands are concrete.
- Binoculars are very useful, as is an umbrella – regattas are held rain or shine!
- Dress appropriately with layers as you may be there a long time and the weather does change throughout the day. Good walking shoes are a must, and remember sunscreen.
- Bring your own food and water or you can purchase from the concession stands at the boathouse and finish line.
- Parking is a long walk from the Grandstands! Be prepared to do a lot of walking, and bring a backpack to carry whatever gear or supplies you would like to have with you for the day. If you or someone in your party is not able to walk long distances, they usually run a shuttle for a small fee from one of the closer parking lots, but it is still a bit of a walk from the shuttle to the Grandstands. Families will not be able to park in the close-in, paved parking lot that you are used to for carpooling; that lot is reserved for coaches and regatta staff on regatta days.

- The park has a limited number of Porta Potties, so be prepared for lines. Bring hand sanitizer.
- All the food vendors and parking fee collectors **will ONLY accept cash**. The concession stands also sell regatta t-shirts, and these also can be purchased only with cash. Be prepared!
- VASRA does not finalize the race schedule until usually Friday evening. The coaches have no way of knowing when your child will race until VASRA publishes the final race schedule. This schedule will be published on the website www.vasra.org – you should print a copy and bring with you. Look for “Heat Sheet” on the home page. It is not uncommon for the heat sheet to be revised several times leading up to race day, so waiting until Friday evening to print your copy is a good idea.
- Fairfax Crew parents are responsible for volunteering for regatta jobs and for taking turns bringing food for our team’s snack table. You will receive a link to a Sign-Up Genius page to see all the jobs available and the food items to sign up for.
- The food we provide is for our athletes and coaches for the day. Specific items are requested in the sign-up and the coaches ask that you stick to this list. Unhealthy or sugary snacks are detrimental to our rowers on race days. The food table is set up outside our boathouse and is not a gathering place for parents – the coaches ask that you drop off your food items in the morning and proceed to the grandstands for the day. Our athletes and coaches need to focus on the races and the schedule and strategy for the day, and it is distracting and unhelpful for parents to be hanging out at the boathouse. Besides, the grandstands are the best place to see all the races!

Regatta Day Tips for Athletes

- Pay attention to your Coaches and Captains! There may be last-minute changes to the schedule.
- Talk to your coaches about proper race day nutrition and follow their instructions.
- **Report on time** – if you are unsure when to report, check with your coach before leaving practice on Friday.
- Bring extra clothes – you will be there until dismissed by your coach, and weather will change throughout the day. Dress in layers to stay warm; bring extra socks – your feet will get wet in the boat.
- Free time – you will have some downtime in between events. Plan accordingly. Athletes are not allowed to leave Sandy Run without the permission of their coach. Some like to bring a blanket for the boathouse.
- Support your team! Please cheer on the other crews as they race, but be mindful of your own boat’s race schedule/launch times.

Regatta Day – Volunteer Positions

Fairfax Crew’s Volunteer Coordinator is responsible for signing up family members for the various positions we are required to staff at each regatta. VASRA determines the number of slots we need to fill each week based on the size of our team. Specific requests are not possible. A sign-up email will be sent to the entire membership during the pre-season winter months; each family is responsible for signing up for one slot. Following are job descriptions of the various slots; please note some of the positions require special training.

ANNOUNCER - FINISH

- 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.
- Instructions: Report to Regatta sign-in location and sign attendance sheets and insurance waiver.
- Proceed to the finish line. Please understand that your club will be fined if you fail to report for your volunteer assignment.
- Dress: Anticipate inclement weather and wear layered clothing.
- IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.

AWARDS ASSISTANT & TROPHY ASSISTANT

- 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 and trophies to the recipients following each race or at the end of the regatta.
- Instructions: Report to Regatta sign in to sign attendance sheets and insurance waiver and report to and work under the direction of the Headquarters Coordinator. Please understand that your club will be fined if you fail to report for your volunteer job. Layered clothing is advisable; you will be inside Regatta HQ. IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.

