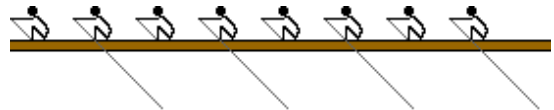




BRIAR WOODS CREW HANDBOOK



Briar Woods High School, Ashburn, Virginia
Rowing out of Beaverdam Reservoir

Website: www.briarwoodsrowing.org

Address: Suite 152: Box 134,
Broadlands Village Center,
Ashburn, VA 20148
bwcrew2015@gmail.com



Table of Contents

1	Welcome to Briar Woods Rowing	3
2	BWCB Executive Board	3
2.1	<i>Elected Officers</i>	3
2.2	<i>Coaches and Captains</i>	4
3	Team Requirements	4
4	Expectations	4
4.1	<i>Parents/Guardians</i>	4
4.1.1	<i>Forms</i>	4
4.1.2	<i>Fees</i>	5
4.1.3	<i>Club Volunteer Requirements</i>	5
4.1.4	<i>Parental Conduct</i>	6
4.2	<i>Rowers/Coxswains</i>	6
4.2.1	<i>Commitment Expected</i>	6
4.2.2	<i>Required Conduct</i>	6
4.3	<i>Coaches</i>	7
5	Policies	8
5.1	<i>Expenses Policy</i>	8
5.2	<i>Travel Policy</i>	8
5.3	<i>Boat Selection Policy</i>	8
5.4	<i>Fees Refund Policy</i>	8
5.5	<i>Communications</i>	8
6	Club Organization	9
6.1	<i>Executive Board</i>	9
6.2	<i>Committee Descriptions</i>	10
7	What is Rowing?	12
7.1	<i>Boat Organization</i>	12
7.2	<i>Team Captains</i>	13
7.2.1	<i>Process for choosing Captains</i>	13
7.2.2	<i>Responsibilities</i>	13
7.3	<i>Coxswains</i>	14
7.3.1	<i>Responsibilities</i>	14
7.4	<i>Rowing Terms</i>	17



1 Welcome to Briar Woods Rowing

The Crew program includes two distinct but closely related groups—1) Briar Woods Crew (BWC), which includes rowers, coxswains, and coaches; and 2) the Briar Woods Crew Boosters (BWCB), which includes parents, friends, and supporters of Briar Woods Crew. The daily operations of the crew team are the responsibility of the Program Director while the daily operations of the BWCB are the responsibility of the Executive Board (EB). The BWCB EB is the governing body for Briar Woods Crew supporting all rowing activities and providing vision, oversight, financial support, human resources and management.

Crew is a Tier III sport in Loudoun County; however, as a Tier III sport, the Crew team receives no financial sponsorship from the school system or Loudoun County. All financial support for Briar Woods Crew comes from rower fees, donations, and BWCB fundraising efforts. Briar Woods Crew averages between 60 and 70 rowers during the season. BWCB is an IRS 501(c) 3, Not-For-Profit Organization.

The Virginia Area Scholastic Rowing Association (VASRA) promotes scholastic rowing in the Washington metropolitan area, and is an association of booster clubs from over 35 member schools from Virginia, District of Columbia, and Maryland. VASRA organizes and operates competitive rowing events for its member schools and guests on the Occoquan Reservoir and the Potomac River.

VASRA interacts with the Northern Virginia Regional Park Authority, the US Rowing Association, and the Scholastic Rowing Association of America to promote scholastic rowing on a local and national level. VASRA works jointly with the Coaches' Association to advise the Crew Council, which is composed of the principals or the athletic directors of high schools with rowing programs, and governs the rules and regulations of scholastic rowing in the Washington metropolitan area. The regulations of the Virginia High School League (VHSL) and similar regulations of Maryland and DC also bind crew. Regattas are run according to the US Rowing Rules of Racing with rules and regulations specific to local crew programs established by the Crew Council.

2 Executive Board

2.1 Elected Officers

Position	Email Address
President	bwcbpres@gmail.com
1 st Vice President	none (personal email to be provided as needed)
2 nd Vice President	none (personal email to be provided as needed)
Secretary	none (personal email to be provided as needed)
Treasurer	none (personal email to be provided as needed)
Volunteer Coordinator	none (personal email to be provided as needed)
Operations Coordinator	bwcbops@gmail.com
Fundraising Coordinator	none (personal email to be provided as needed)
Communications Coordinator	none (personal email to be provided as needed)
Safety Officer	none (personal email to be provided as needed)

*A listing of current Board Members and board positions can be found on the website at www.briarwoodsrowing.org.



2.2 Coaches and Captains

Position	Email Address
Coach/Program Director	none (personal email to be provided as needed)
Team Captains	none (personal email to be provided as needed)

*A list of our current coaching staff and team captains can be found on the website www.briarwoodsrowing.org.

3 Team Requirements

Every student athlete must meet the following requirements in order to become a member of the Briar Woods Crew Team. Detailed instructions associated with each item are provided in the subsequent pages.

- Register online as directed by the booster club through the BWCB website
- Pay the team pre-registration fee and club participation fees either in full or sign up for the payment plan
- Submit all Loudoun County Public Schools (LCPS) required paperwork to the Athletic Director
- Submit a Virginia High School League (VHSL) physical to the Briar Woods Athletic Office
- Read and sign the LCPS Concussion Form included in required paperwork
- Register with US Rowing
- Have health insurance
- Meet all VHSL and LCPS scholastic requirements
- Meet all VHSL and LCPS disciplinary requirements
- Pass a Swim Test
- Participate in the selected mandatory fundraising activities

4 Expectations

Participation in the Briar Woods Crew Club goes beyond the individual rower or coxswain. Its success relies on participation from the family, as well as hard work and dedication from the coaches and athletes. (Throughout this handbook, the term “rower” is used to refer to both rowers and coxswains, unless otherwise noted.)

