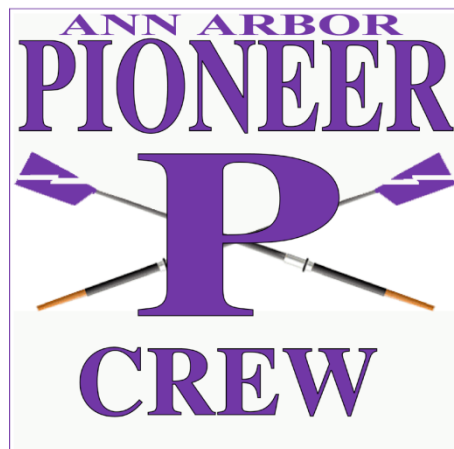


**ANN ARBOR PIONEER HIGH SCHOOL  
CREW  
PIONEER  
ROWING CLUB**

**Handbook for Rowers and Parents**



Coming Together Is A Beginning.

Keeping Together Is Progress,

Working Together Is Success.

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# I. CLUB/TEAM ORGANIZATION

## **Mission**

The mission of the Ann Arbor Pioneer High School Crew/Pioneer Rowing Club is to develop, support, and promote the sport of rowing at Ann Arbor Pioneer High School in a manner that reflects the educational philosophy and ideals of the Ann Arbor educational community, and the Midwest Scholastic Rowing Association (MSRA).

Specifically, the Ann Arbor Pioneer High School Crew/Pioneer Rowing Club is committed to the following goals:

- To encourage and support the academic achievement of its student-athlete members.
- To support informed instruction in the techniques and principals of competitive rowing.
- To own, provide and maintain equipment including boats, oars, and other equipment, for the use of the Pioneer Rowing Club.
- To organize fundraising events and rowing regattas in support of the rowing team.
- To promote information exchange with other amateur organizations in Ann Arbor and the surrounding geographical region.

This mission is consistent with the overall mission of Pioneer High School and with the Athletic Policy of the Ann Arbor Public Schools (Board Policy R 6147), as stated in the *Pioneer High School Athletic Registration Document* prepared by the Pioneer Booster Club

## **Structure**

The Pioneer Rowing Club is a 501(c) 3 organization governed by a Board of Trustees. The Club is made up of student-athletes, coaches, and parents or guardians of student-athletes on the Ann Arbor Pioneer High School Crew. The Pioneer Rowing Club owns and maintains the club's equipment, manages the club's financial resources and helps hire additional assistant coaches and support staff for the team.

**Crew** is a *varsity sport* under the direct supervision of the Pioneer High School Athletic Director. The Ann Arbor Pioneer High School Crew includes the student-athletes and the coaches. Coaches and athletes must comply with all Pioneer High School, AAPS and MHSAA regulations concerning athletics, academics, and behavior. The Ann Arbor Pioneer High School Crew is open to high school-aged boys and girls who attend either Pioneer or Community High Schools and who reside within the Pioneer High School attendance area. No prior rowing experience is required.

## **Non-Discrimination Policy 5145.9 Of the Ann Arbor Public Schools**

The Pioneer Rowing Clubs adheres to the non-discrimination policy of the Ann Arbor Public Schools stating that:

*No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any educational program or activity available in any school on the basis of race, sex, religion, color, age, national origin, linguistic and language differences, sexual orientation, socio-economic status, height, weight, marital status or disability. Any such discriminatory practice or inhumane conduct shall constitute just cause for complaint and/or remedy. Encouragement or discouragement of persons to participate in programs or activities shall be based solely on sound educational reasons.*

*The district will only produce and purchase for and/or use material in the classroom and extracurricular activities that portrays positively and accurately the contributions of all people and cultures.*

*The district in its classrooms and extracurricular demonstrations, lectures, activities, counseling and/or placement of persons will not demean, humiliate, intimidate, embarrass or offend a person's race, sex, religion, color, age, national origin, linguistic and language differences, sexual orientation, socio-economic status, height, weight, marital status, or disability.*

### **Actions and Operations**

#### **WHERE WE'LL OPERATE**

- The Ann Arbor Pioneer High School Crew/Pioneer Rowing Club will operate out of the Ann Arbor Rowing Club Community Boathouse off of North Main on Lake Shore Dr. in Bandemer Park. We will share the Community Boathouse with the Huron Rowing Team, Ann Arbor Rowing Club and Individual boat owners of the surrounding area.

#### **WHOM WE'LL SERVE**

- The Ann Arbor Pioneer High School Crew/Pioneer Rowing Club will serve the students of the Ann Arbor Pioneer and Alternative High Schools, as well as the parents of the student/rowers.
- The team will operate as a Co-ed sport serving both the young women and men of the school district who meet the scholastic and housing requirements.

