



Fairport Crew Club, Inc.

Team and Parent Handbook

General Information

Fairport Crew Club, Inc., (FCC) was founded in 1999 with the goal of providing an opportunity to introduce local youth to the sport of rowing and the merits of teamwork. Our community-supported boathouse was completed in Spring 2003 and is located on the Erie Canal in Perinton Park.

FCC was established as a not-for-profit 501(c)(3) organization in 2001. The club is not affiliated with any school programs and is supported by donations, volunteer / fundraising events and tuition fees. All students are welcome to participate without discrimination on the basis of race, color, creed, national origin, sex, sexual orientation, religion, or disability disallowing a physical activity.

An annual open meeting is announced publicly and is typically held in March or April. All members of the community are invited to attend.

Website:	www.fairportcrew.org
Email address:	fairportrowing@hotmail.com
Boathouse Address:	1399 Fairport Rd, Fairport, NY14450
Fitness Center Address:	825 Fairport Rd, Fairport, NY 14450 (next to old Big Lots)
Mailing address:	PO Box 1204, Fairport, NY 14450
Boathouse Phone:	(585) 377-2458

This handbook was prepared to provide guidance for FCC parents and rowers. Policies/guidelines may be changed as needed.

FCC Mission Statement

Fairport Crew Club is dedicated to providing a competitive rowing and sculling experience in an inclusive, supportive and safe environment for middle and high school students. Our club promotes sportsmanship, teamwork, instruction, leadership, and self-confidence and we endeavor to inspire a lifelong passion for the sport of rowing. We promote the use of the Erie Canal to assist community development along the canal, including Perinton and neighboring communities.

Rowing Seasons

Our competitive season start and end dates vary from year-to-year depending on the weather and level of canal water. Our competitive programs are during the Fall and Spring with strength and conditioning activities at our fitness center in the winter months:

Fall:	Late August through early November
Crew Fit:	December through late January
Winter Conditioning:	Late January through mid-April
Spring:	Mid-April through June

The Fall and Spring seasons include on-water practices from our boathouse or on the Genesee River depending on water levels. Regattas are announced as early as possible at the beginning of each season. Each season typically has an overnight trip to Saratoga. There may be invitations to additional events beyond those listed at the beginning of each season based on performance of certain varsity rowers.

A calendar will be distributed prior to the start of each season and posted on the club website. This is subject to revisions as necessary due to weather related or other special circumstances.

During the winter months strength and conditioning is held in two locations:

- Aerobic/Strength Training/Education: the FCC Fitness Center.
- Indoor Rowing Tanks: Pittsford Indoor Rowing Center (PIRC), 2800 Clover Street, Pittsford. All rowers and parents are asked to become familiar with the PIRC rules which are found at <http://www.pittsfordindoorrowingcenter.org>.

Optional rowing programs may be run during the summer months with details and costs publicized in the Spring.

Registration

Registration is required prior to the start of each season. No member will be considered as registered as part of the team unless all completed forms are returned, and dues are paid in full or there is a payment arrangement put in place.

- Dues can be paid through Regatta Central or paid by check made out to "Fairport Crew Club". **Check payment is preferred.**
- Please visit the club's website and look under the registration tab for more details. www.fairportcrew.org

The registration packet includes the following forms:

- Fairport Crew Club Handbook/Code of Conduct
- Health Form: provides parental consent for care to be provided in the case of an emergency.
- Swimming Waiver: provides lifeguard and/or parental consent that the child can pass our swim test requirements.
- A US Rowing “Basic Membership” is also required annually to cover liability insurance for all club activities.

****All required forms, instructions, and additional details are available on the FCC website www.fairportrowing.org or by contacting the registrar.**

New members are accepted at the start of the Fall and Winter seasons only and must meet the conditions as indicated:

- Fall Season: Must have completed a Learn-To-Row program or other rowing instruction program (evaluation of prior rowing experience/instruction will be completed on a case-by-case basis by the head coach).
- Spring Season: Must complete the Winter Conditioning program (substitution of a non-crew conditioning program will be decided on a case-by-case basis by the head coach)
- Be a student in grades 7 through 12: Applicants may be considered for membership if they are in 6th grade, determined on a case-by-case basis. No members in younger grades will be accepted for membership, but they may be able to participate in a sculling program.
- Participate as a Novice Rower for a period of one year (covering a fall and spring season) before being considered a Varsity member.
- Pass a swim test or sign a swimming waiver attesting to their ability.