CONCESSIONS (Boathouse OR 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.
- Instructions: At the Regatta sign-in location, sign attendance sheets and insurance waiver. Then, on the second sign-in sheet that the Concession Manager has, indicate both time of arrival and time of your departure. Please understand that your club will be fined if you fail to report for your volunteer assignment.
- Dress: Anticipate inclement weather. Wear layered clothing.
- IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.

COURSE SET-UP (LAND)

- Duties: This job is to prepare the race course for the upcoming regattas. Activities will include such things as cleaning and re-arranging the equipment in the storage shed, checking cables and buoys, and any other jobs assigned by the full time course coordinator. You may have to do some heavy lifting.

- Instructions: At the storage shed located next to Regatta Headquarters, sign the attendance sheet and insurance waiver. Then report to the Course Coordinator. Please understand that your club will be fined if you fail to report for your volunteer job.
- Dress: Anticipate cold weather. Wear layered and waterproof clothing. You will not be on the water, but you will be outside most of the time.

COURSE SET-UP (WATER)

- Duties: This job is to prepare the race course for the upcoming regattas. Activities will include installing anchors, buoy lines, and spreader cables and positioning the starting tower and starting platform near the starting line.
- Instructions: At the storage shed located next to Regatta Headquarters, sign the attendance sheet and insurance waiver. Then report to the Course Coordinator. Please understand that your club will be fined if you fail to report for your volunteer job.
- Dress: Anticipate cold weather. You will be outside and on the water most of the time. Wear layered and waterproof clothing. Consider a hat and gloves. It will be early and the boat may be wet. Bring an extra change of clothing.
- A PERSONAL FLOATATION DEVICE (PFD) MUST BE WORN AT ALL TIMES WHILE PERFORMING THIS JOB. PFDs are available to borrow on-site.

COURSE TAKE-DOWN

- Duties: At the conclusion of the season, you will help store the regatta equipment, remove the buoy lines, cables and anchors, and re-position the starting tower and the starting platform near regatta headquarters. Some heavy lifting might be involved. You will be working on both the land and the water.
- Instructions: At the storage shed located next to Regatta Headquarters, sign the attendance sheet and insurance waiver. Then report to the Course Coordinator. Please understand that your club will be fined if you fail to report for your volunteer job.
- Dress: Anticipate inclement weather. Wear layered and waterproof clothing. Consider hat, sunscreen and gloves.

CROSSOVER MARSHAL

- Duties: The Cross-Over Marshal is posted on the roadway that the Van drives. This is an important safety job to make sure that the pedestrians do not walk in the roadway at the bottom of the hill that the van takes from the upper parking lot to the finish line. **PARK AUTHORITIES DO NOT ALLOW**
- **PEDESTRIANS TO WALK ON THE ROADWAY.** There is a trail to follow along the reservoir to the finish line.
- Instructions: At the regatta sign-in location, sign attendance sheet and insurance waiver, then report to the Regatta Director. Please understand that your club will be fined if you fail to report for your volunteer job.
- Dress: Anticipate inclement weather. Wear layered clothing.
- **IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.**

DOCK MASTER ASSISTANT (LAUNCH & RECOVERY)

- Duties: The Dockmaster Assistant helps the Dockmaster make sure that the crews are checked-in, launched, and retrieved 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

- Instructions: At the Regatta sign-in location, sign attendance sheet and insurance waiver, then report to and work under the direction of the OLOC Dock Master. Please understand that your club will be fined if you fail to report for your volunteer job.
- Dress: Anticipate inclement weather and the likelihood of getting wet. Wear layered clothing. Docks may become slippery so wear appropriate footwear.
- IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.

DOCK MASTER ASSISTANT (HEADQUARTERS/MOTOR LAUNCH)

- Duties: The Dockmaster Assistant helps the Dockmaster make sure that the necessary motor launches are fueled, stocked with proper gear, and brought to the Headquarters Dock by the supplying teams. 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. They help the shuttles pull parallel to pick up and discharge passengers, and ensure only coaches and regatta personnel (should all have regatta ID) are transported in the shuttles.
- Instructions: At the Regatta sign-in location, sign attendance sheet and insurance waiver, then report to and work under the direction of the OLOC Dock Master. Please understand that your club will be fined if you fail to report for your volunteer job.
- Dress: Anticipate inclement weather and the likelihood of getting wet. Wear layered clothing. Docks may become slippery so wear appropriate footwear.
- A PERSONAL FLOATATION DEVICE (PFD) MUST BE WORN AT ALL TIMES WHILE PERFORMING THIS JOB. PFDs are available to borrow on-site.
- IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.