#### **WHAT ACTIONS WE'LL INITIATE**

Actions to build our organization:

- Ensure all programs and policies reflect our values.
- Involve parents, students and school administrators in strategic thinking and planning.
- Regularly assess internal structure and implement corrective actions as needed

- Continue to improve our service to the student/athlete as well as local and regional organizations.

### **ACTIONS TO BROADEN AND IMPROVE OUR SERVICE**

- Train our athletes to be good citizens and respect all people regardless of color or religion.
- Regularly assess safety issues and develop policies and procedures to address any safety deficiencies.
- Keep abreast of the latest training and technological innovations to improve the health of the athlete.
- Educate the athlete in the proper techniques of rowing.
- Regularly gather feedback from our constituents.
- Work within the greater Ann Arbor Community to improve the quality of the sport, the facilities we use, and our relationship with the Community.

### **PHILOSOPHY**

1. Every student has strengths and abilities and it is our responsibility to encourage them to function at the highest level possible.
2. The coaching staff will have high expectations for all student/athletes and act upon those expectations.
3. Our actions will be aimed at motivating and rewarding rather than punishing students.
4. The support we offer students will be timely, accessible, preventative, remedial and effective.
5. The team's priority will always take priority over individual goals.

## **II. LEADERSHIP**

### **Pioneer High School Athletic Department**

Crew is a varsity sport for both men and women at Pioneer High School during both the fall and spring seasons and is supervised by Pioneer Athletic Director, Lorin Cartwright. The Athletic Office at Pioneer High School is open on school days throughout the year from 7:30 am until 4:00 pm and can be reached by telephone at 994-2151. Additional contact information is available in the Pioneer High School Athletic Registration Document.

### **COACHES:**

Please see the Handbook Addendum for this season's current coaching staff.

**Additional Information**

*Additional information concerning the athlete/parent/coach relationship as well as procedures for contacting the coaches are provided in the Pioneer High School Athletic Registration Document prepared by the Pioneer Booster Club.*

**BOARD OF DIRECTORS**

Please see the Handbook Addendum for this season’s current board membership.

**CONTACT SITES:**

Club Web Site: <http://www.pioneercrew.org/>

We will attempt to keep the website current with meeting dates, links and directions to regattas, fund raising events, links to sites of interest, photos and other appropriate information.

**CLUB E-MAIL:**

Please see the Handbook Addendum for this season’s current email lists.

**III. EQUIPMENT AND FACILITIES**

**Equipment**

The Pioneer Rowing Club owns all of its own boats, oars, launches, ergs and ancillary equipment.

**Insurance**

The Pioneer Rowing Club has liability insurance coverage through the US Rowing Association and property insurance through Leonard Insurance Group, Inc. Pioneer Rowing Club is also a member in good standing of both the US Rowing Association (the national governing body) and the Midwest Scholastic Rowing Association (the regional organization which governs rowing at the high school level in the Midwest).

**Facilities**

The Pioneer Rowing Club has an agreement with the Ann Arbor Rowing Club to lease one quarter of the space in the new boathouse at Bandemer Park on North Main Street in Ann Arbor. Pioneer shares this space with the Ann Arbor Huron High School Crew, the Ann Arbor Rowing Club and with individual boat owners from the Ann Arbor Community.

### Direction to the Boathouse:

The Pioneer Crew shares the boathouse with the Ann Arbor Rowing Club and Huron Crew.

The boathouse is located in Ann Arbor, Michigan on the western shore of Argo Pond in Bandemer Park. Access to the park is gained by turning east onto Lake Shore Drive from North Main just south of the entrance to M-14. We are located in the Ann Arbor Community Boathouse in the northwest corner of the boatyard.

