



Handbook

(updated February 2024)

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Introduction

Rowing is a sport that is challenging and demanding, but, more importantly, rewarding and fun! Rowing requires hard work, dedication, and mental toughness; and in return, rowing promotes teamwork, a sense of responsibility, a strong work ethic, and a high level of fitness. The majority of rowers come to the sport for the first time in high school, so many students and parents have a lot to learn in a very short time. This handbook is intended to provide information to help you know what to expect from Woodbridge Crew and the sport of rowing and to enhance your enjoyment of the program.

Woodbridge Crew is a co-ed crew team, which competes at the scholastic level in rowing events (called regattas), locally, state-wide, and nationally. Woodbridge Crew is a member of the Prince William Crew Association (PWCA) the umbrella organization in the county that manages and maintains the rowing facilities in Prince William County. Woodbridge Crew follows the guidelines of the Virginia High School League (VHSL) and competes under the auspices of VASRA and the USRowing Association.

Woodbridge Crew operates and practices out of the Lake Ridge Park and Marina, located at 12380 Cotton Mill Drive. VASRA supported regattas are run out of the Northern Virginia Regional Park Authority's Sandy Run Marina on the Occoquan Reservoir.

Although rowing is a club sport in Prince William County, WSHS recognizes it as a varsity sport for the Crew student athletes. As such, Crew participants who qualify are eligible to receive varsity letters as determined by the head coach and the general guidelines published later in this handbook.

Woodbridge Crew is not funded by the high school but operates in close cooperation with Woodbridge Senior High School (WSHS) throughout the year. Prince William County provides limited funding for all of its County Scholastic Rowing Programs that cover regatta registration fees, boat rack fees, gas for launches, and limited transportation. Woodbridge Crew, Inc. is the nonprofit organization which supports, organizes, and raises funding for the team. The Boosters support the Club through acquiring resources from membership dues and fundraising to procure the necessary equipment to successfully and safely conduct practices and train on and off the water. Therefore, the team relies and operates on donations, rowers' dues and fees, and fundraisers, and all equipment is the property of and owned by Woodbridge Crew, Inc.

The handbook's purpose is to provide all members of Woodbridge Crew and their parents/guardians information regarding the team and the sport of rowing. It provides a description of what rowers can expect from their experience with the team and what is expected of them. Parents/guardians and student-athletes should use the handbook as reference when information is needed about the team.

Nothing in this handbook is intended to preempt or conflict with Prince William County Schools' (PWCS) or PWCS policies, rules, or regulations. Any such, unintended conflict is resolved by utilizing the higher document as the authoritative policy, rule, or regulation.

History

Woodbridge Crew has been promoting the challenging and rewarding sport of rowing since 1981. Our team members are some of the best athletes and scholars to be found in Virginia. Woodbridge was the first Crew Program in Prince William County. In 1981 there were only five other high schools; Fort Hunt, J.E.B. Stuart, T.C. Williams, Washington-Lee, and Yorktown that were competing in the area. In 1982 the Men's Novice (5th) Eight became the first Woodbridge Boat to win a race at the Virginia Championships (NOVAs) and the Men's JV 8 placed 2nd at NOVA's, and 8th at Stotesbury. On April 6, 1984 the Woodbridge Men's Varsity eight became the first Woodbridge boat ever to earn a 1st Place Medal in a Regatta, doing so at the T.C. Williams invitational. This boat left a winning legacy for Woodbridge in the programs fourth season. This boat later finished 6th at Nationals. Jimmy Pierce, an oarsman on this boat went on to row at MIT in college and was four-time rower (1989 – 1992) on the U.S. National Team.

In 1987 Woodbridge Crew moved into its new home, Oxford Boathouse, on the Prince William County shore of the Occoquan River with two other Prince William County rowing programs, Potomac and Gar-Field. Our boathouse is located just a couple of miles from the school in Lake Ridge Park on the Occoquan Reservoir. Up to that time, rowers were shuttled across the Occoquan River to the Fairfax County shore at the Sandy Run rowing facility.

The crew program continued to grow into the 1990s, often supporting more than 100 rowers. The quality of our program matches its size. In 1998, our Women's Lightweight Eight went undefeated with wins at States, Stotesbury, and Nationals and our Men's Varsity 8 won States. In '99, our Women's Lightweight Eight, Men's Varsity Eight and Men's Second Eight all won silver at States and the Men's Quad won bronze at Nationals.