4.1 Parents/Guardians

4.1.1 Forms

A packet is given to each rower interested in trying out or participating in preseason conditioning. All forms are to be completed all and submit to BWHS Athletic Director by the date imposed by the BWHS athletic department which will be included in the packet as well as posted on the website. The packet will include the following forms:

- Cover Letter
- VHSL Physical Form
- LCPS Athletic Consent and Insurance Form
- LCPS Concussion Guidelines
- LCPS Training Rules
- LCPS Emergency Care Card



4.1.2 Fees

These fees grant a rower/coxswain and his/her parents/guardians membership in the BWCB. Each rower participating in BWCB pays these fees. They include coaches' fees, boat and equipment rentals/leases and maintenance, association dues, professional services, insurance, media, regatta fees, regatta support necessities (tent, tables, food, coolers, etc.) and awards/plaques. They do not include uniforms or spirit wear. Families whose financial circumstances make it impossible to pay these fees (typically families of students receiving free or reduced-cost meals) should contact the BWCB President.

Required Membership Fees	Payment Amount	Due Dates
Registration fee	\$100	Due 12/15
Participation fee	\$700	Due by 2/28
Uniform fee*	\$85	Due by 2/28
Norfolk Regatta fee**	~\$150	Due in March
Stotesbury Regatta fee**	~\$250	Due in May

*Only new rowers and rowers needing a replacement uniform are required to purchase a uniform.

**Since all rowers may not participate in away regattas, fees for these are collected from participants prior to the event.

4.1.3 Club Volunteer Requirements

All families are expected to participate in the fundraisers that take place throughout the year. Some of the fundraisers include but are not limited to, the Poinsettia/Wreath Sale, Script sale, Erg-a-thon, Great Harvest Bread Company Sale, letter writing campaign and restaurant nights. These fundraisers are a critical part of our budget and allow us to keep the Required Membership Fees manageable for our rowers and their families.

- **Club Volunteer Positions:** Other than coaches, there is no paid staff to operate BWCB and perform support activities. Each family is needed to support the team by volunteering on the executive board (through an election) or one of the committees.
- **Regatta Volunteer Positions:** As a member of the Virginia Scholastic Rowing Association (VASRA), BWCB has an obligation to support regattas sponsored/run by VASRA with volunteers. VASRA assigns BWCB specific jobs that members must perform on the day of each regatta. The Regatta Volunteer Coordinator will request volunteers to sign up for these positions and can provide further details regarding the responsibilities required of each position. Only adults can perform these jobs. Children may not accompany volunteers during a volunteer job. **Each family must sign up for at least one regatta volunteer job.**
 - Parents or other adults can volunteer for regatta volunteer positions by:
 - Signing up on the Internet sign up page (Sign-up Genius) as designated by the Volunteer Coordinator.
 - Contacting the Regatta Volunteer Coordinator directly.
 - Families that do not fulfill their regatta job commitment will be assessed \$50 (this penalty fee of \$50 is charged to the team by VASRA for each volunteer position not fulfilled).
 - Because there are typically more families than VASRA tasks, this requirement can be



satisfied by volunteering for a task at the BWCB's food tent at a local regatta or site cleanup. This is done through an Internet sign up page (Sign-up Genius) as well.

4.1.4 Parental Conduct

- Respect the coaches as the final authorities on boat selection and rowing matters.
- Remember and respect that coaches seek only to create the fastest possible lineups. While decisions are subjective, they are not personal.
- Coaches are not to be contacted at home.
- When chaperoning crew activities, remember that you are a role model.
- When participating in crew events, remember that you represent the Briar Woods High School.
- Consider the 2 hours before a regatta event and the 30 minutes after the event a part of the event and allow your rower this time exclusively for their coach and boat.

4.2 Rowers/Coxswains

4.2.1 Commitment Expected

- Work hard in order to improve and strive to achieve individual goals.
- Be supportive of the team by accepting coaching decisions.
- Seek feedback. If you don't know where you stand, ask.
- Realize team goals come before the needs or desires of any individual.
- Treat all teammates, opponents, coaches, officials, and Club members with respect.
- Club members are required to row as Briar Woods HS student athletes in all regattas.
- **All rowers are required to be at each spring practice.** Rowing is a team sport; the absence of one rower keeps an entire boat off the water. Practices will be planned to maximize boat time. When not assigned a team activity, rowers must show initiative and dedication to self-improvement.

4.2.2 Required Conduct

Event	Expectation
Races	Each crew member will be required to arrive at the race location at a specific time set by the coach. Be punctual, your crew will not row if you are not on time.
	If you awaken sick and cannot row, notify the coach immediately and as early as possible.
	All rowers MUST wear the same designated racing attire.
	Briar Woods rowers are expected to exhibit the highest standard of sportsmanship and support for the team at competitions.
	Exemplary conduct is expected at away races, including during bus rides, hotel stays and team meals.
School	Be on time for all classes.
	Keep things in perspective. School and family come before crew. At the same time, you have an important commitment to your crew teammates that will require discipline and sacrifices on your part. Contact your coach as soon as possible if you need time away from crew. However, you should schedule optional activities around crew.