DRIVER - MARSHAL

- DRIVERS FOR THIS POSITION SHOULD BE EXPERIENCED AND COMFORTABLE FOLLOWING SHELLS DOWN THE RACE COURSE.
- Duties: During the regatta you will be assigned to a Regatta Marshal as his/her launch driver. You are under his/her control. Hand signals will most likely be used.
- Instructions: At the Regatta sign-in location, sign attendance sheet and insurance waiver. Then pick up a life vest and report to the Motor Launch Dock Master who will assign you to a launch and the Official. Make certain that your launch has a full complement of life preservers, an oar, and sufficient fuel. Shift changes on the Occoquan will take place at the finish line exchange dock. Please understand that your club will be fined if you fail to report for your volunteer job.
- Dress: Anticipate inclement weather and the likelihood of getting wet. Wear layered clothing. Consider a hat, sunscreen, and gloves. DO NOT WEAR ANY RED CLOTHING WHILE PERFORMING THIS JOB.
- A PERSONAL FLOATATION DEVICE (PFD) MUST BE WORN AT ALL TIMES WHILE PERFORMING THIS JOB. PFDs are available to borrow on-site.
- IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.

DRIVER - REFEREE

- DRIVERS FOR THIS POSITION SHOULD BE EXPERIENCED AND COMFORTABLE FOLLOWING SHELLS DOWN THE RACE COURSE.
- 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.
- Instructions: At the Regatta sign-in location, sign attendance sheet and insurance waiver. Then pick up a life vest and report to the Motor Launch Dock Master who will assign you to a launch and the Official. Make certain that your launch has a full complement of life preservers, an oar, and sufficient fuel. Shift changes will take place at the finish line exchange dock. Please understand that your club will be fined if you fail to report for your volunteer job.
- Dress: Anticipate inclement weather and the likelihood of getting wet. Wear layered clothing. Consider a hat, sunscreen and gloves. DO NOT WEAR ANY RED CLOTHING WHILE PERFORMING THIS JOB.
- A PERSONAL FLOATATION DEVICE (PFD) MUST BE WORN AT ALL TIMES WHILE PERFORMING THIS JOB.
- IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.

DRIVER - SAFETY

- VOLUNTEERS NEW TO DRIVING MUST ATTEND ONE LAUNCH DRIVER TRAINING CLASS; NO REFRESHER TRAINING IS REQUIRED.
- Duties: During the regatta, you will patrol and keep a keen eye on the course OR the harbor area, 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, which 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.
- Instructions: At the Regatta sign-in location, sign attendance sheet and the Insurance-waiver. Then pick up a life vest and report to the Launch Master on the dock who will assign you to a launch. Make certain that your launch has a full complement of life preservers, an oar, and sufficient fuel. Shift changes will take place at the finish line exchange dock. Please understand that your club will be fined if you fail to report for your volunteer job.
- Dress: Anticipate inclement weather and the likelihood of getting wet. Wear layered clothing. Consider a hat, sunscreen and gloves. DO NOT WEAR ANY RED CLOTHING WHILE PERFORMING THIS JOB.
- A PERSONAL FLOATATION DEVICE (PFD) MUST BE WORN AT ALL TIMES WHILE PERFORMING THIS JOB. PFDs are available to borrow on-site.
- IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.

DRIVER - DAM

- VOLUNTEERS NEW TO DRIVING MUST ATTEND ONE LAUNCH DRIVER TRAINING CLASS; NO REFRESHER
- TRAINING IS REQUIRED.
- 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.

- Instructions: At the Regatta sign-in location, sign attendance sheet and insurance waiver. Then pick up a life vest and report to the Motor Launch Dock Master, who will assign you to a launch. Make certain that your launch has a full complement of life preservers, an oar, and sufficient fuel. Shift changes will take place at the finish line exchange dock. Please understand that your club will be fined if you fail to report for your volunteer job.
- Dress: Anticipate inclement weather. You will be very close to the water for extended periods. Wear waterproof clothing, hat and sunscreen. **DO NOT WEAR ANY RED CLOTHING WHILE PERFORMING THIS JOB.**
- A PERSONAL FLOATATION DEVICE (PFD) MUST BE WORN AT ALL TIMES WHILE PERFORMING THIS JOB. PFDs are available to borrow on-site.
- IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.