In 2000, our Women's Quad won gold at the state championships, the Men's Varsity Eight took bronze and Women's Lightweight Eight were 4th in the nation at SRAA Nationals.

In the summer of 2004, one of our alums, Matt Smith, rowed for the U.S. Olympic Team in Athens, Greece, and placed ninth.

Woodbridge has continued to excel well into the 21st century placing at States, Stotesbury, and Nationals.

Over the years, many of our alumni have gone on to participate in collegiate Division I, DII and DIII crew programs. Our students have rowed for MIT, Clemson, U.S. Naval Academy, U.S. Military Academy, University of Virginia, University of Tennessee, Boston University, Bucknell, Cornell University, Drexel, George Mason University, Jacksonville University, The Ohio State University, Ohio University, Princeton, Rutgers, San Diego State, Syracuse, William & Mary, Mary Washington, University of Wisconsin, West Virginia, University of Delaware, Virginia Tech, Cornell, Old Dominion, Washington College and others.

Woodbridge Crew Leadership

Coaching Staff

Woodbridge Crew has one Head Coach, which also serves on the Board of Directors. Coaches will typically coach either the boys or girls boats and will focus on one boat(s) throughout the season, though may coach others on occasion.

Board of Directors

The Board of Directors consists of 12 members. Eleven are elected at the end of each season at the End-of-Season Banquet (Picnic) and serve one-year terms. The 12th member is the Head Coach, who is a PWCS employee and is hired by the school's Athletic Director. Board positions and their major duties include the following:

President. The President is responsible for safe, efficient operation of the Club. He/she presides at all meetings of the Club and of the Board of Directors. He/she appoints all committees and is an ex-officio member of the same. The President is required to attend all VASRA, VABC and PWCA meetings.

Vice President of Administration. The Vice President for Administration is the focal point for information sharing within the Board. He/she organizes registrations, collects paperwork required by the school and/or VASRA, maintains the database of rower information, executes the Club's Awards Program and sends out mass emails to the Club, as needed.

Fundraising. The Fundraising Board Member is responsible for executing the current year's fundraising plan and for developing a projected plan to support anticipated expenditures of the Club for the following year.

Maintenance Support. The Maintenance Support Board Member, in concert with the Head Coach, ensures all Club owned equipment is safely/properly maintained to support the rowing program.

Logistics Support. For all local regattas, the Logistics Support Board Member manages all set-up and breakdown. He/she manages club travel, lodging and other logistical needs required for travel outside the local area.

Volunteer Coordinator. The Volunteer Coordinator Board member manages Club efforts to supply volunteers for required regatta season support to the Virginia Scholastic Rowing Association and other activities as required.

Public Information Coordinator. The Public Information Coordinator Board Member is responsible for information sharing via social media with the Club members and external interested parties. He/she maintains and updates the WCI website, Facebook page, Instagram account and X (formerly Twitter) account, etc.

Spirit Wear. The Spirit Wear Board member is responsible for coordinating, ordering, and distributing the team uniforms. He/she is also responsible for the coordination, design, ordering and distribution of any approved spirit wear/team wear.

Recording Secretary. The Recording Secretary is present at all Club meetings and keeps a complete journal of the proceeding.

Treasurer. The Treasurer collects all money due the Club and Bank and disburses the same for all legal debts of the Club. He/she keeps an exact account of all receipts, expenditures, and dues, recording the individual names connected therewith. In addition, he/she maintains an inventory of property owned by the Club and keeps all official records and documents for the Club.

Social Events Coordinator. The Social Events Coordinator Board Member is responsible for planning and executing all social events for the club; including, but not limited to pasta parties, the Oarsman Ball and End-of-Season Banquet.

Head Coach. In addition to coaching duties, the Head Coach provides input and information from Woodbridge High School / Activities Director and coaching staff at monthly meetings. The head coach is responsible for the inventory of all items related to the boats (hulls, shells, oars, etc.). The coach in concert with maintenance is responsible for launches and trailers.

For up-to-date contact information, including the board members, committee leads, coaches, and various other information, please visit the “About Us” page of the website www.WoodbridgeCrew.net

Woodbridge Crew Program Overview

Mission

Our overarching mission is to introduce students, of all backgrounds, to the sport of rowing, advance their skills, and afford them the opportunity to row in a competitive field, in an educational environment that nurtures the development of character, the strength of commitment, and a passion for excellence. The Club provides opportunities for physical training, camaraderie, teamwork, leadership, and excellence and education in rowing.