Personal Responsibility	No alcohol, drugs, or tobacco. Use of any of these at any time during the season may lead to automatic dismissal from the team without any fee refunds. The team is a self-policed group. Members must watch out for each other. Members have a responsibility to each other to keep themselves and their teammates eligible to compete. Let the captains or a coach know as soon as possible if someone on the team is hurting the team or themselves by breaking the training rules.
At the reservoir, School Gym and on Buses	Crewmembers are expected to exhibit mature behavior at all times.
	Demonstrate pride in the team, Briar Woods High School, and yourself by avoiding horseplay.
	Do not touch, move or handle things that do not belong to you. This includes personal items and other team equipment.
	A coach must always be at the boathouse with you. If you arrive early, wait outside the boathouse until a coach arrives.
	When land training, stay in groups. Complete the assigned workout in the designated area only.
	If you have a conflict with anyone at the boathouse, report it immediately to a coach or race official.
Safety Rules	Everyone must take and pass a swim test before going on the water for the first time.
	All boats will be accompanied by a coaching launch after moving out of the designated launching and docking area. Do not row unless a coach is in sight.
	If a boat swamps or turns over, stay with the boat. It will keep afloat until you can be picked up by the coach's launch. NEVER LEAVE THE BOAT.
	When the boat is moving or is in the water, follow the directions of the coxswain and the coach. On a professional boat, only the coxswain talks. On all boats, only the coxswain or another individual designated by the coach talks.
	If you or someone else is injured, notify the coach immediately.
	Everyone in the launch MUST wear a personal flotation device!
Equipment Rules	Rowing equipment is very expensive and must be handled with care. Follow all directions of coaches and coxswains regarding the handling of equipment.
	Boats and oars are very long--watch their swing while moving them.
	Unnecessary talking and horseplay are not permitted when handling equipment.
	Always focus on the task.
	All rowers must participate in routine cleaning and maintenance of equipment.
	Report any equipment problems to a coach or Club representative immediately.

4.3 Coaches

- Provide feedback to the athletes so they know their areas of strength and weakness.
- Make fair assessments in order to achieve the fastest lineups. When selections are made, hold individual conferences to explain decisions.
- Do not discriminate on race, color, national origin, religion, age, disability or gender and safety is of utmost importance.
- Communicate the need for any subsequent lineup changes.
- Maintain rowers' expectations with full disclosure of expectations and requirements to achieve all goals.
- Maintain parents' expectations through regular communication.
- Maintain a collaborative working relationship with the BWCB Board.



- Participate in BWCB SafeSport program.

5 Policies

5.1 Expenses Policy

Any personal expenses incurred on behalf of the Briar Woods Crew Booster Club must be within the approved budget guidelines and approved by the treasurer. All requests for reimbursement must be submitted in writing to the treasurer's attention with appropriate receipts attached.

5.2 Travel Policy

ALL rowers are required to travel as a team to any out-of-town events using Club-provided transportation. If necessary and with prior approval, rowers may travel separately with a parent, but there will be NO OTHER EXCEPTIONS to this policy.

5.3 Boat Selection Policy

All boat selection will be at the coach's discretion. Further requirements and expectations for rowers and coxswains will be communicated between rower/coxswain and coach. The coaches make the difficult decision of which athletes to put into which boats, using among many factors, some of the following criteria in their assessments:

Rowers	Coxswains
1- Racing Experience and Past Performance	1- Steering
2- Ergometer Scores	2- Technical Knowledge of Racing
3- Consistency	3- Racing Experience and Past Performance
4- Seat Racing Results	4- Leadership and Motivation
5- Subjective Analysis of Boat-Moving Ability	5- Consistency
Always considered: Attitude and Attendance	Always considered: Attitude and Attendance

5.4 Fees Refund Policy

Any rower who wishes to withdraw from the team for any reason needs to notify the Head coach and BWCB President in writing. A thorough explanation is needed and should include any appropriate documentation as to why the rower wishes to withdraw. After review by the Coach and Booster Executive Board, a rower may be refunded a prorated fee as established by the Board. Any participation in the Spring Season will result in that year's fees being nonrefundable. New rowers are granted a ten-calendar-day grace period. **Note: Refunds are not provided to rowers who leave the team based on a violation of Club rules. All fee information is subject to change by the Board.**

5.5 Communications

- **All Mail:** (correspondence/payments) should be directed to the Briar Woods Crew Club, Suite 152: Box 134, Broadlands Village Center, Ashburn, VA 20148.
- **Web Page:** The Briar Woods Crew web page is a great source of information about the crew program. It contains timely information, regatta schedules and results, photographs and forms. All website information must be submitted to the board for approval prior to posting. The Briar Woods



Crew web page address is <http://www.briarwoodsrowing.org>.

- **Email:** All email messages meant to reach the general membership must be submitted through the Board and distributed at its discretion. Club-related emails are typically sent to groups of individuals, e.g. coaches, parents, board members.
- **Publicity:** All media submissions must be submitted to and approved by the Board. The Club President or another Board designee must handle all media inquiries.
- **Coaches:** The Club President is the primary point of contact between parents and coaches to answer questions concerning a rower and his/or role on the team, deal with any parental concerns involving their rower, or questions that might relate directly with water practice, regatta participation and/or boathouse protocol. **UNDER NO CIRCUMSTANCES IS A PARENT TO CONTACT A COACH AT HOME!**
- **Officials:** The coaches are the only point of contact for regatta officials and VASRA, SRAA, US Rowing organization officials. It is critical that Briar Woods Crew is represented to these organizations and officials properly.

6 Club Organization

6.1 Executive Board

Position	Responsibilities
President	<ul style="list-style-type: none"> • Preside at all meetings • Responsible for the day-to-day operations of BWCB • Ensure compliance with policies of BWCB, VASRA, US Rowing Association, Briar Woods High School, and the Virginia High School League • Maintain relationship with NOVA Park Authority • Develop/update a manual/procedures to guide this activity •
1 st Vice President	<ul style="list-style-type: none"> • Oversee the administrative activities of BWCB • Oversee documentation requirements (in conjunction with the Secretary) to operate BWCB in accordance with all governing regulations (waiver forms, medical forms, entry forms, etc.) • Perform other functions as assigned by the President
2 nd Vice President	<ul style="list-style-type: none"> • VASRA representative or designee • Liaising with NOVA Parks • Perform other functions as assigned by the President
Secretary	<ul style="list-style-type: none"> • Be present at every meeting of BWCB • Keep a complete journal of all proceedings. • Correspondence (fundraising thank you notes, school paper, etc.) • Assist the VP in documentation requirements and forms • Historian
Treasurer	<ul style="list-style-type: none"> • Collect fees • Oversee budget (cash flow and policies) • Oversee bank account (debit cards) • Manage coaching staff contracts • Oversee contracts and legal contracts • Maintain insurance policies • Prepare and submit tax filings
Volunteer Coordinator	<ul style="list-style-type: none"> • Attends VASRA volunteer coordinator meeting as required by VASRA