DRIVER – SET UP

- VOLUNTEERS NEW TO DRIVING MUST ATTEND ONE LAUNCH DRIVER TRAINING CLASS; NO REFRESHER
- TRAINING IS REQUIRED.
- 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. Instructions: Report to Regatta sign-in location and sign attendance sheets and insurance waiver. Pick up life vest and report to the Motor Launch Dock Master, who will assign you to a launch. Make certain that your launch has a full complement of PFDs, an oar, and sufficient fuel. Please understand that your club will be fined if you fail to report for your volunteer job.
- Dress: Anticipate inclement and cool weather. Wear waterproof clothing. A PERSONAL FLOATATION DEVICE (PFD) MUST BE WORN AT ALL TIMES WHILE PERFORMING THIS JOB. PFDs are available to borrow on-site.
- IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.

DRIVER - SHUTTLE

- VOLUNTEERS NEW TO DRIVING MUST ATTEND ONE LAUNCH DRIVER TRAINING CLASS; NO REFRESHER
- TRAINING IS REQUIRED.
- 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 DOCKMASTER.)
- Instructions: At the Regatta sign-in location, sign attendance sheet and insurance waiver. Then pick up a life vest and report to the Launch Master on the dock, who will assign you to a launch. Make certain that your launch has a full complement of life preservers, an oar, and sufficient fuel. Ensure your launch carries only the number of passengers designated on the boat's data plaque. Shift changes will take place at the motor launch dock. Please understand that your club will be fined if you fail to report for your volunteer job.
- Dress: Anticipate inclement weather. Wear layered clothing. Consider a hat, sunscreen and gloves. **DO NOT WEAR ANY RED CLOTHING WHILE PERFORMING THIS JOB.** A PERSONAL FLOATATION DEVICE (PFD) MUST BE WORN AT ALL TIMES WHILE PERFORMING THIS JOB. PFDs are available to borrow on-site.

- IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.

DRIVER - TAKE DOWN

- VOLUNTEERS NEW TO DRIVING MUST ATTEND ONE LAUNCH DRIVER TRAINING CLASS; NO REFRESHER
- TRAINING IS REQUIRED.
- 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 whatever is needed to secure the regatta site. Some heavy lifting might be involved.
- Instructions: At the Regatta sign-in location, sign attendance sheet and insurance waiver. Then pick up a life vest and report to the Course Master on the dock, for assignment to a launch. You will probably have a helper who must also wear a life vest. Please understand that your club will be fined if you fail to report for your volunteer job.
- Dress: Anticipate inclement weather and the likelihood of getting wet. Wear layered clothing. Consider a hat, sunscreen, and gloves. A PERSONAL FLOATATION DEVICE (PFD) MUST BE WORN AT ALL TIMES WHILE PERFORMING THIS JOB. PFDs are available to borrow on-site.
- IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.

FINISH LINE TIMER

- Duties: You will work at the finish line to help determine shell timing and placement. The Finish Line Judge makes all 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.
- Instructions: At the Regatta sign-in location, sign attendance sheet and insurance waiver. You will then report to the Finish Line Tower. Please understand that your club will be fined if you fail to report for your volunteer job.
- Dress: Anticipate inclement weather and wear layered clothing and a hat. DO NOT WEAR ANY RED CLOTHING WHILE PERFORMING THIS JOB. IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER
- JOB. NO CELL PHONES DURING ASSIGNMENT.

FLAGHOLDER

- 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, 3rd etc., places.
- Instructions: At the Regatta sign-in location, sign attendance sheet and insurance waiver. You will then report to the Chief Judge at the Finish Line Tower. Please understand that your club will be fined if you fail to report for your volunteer job.
- Dress: Anticipate inclement weather and ear layered clothing and a hat. DO NOT WEAR ANY RED CLOTHING WHILE PERFORMING THIS JOB. IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER
- JOB. NO CELL PHONES DURING ASSIGNMENT.

