

## **Burton Beach Rowing Club Athlete and Parent Handbook**

Current as of 01-2022

The Burton Beach Rowing Club is dedicated to developing athletes of all ages with character, integrity, and graciousness. Our primary goals are to encourage community engagement and inspire a passion for the sport of rowing, while fostering a drive for excellence both on and off the water. The organization is athlete-centered to provide an experience where hard work and positive attitudes are rewarded with increased opportunity. We promote physical and mental well-being, leadership skills, and camaraderie in a competitive and fun environment.

### **Goals**

- To teach the dynamic sport of rowing.
- To provide a proven aerobic and anaerobic activity for students.
- To physically, technically, and mentally prepare each athlete to compete in demanding competition.
- To increase each athlete's strength and endurance in the major muscle groups.
- To increase each athlete's respect and appreciation for marine safety and for the marine environment.
- To increase each athlete's ability to use the goal-setting process for personal growth.
- To increase the athlete's awareness and appreciation for the unique opportunity that has been provided to them.
- To encourage each athlete's participation in social and work activities of the club off the water.

### **General Operations**

The Board of Directors will ensure that the policies will be published and made available to the general membership for review.

### **Policy Availability**

A copy of the Code of Conduct and Bylaws will be given to each member's family.

### **Program Fees**

Program fees for youth athletes are determined by the Board of Directors. Fees are set to recover costs associated with the Youth rowing program.

Fees include direct costs such as:

- All coaching and instruction
- Entry fees for regattas
- Lodging at "away" regattas
- USRowing Youth Championship

Membership Fees also cover a commensurate portion of organizational expenses, such as:

- Use and upkeep of the facility
- Equipment repair and insurance
- USRowing Liability Insurance while participating in rowing practices and events
- Fuel for the coach boat

New members joining BBRC after the beginning of the scheduled dues cycle will have their dues pro-rated. Pro-rated dues will be determined by the BBRC board of directors.

### **Guest / Trial Policy**

- Youth guest, or trial members are welcome to row for a week and a half without pay.
- Trial members must abide by the policies of BBRC.
- Guests must sign a BBRC Release of Liability Waiver.

### **Refund Policy**

After the first two weeks of the season, there will be no refunds of any kind. In the event of injury or illness, the Burton Beach Rowing Club Board of Directors may make certain exceptions.

### **Athlete Preparedness Policy**

Sport Physicals - BBRC requires that all athletes provide evidence of a sport's physical or a doctor's note citing the individual's ability to be involved in competitive athletics. Previous physicals or a note from the doctor will be accepted as long as they were performed within a year and a half of the start of the rowing season. Any changes in health status must be brought to the attention of the Coach and BBRC Board.

**Float Test :** Float tests are required for all BBRC athletes – One will be scheduled and announced.

### ***Athletes with Chronic Health Conditions Policy***

Some Burton Beach Rowing Club athletes may have chronic health conditions that could be affected by the strenuous physical and mental demands of competitive rowing. The following is intended as guidance to assist the BBRC board, and its coach(es), insofar as they may have interaction with parents and athletes concerning such conditions. It is the desire of all concerned to enhance the welfare of all athletes. BBRC intends to make reasonable efforts to work with parents and athletes to accommodate athletes who participate with such conditions, while ensuring a safe experience for all. As used in this policy, the term "Parents" refers to parents and legal guardians of BBRC athletes.

Parents and athletes are expected to make reasoned and informed decisions whether, in view of an athlete's condition, commencing or continuing competitive rowing is in the athlete's best interest.

Among other considerations, parents and athletes should understand that competitive rowing is a strenuous physical activity and that athletes, isolated from shore while on the water for hours at a time, do not have immediate access to emergency services. Parents and athletes should explain these considerations to the athlete's treating physician when seeking professional advice. BBRC, its coach(es),

and its Board of Directors cannot in any way take responsibility for the decision of parents and their athlete regarding participation in BBRC activities.

### **Junior Program Policies, Procedures, and Behavioral Guidelines**

All BBRC rowers are expected to honor their commitment to the team by striving for perfect attendance. The following excuses will be accepted as reasons for missing either practice or competition: Illness or injury, death in the family, academic related matters, and matters of extraordinary circumstances. Parents are requested to schedule appointments at times that will not conflict with turnouts and/or competition.

### **Regatta Protocol**

Burton Beach Rowing Club Junior athletes are expected to adhere to the following when attending regattas.