Position	Responsibilities
	<ul style="list-style-type: none"> • Liaises with VASRA volunteer coordinator to determine BWCB regatta requirements • Ensures VASRA LOC compliance for BWCB • Works closely with other coordinators for filling volunteer positions as needed
Operations Coordinator	<ul style="list-style-type: none"> • Responsible for the maintenance of equipment owned and operated by BWCB • Maintain inspections and registrations for major assets (boats, launches, trailers) • Chair the Maintenance Committee • Oversees Regatta Logistics Coordinator and assists as needed • Oversees Regatta Travel Coordinator and assists as needed • Oversees Food Tent Coordinator and assists as needed • Perform other functions as assigned by the President
Fundraising Coordinator	<ul style="list-style-type: none"> • Responsible for all BWCB fundraising activities except membership fees • Develop funding ideas to meet annual requirements • Plan and execute fundraisers throughout the season • All fundraising committee chairs report to this position • Oversee Fundraising subcommittees • Perform other functions as assigned by the President
Communications Coordinator	<ul style="list-style-type: none"> • Maintain and update web page • Responsible for all communication between the board and the rowers and parents • Oversee Publicity and Communications committees • Perform other functions as assigned by the President
Safety Coordinator	<ul style="list-style-type: none"> • Develops safety procedures/program as required by VASRA and US Rowing • Develops and/or updates Briar Woods Crew Club Rowing Safety Standard Operations Procedures as required by VASRA and US Rowing • Inventories and inspects all safety equipment each season • Replaces and/or repairs any safety equipment as needed
Program Director/ Coaching	<ul style="list-style-type: none"> • Identify coaches for each season • Responsible for communication between BWCB and coaches • Oversee and train coaches • Advisor to the BWCB
VASRA Representative	<ul style="list-style-type: none"> • Represents BWCB at monthly VASRA Board meetings • Relays information from meetings to the BWCB Executive Board

6.2 Committee Descriptions

<i>Operations & Logistics</i>	
Equipment Maintenance – Shells, Oars, Ergs, Shell Accessories	<ul style="list-style-type: none"> • Recommend equipment needs and preventative maintenance schedules • Liaison with coaches on equipment needs and repairs • Repair Ergs as needed prior to the Fall Program • Repair shells, oars, riggers, and other crew equipment as needed prior to the Fall Season (September–November), and Spring Season (February– May) • Maintain Launch boats and motors • Maintain and keep current spare parts inventories for routine maintenance activities • Develop/update a manual/procedure of timetables and activities that can be passed on to the next Board



Equipment Maintenance – Launch Boats	<ul style="list-style-type: none"> • Maintain launch boats and motors • Replenish gas for launches every week during season • Winterize engines after the fall season and store the launches • Have engines tuned up every winter in preparation for the Spring season • Perform all related launch maintenance and work as noted by coaches • Develop a manual of timetables and activities that can be passed on to the next Board
Equipment Transportation	<ul style="list-style-type: none"> • Coordinate/arrange/solicit a loaner truck or other substantial vehicle to pull the trailer to local and out of town events • Coordinate with driver to haul boat trailer • Develop/update a manual/procedures of timetables and activities that can be passed on to the next Board
Site Maintenance	<ul style="list-style-type: none"> • Boathouse, Storage container and Church Site maintenance • Schedule, plan and oversee cleanup days • Prepare site for home regattas (e.g. ensure pathways are passable) • Recommend any repairs or necessary improvements needed
Regatta – Logistics Coordinator	<ul style="list-style-type: none"> • Maintains the regatta support equipment (tent, benches, tarps, etc) and makes minor repairs of equipment and makes recommendations for replacement or purchase of new equipment • Acquires new equipment once budget request is approved • Responsible for inventory of regatta support equipment • Develop checklist for required equipment for all regattas • Develop a manual/procedures of timetables and activities that can be passed on to the next Board
Regatta - Travel Coordinator	<ul style="list-style-type: none"> • Plan arrangements (housing/hotel, food, etc.) for out-of town regattas • Coordinate/arrange transportation (carpools/bus/plane) to regattas (home and away) • Assemble information packets for travel regattas • Collect appropriate forms (coordinate with VP and secretary if necessary) • Coordinate with coaches to enter rowers into the appropriate events • Make room assignments • Assist Volunteer Coordinator with recruiting chaperones for out of town regattas • Develop/update a manual/procedures to guide this activity
Property Officer	<ul style="list-style-type: none"> • Track major assets (boats, launches, trailers, etc.) • Maintain required inspections and registrations • Develop/update a procedures guide for this activity
Food Tent Coordinator	<ul style="list-style-type: none"> • Oversee Food Tent Committee • Coordinate food and personal comfort equipment for regattas and fundraising events • Plan food tent operations for local regattas • Plan and arrange for food for out-of-town regattas • Develop/update a checklist for home and away regatta support

Communication & Publicity	
Web Coordinator	<ul style="list-style-type: none"> • Organize web page format and content • Update information on webpage within two (2) days of submission from Board members or their designees • Assign a person to update webpage in WEB coordinator's absence • Work with board to employ and maintain technology tools necessary to facilitate Club activities (such as form uploads, etc.) • Ensure webmaster has necessary tools to deploy the content • Develop/update a manual/procedures to guide this activity
Publicity	<ul style="list-style-type: none"> • Seek to ensure appropriate coverage in local newspapers, TV, etc.