Season Organization

Woodbridge Crew recognizes two seasons for rowing: Winter Conditioning (unofficial) and Spring Season (official).

Winter Conditioning

Our conditioning program usually begins in late November (before Thanksgiving for returning rowers and immediately after Thanksgiving for novice rowers) and lasts until the end of February when tryouts are usually held. We practice at WSHS in the lower hallway between the weight room and the lower cafeteria. All

rowers and coxswains are encouraged to participate as it is designed to prepare athletes for the physical demands of the spring rowing season and begin to develop the team bonds that are paramount to rowing success. The coaching staff highly recommends that student-athletes participate in the winter training program or participate in another sport during the winter months. The demonstrated results of winter conditioning set the stage for the team's level of performance in the spring season.

Team Selection (Tryouts)

Crew has become more popular in recent years resulting in unprecedented numbers of participants. In order to maintain safety on the water, a quality rowing experience and a competitive team, Woodbridge Crew conducts tryouts. Tryouts consist of four different activities: two are rowing-based and conducting on a rowing machine (erg) and two are non-rowing based and usually consist of at least one running event. Specific criteria is shared at the Crew Interest Meeting usually held each January and can also be found on our website (www.WoodbridgeCrew.net)

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

Spring Season

Our competitive season officially begins the first day of WSHS scheduled Spring sports programs at the end of February. For most athletes, the season runs through the middle of May. Athletes who are selected for follow on regattas (i.e., Nationals) will continue through Memorial Day weekend.

Spring practices are held on-the-water at the Oxford Boathouse located at the Lake Ridge Park and Marina. Weekday practices are held Monday – Friday from 4:30 PM – 6:30 PM. Rowers are expected to be at the boathouse, ready to launch at 4:30 PM. Boats will typically dock at 6:30 PM. After putting the equipment away, gathering their things, and walking up to the Crew Parking Lot, they are usually ready to leave at 7:00 PM. When not competing at regatta's, Saturday practices will be held from 8:00 AM – 10:00 AM. All attempts will be made to end practices on time; however, sometimes situations occur that may lead to later ending times, including weather delays or dock congestion. Parents should allow leeway in these situations.

Transportation to and from practice is the individual athlete's responsibility, however individually arranged carpools are recommended. According to Lake Ridge Park and Marina rules, athlete drop off and pick up occurs ONLY in the UPPER parking lot. The rowers then walk down the designated crew path to the boathouse. You MAY NOT drop off or park in the lower parking lot for any reason.

Practices on-the-water at Oxford Boathouse are held weather permitting. At times, it may not be possible to hold practice on-the-water due to weather conditions. Oxford Boathouse follows Sandy Run directions for weather safety. For example, Sandy Run may be closed due to low air temperatures or too much wind, or in some cases, early in the season snow or ice. Therefore, it may be necessary to cancel practice or to move practice to another site, such as WSHS. In these situations, the Coaches will decide as early as possible and communicate the decision to athletes and parents/guardians via CANVAS, email distribution, social media, or through WSHS end of day announcements (if determined early enough). Please take note that rain alone is not a reason for practice to be canceled, so watch and listen for announcements – rowing is a watersport after all. Ultimately, it is the rower's responsibility on questionable weather practice days to determine the status of practice and be on time.

If there are more athletes than available seats, athletes may take turns riding in the launch with a coach. Coaches will make every effort, within the constraints of safety, to rotate athletes from the launch to boat seats. Athletes should not ride the launch for the entire duration of the practice unless practice is ended early because of a weather-related safety issue.

Spring Break

Practices will continue through Spring Break. All rowers and coxswains are expected to be present. Practices have typically been held from 7:00 AM – 12:00 Noon and usually consists of two on-water sessions. These sessions are considered to be part of the normal season practice schedule. An athlete cannot afford to miss 20 hours of on-the-water training and expect to be in a Varsity boat. If you plan to be away during Spring Break, please notify your coach as soon as possible.

Varsity Lettering Criteria

Earning a Woodbridge Crew Varsity Letter is an honor and a privilege. The coaching staff, according to the stated criteria, will determine lettering and end of season awards.