- Rowers are to remain in the general meeting areas during the entire regatta.
- Rowers wishing to leave the area must first receive permission from the coach.
- Late arrivals or early departures will be permitted only with coach permission.
- Rowers are expected to stay until the boat trailer is loaded after the regatta and meet at the boathouse at a specified time to unload, or as directed by their coach.

### **Carpool**

If you can't drive your child to or from practice, many responsible student drivers can help with carpooling. Parent volunteers also help with carpooling rowers to practice.

**Preferred Drivers:** BBRC Junior Program requires that all rowers, even if of legal driving age, be driven by an adult to all regattas farther away than Seattle. A participating rower, even if age 18 or older, is not considered a preferred, eligible driver of other rowers to long distance events, further than Seattle. If you cannot drive your rower, please make carpooling arrangements with another club parent.

**Travel Considerations:** BBRC Juniors are often afforded the exciting opportunity to travel to distant regattas requiring well-chaperoned overnight stays. Safety is a primary consideration while traveling. Junior rowers must stay with the group at all times or be in their assigned rooms. Athletes not in their assigned room promptly at the designated curfew may be subject to disciplinary action by their coach. If athletes leave their assigned room after curfew without chaperone permission, they will be subject to disciplinary action by their coach which will be determined on a case by case basis.

### **Clothing and Uniforms**

**Required Uniform:** All Varsity and Novice Rowers wear BBRC Unisuits. Orders for these items are made at the start of Fall and Spring seasons. The boys and girls have different styles of unisuit. The style does not change from season to season, so this purchase should only need to be made once.

All athletes must wear a shirt while erging, rowing, doing a weight circuit or any BBRC club workout. Shirts must be worn over Sports Bras.

**Optional Clothing:** Each season, a Club parent coordinates basic team training and sportswear. This style and gear offering may change season to season. The parent also coordinates the sale of a variety of BBRC apparel for parents and fans. Information is sent via email. Please be mindful of stated deadlines for clothing orders.

### **Photo Day**

At the end of spring season, a club parent may volunteer to take professional quality individual and team photos of the athletes. Notice will be provided on the calendar and via email and oral communication. Athletes will wear team uniform for photos.

### **Specific Rules and Guidelines**

Burton Beach Rowing Club members are expected to adhere to the rules and guidelines as listed below.

- Show respect to coaches, teammates, competitors, and volunteers at practices, trips, and regattas, and all other activities sponsored by BBRC.
- Adhere to safety guidelines of the BBRC.
- Attend all practices unless excused by the coach
- Adhere to the Athlete Code of Conduct.
- Show good sportsmanship during practices and at regattas.
- Take care of equipment as though you paid for it yourself.
- Language is an extension of your self-respect and integrity. Do not use poor choices in expression/exclamation – specifically name calling or using disrespectful or profane language.
- Provide 100% effort at all times.
- Be a leader at all times. Encourage other rowers to add to the strength of the entire Burton Beach crew. Our goal is to be the most respected club in the Northwest and nationally. Every rower is a part of achieving that goal, and we can only achieve it as a team.
- Help out! Don't be a passive participant. When you see something needs to be done, do it.

“Discipline” is the key word to these expectations. Burton Beach Rowing Club will maintain a high level of respect among our competitors and achieve a better climate for success by following these guidelines. Make a disciplined effort personally and as a team to follow these goals.

### **Further:**

General misbehavior or disrespect shown to coaches, parent chaperones or fellow rowers;

- First offense: warning
- Second offense: non-participation and attendance at the next regatta.
- Third offense: removal from the team.
- Decisions regarding the imposition of any sanction (discipline, suspension, expulsion, and warning) for a violation of the behavioral guidelines outlined herein will be made by the BBRC Board of Directors and the coach.

**Conflict Resolution:**

If you or your rower has a concern or issue with a coach or a teammate that you are unable to resolve on your own, you are requested to contact a member of the BBRC board who will assist with the process of reaching a resolution.