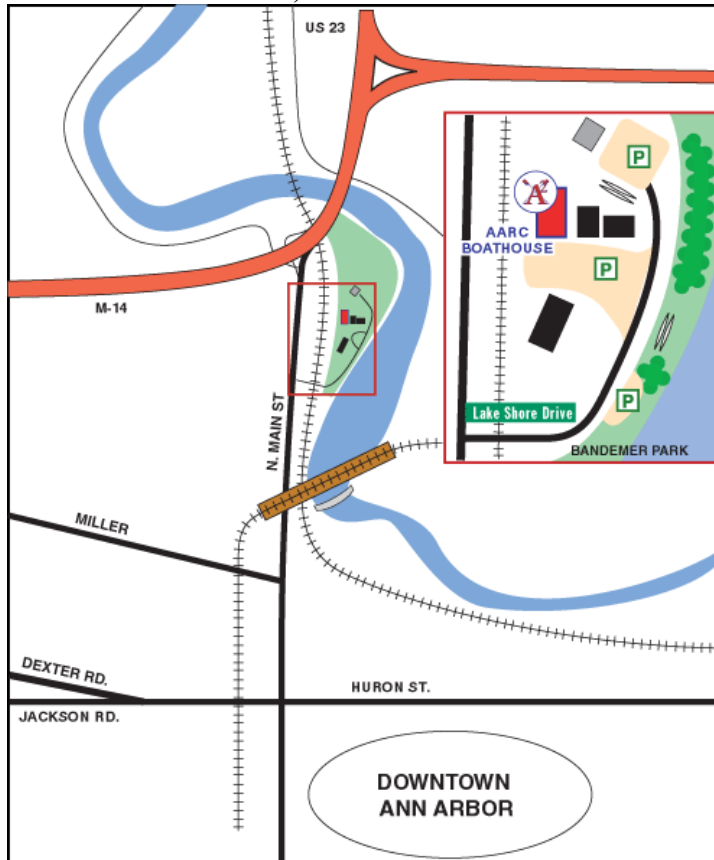
**From Points North:** South bound US23 to US23/M14 West. Exit Main St. which will merge onto south bound Main. Lake Shore Dr. is 1/4mi. on the left.

**From points East:** From west bound I94 take US23 North to US23/M14 West. From west bound M14 exit Downtown Ann Arbor as above.

**From points South:** Take US23 North to US23/M14 West. From west bound M14 exit Main St. as above.

**From points West:** From east bound I94 exit Jackson Rd. which will merge into inbound Jackson Rd. This will become Huron at the third stop light. Continue in an easterly direction towards downtown. Turn left onto Main St. (7th light). Continue on Main heading north. Look for Lake Shore Drive 1/4mi past train trestle on the right.

**From east bound I96,** take US 23 south and follow as from North (above)



## IV. BUDGET

Each season the Budget Committee of The Pioneer Rowing Club estimates its budget based on past seasons' and anticipated expenses. This varies depending on the number of rowers and the number of regattas attended. Spring seasons tend to cost more than fall due to the higher number of regattas attended. The majority of this amount relates to the general expenses of running the club and participating in regattas (including such items as coaches' salaries, transportation, debt service, insurance, boat, equipment and boathouse expenses--collectively "Club General Expenses"). The remaining budgeted expenses relate to the expenses of feeding rowers at regattas and housing rowers at overnight regattas ("Regatta Expenses"). Monies come from three sources:

1. Ann Arbor Public Schools (approximately 30% of the budget currently.)
2. Rowers' fees ("General Assessments")
3. Travel Assessments to cover the Regatta Expenses discussed above.

For a more complete breakdown of the budget along with General and Travel Assessment due dates, please see the Handbook Addendum.

Note: Travel Assessments are based on rower commitments and line-ups which are set one week prior to most events. Assessments, therefore, are non-refundable, even due to illness, except in extra-ordinary circumstances, unless a paid substitute can be found.

**WE MUST, UNFORTUNATELY, RESERVE THE RIGHT TO NOT ALLOW A ROWER TO PARTICIPATE IN REGATTAS OR USE THE EQUIPMENT OF PIONEER ROWING CLUB IF THE GENERAL ASSESSMENT OR THE TRAVEL ASSESSMENTS ARE NOT TIMELY PAID.**

## V. FEES AND FUND-RAISING

### FEES

Please see the Handbook Addendum for this season's General Assessment amount and due date.

*All checks should be made payable to **Pioneer Rowing Club**; fees may be delivered to the treasurer, placed in the box at the boathouse or mailed to Pioneer Rowing Club, PO Box 2084, Ann Arbor, MI 48106. Fees are not prorated or refundable and are due as shown on the rower's calendar.*

## Ability to Pay/Partial Economic Hardship Fee Waiver

Rowing families may apply for an Economic Hardship Waiver to receive a partial or full waiver of the General Assessment, in an amount to be determined by the extent of need. A rowing family will be eligible for a \$250 partial General Assessment Fee waiver if it supplies the PRC treasurer or president with a letter from the Pioneer Athletic Department that the relevant rower had his or her Pioneer High School athletic benefit fee waived by the Pioneer High School Athletic Department. Information about the waiver of the athletic benefit fee can be found at <http://pioneer.aaps.k12.mi.us/Ath/index.html>, which states in relevant part:

*"The athletic benefit fee may be waived by doing one the following:*

- 1. Provide proof of Medicare/Medicaid cards*
- 2. Provide the letter from the free lunch program indicating acceptance*
- 3. Proof that you receive food stamps from Family Independence Program (FIP)*
- 4. Proof that you receive food stamps from Food Distribution Program on Indian Reservation (FDPIR)."*

The PRC will not independently confirm whether a rower (including foreign exchange students) meets this criteria; **however, we need the confirmatory letter from the Athletic Department.** A rower or his or her family should consult with the Pioneer High School Athletic Department for further information about eligibility for the Pioneer High School athletic benefit fee waiver. A rower's Travel Assessment must still be paid to be able to participate in regattas. Families receiving the \$250 partial General Assessment Fee waiver are expected to participate in additional fundraising activities to help offset the cost to the program.