To be eligible for consideration for a varsity letter rowers must:

- Be a team member in good standing, demonstrating sportsmanship and abiding by the PWC code of conduct and WSHS athletic participation policy.
- Row in a minimum of three (3) Varsity events and/or medal at either Virginia Scholastic Rowing Championships or SRAA National Regatta. Varsity Events Include:
 - 1st Varsity Eight or Four
 - Junior Eight or Four
 - 2nd Varsity Eight or Four
- No more than two (2) unexcused absences during the season

Missing two (2) regattas, excused or unexcused, will automatically disqualify a rower from letter consideration.

Boat/Seat Assignments

There are a limited number of seats available in each shell / boat, as well as restrictions on how many and what kind of races the athletes can participate in at regattas. All team members and parents/guardians should understand that not every rower will race at every regatta.

Successful rowing programs operate under the sport's tradition of a coach seeking out the "best four/eight" NOT the "four/eight best." Consequently, boat and seat selections are two of the most difficult decisions a crew coach must make. Each week of racing, the coach must consider many factors when determining an athlete's boat and seat assignment so don't be surprised by boat line-up changes or rowers switching from port to starboard and vice versa; those changes are part of the sport. There is mobility between boats and spots in top boats are always open for those that improve and display the traits necessary to move up. Coaches will give feedback on progress and how to improve throughout the season, but it is the athlete's responsibility, to check in with the coach in person if they want more specific feedback and individualized coaching to earn a top spot or get an explanation of why they are placed in which boat.

Evaluation criteria for boat selection is based on:

For Rowers: Attitude, attendance, erg scores, seat racing results, teamwork, and objective analysis of boat's moving ability.

For Coxswains: Attitude, attendance, leadership, motivation, teamwork, steering, and technical knowledge of racing.

Evaluation Criteria Order of Importance:

1. Ability to make the boat move the fastest, which includes coaches' objective assessment including the use of seat racing. The objective of seat racing is to directly compare two athletes to determine who makes a boat/crew row faster.

2. Attendance
3. Attitude/Teamwork
4. Erg scores

A rower and his or her parent/guardian must accept the coach's decisions with respect to boat and seat assignments as well as whether the individual is best suited to be a rower or coxswain. As such, an athlete or his/her parent/guardian shall not dictate to the coach a boat or seat assignment or a position that the athlete will and/or will not be assigned. However, a coach should also provide enough constructive feedback to ensure that all understand the criteria used for such selections and decisions.

Team Captains

The Woodbridge Crew Team usually has four team captains, two men and two women. The role of team captain is not to be taken lightly. To be a Captain for the Woodbridge Crew Team is to be a strong leader by example (one of the hardest workers on the team, displaying a high level of commitment, focus, intensity, passion, and effort) and strong vocal leader with good communication skills (one who will encourage, support, and positively hold all teammates accountable). The primary purpose of the Team Captain is to positively influence teammates on-and-off the water, at all extracurricular school and non-school activities, and in the local community.

The Team Captain will be expected to:

- Be on time to all team practices and team functions (at least 5-10 minutes early)
- Promote a positive attitude and positive team interactions - every day
- Provide a positive role model concerning commitment, intensity, confidence, response to mistakes, composure, and a "team first" focus
- Help settle team conflicts and be willing to confront and hold teammates accountable for their on-and-off water behaviors
- Work closely with and be the "point-person" for the head coach
- Encourage and support all teammates
- Lead the team throughout the season (in good and bad times)
- Perform other related team duties (as needed or requested by the coaching staff).

The Team Captain will be asked to:

- Be the hardest worker on the team (be the most committed/compelled)
- Model mental toughness by remaining confident and focused . . . and by responding to individual and team setbacks/mistakes in an appropriate manner
- Develop strong interpersonal and team relations (friendships)
- Provide energy and passion
- Compliment and support teammates
- Challenge teammates to get better and work harder
- Confront teammates' negative attitudes, complaining, gossip, and lack of effort
- Refocus teammates when distracted
- Make good decisions (on-and-off the water)
- Check in with the head coach.

Regattas

"Regatta" is the term used to refer to a rowing competition. They are typically an all-day event, although each rower only participates in one category. This could mean two events if there are qualifying heats and final races. In very rare cases (last minute unavailability of a rower, usually because of injury), a rower may be asked to compete in two categories, however, one of the boats would compete as an "exhibition" boat only.

Regattas start as early as 8:00 a.m., if not earlier and can last until late afternoon. Athletes, especially coxswains, may need to be there earlier than that to attend mandatory meetings and prepare boats for racing. Coaches will attempt to announce boat line-ups a couple of days before each regatta, usually by Thursday. Coaches will provide athletes specific guidance on required arrival times. It is an absolute necessity that rowers be on time and ready to row at the time determined by the coaches. If athletes are late, their boat will not race. Athletes must arrive in, or be ready to change into, the proper racing attire and be ready to launch their boat at the designated time. Athletes will not be released until all equipment and boats are stowed, tents are down, and the team area is cleaned up.