Commitment

Crew, like any other school, club, or recreational activity is dependent upon the commitment of its members. Once a student has registered for crew it is expected they will make crew a priority over their extracurricular activities. All members need to consider their ability to commit prior to registering for the season. This level of commitment promotes rower safety and accountability to their team. Additional details on the level of commitment required can be found in the attendance section of the handbook.

Fairport Crew Club, Inc. Code of Conduct

Members of Fairport Crew Club, Inc. are expected to exhibit behaviors that will promote a positive image in the community at large and reflect favorably on the Club as a whole. As members, they have a responsibility to live accordingly each day, regardless of whether they are engaged in Club activities. This is important for the Club to continue to participate in rowing competitions, to obtain funding, to be a respected presence on the New York State Erie Canal and other waterways, to represent the Fairport community, to help its members grow into responsible and healthy adults, and to encourage its members to be a positive influence on and to mentor other teens. As a member of Fairport Crew Club, Inc., your actions, both at Club functions and in your daily life, have a profound effect on the Club's reputation and its ability to attract dedicated athletes and participate in various regattas. As a member of Fairport Crew Club, Inc., your involvement, enthusiasm and participation is vital to the success of the Club. Therefore, to be a member of Fairport Crew Club, you must agree to the following:

Health and Safety

FCC has a SafeSport Policy, as required by USRowing, to promote an environment free from bullying, hazing, harassment (including sexual harassment), emotional misconduct, physical misconduct, and sexual misconduct (including child sexual abuse). This policy applies to staff members, volunteers, athletes and parents of participants. Coaches, Board Members, and chaperones.

Sexual harassment/misconduct complaints may be made in confidence to any member of the Board and/or to SafeSport on [USRowing.org](https://www.usrowing.org). Immediate action will be taken to protect the safety of the rowers.

The health and safety of our athletes is paramount. It is expected that all members are healthy and are able to participate in this strenuous sport. Any disabilities or health issues that may affect a member's ability to participate must be disclosed on the health information form. All discussions will be kept confidential.

It is also expected that since this is a water sport, all members must be able to swim/tread water for an extended period of time. A swim test and/or swimming waiver form must be completed for each new member.

Members are reminded that they must always travel in pairs while attending regattas or practices. In addition, coaches and non-parent adults must not be alone with a rower unless they are easily visible to other people.

All members are required to be released by a coach and sign in/out at all off-site

regattas and practices. The driver of each car is responsible for making sure they leave with all rowers assigned to their vehicle.

Members will not be assigned to ride with coaches to regattas, practices, or any FCC event except in the case of an emergency or if pre-approval is given by two or more members of the Board of Directors.

The Club will make every effort to ensure that two or more adults will remain at all club events until all rowers have been picked up.

It is required that all drivers proceed carefully and at minimal speeds in the Morrell Office Complex / Fitness Center Parking Lot / Pittsford rowing complex.

Athlete Code of Conduct:

1. To respect those around you, including your teammates, coaches and volunteers. To treat others as you would like to be treated. This includes, but is not limited to, those of different races, religions, sexes, sexual orientation, ages, and levels of athletic ability. To not verbally abuse or physically abuse others. To abstain from all forms of cyberbullying and from sexting. To abstain from posting derogatory or embarrassing material online about any rower, coach or volunteer on any social media platform. Images posted must be positive in nature, and you are responsible for your actions online and you agree to remove material deemed objectionable. To always exhibit good sportsmanship by treating others fairly, maintaining self-control in dealing with others, and respecting both authority and opponents.
2. To take good care of equipment and facilities. To put things back where they belong. To properly dispose of trash. To keep things clean and in good working order. To always follow all safety procedures when using equipment.
3. To not use or possess alcohol and/or tobacco products and any type of illegal drugs, while a member of the Club. To abstain from taking prescription medication not prescribed for you by a doctor. To not use performance enhancing drugs and to not abuse over-the-counter drugs. To abstain from using any substances in a mood-altering capacity.
4. To not illegally use or possess weapons or bring any weapons on FCC property or Club-related activities.
5. To abstain from exhibiting public displays of affection at practice, regattas, or other club functions except for congratulatory hugs, hugs of greeting and/or discreet hand holding.
6. I will fully wear my unisuit, including straps on my shoulders, throughout any

home and away regattas. If a unisuit is worn off the shoulders a sweatshirt/shirt/tank must be worn.