Contact the PRC Treasurer if your family's financial circumstances present further hardship which cannot be alleviated by the above partial fee waiver. We may have a very limited amount of financial assistance available to us from an anonymous source.

Fund raising opportunities are available to pay all or some of the General Assessment and the Travel Assessments. Economic Hardship Fee Waivers will not be granted for consecutive seasons unless the recipient meets his or her fundraising goals.

## FUNDRAISING

Rowing Club (PRC) strives to provide a number of fundraising opportunities to help keep the cost of rowing as low as possible. Rowing fees (general and travel assessments) and AAPS budget assistance do not necessarily cover the full cost of any particular rowing season. Therefore, we must constantly be engaged in fundraising. Some fundraising activities go to subsidize the entire team and its operations, while others provide opportunities for rowers to offset rowing general assessments. Both are equally important in maintaining the program and it is expected that all rowers and their families participate in as many fundraisers as possible.

We are always looking for new and effective fundraising ideas. If you know of any or would like to help out, please email the current Fundraising Chairperson(s).

Please see the Handbook Addendum for this season's Fundraisers and Sponsors.

# VI. Student-Athlete Insurance Policies and Procedures

As your student-athlete prepares for another exciting year of school competition at Pioneer High School, please take a moment to review the following statements regarding student-athletes injuries and medical insurance protocol.

Over the past several years, everyone has been made acutely aware that medical costs are increasing. The athletic department has become concerned about the cost of medical care as we strive to provide the best possible service for each of our student-athletes. Pioneer provides some of the best preventive conditioning programs, through our coaching and athletic training staff. Pioneer High School has a team physician who visits on a regular basis, at no cost to the athlete.

Covered athletic injury or illnesses are those that occur while playing in athletics, which are accidental in nature. When an athlete becomes injured, and it is a covered athletic benefit expense, the personal insurance that the family has will be in force and considered the primary insurance. First Agency (the secondary insurance carrier for the school system) will pay balances on claims directly related to a covered athletic injury.

There is confusion sometimes about what type of expenses First Agency will pay on an insurance claim or outright as a primary payer. Non-permissible is defined as those that occur outside of athletics and those totally covered by the primary insurance agency. If the athletes family does not have a primary insurance, than First Agency become the primary payer for those athletic injuries or illnesses that occur while playing in Pioneer athletics.

After a season has ended, an athlete may have an unresolved injury or illness. It is the athlete's and parents' responsibility to follow-up with the athletic trainer. First Agency will pay bills regarding a covered injury or illness if it is reported to them prior to the one-year anniversary date.

Below is the address of the secondary insurance carrier. Within the athletic department, ask for the secretary. If you ever have any questions or concern that you would like to discuss, please contact her immediately.

**Insurance Company:**  
First Agency, Inc.  
5071 West H Avenue  
Kalamazoo, MI 49009  
(269) 381-6630

## **Assumption of Risk**

By participating in high school athletics, a student assumes certain risks and responsibilities in addition to those assumed by the institution. These include an obligation to safe conduct during practice and competition and a strict adherence to the rules of the sport that are designed to safeguard the well-being of the participants. Each student-athlete also has an obligation to inform athletic trainer and team physician of any medical problems encountered on or off the field of play. The risk of occasional injury or illness is a part of athletic participation. Participation may also include paralysis and death.

## **Q & A about Athletic Benefit/Insurance**

### **What should a parent/guardian do if there is a covered injury or illness?**

Contact the athletic department secretary first. She will walk you through the process and prepare initial documents to be sent to First Agency.

### **What expenses will First Agency pay?**

First Agency can pay only those expenses that have resulted from an accident while participating as an athlete at Pioneer High School.

### **What is the duration of coverage after an accident?**

First Agency will pay bills regarding a covered injury or illness if it is reported to them prior to the one-year anniversary date.

### **What if I only have other insurance?**

You must submit bills to your primary insurance company before First Agency will consider your claim. You will need a copy of all your insurance statements indicating balances owed after the primary insurance has been completed.