Every effort is made to ensure that each rower and coxswain who has fulfilled team obligations and complied with the attendance policy has the opportunity to participate in at least one local regular season regatta prior to the State Championship. Boats are required to qualify for the Championship Regattas and full participation in these events cannot be guaranteed due to the limitations placed on the coaching staff by the regatta organizers.

Qualifying for away championship regattas will be based on the following criteria:

- First eights/fours, Second eights, Junior eights/fours, and Freshman eights may advance to the SRAA National Championships. Second fours and novice eights/fours are not events at SRAA Nationals. Note that Second Eights may only go to SRAAs if the First Eight qualifies.
- Qualification for and advancement to the SRAA National Championship is based on boat performance at the Virginia State Regatta Championship (VSRC). Generally, the top 3 boats at VSRC are the ones that earn bids to SRAAs.

Expectations of Student-Athletes

Academic Eligibility

All team members of Woodbridge Crew are considered student-athletes. Academic performance is a higher priority than athletic performance. All members must be eligible, as a full-time student, to participate in crew as an extracurricular activity as required by PWCS policy.

All student athletes must meet the academic requirement of passing five classes in the previous semester and must be enrolled in no less than five classes for the current semester.

PWCS academic standards require high school students participating in interscholastic athletics, cheerleading, marching band, and drill team to pass five subjects and earn a "C" or better in two of those five subjects at the end of the first semester and at the end of the school year.

Attendance

According to the PWCS Participation Guidelines for High School Activities and Interscholastic Athletics, all students are required to attend school and classes regularly. Any student who is absent the day of any activity cannot participate in that event, including practice. With the exception of Saturday practices, a student must attend school for at least one half of the instructional day to equal three and one half hours. In the case of a weekend interscholastic contest (regattas), attendance in school Friday is required. In the case of extenuating circumstances, the school administration may waive this rule.

All rowers and coxswains are expected to attend each practice on time and be ready to row. In crew, more than other sports, a vacant seat affects not only your boat, but other boats as well, as rowers must be shifted to fill up boats. Absences slow the development of a rower's skills and abilities, but also interfere with the ability of the boat to become a cohesive unit.

Athletes are expected to attend every in-season practice, including those taking place over Spring Break and Saturdays. 100% participation is expected apart from prearranged excused academic or medical absences or

observance of religious holidays. Rowers and coxswains must tell coaches by 2:30 PM the day of the absence if they are going to miss practice, otherwise the absence will be unexcused. If the athlete is ill, they should email, call, or text message their coach as early in the day as possible to let them know they will not be at practice, but no later than 2:30 PM the day of the absence.

- Excused absences are for medical or academic reasons or for the observance of religious holidays AND you **MUST** notify your coach as soon as possible, but no later than 2:30 PM the day of the absence
- All other absences are unexcused.
 - An unexcused absence may result in the loss of your seat.
 - An unexcused absence or excessive absences prior to a regatta may result in your removal from the regatta
 - An unexcused absence from a regatta may result in removal from the team
 - Two (2) unexcused absences will result in the loss of a varsity letter
 - Five (5) unexcused absences may be grounds for dismissal from the team

Come Prepared to Row

Clothing

Wear appropriate clothing and bring necessary equipment. Clothing for water training should be close fitting and have basic water-resistant properties. Coxswains should be well covered with warm clothes that can withstand wind and water penetration. Please note that the temperature at the boathouse and on the water can be 5° to 10° colder than you might find on your weather app or reported in the news.

