

**RIDGEWOOD CREW**

**EXPECTATIONS, RULES, AND**

**CODES OF CONDUCT**

**FOR
STUDENT & PARENTS**

**2017**

**Ridgewood Crew**

**2017 Rower Expectations, Rules and Codes of Conduct**

This Ridgewood Crew 2017 Rower Expectations, Rules, and Codes of Conduct contains important information. It should be thoroughly read and understood by all Ridgewood Crew Rowers and at least one parent or guardian.

Ridgewood Crew Rowers are expected to demonstrate the highest level of personal and team conduct, sportsmanship, and behavior at all team practices (pre-season and on-the-water), when traveling to, from, and at all times during regattas and at any other time when they are representing the Ridgewood Crew community.

Among other things, Ridgewood Crew adheres to a very strict attendance policy and zero tolerance drug and alcohol policy. Rowing fees, paid or due to be paid, will not be waived or refunded if a Ridgewood Crew Athlete is dismissed from the team.

**All Rowers and at least one parent/guardian must carefully read this Handbook. The last page of this Handbook is a signature page that MUST be returned to the Vice President of Administration of Ridgewood Crew at/ before try-outs.** Capitalized terms are defined in the Definitions Section of this Handbook.

**Table of Contents**

**Section 1 Rowing Fees & Required Forms**

**Section 2 Important Policies**

* **Absence Policy**
* **Drug and Alcohol**
* **Other Policies and Information**

**Section 3 Definitions**

**Section 1 – Rowing Fees & Required Forms**

**Note: a check for $800 and all Required Forms must be turned in to a Ridgewood Crew board member either at or prior to the January 2017 Tryouts. No prospective rower will be permitted to tryout without turning in the check and the Required Forms. Checks will be promptly returned to those who don't make the team.**

**1.1 Rowing Fees**

1. The fees for the 2017 year are: $2,400 payable as follows:
	1. $800 at January tryouts (1/19 or 1/20, 2017)
	2. $800 on February 15
	3. $800 on March 15
2. All payments are due when scheduled. Late payments may result in a Rower being suspended from practices and/or regattas until such payment is made. Such suspension will count as an Unexcused Absence. Please note that all fees must be paid in full prior to the first regatta on Sunday, April 2
3. Please note that, once the team is selected in January, you are bound to pay all Rowing Fees when due. If you are dismissed from the team or voluntarily leave the team, at any time after the team is selected, you explicitly agree to pay all fees when due.
4. Row-a-thon - Each rower will be required to raise $200. There will be prizes for the top 3 fund raisers for this event.

**1.2 Defraying Fees**

1. **Multiple Rower Discount** - Families with more than one rower will receive a 10% credit on the fees for the second and any successive child in the program by way of a reduction in the March payment. For example, a family with more than one Rower would make a payment of $560 per second or successive Rower on March 15, 2017
2. **Use of Family Pick-up -** Any family willing to donate the use of their Pick-up truck to tow the boats to regattas for the Spring Season will not have to pay the Rower’s Fee. See Head Coach for details.

**1.3 Required Forms**

1. **RC Liability Waiver**
2. **Physician Clearance Form**
3. **Rower-Parent Contract** (aka RC Expectations, Rules, and Codes of Conduct for Students & Parents)

**Section 2 – Important Policies**

**2.1 Absence Policy (Revised/Adopted Nov. 2014)**

1. Rowing is a unique sport. Rowing requires that ALL ATHLETES row at regattas and practices. Why? Because, unlike other team sports, there are no substitute rowers or second string personnel. In short, if a rower is absent from a practice or a regatta, that means that a boat does not row that day, and all other rowers in that boat are prohibited from rowing in that practice or regatta.
2. The season is very short. Practice and regatta time in the boat is precious and has a significant impact on rower development and progress – and of course, overall team success.
3. Therefore, it is imperative that all rowers and parents of rowers commit fully to Ridgewood Crew and this policy.