### **What if I don't have any insurance and my son or daughter is injured in an athletic activity?**

First Agency becomes the primary insurance company and covers the expenses of the accident.

### **What if I have insurance that covers every expense; do I have to pay the athletic benefit fee?**

All students must pay the benefit fee. Public Act 16 states: "Boards of Education . . . shall have the authority to establish policies regarding provisions for care for injuries sustained while participating in interscholastic athletic activities. Boards of Education . . . have a right to receive payment for all or part of the cost of participation in mutual benefit programs or insurance programs while a student is participating. . . . shall have the right to require a fee from participants in such programs for all or part of the cost of medical care, mutual benefit programs, or insurance program to insure protection for students, providing that no student shall be barred

from participation in interscholastic athletic activities because of inability to pay the fee. Please note that 100% participation is required.

There have been cases where a family has had full coverage, and then lost their insurance. First Agency will be there for all families.

**If my child gets cut or drops out from a team, can I get my money back?**

Once a child plays (no matter how long or short) the benefit fee has been paid and is non-refundable.

**If my child plays in more than one sport do I pay the benefit fee again?**

There is a one-time fee \$150 for the first sport and an additional \$75 for any additional sport(s). If a student rows both fall and spring seasons, that counts as “two” sports. There is also an insurance fee of \$30 per year for high school athletics.

**If I have two children playing a sport do I pay for both?**

Each child must pay the one-time fees for that school year.

## VII. Fast Facts / Athletic Participation Q&A

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**When do fall sports begin?**

Boys’ golf in the first week of August, girls’ swimming begins in third week of August, and all other fall sports begin in the second week of August. Each team will determine its practice times based upon coaches’ availability and availability of facilities. Please call the Athletic Department Office or the coach at home to determine practice times. Most teams practice twice a day in August.

**What if my family is on vacation when sports start?**

A note to the coach ahead of time will help create a line of communication. Make sure you know in advance what the impact will be for not being present at pre-season practices. Make sure you get the coach’s response in writing so that everyone understands the situation.

**What type of commitment is necessary when playing for a high school team?**

Student-athletes need to be aware that athletics require a commitment to the team. Coaches may allow a student-athlete to participate in another extracurricular activity, but the student-athlete must first consider what the impact will be upon the team. **Participation in another activity can result in lost playing time or removal from the team.**

**Can a student-athlete participate in two sports during the same season?**

Yes. The following requirements must be met:

1. The coach in each sport must give permission.
2. The athlete will designate a primary and a secondary sport.
3. The athlete’s parents must indicate their approval of participation in two sports and accept

the established guidelines.

The following guidelines will be used to resolve time conflicts between both sports:

- A. The athlete will attend practices for the secondary sport only when they do not conflict with the primary sport.
- B. A primary sport contest takes precedence over a secondary sport contest.
- C. A secondary sport contest takes precedence over a primary sport practice.

**What will happen if my student-athlete observes a religious holiday and misses practices or games?**

The Ann Arbor Public Schools has prioritized religious holidays as part of the school schedule. However, there may be occasional exceptions (also established by policy) when games or practices can be held on those priority dates. Regardless, students are not in jeopardy of losing their team membership by attending religious functions on dates prioritized as part of this Ann Arbor Public School policy.

**On which days of the week are games and practices held?**

The game days and practices will vary depending upon the sport. Most sports practice and play games Monday through Saturday, with Sundays off.

**How will my student-athlete's participation in music courses (academic) affect participation in athletics?**

1. Curricular music events take priority over athletic events.
2. Scheduled music practices take priority over athletic team practice. (With permission of both parties, practice times may be shared.)
3. An athletic game takes priority over a music practice unless the student has a major or solo role in the upcoming music event.
4. If an event must be rescheduled to the same date and time as a previously scheduled event, the event originally scheduled takes precedence. Exceptions to this policy are single practices for curricular music events and times when students have major or solo roles in music events.
5. Unscheduled or irregularly scheduled practices have a lower priority than previously scheduled commitments. However, coaches and directors may require a written excuse from a coach/director, or a parent (for a personal commitment).

**If my son/daughter has played on a team previously, is he/she automatically on the team next year?**

No. Each year students must make the team based on the new group of student athletes who are trying out.

**If a parent works with the booster club, will that help my child's chances of making the team?**

No. Students are picked for the team based on athletic ability not a parent's willingness to work or fundraise.

**Are seniors guaranteed positions on teams?**

No. Each year students must make the team based on the new group of student athletes who are trying out. Freshman may play ahead of a senior; this is based on coaching decisions not year in school.

**Is my son/daughter guaranteed playing time if he/she makes the team?**

No. Coaches determine who and in what situation an athlete plays.