Coaches recommend the following:

- In Cold Conditions (you will get wet and it will be cold):
 - Winter hat (this is critical and required if temperature is below 50 as most heat is lost through your head)
 - Lined, long spandex or close-fitting fleece/close fitting lined athletic pants (baggy clothing WILL get caught in the seat tracks)
 - Dry-fit or moisture-wicking inner layer (i.e., polypropylene, cool max)
 - Waterproof or water-resistant jacket (shells work better than large bulky jackets)
 - Fleece vest or jacket
 - Warm socks - polypro, fleece, or warm wool socks (including spares)
 - Sunscreen (protect your face from the sun)
- In Warmer Conditions:
 - Baseball cap or visor to protect your face from the sun and to keep your hair in place
 - Sunglasses
 - Close-fitting shorts – no short shorts (baggy shorts WILL get caught in the seat tracks)
 - Cotton, dry-fit, or cool max t-shirt (no crop tops or midriffs)
 - Sunscreen (protect your face and body from painful burns)
- In General:
 - Spare sneakers required every day . . . good running shoes for land practice and old ones for water workouts. Also, an extra pair of socks and some extra clothes to replace wet clothes is essential.
 - Filled water bottle (at least 16 ounces). Athletes must be appropriately hydrated to function effectively and avoid injury. It is requested that this is a refillable bottle and labeled! Water is preferable to sport drinks.

- Small towel to wipe off moisture after exercise or spraying in the boat. Athletes should make sure to take home each day whatever clothing or personal belongings they bring to team events. Items left at the boathouse at the end of the season will be donated to charity.

Nutrition

Being prepared to row also means having proper nutrition and hydration. Crew is an intensive physical activity that requires the body to have the proper fuel to operate effectively, efficiently, and most importantly safely. Please make sure to eat a proper breakfast, lunch, and snack immediately after school and to hydrate throughout the day. Some resources to help you make healthy choices follows:

Race Day Nutrition

https://usrowing.org/sports/2016/8/29/9040_132107090562690906

<https://www.realbuzz.com/articles-interests/running/article/nutrition-for-runners-in-race-week-and-on-race-day/>

Food to boost your mood

<https://usrowing.org/news/2020/10/6/education-top-5-foods-to-boost-your-athletes-mood>

General Expectations

- Treat all teammates, opponents, coaches, spectators, officials and parents with respect.
- Refrain from displaying inappropriate behavior and/or the use of foul language. Violations of this rule can lead to boat disqualification.
- Participate fully in all aspects of the training.
- Participate fully in all fundraising activities.
- Support the team and yourself by accepting coaching decisions.
- Seek feedback from the coaches. If you, as a team member don't know where you stand, ask.
- Realize that team goals come before the needs or desires of any individual.
- Enjoy being a member of a successful, competitive rowing team!

Registration and Administrative Requirements

Registration Paperwork

All registration requirements must be met before a student is allowed to participate in any activity. All forms can be found on the Woodbridge Crew website (www.woodbridgecrew.net).

To be submitted to Coaches at WoodbridgeCrewCoaches@gmail.com

Information Form. Contains the necessary information to register for the Crew Program. It is a MS Form and is to be completed online. If you completed the form for Winter Conditioning it does not need to be resubmitted unless information has changed.

Team Participation Acknowledgement. After reading the Woodbridge Crew Team Handbook (this document) each rower and a parent/guardian (if rower is under the age of 18) must sign (digital-certificate signatures accepted) and submit the Acknowledgement Form at the end of this Handbook to complete the registration process (Appendix A).

Blue Emergency Card. Required by PWCS, this form must be completed by the required dates if any student is to participate in any athletic program.

Release of Liability. To be signed by parent/guardian, unless the rower is 18 or older, then the rower may sign.

Swim Test. Each first-year participant in crew (novices) must pass the swimming requirement set forth by VASRA. Once the test has been passed, it does not have to be retaken in subsequent years. Failure to meet this requirement will preclude participation in crew. The intent of the test is to ensure Crew participants are able to maintain themselves in the water in the event they fall out of the boat for any reason. Rowers do not wear life jackets while rowing and must be able to sustain themselves until help arrives. While on the water, either at practice or at regattas, coaches or judges are in motorized launches with life jackets for each rower and other associated safety equipment.

To complete the swimming certification, the rower must pass two tests:

1. 100-meter swim (any stroke)
2. 2-minute tread water

OR provide proof of meeting these requirements through an alternate means from the following.

Copies of the following swim certifications are accepted (only one needed):

1. BSA Swim Merit Badge-signed White or Blue Card
2. Red Cross Lifeguard Certification Card
3. Swim Team Participation Certificate with coach signature

The following items are not accepted as proof of swim:

1. Swim Team Trophies or Ribbons
2. Swim Team Meet Schedules
3. Swim Test Form signed by parents only

USRowing Waiver Form. This waiver indicates that the student and his/her parents understand rowing activities and believe the student is qualified to participate in this program. It indemnifies, saves, and holds harmless each of the Releases from any claim by the participant. This is an on-line waiver that is completed through the USRowing Membership portal.