**2.1.1 Absence Policy Summary:**

1. All Ridgewood Crew Rowers are expected to attend **EVERY** scheduled land and water training session and every scheduled regatta unless it is an Acceptable Absence. Please note that practices and regattas during the April school break are mandatory.
2. Any absence needs to be communicated to the Head Coach and the Ridgewood Crew Administrator as soon as the rower is aware. This affects the boat that you are in and may adjust the coaches’ plan for the practice.

**2.1.2 Acceptable Absences include:**

1. Dates when a rower cannot attend a practice session because such practice session would interfere with a Ridgewood High School sanctioned winter sport. In this case, your commitment to Ridgewood Crew would begin as soon as that winter sport season ends;
2. Illness or injury. In this case, the rowers must email the Head Coach (Boris Roque) and Vice President of Administration & Transportation (Ann Hida/Katie Saladuca/Pam Ricatto) immediately. Further, a doctor’s note should be presented at the next succeeding practice upon returning from such illness or injury;
3. February break - Friday, February 17 to Sunday, February 26 (optional practices). Mandatory practice resumes on Monday, February 27, 2017.
4. College entrance exam dates, namely
	1. SATs - Jan. 28, March 11, May 6
	2. ACTs -- Feb. 11, April 8
	3. Please note: test prep dates are not Acceptable Absences
	4. Please note: the foregoing applies only to students who are taking the exam on those dates. Please provide the Head Coach with your exam dates as soon as they are set so alternate arrangements can be made for your boat mates to have a productive practice;
5. College Visits are only acceptable during land practices and must be pre-approved during the first week of practice.
6. Events where RC has been informed by the school officials that these are mandatory/scholastic events, including only;
	1. DECA Competitions:
		1. Feb 20 -23, 2017 (States; falls over Feb break); April 25-30, 2017 (ICDC)
		2. Please note: the foregoing applies only to students who are participating in these DECA competitions
	2. RHS music events
		1. Choir – Tuesday, April 4 (spring concert with orchestra), Wednesday, May 31 (final concert)
		2. Orchestra Concert – Tuesday, April 4 (spring concert with choir); Wednesday, May 24 (final concert)
		3. Band Concert – Wednesday, March 29 (spring concert); Thursday, June 1 (final concert)
		4. Please note: the foregoing applies only to students who are participating in these events
	3. Please note: there are no acceptable absences for Pit Orchestra, Jazz Band, Small Ensembles, other Choir trips, and other Band trips - as these do not meet the above criteria
7. Religious events and observances, after consultation with and approval the Vice President of Administration and the Head Coach
8. Family emergencies
9. All Absences (School, Religious and Other) must be communicated to Ridgewood Crew Admin and Head Coach Boris prior to the end of the first week of practice.
10. **As a rule, there are no acceptable absences for Water Practices.**

**2.2 Illegal Drugs and Alcohol**

Use or possession of illegal drugs or alcohol by a Rower is unacceptable. Any Rower under the influence of or in possession of illegal drugs or alcohol during, while traveling to/from, or while participating in any practices, regattas or other team activity may be dismissed from the team or otherwise disciplined.

**2.2.1 Social Media Policy**

Use of any Social Media by a Parent or Rower (i.e. Facebook, Instagram, Snapchat, etc.) that portrays another Rower, a group of rowers, a coach or the Ridgewood Crew team as a whole in a negative light is subject to disciplinary actions determined by the Board which may include, but is not limited to, immediate dismissal.

**2.3 General Conduct/Other Policies**

**2.3.1 Balancing Rowing with Other Responsibilities:**

Rowing is not only a physically and mentally demanding sport, it also demands a significant allocation of time by the Rower. Please consider this when considering your time allocation and schedule with respect to academics, other extra-curricular activities, family obligations, college test prep, college entrance exams, and college visits.