**ATHLETE CODE OF CONDUCT**

Acts that may lead to discipline, suspension or expulsion of a junior rower include, but are not limited to:

- Commission of a criminal act as defined by law
- Possession or use of any dangerous weapon or object
- Assault, aggressive behavior, intimidation, extortion, bullying, or hazing of another person, whether in person or through electronic or social media
- Use, consumption, possession, buying, selling or giving away of alcoholic beverages, marijuana, or any controlled substance or drugs, not prescribed by a physician
- Use of tobacco
- Improper possession of athletic equipment belonging to the Burton Beach Rowing Club or Northwest Rowing Center, a teammate, or another team
- Destruction or defacing of property
- Disruptive conduct
- Disobedience of reasonable instructions of crew authorities
- Theft
- Any actions deemed egregious by the Board of Directors or Coach

**Athletic Suspension and Expulsion:**

Prior to the suspension or expulsion of any athlete, a conference shall be conducted with the athlete and his/her parents as follows:

- The head coach and a member of the BBRC Board will present to the athlete and his/her parents an oral and/or written notice of the alleged misconduct, the evidence in support of the allegations.
- The athlete shall be provided the opportunity to present an explanation.
- Following the conference with the athlete, and his/her parents, the Board may impose suspension or expulsion. The Board shall orally notify the athlete of the action taken and advise the athlete's parents of the imposed suspension or expulsion. The Board will also notify athlete's parent/guardian of the reason for such actions, and points of contact to arrange an informal conference.

**Reinstatement Process:**

An athlete who wishes to rejoin his/her team after a period of suspension must apply for reinstatement by submitting to the following to the Board:

1. A letter requesting reinstatement that includes intent to fully comply with BBRC standards of conduct.
2. When suspension is due to a drug, alcohol, or tobacco violation, the athlete shall also submit:
  - a. Results, as applicable, of a drug, alcohol and/or tobacco assessment by an individual agency that is acceptable to BBRC. Results and treatment recommendations will be shared with family and Board President.
  - b. As applicable, proof that a drug, alcohol and/or tobacco counseling or preventative education program has been successfully completed.
3. In certain cases, the Board may choose to modify the requirements above if deemed appropriate.
4. The Board will consider the request for reinstatement and inform the athlete and his/her parents of their decision once it is made. Reinstatement is a process and not guaranteed.

### **Parent, Coach, and Board Relations**

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to the rowers. As parents, when your athlete becomes involved with BBRC, you have a right to understand what expectations are placed on them. This begins with clear communication from the coach of your rower.

#### **Communication Expected from the Coach or Board:**

- Philosophy of the coach.
- Expectations the coach has for your rower and others on the team.
- Practice times and schedules, also regatta dates and schedule.
- Team requirements, i.e. fees, special equipment, off-season conditioning.
- Discipline that may result in the denial of your rower's participation.

#### **Communication Coaches Expect From Parents:**

- Any concerns a parent/guardian may have about their rower.
- Notification of any schedule conflicts well in advance.
- Specific concern in regard to a coach's expectations.

As your rower becomes involved with the Burton Beach Rowing Club, they may experience some of the most rewarding moments of their lives. It is important to understand that there will also be times when the experiences are difficult and challenging. At these times discussion with the coach may be appropriate.

#### **Appropriate Concerns to Discuss with the Coach:**

- Safety concerns
- The treatment of your rower, mentally and physically
- Ways to help your rower improve both athletically and academically
- Concerns about your athlete's behavior

- Excused absences from practice

Inappropriate Concerns to Discuss With the Coach:

- Seat Assignments
- Petty disagreements with other rowers and/or their families
- Race Strategy

### **Boat and Seat Selection**

Coaches want to put together the fastest boats for races. They work hard all season long to identify rowers and coxswains that will make BBRC boats more competitive. They use input clues – such as an athlete’s physical condition, erg times, judgments about technique and commitment to practice, as well as output measures – such as the results of seat racing and actual regatta performance, to draw conclusions about the best mix of athletes for each boat. Coaches will experiment, moving rowers back and forth between boats, and between seats, to determine what yields the best possible results. Dialog between rowers and coaches is very important; the rowers need to be discussing performance and requirements, and they can expect input from their coach and feedback from their crew mates.

### **Rower Selection:**

Rowing is a competitive sport. Although all program participants may devote enormous effort to developing their skills and physical fitness, not all can compete in the top boat. As coaches, parents and athletes, we accept that a rough meritocracy is necessary for clubs to produce teams that can perform and compete at the highest level. We also recognize that every successful team also needs a strong foundation of enthusiastic and capable junior rowers that can step up and take a place in a competing boat when the need arises.