**What happens if my son/daughter violates the athlete's code of conduct for the team?**

The coaching staff will determine the punishment.

**What if my son/daughter has a problem with a coach?**

The student should speak directly with the coach regarding the problem.

**What happens if my son/daughter becomes ineligible?**

In some instances, such as failing to pass at least four classes, the student cannot become eligible. If the student drops below the 2.0 GPA then a travel card is issued and the student is placed on inactive participation status for a week-to-week basis. A student becomes inactive from Monday through Monday. Once the GPA and passing five classes goes up, the student will be re-activated the following Monday. Incompletes are counted as failures (E). If an incomplete is changed to a regular grade, a student can be made eligible before the Monday upon review by the eligibility coordinator.

**Should my student-athlete take a 7th hour class?**

It is a family decision as to what hours of the day students take classes. In the fall and spring, student-athletes may have to miss a portion of or all of 7th hour classes to ride a bus to a game. Student-athletes are responsible for all work and homework in their classes if they miss or are excused early for athletics. For some student-athletes, it is difficult to stay on top of a class that is missed, so a family should consider the impact when signing up a 7th hour class.

**What teams have freshman programs and what teams do not cut?**

Freshman teams are available for football, girls' and boys' basketball, volleyball, girls' and boys' soccer, baseball and softball. Teams that do not cut currently include: football, boys' lacrosse, girls' and boys' track, girls' and boys' cross country, girls' and boys' water polo, equestrian, and wrestling. Coaches reserve the right to move from a non-cut program to a cut program depending on the numbers.

**What does my student-athlete do if he/she does not have a 7th hour class before practice starts?**

The cafeteria is open and supervised by community assistants, so students should go there. No game equipment should be brought into the cafeteria. Students should bring homework.

**Do parents excuse student-athletes from class to participate in an athletic activity?**

No. The coach is responsible to get that information to the athletic department staff who will excuse the students. Students will NOT be excused for events that occur at 4 PM and are home. Away events are excused 15 minutes before the vehicle in which he/she will be riding has been scheduled to leave.

## **VIII. COMMUNICATION BETWEEN COACH AND PARENTS**

**Areas of Common Agreement between Coaches and Parents**

The purpose of the interscholastic athletic program at Pioneer High School is to provide an arena in which students can learn and grow in meaningful ways that are not always possible in a classroom setting. Our ultimate success in achieving a positive athletic experience will be measured by our ability to establish lines of communication. Through good communication, people feel valued and understood, even if complete agreement is not always reached.

We are all concerned about the education of our students. Part of the process of growing up is learning to handle your own difficult situations. If a conflict or misunderstanding between an athlete and a coach occurs, learning to resolve it is an important education experience for the athlete.

Parents should react slowly. All children tend to exaggerate at times, leave out part of the story, or present a skewed version of an incident. Taking responsibility for your part in a conflict is a learned skill. It requires maturity and honest self-reflection. Athletes vent frustration at the dinner table expecting mom and dad to take their side of the issue. Thoughtful parents, however, realize that they were not present at practice to see how their child behaved, related to the coach, or to evaluate his or her skill and effort. Concerned, thoughtful parents always seek more information before drawing conclusions. The most productive long-term help a parent can give a child in awkward situations with a coach is to teach and model the skills of conflict resolution. Help your child resolve his or her own differences.

When a student successfully deals with difficult interpersonal conflicts, he or she learns and grows. Supportive parents help their athlete learn the valuable lessons that athletics can teach, even the “tough lessons” that may be difficult for everyone involved. Of course, a parent always retains the right to intervene on behalf of the child.

Communication all parents can expect from their child’s coach:

- Team Itinerary: Parents need to know the location and times of all try-outs, practices, games, bus trips, meetings, banquets, team camps, conditioning sessions, et cetera, as well as directions to away contests.
- Team Rules: Parents appreciate knowing not only the philosophy of the coach but also any team policies, including consequences that the coach established to supplement the code of conduct, rules and regulations.
- Criteria for Team Selection: coaches should develop and distribute written criteria for team selection, including objective criteria such as those measured against the stopwatch or skills completed, as well as subjective evaluations, such as attitude, effort, coach ability, grades or potential.
- Criteria for Earning an award: Coaches should determine the distribute written criteria to parent and athletes as soon as the squad has been selected if the criteria is something to have than simply completing the season as a member of the team.