**2.3.2 Rower Behavior - General:**

1. All Ridgewood crew athletes and their Parents/Guardians are expected to demonstrate the highest level of conduct, sportsmanship, and behavior whenever they represent the team, the school, and the community. We expect all athletes and their Parents/Guardians to be considerate of their teammates and coaches. Disrespectful, disparaging, and abusive comments or other improper behavior towards teammates, coaches, children, and adults will not be tolerated. Any athlete or their Parents/Guardians who violate our rules will be subject to disciplinary action at the discretion of the Head Coach and the Ridgewood Crew Board.
2. Ridgewood crew athletes and their Parents/Guardians will not make negative comments to or about rowers, parents, coaches or officials verbally or through electronic means (text messages, emails, social media). Ridgewood Crew athletes and their Parents/Guardians will understand that the consequences of poor sportsmanship, disrespectful or threatening behavior could include suspension from Club events or expulsion from the Club.
3. The Head Coach reserves the right to suspend any athlete from the team with immediate effect if their actions are considered serious enough.
4. Any violation of these rules by a Parents/Guardian needs to be brought to the attention of the Board. Disciplinary actions based on Parent/Guardian action may include, but is not limited to, the Rower’s dismissal from the team.

**2.3.3 Team Selection, Boat, and Seat Assignments**

1. The Head Coach will make all final decisions regarding team selection immediately following January tryouts.
2. The Head Coach and/or Assistant Coaches will decide, from time to time and in their sole, professional opinion and discretion, all boat assignments and seat assignments within boats for all practices and regattas. Furthermore, the Head Coach has the right to withhold a Rower from a practice or regatta. All decisions on practice and race lineups are based on the coaches’ assessment of a rower’s ability, readiness, and her/his overall contribution to the team.

**2.3.4 Communication:**

1. The Head Coach/VP Administration is responsible for communicating information regarding the crew program to parents. Each parent/guardian and Rower is responsible for understanding the Ridgewood Crew rules, regulations, and requirements, as well as the coach’s expectations.
2. Appropriate concerns for parents to discuss with coaches:
	1. Ways to help their child improve
	2. Concerns about their child’s behavior or progress
	3. Injuries
	4. Nutrition
3. Issues not appropriate to discuss with coaches:
	1. Crew formation, seat assignments, coach assignments or coaching decisions
	2. Other student athletes
4. Specific concerns can be forwarded to the Head Coach by email first. We will do our best to respond in a timely manner. If you need to speak to us personally, please request this in an email, and we can set up a meeting.
5. Each family will be assigned an RC Board Member who can answer questions, provide information/insight, etc. This should be the first person a Parent/Guardian should reach out to with questions.
6. All rowers should feel free to speak with their respective coaches about any questions/concerns.

**2.3.5 Bus Transportation:**

1. All rowers must attend regattas in which RC competes and in which their respective rowing level (novice, junior varsity or varsity) participates, whether or not that rower is rowing in the regatta. **The same rules and requirements for absences and advance notice of absences from practices will apply to attendance at regattas.**
2. All rowers shall travel to/from all regattas and practices on buses provided by Ridgewood Crew when such buses are provided. Buses are provided for every regatta other than those held on the Passaic River and for 1 to 2 select-boat regattas. Buses are provided for every on-water practice except those on Saturday and Sunday and during the April break practices. If buses are not provided, Rowers are responsible for their own transportation, carpool, etc.
3. One parent/guardian from each rowing family is required to chaperone the practice bus once during the Spring 2017season. A sign-up sheet will be provided so parents/guardians may select a date that works best with their schedule.

**2.3.6 Other Rowing and Regatta Activities:**

1. Rowers are responsible for rigging and de-rigging all boats under coaches’ supervision at the regatta site.
2. Every athlete is required to attend boat loading and unloading, before andafter, all races except when travel is in an approved parent carpool to/from the regatta. No other exceptions. No one leaves until every boat is loaded/unloaded and coaches have given permission to leave.
3. No Parents are allowed at the Rower’s tent at Regattas. This time and area is reserved for Coaches and Rowers to focus and prepare for their upcoming races. Typically, the Rower is free to go to the Parent tent after their race.
4. No Rower is allowed to leave a regatta early.
5. Rowers and their families are responsible for checking email and RidgewoodCrew.com daily for updates to practice, regatta schedules, cancellations, etc.
6. Rowers are required to participate in all club-sponsored fundraising events.