Coaches absolutely want what’s best for the team and for the rowers. They are looking for skill, effort, commitment to the team, and promise – and they constantly evaluate and re- evaluate the capabilities of individual rowers and the group chemistry and cohesion of their teams. Based on the coach’s assessments of individual rower proficiency, strength, commitment and attitude, and the evolving needs of their teams, they may transition qualified rowers between boats and/or between groups. Sometimes the choices are very hard, and the coach’s experience and intuition also play a role.

In the Fall Season, particularly, boat mix and seat assignments may be fluid. Fall season is known as the “Head Racing Season,” in which particular emphasis is placed on 5000 meter races that reward elevated levels of endurance, in addition to skill. The Spring Season focuses more on 2000 meter races that reward technical prowess and sprinting ability. Junior athletes may excel in one or the other, or both.

The BBRC coach is a professional and makes decisions based on what they believe to be in the best interests of the team. From the list above you can see which situations are appropriate to discuss with a coach and which are inappropriate. Coaches do exercise their judgment throughout the course of a rowing season and their discretion, expertise, and professionalism must be respected regarding rowing matters. Issues surrounding the well- being of your student-athlete are appropriate to raise with a coach. When you feel a conference with a coach is necessary, the following procedure should be followed.

Procedures to follow if you have concerns with a coach. Please e-mail or phone the coach to set up an appointment. If the coach cannot be reached or does not respond, please schedule the appointment with the BBRC Board President. Please do not attempt to confront a coach before or after a regatta or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

In the Event a satisfactory resolution is still not provided: Contact a member of the BBRC Board. A Board comprised of parents governs the Burton Beach Rowing Club. The Board will address matters that have followed the previous procedure of contacting the coach or Board President.

The Burton Beach Rowing Club believes the sport of rowing and the unique team environment provided by the junior crew will develop the character of the student-athlete and provide them with tools to succeed in life beyond the boathouse. We hope this procedure is helpful to parents and coaches trying to develop that character and create those skills in a less stressful manner.



## **BBRC Parent Code of Conduct**

The Burton Beach Rowing Club has implemented the following Parent Code of Conduct for the important message it holds about the proper role of parents in supporting their youth athlete in sports. Parents should read and understand this form prior to their athlete participating in a youth program at BBRC. In this document, "parent" also includes legal guardians of BBRC youth athletes.

BBRC's competitive youth rowing program has high aspirations; however, different issues can arise during the season. Regardless of what these issues or situations may be, as a parent we ask that you encourage your youth athlete and stay positive.

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles:

- Trustworthiness
- Respect
- Responsibility
- Fairness
- Caring
- Good Citizenship

The highest potential of sports is achieved when competition reflects these "six pillars of character."

By role modeling these core principles, you will strengthen your youth athlete to honor the team on and off the water.

The following **Parent Code of Conduct** is implemented with these core principles in mind. All parents are asked to conform to this code of conduct while attending, volunteering or chaperoning at any BBRC practice, regatta or event. Failure to do so may result in a multiple event suspension, or forfeiture of the privilege of attending all practices, regattas and events during the season at the discretion of the Coach, and/or Board.

- I will remember that youth athletes participate to have fun and that the program and the regattas are for the youth, not adults.
- I will inform the coach of any physical disability or ailment that may affect the safety of my youth athlete or the safety of others.
- I understand that athletes and parents are expected to follow BBRC's policies in the Junior Member Handbook as well as US Rowing's Rules of Rowing.

I will follow the outlined protocol:

- I (and my guests) will be a positive role model for my youth athlete and encourage sportsmanship by demonstrating the core principles outlined above at every practice, regatta, and BBRC event.
- I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, opponent, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
- I will not encourage any behaviors or practices that would endanger the health, well-being or mental outlook of any athlete. I will respect my youth athlete's coach and BBRC members and

refrain from coaching my athlete or other athletes during competitions and practices because it may conflict with the coach's plan or strategies. I will respect the coach, staff and officials and their authority during regattas and will refrain from questioning, or confronting them at a regatta venue or event, and will instead arrange a time to speak with the coach or Board member at an appropriate time and place.

I will not provide alcohol or illegal drugs to or condone the use of alcohol or illegal drugs by youth athletes.

During out of town travel, I will not enter a rower's hotel room or sleeping area at any time, or for any reason, unless accompanied by a coach, parent, or member of the board. I will avoid any behavior that could be considered sexual harassment.