	<ul style="list-style-type: none"> • Develop/update a manual/procedures to guide this activity
BWHS School Liaison	<ul style="list-style-type: none"> • Coordinate with BWHS to place dates on the school calendar • Obtain dates and notices from the Activities office for team pictures and other athletic activities • Develop/update a manual/procedures to guide this activity (as applicable)
Communications	<ul style="list-style-type: none"> • Prepare and send e-mail blasts weekly or as needed by obtaining information from the board, committee and subcommittee chairs, and coaches • Assist the Secretary with minutes • Develop/update manual to guide this activity
Photography	<ul style="list-style-type: none"> • Oversee and post any photographs that were taken at events in order to archive the season pictorially.

<i>Fundraising & Special Events</i>	
Erg-a-thon	<ul style="list-style-type: none"> • Coordinate and conduct Erg-a-thon • Develop/update a manual/procedures to guide this activity
Poinsettia/Wreath Sale	<ul style="list-style-type: none"> • Coordinate and conduct poinsettia/wreath sale • Develop/update a manual/procedures to guide this activity
Shop w/ Script Program	<ul style="list-style-type: none"> • Coordinate dates and forms for the program • Develop/update a manual/procedures to guide this activity (as applicable)
Great Harvest Bread Sale	<ul style="list-style-type: none"> • Coordinate with bakery for order forms • Develop/update a manual/procedures to guide this activity (as applicable)
Letter Writing Campaign	<ul style="list-style-type: none"> • Coordinate letter writing campaign • Develop/update a manual/procedures to guide this activity (as applicable)
Restaurant Nights	<ul style="list-style-type: none"> • Coordinate restaurant fundraising activities throughout the year • Develop/update a manual/procedures to guide this activity (as applicable)
Awards Banquet	<ul style="list-style-type: none"> • Coordinate and plan the end of season banquet • Develop/update a manual/procedures to guide this activity (as applicable)
Corporate & Alumni Outreach	<ul style="list-style-type: none"> • Coordinate and conduct fundraising activities targeted to corporate sponsors • Coordinate and conduct fundraiser targeted to Club alumni and families • Develop/update a manual/procedures to guide this activity (as applicable)
Uniforms and Spirit wear	<ul style="list-style-type: none"> • Handle uniform orders/coordinate with board for logos, etc. • Develop a manual of timetables and activities that can be passed on to the next Board

7 What is Rowing?

7.1 Boat Organization

The **VARSITY BOATS** are the top of the program. Athletes who reach this status are experienced rowers with the talent and dedication to train and race at a high level. First priority is selection of the First Eights and/or First Fours. After that, the coaches make selections for the Second Eights and/or Second Fours.

To receive a varsity letter, rowers and coxswains must participate in a top 4 or top 8 boat in at least 2 regattas during a season.

The **NOVICE BOATS** are the starting point for all rowers. This is a developmental level where the basics are learned.



7.2 Team Captains

The role of team captain is not to be taken lightly. Team captains' leadership starts with the way they carry themselves. They lead by example. Teammates should see how much work team captains are putting in, motivating them to emulate their actions. Team captains set the standard for the other student-athletes on the team. Captains are well aware it takes an enormous amount of work, heart, and determination to make it to the pinnacle of this mentally and physically challenging sport.

Captains must have good time management skills to balance crew and school work. Captains help the novice crew with technique and support all team members at regattas. The rest of the team will reflect team captains' positive attitudes during competition. In addition to the responsibilities directly involved with training and competition, captains also play a role in helping novice team members adapt to the rowing environment.

Captains serve an important role in the communication between team members and the coaching staff. Team captains also serve as the primary spokesmen and representatives of Briar Woods Crew at school assemblies.

7.2.1 Process for choosing Captains

Any team member wishing to be considered for the role of captain is encouraged to speak with their Head Coach and current team captain(s). The selection process for Team Captains is at the sole discretion of the respective Head Coach. At the end of the season, current seniors meet to discuss and vote on four captains (two men and two women) from the pool of current juniors to serve as the captains for the following year. The decision is based on all of the factors included in this section. The captains will be announced at the Crew Team Awards Banquet.

7.2.2 Responsibilities

Be a team spokesman

- Be a conduit between the coaches and team concerning team issues
- Help articulate team goals for the team
- Present team concerns to the coach
- Help recruit and train novice team members
- Serve as the primary spokesman and the face of Briar Woods Crew at school assemblies

Generate Team Spirit

- Organize a least one social event outside of practice
- Lead the team cheers at regattas
- Provide end of the year awards to all team mates
- Other: locker notes, pep talks, fun runs, ice cream treats, team lunches, whatever you can think of to motivate the team members

Lead warm-ups, stretches, and cool downs

- Lead team in daily stretching and dynamics, making sure the team does them effectively, efficiently, and together
- Gather entire team at regattas for warm ups and cool downs
- Be a model when it comes to warming up and cooling down

Be a role model for all team members



- Be on time every day with all necessary equipment
- Help coaches focus the team during team meetings
- Attend all team events
- Bring disciplined work habits to practice daily
- Be knowledgeable about the sport, training, and equipment

Encourage participation in summer rowing camps and activities

- Inform team members of the different rowing camps and activities available during the Summer
- Stay in contact with rowers during the summer and follow-up on their rowing activities

Know and support your teammates

7.3 Coxswains

The coxswain is an essential part of the boat, just as essential as the rowers themselves. The coxswain's primary job is to keep the safety of the rowers and the equipment. This is done in part by keeping the boat moving straight. In addition to steering the boat, the coxswain helps the crew keep the cadence, calls out instructions and the stroke rating. If the boat can't stay in its lane, it gets disqualified. Coxswains steer the boat by making minor corrections in the direction of the rudder. If a boat is leaving its lane, the official behind it will wave a flag at the coxswain.

During the race, besides steering, the coxswains need to keep their wits about themselves and control the pace of the boat. They do this by using their cox-box, which tells them the current stroke rate. If it is off of race pace, then they will tell the stroke to control the rate and bring it back to race pace. A coxswain also needs to motivate the crew, especially in the last 500 meters of the race. When all of the rowers are exhausted, it is the coxswain that the rowers depend upon for the motivation and the determination to win. The coxswain makes them add that little extra bit of strength that they find deep down inside of themselves.