SafeSport Certificate. USRowing is requiring all members age 18 or older to take an annual training provided by the U.S. Center for SafeSport, the independent national safe sport organization.

As a member of the Olympic and Paralympic movement, USRowing and its members are required to follow the Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017. This means anyone 18 years of age or older (actual age, not your rowing age) with regular contact with minors, including in a setting in which you are teammates, is now required by law to take SafeSport training.

The training is free for all members of USRowing and may be found in your USRowing Membership Portal. This is not just USRowing policy, but it is required by law and supported by the United States Olympic and Paralympic Committee for all sports under its leadership.

Following items are to be submitted to the WSHS Main Office:

Physical Exam Form. Required by PWCS, this form must be completed fully, signed by the doctor's office and the parent, and turned into the WSHS Activities Office. The actual physical examination cited by the participant's physician must have been completed after May 1 of the previous school year. If the student has participated in another WSHS sport during the current school year and has submitted this form, no additional form is required.

PWCS Online Concussion Education Program. Virginia State law requires all student athletes and parents to complete a concussion education program every school year. Once completed by the athlete, and at least one parent, you should print out the training certificate and turn into the WSHS Activities Office.

Membership

Woodbridge Crew is a varsity club sport sanctioned by WSHS, PWCS, VHSL, VASRA, and US Rowing. Costs are borne by the participating student's families and in part by PWCS. Woodbridge Crew's operating costs and capital spending plan are accomplished through the combination of annual membership fees, fundraising commitments, and donations. Assistance by athletes (via service hours) and their parents/guardians (via their volunteer obligations) and commitment to fundraising completion and sub-mission of ALL required forms and ALL payment of membership dues and other fees on schedule help us meet our goals.

The fee schedule and financial goals are established each year during the fall by the Woodbridge Crew Board of Directors. The fees and financial goals are based on the next season's budget, and take into account changes in significant year-to-year factors such as:

- the anticipated number of rowers
- any required capital purchases (e.g. shells, launches, motors, boat trailer, oars)
- any anticipated maintenance

Billing Policy

Payment is accepted through the online registration website.

The payment schedule is as follows:

- One payment method – Will be paid at the time of registration.
- Two payment method – Will be split into two equal payments. The initial payment will be made at the time of registration. The last payment will be automatically processed one month later.

Discounts

If a family has more than one student-athlete in the Woodbridge Crew Team simultaneously, the registration fee for each participant beyond the first will be reduced by \$50.00.

Financial Assistance

Woodbridge Crew strives to make the sport available to all athletes regardless of financial situation. Because this is a club sport, as previously described, there is considerable expense associated with participation in terms of dues, fees, and other costs including the costs of trips to away regattas or any other special events. If any member family finds itself in a financial situation requiring a modified payment plan or other accommodations, the parent/guardian is encouraged to contact the Club Boosters' Board President at the earliest opportunity to discuss their situation. The Club Boosters' Board of Directors may also require documentation of the family need to support its decision. In some cases, there may be limited financial assistance available. These arrangements are strictly confidential.

Cancellations/Refunds

Request for a refund must be made within one week of the start of the season.

No refunds will be granted if a rower loses academic eligibility.

Note on ACADEMIC ELIGIBILITY:

Eligibility must be maintained under the Virginia High School League Rules and Prince William County School Regulation 640-2, dated October 27, 2004. If a rower meets the eligibility requirements of the Prince William County School Regulation then the rower has also met the Virginia High School League requirements. "In order to maintain eligibility, high school students participating in interscholastic athletics? must pass five subjects and earn "C" or better in two

subjects at the end of the first semester, at the end of the school year." Also, "Student assistant electives shall not be counted toward meeting the standards." The full text of the VHSL can be found in the VHSL Handbook

<http://www.vhsl.org/doc/upload/pub-handbook-2013-142.pdf>

PWCS regulation is located

<http://pwcs.edu/modules/groups/homepagefiles/cms/493839/File/Regulations/R640-2.pdf?sessionid=45ac3047a4088723031612d259d35a5d>

Expectations of Parents

Stay Current with Team Activities

Communication is primarily electronic. The boosters and coaches will send out emails to rowers and parents to keep them abreast of practices, regattas and other team activities. The website (www.woodbridgecrew.net) will have the latest information as well and is a good source of overall information about the sport. The coaches also maintain the Crew Team's School Canvas page. Important announcements will be posted on Canvas and sent out to the team email distribution list. It is important that every family is committed to checking email regularly to stay informed.