SET-UP HELPER (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 shift and you may have to do some heavy lifting.

- Instructions: At the Regatta sign-in location, sign attendance sheet and insurance waiver. Then pick up a life vest and report to the launch dock for your specific assignment. Please understand that your club will be fined if you fail to report for your volunteer job.
- Dress: Anticipate inclement weather. Wear layered and waterproof clothing. Consider a hat, sunscreen and gloves. It will be early and the boat may be wet. A PERSONAL FLOATATION DEVICE (PFD) MUST BE WORN AT ALL TIMES WHILE PERFORMING THIS JOB. IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.

TAKE DOWN HELPER (WATER)

- Duties: At the conclusion of the regatta, you will help store the regatta equipment, motors, launches, and lane markers, etc., and whatever is needed to secure the regatta site. Some heavy lifting might be involved. You will be working in a launch part of the time.
- Instructions: At the Regatta sign-in location, sign attendance sheet and insurance waiver and then pick up a life vest and report to the motor launch dock for assignment. Please understand that your club will be fined if you fail to report for your volunteer job.
- Dress: Anticipate inclement weather and the likelihood of getting wet. Wear layered and waterproof clothing. Consider hat, sunscreen and gloves.
- A PERSONAL FLOATATION DEVICE (PFD) MUST BE WORN AT ALL TIMES WHILE PERFORMING THIS JOB. PFDs are available to borrow on-site.
- IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.

MONEY COLLECTOR – VAN UPPER LOT

- Duties: You will collect the required money from persons wanting to ride the van down to the regatta site. The fee is \$1.00 per person each way. The only exceptions will be the USRA officials and the Regatta Directors who may ride for free.
- Instructions: At the Regatta sign-in location, sign attendance sheets and insurance waiver and report to the Headquarters Coordinator. Please understand that your club will be fined if you fail to report for your volunteer assignment.
- Dress: Anticipate inclement weather. Wear layered clothing.
- IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.

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 \$1.00 per person each way. The only exceptions will be the USRA officials and the Regatta Directors who may ride for free.
- Instructions: At the Regatta sign-in location, sign attendance sheets and insurance waiver and report to the Headquarters Coordinator. Please understand that your club will be fined if you fail to report for your volunteer assignment.
- Dress: Anticipate inclement weather. Wear layered clothing.
- IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.

RACE RESULTS POSTER

- Duties: This person is to post race results as promptly as possible in the Headquarters area for spectators. Receives information from Headquarters Coordinator or designee.

- Instructions: At Regatta sign-in location, sign attendance sheet and insurance waiver and report to the Headquarters Coordinator. Please understand that your club will be fined if you fail to report for your volunteer job.
- Dress: Anticipate inclement weather. Wear layered clothing.
- IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.

SIGN-IN COORDINATOR

- Description: This person is in charge of 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 alert the
- Personnel Coordinator.
- Instructions: Report to Regatta sign-in location and sign attendance sheet and insurance waiver. You then report to the Headquarters Coordinator. Regatta Director might reassign you to another job. Please understand that your club will be fined if you fail to report for your volunteer job.
- Dress: Anticipate inclement weather. Wear layered clothing. Consider sunscreen, hat and gloves
- IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.

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 a 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 a 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.
- Instructions: Report to Regatta sign-in location and sign the attendance sheet and insurance waiver. Then ride to the finish line via a Shuttle Launch. Shift changes take place at the exchange dock near the finish line. Please understand that your club will be fined if you fail to report for your volunteer job
- Dress: Anticipate inclement weather. You will be very close to the water for extended periods. Wear layers of waterproof clothing, hat and sunscreen. DON'T WEAR RED COLORED ITEMS. THEY COULD BE CONFUSED WITH A REFEREE'S RED FLAG (WHICH STOPS A RACE).
- Additional instructions for Stakeboat Holders: Headphones are usually worn only at the bigger regattas (e.g., VSRC), 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. IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.