The coxswain must be a good communicator. A list of coxswain's commands used during a race and water training is given in the next section. All coxswains should know these commands before racing. Besides the basic commands, a coxswain must be able to motivate the crew. Tell them where they are in a race, "200 meters left to go, pick it up for ten!" Tell them where the competition is and give them encouragement, "We're riding their stern, get me up there! Pull ahead, you have the ability!" And a coxswain must stay calm during the entire race and sound confident.

Rowers can help the coxswain by being attentive and keeping their heads and minds in the boat. When rowers are looking around, oftentimes they have a tendency to react to what they perceive to be a judgment error on the part of the coxswain. It is also important for rowers to keep their heads physically in the boat as well. Swinging those 10lbs of weight around can disrupt the set of the shell. Rowers need to trust their coxswain to tell them where the other crews are positioned. On the rare occasion the coxswain finds the boat in a dangerous position, he/she needs to know that the crew trusts them and will respond immediately to his/her calls.

After a race, congratulate the winner, and thank the losers for a good race.

7.3.1 Responsibilities

Maintenance

- Make sure all trash and personal items are removed from the boathouse after each practice.



- Coxswains are responsible for the proper care of the equipment by all rowers.
- All boats must be wiped down after each row, all equipment returned to the boathouse
- The coxswains must immediately report damage to any equipment (boats, oars, parts, etc.) to their Head Coach and write a description of the damage on the sheet posted in the Crew Locker.
- Parts must not be removed from any boat. If a boat is discovered that needs repairs before it can be rowed, it must be placed on slings and repaired or placed back on the racks with a sign describing the damage and stating it must not be rowed.
- The coxswains are responsible for assessing the safety of the equipment (e.g., bow balls, riggers tightened, shoe safety straps, etc.) and reporting any infractions to the head or assistant coaches. Unsafe boats are not to be rowed.

Practice Checklist

- Pick up and return assigned cox box for plug in every practice
- Have boat-specific tools and med kit on board
- Have rowers check nuts and bolts *before* every launch
- Complete maintenance log
- Notify Head Coach of repairs needed

Race Checklist

Launch and Warm up:

- Check in with the dock master or control commission; if there is a problem, report it at once and write down the official's name to which you reported the delay.
- Recheck bow number one last time and make sure bow ball is O.K.
- Carefully follow normal warm-up pattern
- Be very conscious of races on the course; stop to let them pass if you are near them to avoid a warning.
- Follow traffic pattern religiously

Start of Race:

- Know the various starting commands.
- Be at the starting area 5-8 minutes before race and if possible get there with time to spare and focus
- If you are late and permission has been given, don't panic your crew on getting to the line
- If possible, listen to the starter's voice and cadence for the previous race to get a sense of how he or she will call your race
- Check in with referee or marshal; identify yourself and race; this is very important in large regattas
- Be locked on to stake boats with three minutes to go, if possible; get sense of wind at start
- On raising hands: vigorously wave bow hands only
- Check position of your rudder especially after you have backed in
- Know exactly how to scull bow around; check on where you want blades depending on current/wind
- Acknowledge any warnings from starter
- **Remember, the movement of the flag starts the race not the voice of the starter**

During the Race:

- Know your own lanes and others on buoyed and non-buoyed courses and when are you out of your "home" water



- Interference and fouls; leaving your lane; others leaving theirs
- Be mindful of the referee's commands and flags: white and red flags
- Be careful with steering and avoid over - steering

The Finish:

- Make sure you have crossed the line; finish buoys or flags are usually beyond the line
- Be aware of the things the referees need to do at the finish: safety, weights, time, look for protests, certify race with white flag.
- Check the rower's well-being and look for trouble signs
- Understand when to leave the finish; filing a protest on the water; withdrawing of a protest.

Filing a Protest:

- Understand all of the actions necessary to file a protest.
- File a protest, if and only if you have given verbal notification on water to the referee of your race; A signed written form of the protest must follow usually within hour of your reaching land stating the problem and remedy sought
- After the filing of a valid protest, the jury can accept, reject, order a new race, or order a change in the finish order.

Commands on the water:

"READY TO ROW!"	Command to begin rowing. Cox will generally give specifics of warm-up or drill, otherwise rowers row regularly on hearing the command "row."
"SQUARE ON THE READY"	Used by cox to clarify at what part of the command the rowers are to square their blades.
"HOLD WATER!" or "CHECK IT DOWN!"	Coxswain call that makes the rowers drag their oar blades through the water perpendicularly, effectively stopping the boat.
"HOLD (PORT or STARBORD)"	Having only one side check their blades results in a turn to that side. Having one side hold while the other rows will turn the boat tightly.
"LET IT RUN!" or "LET IT GLIDE!"	Coxswain call for all rowers to stop rowing and to pause at the finish oars off the water, letting the boat glide through the water and coast to a stop. Used as a drill to build balance.
"POWER 10 (or 20 or 30 etc.)"	Coxswain call to take a certain number of power strokes. A power stroke is a stroke that musters all the strength you can give.
"WEIGHENOUGH!"	Coxswain call to have all rowers stop rowing with blades dragging on water. Call actually sounds like "waynuff".
"SLOW THE SLIDE" or "ADJUST THE RATIO"	Used to correct either a rush or sluggishness on the recovery. The ratio compares the time used by the hands away from the body motion to the slide speed.
"BACK IT DOWN"	Row backwards. The blades do not need to be turned around in the oarlocks although they can be.
"DOWN AND AWAY"	Push the hands down fully at the finish to give the blade more height off the water.
"QUICK HANDS AWAY"	The down and away motion after the finish should be executed quickly to maintain balance.
"EARLY"	A part of a stroke is early. By itself, the word usually refers to the catch timing.
"FINISH TIMING"	A reminder to the crew to align their finish times
"FEATHER"	Roll the blades to the feather position.
"LAYBACK"	Go to the layback position.