7. I will wear a unisuit (including straps on my shoulders) or a sweatshirt/shirt/tank throughout all practices.
8. To participate in all Club functions to the best of your ability, including but not limited to, practices, races, fundraising activities, home and away regattas, boathouse clean-up, and setup and teardown at regattas.

Violation of any of the terms as set forth above may result in a temporary suspension from the Club and loss of the privilege of participating in a regatta or regattas at the discretion of the Coaches. Serious (especially drug use and/or safety violations) or multiple violations will lead to permanent removal from Fairport Crew Club, Inc., as determined by its Board of Directors. No dues or other fees associated with membership that have been collected or are owed at the time of suspension or expulsion will be reimbursed because of any such suspension or expulsion.

Parent Code of Conduct:

Interscholastic and youth sports programs play an important role in promoting the physical, social, and emotional development of children. It is essential for parents to encourage youth athletes to embrace the values of good sportsmanship. Adults involved in youth sports events should be models of good sportsmanship and should lead by example by demonstrating fairness, respect, and self-control. Therefore, to be a parent of a Fairport Crew Club athlete, you must agree to the following:

1. I will respect my child's teammates, coaches, parents, employees of Fairport Crew, volunteers, race officials, competitors, and myself.
2. I will encourage good sportsmanship by demonstration of positive support for all athletes, coaches, fans, and officials, at practices, all Fairport Crew events, regattas, and activities at home and at host sites.
3. I will advocate a sports environment for my child that is free of drugs, tobacco, alcohol, expletive language, and abusive language, and refrain from their use during all Fairport Crew practices and regattas, at home and host sites.
4. I will not use methods of intimidation during verbal or written encounters with any coach, parent, athlete, participant, official, board member, or any other person in matters related to Fairport Crew.
5. I will treat any coach, parent, athlete, participant, official or another attendee with respect and will not discriminate or make offensive comments based on race, religion, creed, physical attributes, sexual orientation, or act in a manner

which violates the rights of others.

6. I agree to support my child's participation in Fairport Crew by fulfilling my volunteer commitment to the club.
7. I will encourage my child to participate in all Fairport Crew functions to the best of their abilities including, but not limited to the following: practices, races, fundraising activities, home and away regattas, boathouse clean-up, tear down, boat loading and unloading, and other related functions in both the Fairport area and away events.

Photo/Video Waiver

Throughout the crew season, parents and coaches may take photographs or audio/videotape of athletes that may ultimately be used to promote Fairport Crew Club and its programs to new rowers and donors. The photographs or videos may be used for promotional materials, on the Fairport Crew Club website or Fairport Crew Club social media pages. The coaches may also use the photographs or video for the purposes of technique and skill review. I hereby grant to Fairport Crew Club permission to use my child's photograph and/or videotaped images for the purposes mentioned above.

- ****Indemnification Clause**** I agree to indemnify and hold harmless Fairport Crew Club, its representatives, agents, and employees from any claims, damages, or liabilities arising from the use of my child's photograph and/or audio/video recordings.
- ****Release of Liability**** I hereby release Fairport Crew Club from all liability related to the use, reproduction, and distribution of my child's photograph and/or audio/video recordings as described herein. I understand that I will not receive any monetary compensation for the use of such materials.
- ****Usage Duration**** I acknowledge that the authorization granted herein shall remain in effect until it is expressly revoked by me in writing. I understand that this revocation will not affect materials already in use prior to the revocation date.
- ****Acknowledgement**** My acknowledgement in my online registration acknowledges that I have read and understand the Fairport Crew Club Photo and Video Policy above.

Dues

Dues for each season are set by the Board at the beginning of each season based on

expected rower commitments and club costs. Dues must be paid prior to the start of the season.

If a member resigns from the program, prorated dues will only be issued for medical reasons or with Board approval. Should a rower not qualify for the team as determined by the FCC coaching staff a full refund will be issued.

Financial assistance is available to qualified families. If financial assistance is needed, a written request must be submitted to the Treasurer prior to the deadline for the payment of dues (for the ensuing season). All requests for assistance will be kept strictly confidential and will be considered by the scholarship committee, which consists of the Treasurer, and two additional Board members.

Additional costs for participation may include but are not limited to: uniforms, travel costs (hotel, transportation), food and fundraising.

Families with multiple rowers may be eligible for a discount as set by Board policy.