Conducting a Meeting:

1. Introduce yourself and vice versa. There is to be no yelling, verbal or physical abuse by either side.
2. When each person is speaking there is to be no interruption. Let each person complete his or her version of the situation before the other person speaks. When stating your concern be prepared with facts in so far as you understand, or can ascertain them. Think through your expectations for the outcome resulting from

- voicing your concern. Be clear about what you hope will happen as a result of your meeting.
3. As you talk with the coach, or other authority, repeat back what you hear him or her say to be sure that understood the important points. Stay calm and friendly as you talk and listen. Take notes.
  4. Define the problem by restating and summarizing each side's statements. Summarize areas of agreement and disagreement on the issues. Prioritize the issues.
  5. Assist in generating options to resolve the conflict. Make sure there is fairness to the proposed solutions.
  6. Before the session ends, have a plan that is clearly understood by all parties. A written document restating the final outcome, what happens if the situation reoccurs, and signatures indicating understanding is appropriate. This written plan will check for mutual understanding. Make a plan to touch base following the initial meeting. Each of the parties has a stake in making the plan work; remember that.

We always assume that all parties have the best interest of the student-athlete in mind when concerns are discussed and we make every effort to assure that the student is not penalized or placed in an awkward position as a result of voicing a complaint.

Moreover, we believe that adults, that is, parents and coaches, who share the common aspirations of the academic success, self-esteem, and a sense of belonging, can work together to solve problems. We believe that adults can teach young people to resolve their own conflicts. This is part of the complete education that can be gained by participating in the interscholastic program.

Parents, rightly so, tend to have single focus and advocate for their own child. Coaches, on the other hand, tend to have multi-focus and must safeguard the needs of every player as well as the team as a whole. Parents and coaches, in order to communicate effectively, must respect the legitimate perspective of the other.

## **IX. TEAM RULES**

Below is a list of rules that ALL team members will follow this season.

- A. Each athlete is expected to be at every practice. If an athlete is consistently absent from practice then they may be dismissed.
- B. If an athlete is injured they are expected to attend practice until such time as the coach says they may stay home. They are expected to attend all team meetings. Depending on the nature of the injury, assistance on club matters may be assigned to you.
- C. Absence from practice because of a test or paper is unacceptable. This may seem harsh, but everybody has an academic load to carry. Your load is not any different or special. Managing your time is part of being a team member.
- D. Athletes are expected to attend team functions on time.
- E. Consumption of alcohol or tobacco is explicitly prohibited.
- F. You should never leave a team function until a coach dismisses you.

- G. If we feel an athlete is having a negative impact on this team we may suspend or dismiss that individual from the team.

### **Attendance**

Attendance in school is expected for all student/athletes year round. Academics throughout the entire school year are important and the foundation for a successful life for all student/athletes. Missing school on regatta days will cost the student/athlete one game date during the season for the first offense and a meeting with the parents, student and coaching staff will take place. A second offense of missing school on a game day will cost the student/athlete two game dates and a meeting will be set up with the parent, student, coaching staff, and athletic director. A third offense will lead to removal from the team.

### **Conflicts**

Vacations during spring break (if in conflict with the season), or during the rowing season, should be avoided. The rowing association schedules some regattas and we will not try to switch these regattas. If you miss regattas or practice due to vacation time, then that student/athlete will have to work their way back into playing condition and rowing opportunities. For every day that the student/athlete misses practices and games, one day for every practice and game time will have to be made up (miss six days then you must complete six days to be able to row in a regatta again). Missing regattas or practices because of school related activities, i.e.: music performances, etc., will not penalize the student/athlete. Please notify the coaching staff as soon as you know of potential conflicts with school related activities and crew. Playing another sport during crew is secondary to rowing and should be worked around Pioneer Crew practices and regattas. Playing another sport during the rowing season should be avoided, if at all possible.

### **Physical Preparation**

Developing the strength and mastering the technique needed to move the boat through the water efficiently and quickly require many hours of drill, exercise, and practice both on the water and on land. *Although rowing is a low-impact sport that offers a whole-body workout and although the coaching staff takes all precautions to keep the sport as safe as possible, rowing is not without risks. Rowers and their parents must be aware that minor injuries (e.g. sprains, strains, scrapes, blisters,) as well as less-frequent but more serious injuries can occur.* Parents and their rowers are required to sign a waiver form acknowledging these risks and giving permission for their child to participate.

To minimize the risk of injury,

- Each rower must prove that he or she has passed a physical administered by a practicing physician within the past 12 months that approves him or her for athletic participation. Rowers who have passed the school-administered physical may meet this requirement by providing a copy of their AAPS athletic certification.
- All rowers must complete a careful orientation program about how to carry, launch, enter, and sit in the boat; they are also instructed on what to do if a boat sinks or capsizes on the water.
- Rowers must pass a swimming test or provide evidence of swimming proficiency and demonstrate that they can tread water for at least 10 minutes; the duration of this test far exceeds the rescue time in case a boat swamps or capsizes.