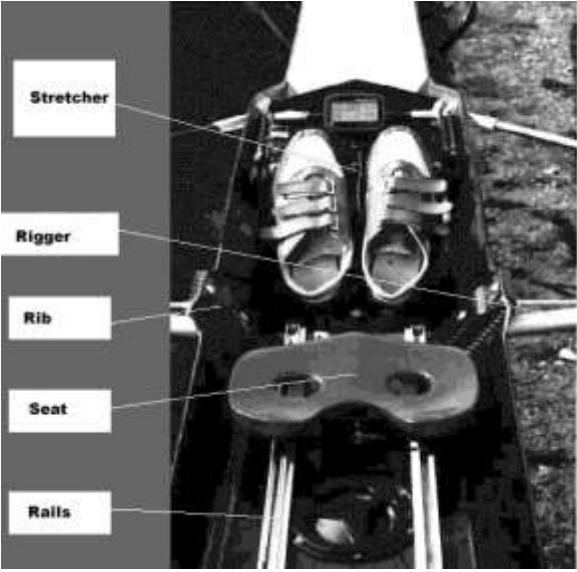

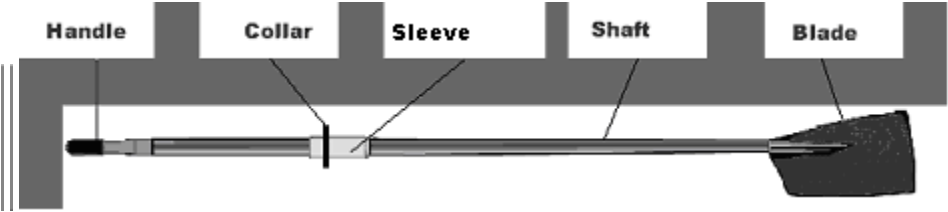
"PADDLE THROUGH"	Row at no pressure or to stop the drill/ piece. Instructing one side to paddle through will turn the boat to that side assuming the other side is rowing regularly.
"LATE"	A part of the stroke is late. By itself, the term usually refers to the catch timing. Do not use this over and over without explaining which part of the stroke is late and how to correct it.
"SQUARE"	Make the blade perpendicular to the water.
"TOUCH IT UP"	Someone to row gently to align or position the boat better.

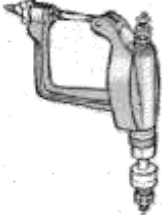
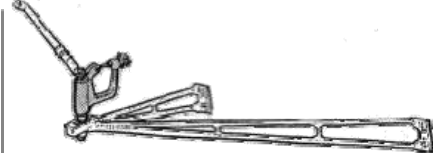

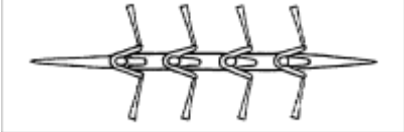
Commands On Land:

"HANDS ON!" or "LAY HOLD"	Grab onto the boat and prepare to move it. Interchangeable with lay hold.
"UP IN TWO, ONE! TWO!"	Used when lifting the boat off the rack or off slings.
"OVER THE HEAD!"	To lift the boat to the over the head position. Should be an even lifting motion with one side or end not beating the other to the top. Arms are straight overhead.
"UP (DOWN) TO SHOULDERS"	To lift/lower the boat so that the gunwales of the boat rest on or near the shoulder. Move to the opposite side of the person in front of you to avoid all ending up on the same side.
"DOWN TO WAIST"	Lower the boat to waist so that the arms are hanging straight down with the gunnels in hand. Rowers should be opposite each other and centered so that one pair is not holding the majority of weight.
"HEADS UP!"	Pay attention, something to watch out for is near you. This should always be used when someone may not see your shell coming at them such as when leaving the boathouse.

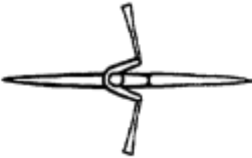
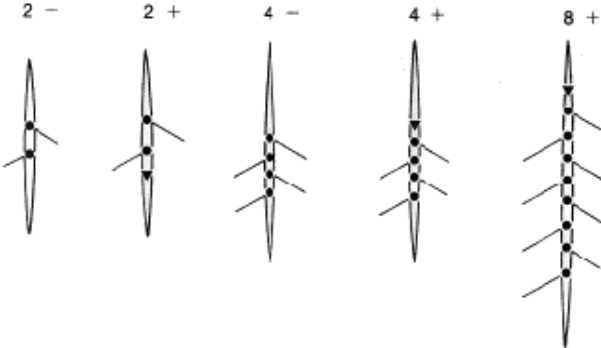
7.4 Rowing Terms

Term	Description
Catch	The start of the rowing cycle at which the blade enters the water. It is accomplished by an upward motion of the arms only. The blade of the oar must be fully squared at the catch.
Crab	Not a hard or soft-shelled edible. "Catching a crab" refers to a problem encountered by a rower when his or her oar gets "stuck" in the water, usually right after the catch or just before the release and is caused by improper squaring or feathering. The momentum of the shell can overcome the rower's control of the oar. In extreme cases the rower can actually be ejected from the shell by the oar.
Drive	That part of the rowing cycle when the rower applies power to the oar. This is a more (or less) blended sequence of applying power primarily with a leg drive, then the back and finally the arms.
Feathering	The act of turning the oar blade from a position perpendicular to the surface of the water to a position parallel to the water. This is done in conjunction with the release.
Finish	The last part of the drive before the release where the power is mainly coming from the back and arms