The legal definition of sexual harassment is unwelcome sexual advances, requests for favors, and other verbal or physical conduct of a sexual nature when:

Submission to such conduct is made either explicitly or implicitly a term of condition of a person's employment or advancement, or of an athlete's participation in school programs or activities; Submission to or rejection of such conduct by an employee or athlete is used as the basis for decisions affecting the employee or athlete; Such conduct has the purpose or effect of unreasonably interfering with an employee's or athlete's performance or creating an intimidating, hostile, or offensive work or learning environment.

## **General or Sexual Harassment**

Sexual harassment can occur adult to athlete, athlete to adult, athlete to athlete, adult to adult, male to female, female to male, male to male, and female to female.

Sexual harassment, as set forth in the above legal definition, may include but is not limited to the following unwelcome actions:

- staring or leering that has sexual overtones;
- making sexual comments;
- making suggestive gestures or actions including touching or rubbing oneself sexually in the presence of another person;
- telling sexually demeaning jokes, statements, or comments;
- spreading sexual gossip;
- making physical contact of a sexual nature, including feigned “accidental” contact as well as pinches, embraces, shoulder massages, slaps or pats;
- applying pressure for sexual activity;
- displaying pornographic or sexually explicit materials;
- offering benefits, favors, or rewards in exchange for sexual contact;
- sending notes and letters, telephone calls or materials of a sexual nature.

Social Networking websites are monitored by coaches as well as college admission offices and future employers. Be mindful of the image you are projecting of yourself and your activities. Any inappropriate or illegal postings may lead to disciplinary action.

- When traveling as a team, rowers must behave in a manner that reflects well on themselves, your family, your team, and the Burton Beach Rowing Club.
- Race officials, regatta volunteers and other teams are to be addressed in a courteous manner.
- During a race, the use of foul language by any member of the crew can result in disqualification of the boat by race officials/referees.
- Any rower, who does not abide by these rules, may be placed under close adult/chaperone supervision and action may be taken to coordinate transport home at parent's/guardian's expense. Any individual's failure to abide by these rules can jeopardize the entire group's participation at that time and in the future.

The Burton Beach Rowing Club recognizes the need to promote a fair and productive environment free of discrimination, intimidation, or harassment. Disparagement of any kind, unwelcome sexual advances, physical intimidation or threats, requests for sexual favors, and other verbal or physical conduct of a sexual or physically threatening nature constitutes harassment. Harassment in any form is unacceptable behavior. Any athlete who believes that he or she is being harassed should immediately notify a trusted adult, the coach, or a member of the BBRC Board.

## **Social Media**

Members shall not harass or follow (on social media) another person with the intent to cause that person fear, emotional duress, or discomfort. No member shall send, post, or share negative, embarrassing, humiliating, threatening, harmful, false, or hurtful content about another person over digital devices such as cell phones, computers, and tablets via e-mail, SMS, text, apps, online social

media, forums or gaming. No member shall harass another BBRC athlete privately or publicly via an electronic device.

**Public Displays of Affection:**

Public display of affection (PDA) by club members at any BBRC function (i.e. practices, regattas, fundraisers, etc.) is strongly discouraged.

**USRowing Youth National Championships Policy**

BBRC entries for the USRowing Youth National Championships are secured at the USRowing Northwest District Championships. Those entries are subject to the USRowing Rules of Rowing regarding the composition of the qualifying boat and the USRowing Youth National Championship regatta entry packet.

The final decision as to whether or not the qualifying crew will participate in the U.S. Rowing Youth Invitational will be made by the coaching staff. The coach will notify the BBRC president and/or vice president about the decision to attend before public announcement.

The travel coordinator will organize the trip in conjunction with the coaching staff. The board treasurer will create a budget for the event, and forward a copy to the BBRC board of Directors. The budget will be made available to the parents of athletes attending the event, as well as a reconciliation of that budget within 6 weeks of the event. The Coach will accompany the team. The costs to send the Coach to the event will be funded by the parents of rowers attending the USRowing Youth National Championships. The funding for the trip and all expenses related to the trip are the responsibility of the athlete and their parents. BBRC parents may raise money to offset the costs provided there is no conflict with existing BBRC fundraisers.

Please sign below indicating that you have read, understand, and agree to comply with the rules and guidelines outlined in this handbook.

Athlete – Print name here:

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Sign & date here:

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Parent/Guardian - Print name here:

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Sign & date here:

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Parent/Guardian - Print here:

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Sign & date here:

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