WEIGH-IN ASSISTANT

- Duties: Help weigh the lightweight teams under the direction of the Judge/Referee in charge.
- Instructions: Report to Regatta sign-in location and sign attendance sheet and insurance waiver. At the Georgetown regattas you will report to the Headquarters Coordinator. At the Occoquan regattas, you will report to the Judge/Referee in charge of weigh-ins at the Upper Boathouse. Please understand that your club will be fined if you fail to report for your volunteer job.
- Dress: Anticipate inclement weather. Wear layered clothing. Consider hat and sunscreen.
- IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.

Appendix C – Varsity Lettering Requirements

To be considered, varsity athletes must be:

- In good standing with the club
- In regular attendance at practices/regattas/team functions
- Passing all classes in third and fourth quarters
- Have had no major discipline issues in school or with the team

The varsity athlete must accomplish **at least one** of the following criteria during the season:

- Raced four times in the top varsity boat
OR
- Raced in the top varsity boat the Virginia state championships
OR
- Earned a medal in a championship event at the Virginia state championships
OR
- Earned three ribbons during the regular season (*using the VASRA/Occoquan ribbon system – must beat two boats to get a ribbon*)
OR
- Is a Senior with 3+ years on the team

Coaches have final say on all letter awards and may modify requirements for extraordinary circumstances.

Appendix D – Rowing Vocabulary

Ambidextrous

(UK) A rower who can row both on stroke side and bow side. (US) A rower who can row both on the starboard and port sides of the boat.

Bow (or bow seat)

The rower closest to the front or bow of a multi-person shell. In coxless boats, often the person who keeps an eye on the water behind him to avoid accidents.

Bowside

(UK) Any sweep rower who rows with the oar on the Bowside (usually, the right or starboard side) of the boat.

Coxswain or "cox"

The oar-less crew-member, usually included, who is responsible for steering and race strategy. The coxswain either sits in the stern or lies in the bow of the boat.

Engine room

The middle rowers in the boat. In an 8-person shell, these are generally seats 6, 5, 4 and 3. They are generally the biggest and strongest rowers, who provide most of the power to the boat.

Heavyweight (or Open Weight)

A rower who weighs more than the limit for lightweight rowing.

Lightweight

A rower whose weight allows him or her to be eligible to compete in lightweight rowing events.

Novices

Rowers who are rowing for their first year, or (in the UK) a rower who has not won a qualifying regatta.

Port

(US) A sweep rower who rows with the oar on the port or left side of the boat.

Sculler

A rower who rows with two oars, one in each hand.

Seat number

A rower's position in the boat counting up from the bow. In an eight, the person closest to the bow of the boat is 1 or "bow," the next is 2, followed by 3, 4, 5, 6, 7 and finally 8 or "stroke." In certain countries the seats are numbered the opposite way, from stroke up to bow.

Starboard

(US) A sweep rower who rows with the oar on the starboard (or right) side of the boat.

Stroke (Seat)

The rower closest to the stern of the boat, responsible for the stroke rate and rhythm.

Strokeside

(UK) Any sweep rower who rows with the oar on the Strokeside (usually, the left or port side) of the boat.

Sweep

A style of rowing in which each rower uses one oar.

Wash

The wake from a motorized boat, disliked by rowers as the wash affects the boat stability and can cause water to flood over the gunwales.

Boat information:**Backstay**

A brace which is part of the rigger of sweep rowing boats, which extends toward the bow from the top of the pin.

Backstop

The stop mechanism on the seat slides which prevents the rower's seat from falling off the sliding tracks at the back end (towards the boat's bow) of the slide tracks. Also, in the UK, the sliding seat position closest to the boat's bow. As a command, it instructs the crew to adopt this position. (The US calls this seat position the "back end").

Blade

The spoon or hatchet/cleaver shaped end of the oar. Also used to refer to the entire oar.

Bowloader / bowcox / bow steered

A shell in which the coxswain seat is near the bow of the boat rather than its stern. The seat in a bow loader partially enclosed and is designed so that the coxswain is virtually lying down, in order to reduce wind resistance and distribute coxswains weight so as to create a lower center of gravity.

Bow

The front section of a shell; the first section of the shell to cross the finish line.

Bow ball

A small, soft ball no smaller than 4 cm diameter securely attached to a rowing or sculling boat's bow. Primarily intended for safety, but also used in deciding which boat crossed the finish line first in very close races.