<p>Foot Stretcher</p>	<p>An adjustable bracket in a shell to which the rower's feet are in attached sneakers or similar footwear.</p> 
<p>Gunwale</p>	<p>(or gunnel) Top section on the sides of a shell which runs along the sides of the crew section where the rowers are located. The riggers are secured to the gunwale with bolts.</p>
<p>Keel</p>	<p>The center line of the shell. The term refers to the extent to which the boat is balanced from side to side while rowing. A "good keel" is where the shell is rowed with little or no continual dipping to port.</p>
<p>Oar</p>	<p>The piece of equipment that each rower uses to propel the boat. In sweep rowing, each oar is approximately 12 feet long, lightweight, and well designed. Comprised of Handle, Collar or button, Sleeve, Shaft and Blade</p>  <p style="text-align: center;">Spoon</p>  <p style="text-align: center;">Hatchet</p> <p>(aka big blades or choppers or cleavers) These oar blades have a bigger surface area than the standard or spoon blades and have a hatchet or meat cleaver shape.</p>

Oarlock	<p>A U-shaped swivel that holds the oar in place. It is mounted at the end of the rigger and rotates around a metal pin.</p> 
Rating	<p>The number of strokes per minute. Also known as stroke rating. Power 10 (or 15 or 20): A set of strokes when the crew makes an extra effort to “get everything on the oar and make the shell go faster.” Used in a race to try to get a tactical advantage on the other crews.</p>
Recovery	<p>Part of the rowing cycle from the release up to and including where the oar blade enters the water.</p>
Release	<p>A sharp downward (and away) motion of the hand that serves to remove the oar blade from the water and start the rowing cycle.</p>
Rigger	<p>The device that connects the oarlock to the shell and is bolted to the body of the shell.</p> 
Rigging	<p>The adjustment and alteration of accessories (riggers, foot-stretchers, oars, etc.) in and on the shell. Examples of rigging adjustments that can be made are the height of the rigger, location of the foot-stretchers, location and height of the oarlocks, location of the button (or collar) on the oar, and the pitch of the blade of the oar.</p>
Rudder	<p>Steering device at the stern. The rudder is connected to cables (tiller ropes) that the coxswain uses to steer the shell.</p>
Sculling Boats	<p>Each rower has two oars. These shells almost never have a coxswain. Steering is generally accomplished by applying more power or pressure to the oar(s) on one side of the shell. The hands overlap (usually left over right in the U.S.) during part of the rowing cycle, or are left in front of right. A shell configured so that each rower uses two oars. This term is also used interchangeably when referring to the oars used in a sculling shell, the shell itself or to the act of rowing a sculling shell.</p>
Sculling Boats: Double (2X)	 <p>Two scullers. Most racing doubles also can be used as a pair with a different set of riggers designed for sweep oars. When used as a pair, a rudder is added. There are also recreational versions of sculling doubles.</p>
Sculling Boats: Quadruple (4X)	 <p>Four scullers. Often referred to as a “quad,” it usually has a rudder attached to one of the sculler’s foot stretchers as in the straight four. Most quads also can be rigged as a straight four using a different set of riggers.</p>



<p>Sculling Boats: Single (1X)</p>	 <p>One rower or sculler. These shells are about 26-feet long and less than a foot wide. Racing singles can weigh as little as 30 lbs.</p>
<p>Shells</p>	<p>The boats (or shells) are of two types and reflect the two forms of rowing, sweep rowing and sculling. In sweep rowing, each rower handles a single oar (about 12.5 feet or 3.9 meters long); in sculling, a rower uses two oars, or sculls (each about 9.5 feet or 3 meters long). The boats are called shells because their hulls are only about 1/8" to 1/4" thick, to make them as light as possible. Shells are also rather long and as narrow as possible. Each rower has his/her back to the direction the shell is moving and power is generated using a blended sequence of the rower's legs, back, and arms. The rower sits on a sliding seat with wheels on a track called the slide. Each oar is held in a U-shaped swivel (oarlock) mounted on a metal pin at the end of a rigger. The rigger is an assembly of tubes that is tightly bolted to the body of the shell. The subtypes of rowing shells are classified according to the number of rowers in the shell.</p>
<p>Skeg</p>	<p>(or fin) A small fin located along the stem section of the hull. This helps to stabilize the shell in holding a true course when rowing. All racing shells have a skeg. The skeg should not be confused with the rudder.</p>
<p>Slide</p>	<p>(or track) Two tracks on which the seat moves. The seat moves forward and backward on the slide, enabling the rower to "gather up" his or her body at the start of the stroke and then use the combined power of the legs, back, and arms when actually executing the slide.</p>
<p>Slings</p>	<p>(or boat slings) Collapsible/portable frames with straps upon which a shell can be placed temporarily.</p>
<p>Squaring</p>	<p>A gradual rolling of the oar blade from a position parallel to the water to a position almost perpendicular to the surface of the water. This is accomplished during the recovery portion of the rowing cycle and is done in preparation for the catch.</p>
<p>Stroke</p>	<p>One full motion to move a shell. This term also is used to refer to the sternmost rower, who sits nearest the coxswain.</p>
<p>Sweep Boats</p>	<p>Shells configured so that each rower has one oar. These shells can have a coxswain, who steers the shell (using a rudder) and urges the rowers on. Oars on a sweep shell are normally alternated from side to side.</p> 
<p>Sweep Boats: Coxed Four (4+)</p>	<p>See Sweep Boats Illustration: Four sweep rowers with a coxswain</p>
<p>Sweep Boats: Coxed Pair (2+)</p>	<p>See Sweep Boats Illustration: Two sweep rowers with a coxswain</p>
<p>Sweep Boats:</p>	<p>See Sweep Boats Illustration: Eight sweep rowers with a coxswain. Eights are 60+ feet (18.5+ meters)</p>



Eight (8+)	long and weigh about 200 to 250 pounds.
Sweep Boats: Straight (or Coxless) Four (4-)	See Sweep Boats Illustration: Four sweep rowers without a coxswain
Sweep Boats: Straight (or Coxless) Pair (2-)	See Sweep Boats Illustration: Two sweep rowers without a coxswain. Steering usually is accomplished with a rudder that is attached to a cable connected to one of the rower's foot-stretchers. (There is an adjustable bracket to which the rower's feet are secured). The coxless four has a similar of rudder set up