Woodbridge Crew maintains the following social media accounts:

Facebook - Woodbridgevikingscrew

Twitter - @woodbridgecrew

Instagram - @woodbridgecrew

Volunteer Policy

Commitment from the rowers and their families is a very important part of Crew at Woodbridge High School. Woodbridge Crew could not exist without it.

The efforts to sustain Woodbridge Crew are year-round and all families are needed. To ensure that everyone does their fair share, Woodbridge Crew has established a support hour system. To compete, every rower family must earn 20 support hours within a season. The season runs September 1 through the End-of-Season Picnic (usually in June). Support hours can be earned by volunteering time at regattas, fundraising events and other ad hoc opportunities approved by the Woodbridge Crew Volunteer Coordinator before the event.

Should a family not meet their hours requirement, an end-of-season hourly fee will be charged.

Here are some possible ways to earn support hours. Hours associated with all volunteer opportunities will be listed in the sign-up for the event:

- Woodbridge Crew board elected member
- Food or supplies donations
- Regatta volunteering
- Fundraising events
- Team events
- Community Support events

Please Note: Awarded support hours may be increased or decreased based on performance or event complexity at the discretion of the Woodbridge Crew Board.

Each family must participate in the necessary activities to accumulate the required support hours in the specified period. In the event an athlete does not earn sufficient support hours by the end of the season, and if

insufficient hours are not paid for, rowers will need to pay outstanding balance before registering for future seasons.

The Woodbridge Crew Board will track all support hours; however, it is the responsibility of families to keep track as well. Periodic statements will be provided to families of their accumulated support hours. Should there be any discrepancies, families need to notify the Board immediately.

General Expectations

- Complete your paperwork and pay dues on time.
- Support your children and the team by taking an active role in volunteering throughout the year.
- Remember that the coaches have full responsibility for training the student athletes.
- Respect the coaches as the final authority on boat selection and rowing matters.
- Remember that coaches seek only to create the fastest line-ups possible. While decisions are somewhat subjective, they are not personal.
- Let the Coaches do the coaching
- Participate in all fundraising activities.
- Treat all students, opponents, coaches, officials, parents, and volunteers with respect
- Support the program by ensuring your child meets the student expectations
- Ask questions if you don't understand anything
- Inform Coaches of any known practice or regatta absences ahead of time
- Be on time
- Enjoy your child's growth and development through his/her commitment, dedication, and teamwork!

APPENDIX A: TEAM PARTICIPATION ACKNOWLEDGMENT FORM

1. We/I have read and understand the Woodbridge Crew Team Handbook.
2. We/I understand that winter conditioning is a voluntary pre-season training program designed to prepare student-athletes for the physical demands of the spring rowing season.
3. We/I understand that all rowers and coxswains are expected to be at each practice during the spring season, including Spring Break. If a rower or coxswain misses a practice for any reason, he/she may be excluded from the following regatta.
4. We/I understand that while participation is not guaranteed, every effort will be made to see that each rower and coxswain who has fulfilled team obligations and attended practice regularly will participate in at least one local regatta prior to the State Championship.
5. We/I understand that not all rowers and coxswains on the team will participate in the championship regattas including the Virginia State Championship, VASRA Regional Championship, and/or the SRAA National Championship. Furthermore, we understand the criteria for having a chance to attend the out of state championship regattas and that the head coach has the final decision on all regatta participation.
6. We/I understand that alcohol, drugs, and/or tobacco use are prohibited and that the use of any of these substances at any time throughout the season will lead to automatic dismissal from the team and will be reported to the proper PWCS Administrator.
7. We/I understand that all rowers must follow the PWCS Code of Behavior (https://www.pwcs.edu/about_us/code_of_behavior)
8. We/I understand that photographs, and/or audio/video taping of team activities may take place throughout the year and fully authorize and grant permission for such to be used without compensation, including the posting of such images on the Woodbridge Crew Team website and social media pages.
9. We/I understand that Woodbridge Crew is only a partially-funded sport. We recognize that volunteer activities, dues, and fundraising are critical to our ability to exist. We therefore agree to comply with both student's and parent's participation requirements in identified activities to remain members in good standing.

Student Name (Printed)	Student Signature	Date

Parent/Guardian Name (Printed)	Parent/Guardian Signature	Date

Please sign, scan, and return to WoodbridgeCrewCoaches@gmail.com