Attendance

Attendance is mandatory: Participation in crew requires commitment and good time management by rowers. Academics and mandatory school functions should be given preference over crew activities; however, **practice is not optional**. Athletes are expected to be at all practices except for an illness, a school activity or religious reason. Too much homework is not an allowable excuse. Please notify your coaches as far in advance as possible if you must miss a practice.

The following guidelines have been set for members/parents:

- Practices: Season start dates are set in advance and will typically take place Monday through Thursday evenings and Saturday mornings. Rowers are expected to attend **all practices**.
 - If members do not show up as expected for a practice, it causes difficulties for the coaches and athletes in every boat. Attendance will be taken at all practices and inability to attend **MUST** be discussed with the coaches in advance.
- Practice times: Practice times will be set by the coaches and board at the start of each season and may be revised slightly during the season as the length of day changes. When picking up your rower from practice, please be considerate and on time. The coaches make every effort to end practices on time and no rower can be left unattended. The Board reserves the right to meet with parents or take appropriate action if a rower is consistently picked up late.

- Absences: Members are required to make themselves available for all practices and regattas, with the exceptions as described above. Absences must be communicated to the assigned coach as soon as they are known. Coaches are expected to discuss repeated absences with a Board member and the Board reserves the right to meet with parents or take appropriate action in such situations.
- Illness: If a member becomes ill or suffers an injury preventing attendance, please communicate with the coaches via text / email or phone call. In the event of a last-minute emergency, contact the coach as soon as possible to allow for adjustments in the practice.
- Weather conditions/Cancellation policy: During the winter months, if after-school activities are cancelled at Fairport School District or Pittsford School District (on the day of an indoor tank practice), FCC practice will also be cancelled. All efforts are made to ensure the safety of our members. Even if the School District does not cancel after school activities, practices and regattas will not be held if the Club deems conditions are unsafe (i.e. – thunderstorms / high winds / winter storms); however, land practices may be held in those conditions.

Uniforms

Regulations require members to wear a team uniform. The basic uniform is required and is sold at cost. Other clothing and fan wear items may be available for purchase periodically through an on-line sale or at the Fitness Center. Details can be obtained on the website or from the clothing coordinator.

Communication

Communication is an integral part of the ongoing success of FCC. Members' primary sources of information are the website, coaches, emails/text communications:

- Website: All members and parents are encouraged to check the website frequently during the seasons.
- CrewLab: This app is used for communication between rowers and coaches. The app is free for your athlete to download and there is supervision on the app by coaches and a select number of Board members.
- WhatsApp: This app is used for communication between the Club and the parents. Emails will still be sent out with information, but this app will be an additional form

of communication for parents of athletes.

- Coaches: At the beginning of each season, each coach will solicit team parent/parents (novice boys, novice girls, varsity boys, and varsity girls) to help facilitate communication. The responsibility of the team parent will be to ensure there is clear communication between coaches and parents of the particular groups.
- Email: Emails will be sent out to members for upcoming events, changes in practices, regattas, etc. You are always welcome to email a board member or committee member with any questions. Their contact is listed on our website.

***We realize – at times – issues may arise. Should a parent or member feel the need to elevate an issue, please contact the coach or Board President. *Coaches are very busy immediately before and after practices. Continued safety of the athletes require the coaches focus on the boats and athletes without distraction.* Therefore, if you do not feel there was sufficient closure, it should then be brought to a Board member who in turn will work to resolve the issue.

Fundraising

As a not-for-profit corporation, FCC depends on tuition and fundraising to offset the expenses required to maintain and grow the club. Two major fundraisers are held each year, one in the spring and one in the fall. Members are expected and required to actively participate in all fundraising activities.

Parent Participation

FCC has been able to grow and develop thanks to the generosity of the parents donating their time to the club. Rowing is a sport requiring an intense level of commitment from both the rowers and parents.

Continued involvement of parents is crucial to the continuing success of the program. Parent duties throughout each season may include, but are not limited to:

- Review the website and join the list-serv to stay informed
- Prepare and submit all forms/payments in a timely fashion
- Support your member! Encourage them; get them to and from practice on time, and focus on the positive. Expect your rower to attend all regattas and practices during the season.
- Drive members to regattas. FCC members are not allowed to drive themselves or other rowers to regattas outside of Monroe County. FCC encourages family

carpooling. Alternatively, certain out of town events may have a bus available for transport.