**Section 3 – Definitions**

**3.1 Assistant Coach**

Any person selected to assist the Head Coach that is approved of by the President to perform coaching duties at the direction of the Head Coach

**3.2 April Recess**

The period on the Ridgewood High School Calendar identified as “April Recess”, including the weekend immediately before and after such period. Mandatory attendance at pracitices.

**3.3 Excused Absence**

A Rower’s absence from a scheduled Land Practice, Water Practice or Regatta is granted by the Head Coach during the first week of practice according to the policy described in section 2.1. Furthermore, it is the responsibility of the Rower to notify the Head Coach/VP Administration, as far in advance as possible, when requesting an Excused Absence.

For absolute clarity: (a) a vacation is NOT an exceptional circumstance; (b) sickness or injury, to be considered qualified as an Excused Absence, will require a note from a Doctor; academic tutoring sessions and tests must not be scheduled during Land and Water Practice schedules or Regattas. Finally, while an Excused Absence may be granted, a Rower is not guaranteed a seat in a boat upon return to the team. If you have any question about a potential Excused Absence, please discuss this with the RC Board as soon as possible.

**3.4 Head Coach**

Boris Roque Alvarez

**3.5 Land Practice**

Training sessions held on land at the direction of the Head Coach and under the supervision of the Head Coach and/or one or more Assistant Coach. Unless otherwise notified by the Head Coach or Vice President of Administration, all Land Practice sessions will be held at Ridgewood High School at the times posted on ridgewoodcrew.com.

Land Practice “season” will begin immediately following Team Selection announcement and will continue until conditions permit a transition to the Water Practice “season”.

**3.6 Permitted Absence**

Unless identified specifically below (in this definition), a Permitted Absence must be granted by the Head Coach or by the VP of Administration (at the specific direction of the Head Coach). **NO EXCEPTIONS.**

The Head Coach may, in his or her sole discretion, grant a Permitted Absence

* From Land Practice
	+ During the period when a Rower is participating in a winter sport at Ridgewood High School
* From Water Practice
* From Regattas
	+ If your team is not rowing in a regatta. For example, the Novice team will not attend Regattas that are designated as “JV and Varsity Only”

In the spring racing season, any athlete who has missed practice due to serious injury or sickness, must be cleared by a doctor and must be able to fully participate in all training on their return. There is no guarantee that a seat will be held for any athlete who is sick or injured. This may mean exclusion from practice and racing for all or part of the spring season.

**3.7 Regattas / Regatta Season / Regatta Schedule**

All Regattas are posted on ridgewoodcrew.com. While changes are rare, the regatta schedule is subject to change at the discretion of the Head Coach. The Vice President of Administration will notify Rowers of any changes to the Regatta Schedule.

**3.8 Rower**

Any person that is selected as a Ridgewood Crew team member, whether active or inactive, a sweep, a sculler or a cox

**3.9 Water Practice**

Training sessions held on water at the direction of the Head Coach and under the supervision of the Head Coach and/or one or more Assistant Coach. Unless otherwise notified by the Head Coach or Vice President of Administration, all Water Practice sessions will be held at PRRA in Lyndhurst at the times posted on ridgewoodcrew.com.

Water Practice “season” will begin as soon as conditions on the Passaic River permit, in the discretion of the Head Coach and the Board of Directors. Typically Water Practice begins the first or second week of March and continues throughout the Regatta Season.

We have read the Ridgewood Crew Expectations, Rules and Codes of Conduct and agree to abide by them. We understand that actions contrary to these Guidelines may result in the rower’s removal from the event in question, and/or may result in permanent termination of membership in RC with no refund of fees.

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

Parent or Guardian’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent or Guardian’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

Revised January 2017