Bow number

A card displaying the lane number assigned to the boat for a race.

Bow rigged

(UK) The person stroking the boat has their oar on the Bowside (Starboard or right side) rather than the typical Strokeside of the boat.

Bowside

(UK) The Starboard or right side of a boat. Derives from the tradition of having the bow rower's oar be on the starboard or right side of the boat.

Bucket rigged

When two adjacent sweep rowers are rowing on the same side of the boat, instead of the more traditional alternating between port and starboard.

Canvas

The deck of the bow and stern of the boat, which were traditionally covered with canvas

Cleaver blade

Modern oar blades that have a more rectangular hatchet-shape. (also hatchet blade)

Collar / Button

A wide plastic ring placed around the sleeve of an oar. The button stops the oar from slipping through the oarlock.

Cox box

Portable voice amplifier; may also optionally incorporate digital readouts displaying stroke rate, boat speed and times.

Coxmate

A portable amplification device, similar to a cox box, incorporating a digital readout. Higher models may also have a built in radio and speed sensor.

Ergometer (also ergo or erg)

An indoor rowing machine.

Footchock

An alternate name for the cross bracing which allows a rower to secure his/her feet. (also Foot stretcher and Footplate)

Footplate

The piece of the boat to which the rower's feet are attached, either by tying their actual shoes in, or (more often) by putting their feet into a permanently attached pair of shoes. (also Foot stretcher and footchock)

Foot stretcher

An adjustable footplate which allows the rower to easily adjust his or her physical position relative to the slide and the oarlock. The footplate can be moved (or "stretched") either closer to or farther away from the slide frontstops. (also Footplate and Footchock)

Footstop

The shoe assembly in a shell into which each rower laces his or her feet.

Frontstop

The stop mechanism on the seat slides which prevents the rower's seat from falling off the sliding tracks at the front end (towards the boat's stern) of the slide tracks. Also, in the UK, the sliding seat position closest to the boat's stern. As a command, it instructs the crew to adopt this position. (The US calls this seat position the "front end")

Gate

(UK) Bar across the top of rowlock, secured with a nut, which prevents the oar from coming out of the rowlock. Also historically used to refer to the oarlock or rowlock.

Gunwales (pronounced: gunnels)

The top rail of the shell (also called Saxboard)

Handle

The part of the oar that the rowers hold and pull with during the stroke.

Hatchet blade

Modern oar blades that have a more rectangular hatchet-shape. (also cleaver blade)

Hull

The actual body of the shell.

Inboard

The length of the oar shaft measured from the button to the handle.

Keelson

A structure timber resembling the keel, but on the inside of the shell.

Launch

A motorboat used by rowing instructors, coaches or umpires. Referred to as a "coach boat" in Canada.

Leather/Sleeve

A thick piece of leather (plastic) around the oar to keep the oar lock from wearing out the wood.

Lines

The ropes held by the coxswain to control the rudder.

Loom

The part of the oar between the blade and the handle.

Macon blade

Traditional U-shaped oar blade. (also spoon blade and tulip)

Oar

A slender pole which is attached to a boat at the Oarlock. One end of the pole, called the "handle," is gripped by the rower, the other end has a "blade," which is placed in the water during the propulsive phase of the stroke.

Oarlock

The rectangular lock at the end of the rigger which physically attaches the oar to the boat. The oarlock also allows the rower to rotate the oar blade between the "square" and "feather" positions. Also historically called 'Rowing Gate' by some manufacturers.

Outboard

The length of the oar shaft measured from the button to the tip of the blade.

Outtrigger

(See Rigger)

Pin

The vertical metal rod on which the rowlock rotates.

Port or Portside

(US) The left side of the boat when facing forward. (Strokeside in UK)

Ribs

The name given to that part of the boat to which the skin of the hull is attached. They are typically made of wood, aluminum or composite materials and provide structural integrity. (see also shoulder).