- Supply food items/setup/cleanup at regattas. The food chairperson will ask the family of each member to supply a specific food item for each regatta or to pay a fee per rower/family for the meal provided at the regatta. Families are welcome and encouraged to join the club for meals but will be asked to contribute a nominal fee. A strong effort is made to divide the responsibilities as evenly as possible.
- **Volunteering is a must by all family members** Some examples include:
 - Coordinator roles: Including coordination of food for regattas, path patrol, Lift Bridge Regatta, Recruiting, Fundraising, etc.
 - Path Patrol: This involves protecting pedestrians and bikers using the canal path when boats are going in and out the water. Boats are required by town rules to block the path no longer than a 15 second interval.
 - Lift Bridge Regatta: There will be multiple opportunities to volunteer and all families will be required to volunteer at our home regatta. Details are announced in advance of the regatta, and families will be expected to volunteer as much as possible, with at least one (but preferably more) set time.
 - Participate in or provide guidance for members' activities such as boathouse cleanup, fundraising, community service, or one of the standing committees: Executive, Finance, Recruiting, Membership, Fundraising, Volunteers, and Scholarship.

Regattas

(3-5 Per Season): Can take place over an entire weekend and is a fun, social event for the entire family. A family potluck supper/awards ceremony is scheduled for the end of each season. All families, friends and rowers are welcome and encouraged to attend.

Parents must recognize Coaches need the attention of the rowers and regatta personnel. It is imperative that parents respect and maintain an appropriate distance from coaching activities.

Coaching Staff

Fairport crew coaches are certified adult coaches who generously devote their time to the club. Coaches are responsible to:

- Ensure ongoing safety of the members

- Oversee physical conditioning of the members
- Instruct the members in the art of rowing
- Set boats for regattas/practices
- Provide an example of good sportsmanship
- Maintain communication with members and parents

All members and parents are expected to follow the instructions of the coaches and treat them with respect as outlined in the Code of Conduct.

Team Captains

A male and female team captain will be selected at the start of the Fall and Spring seasons. It is the role of the captain to assist the coaches and to act as the liaison between the members and the coaching staff.

Varsity members interested in becoming a captain are asked to submit an email explaining their qualifications and desire for the job. The coaching staff selects captains; preference will be given to seniors.

Boat Placement

Rowers will be placed into boats at the discretion of the coaches. Placement is based on, but not limited to:

- Gender and experience (male, female, novice, varsity)
- Physical conditioning of the rower
- Starboard or port rowers
- Commitment to practices
- Seat race results
- Overall decision of the coach

Members and parents are requested to respect the coach's decisions regarding placement.

Equipment and Facilities

Rowing is an expensive endeavor. Significant financial investment has been made in rowing shells, motor boats (launches) and the boathouse. It is the responsibility of all members to ensure the best possible care of our assets:

Shells

- Instruction will be provided by the coaches prior to the members being allowed to use the shells.

- Each member is responsible for making sure the boat and their individual oar, rigging, foot stretchers, seat and slides are set. All equipment must be functioning properly before leaving the boat. If assistance is needed, members must ask for help.
- All members are required to listen and immediately follow the instructions given by a coxswain or a coach. It is imperative that all instructions are followed immediately.
- No boats are allowed on the water without the coach's permission and presence.
- Boats must have proper working lighting after darkness.
- In the case of swamping or capsizing, everyone must stay with the boat and wait for assistance/further instruction.
- If a rower becomes ill while in the boat the coach must be notified immediately.

Launches

- Motor launches may only be operated by certified launch drivers or adults with proven skills.
- Personal Flotation Devices (PFDs) must be always worn by anyone in the launch.
- Launches must contain the proper safety and rescue gear including phones / PFDs. Launch equipment must be checked prior to each use.
- Launch operators are responsible for ensuring all safety and rescue equipment is on board before the vessel leaves the dock.

Boathouse

- Parents and rowers are reminded to follow the rules of the boathouse.
- Parent path watchers will be assigned to protect pedestrians and bikers using the canal path when boats are going in and out of the boathouse.

Board of Directors

The Board consists of up to 12 members. These members represent various facets of the crew club activities, including parents, coaches, adult rowers, and community members. Board terms are one year. Board positions are renewable for additional years at the discretion of both the Board and the individual member. The Board typically meets on the second Thursday of the month or as needed; emergency meetings can be held as long as a majority of members are present. Contact information for current Board members is located on the website.

Applications for open Board positions are solicited and reviewed by the Board of Directors. The applications are considered and are voted on by the sitting Board.