Rigger

Rowing slang name for an Outtrigger. It is a projection from the side (gunwale) of a racing shell. The oarlock is attached to the far end of the rigger away from the boat. The rigger allows the racing shell to be narrow thereby decreasing drag, while at the same time placing the oarlock at a point that optimize leverage of the oar. There are several styles of riggers, but they are most often a triangle frame, with two points attached to the boat, and the third point being where the oarlock is placed. Rigging refers to whether a boat is stroked by a port or starboard (i.e. port-rigged, starboard-rigged). With sweep rowing, riggers typically alternate sides, though it is not uncommon to see two adjacent seats rigged on the same side of the boat.

Roller

The wheels upon which the seat slide travels along its track.

Rowlock

Often used in the UK to for an Oarlock (see above). Also historically called 'Rowing Gate' by some manufacturers.

Rudder

Adjacent to the skeg and used by the coxswain (or in some coxless boats, by a rower using a "toe") to steer the boat via attached cables. Extra-large rudders are used on narrower and/or "bendier" rivers.

Saxboard

The sides and top edge of a boat, which the riggers attach - see also Gunwales

Scull

(a) An oar made to be used in a sculling boat where each rower has two oars, one per hand (b) A boat (shell) that is propelled using sculling oars, e.g., a "single scull," is a one-person boat where the rower has two oars.

Seat

Molded seat mounted on wheels, single action or double action. Single action is fixed bearing wheel, double action is wheel on axle that rolls on track and rolls on horns of seat. A secondary meaning of location in the shell, the bow seat is one, and is numbered upward to the stroke seat (8, in an 8-man shell). Thirdly can mean a competitive advantage in a race, to lead a competitor by a seat is to be in front of them by the length of a single rower's section of a shell.

Seating

Seating positions in a racing shell are generally numbered from the bow to the stern in English-speaking countries, unlike many non-English-speaking countries which count from the Stroke forward. Generally, the forwardmost rower is called the "Bow" and the aftmost rower the "Stroke", regardless of the

number of rowers in the boat, with all other seats simply being numbered. So for instance the crew of an eight (with coxswain) would number off from the bow: "Bow", "Two", "Three", "Four", "Five", "Six", "Seven", "Stroke", whereas a four (with or without coxswain) or a quad would number off: "Bow", "Two", "Three", "Stroke".

Shell

The boat used for rowing.

Shoulder

Load bearing supports that mount rigger and attach to keel of boat. (also knee)

Skeg (or fin)

Thin piece of flat metal or plastic that helps stabilize the shell in the water.

Slides (or tracks)

Hollow rails upon which a rower or sculler's sliding seat will roll. Older shells might be convex rails with double wheels.

Slings

Folding, portable temporary boat holders. Two are required to hold a boat.

Smoothie

A blade design in which the face of the oar blade is smooth, without the traditional central spine.

Speed Coach

A device mounted on the keel of some high-performance shells that determines the boat's speed based on the speed of a small propeller and transmits this information to the coxbox.

Spoon blade

Traditional U-shaped oar blade. (also Macon blade)

Starboard (or Starboard side)

(US) The right side of the boat when facing forward. (Bowside in UK)

Starboard rigged

(US) A boat where the stroke rower is a starboard rower. (Bow Rigged in UK)

Starting gate

A structure at the starting line of the race. The shell is "backed" into the starting gate. Once in the gates a mechanism, or person lying on the starting gate, holds the stern of the shell.

Stern

The rear section of a shell.

Stretcher

A slang abbreviation for Foot Stretchers.

Strokeside

(UK) The port or left side of the boat (even if the boat is bow rigged). Derives from the tradition of having the stroke rower's oar be on the port or left side of the boat.

Swivel

The rowlock/oarlock. Often referred as gate due to the securing bar/gate at its top.

Toe

In some boats without a coxswain, a rower may be able to control the rudder and steer the boat by changing the direction his foot points. This is called "toeing a boat." And the mechanism is called a "toe."

Top-Nut

The nut which screws onto the top of the pin holding the Rowlock in place.

Tracks

(see Slides)

Tulip

Traditional U-shaped oar blade. (also Macon blade)

Wheel

See Roller

Wing Rigger

More modern version of an outrigger in the shape of a wing. It has a stiffer work thru which makes the boat more responsive to the power of the stroke. This can also have the extra support of a backstay.

Wing riggers can either be stern or bow rigged.