- Rowers are required to bring a filled water bottle or sports drink to practice each day to prevent dehydration. Water is not available at the boathouse.

More complete information on AAPS student-athlete insurance policies and procedures are found in the Pioneer High School Athletic Registration Document prepared by the Pioneer Booster Club.

## X. PRACTICE EXPECTATIONS

PRACTICES ARE MANDATORY.

**Excusable reasons for missing practice are:**

- Serious illness/injury
- Academic obligations previously scheduled by the AAPS
- Three star religious holidays recognized by the AAPS.
- Family Emergencies

**Inexcusable reasons for missing practice are:**

- Medical appointments
- Heavy course load/homework
- Family outings
- After school projects
- Anything other than the items listed as excusable

**Punitive Measures:**

- Any rower with an unexcused absence from practice will participate in the following practice upon his/her return at the discretion of the coach.
- Rowers who acquire more than THREE unexcused absences over the course of the season will risk jeopardizing their seat both at practice and in regattas, at the discretion of the coach.

Practice is where we construct you into form. Practice on Argo is our workshop. We build you into winners in every practice. Every successful person and team understands the importance of practice and never sacrifices practice time for another leisure activity.

Practicing on a consistent basis is simply not good enough. To become good you have to put effort into practices, not just show up for them.

All practice and competition schedules are dependent on the weather, although rowers do participate in off-water activities even on rainy days. **Even in inclement weather, rowers should report to the boathouse unless otherwise notified.**

## **Practice**

Each rower's success and the success of the team are directly related to the individual's level of commitment. Coaches hold high and attainable expectations for each rower. Rowers must be willing to dedicate themselves to the interests and objectives of the whole. Ann Arbor Pioneer High School Crew/Pioneer Rowing Club operates under the team concept, where every rower is equally important and equally responsible for the success of his or her boat.

Practices are scheduled Monday through Friday at Bandemer Park. Although times will vary at the coaches' discretion, practice for new and experienced rowers is generally scheduled daily between the hours of 4:00 and 6:30 p.m. To maintain their eligibility to row in competitions, rowers must attend all five scheduled practices each week.

- Athletes whose schedule conflicts with this requirement must notify a coach of their absence one week in advance of a practice and two weeks prior to any regatta.
- New rowers who miss a majority of the two-week training period at the beginning of the on-water season or who do not learn safe and proper rowing techniques will be asked to enter the *Learn to Row* Program sponsored by the Ann Arbor Rowing Club and will be denied permission to participate in scheduled regattas.
- While winter training is optional, student athletes are encouraged to stay active during the winter months.

**Any rower who will miss a practice must notify the coaches in advance or the rower will be marked as unexcused. See the disciplinary policy, below, for more information on unexcused absences. Information concerning absences due to family vacations, celebrations of religious holidays, participation in music courses, scheduling of academic courses, as well as information on individual team's policies on team size, playing time, and eligibility is available in the Fast Facts section of the Pioneer High School Athletic Registration document and on the web at <http://pioneer.aaps.k12.mi.us/ath>.**

At practice, all rowers must

- Park in north end of the lot.
- Rowers and parents must obey the ten mph speed limit within the park.
- **PICK UP AND DROP OFF IN THE NORTH END, ON THE PIONEER SIDE.**
- Sign in the logbook; rowers may not sign in for others.
- Complete the warm-up run and other activities in a timely manner prior to the designated start of practice.
- Review the practice schedule.
- Listen to coaches and assistants for information and instructions.
- Realize that they are there to train and that **ALL** personal relationships must be put on hold until practice is over.

## **TIMELINESS**

One of the major complaints is that rowing-related activities take too much time. We have all seen many events, whether they are practices, races or whatever, run way off schedule. We have also seen efficiently run events as well. It all depends on the sense of urgency that the personnel involved value.

YOU have to have the desire to have things run on time with this team: it means showing up on time for practice; it means if you are sick, we need to know immediately; it means communication between you and the coaching staff and teammates. Practice does not have to take long. Crew is a sport in which other people depend upon you; when you are absent or late, then others are affected. Therefore, make it a point to be on time for every scheduled meeting and we won't have to play "hurry up and wait".

## **A TYPICAL PRACTICE**

Practice will begin with the first arrivals taking down the oars. Check the bulletin board for an explanation of the practice. Your pre-practice should involve a short run, followed by a short core circuit. Some days will be heavy on drills, other days heavy on work, and other days a mixture. Sometimes we will incorporate drills into the workout, and other times we will do the drills after the workout, but usually we start with drill work and the progress into a workout. We must have the boats together. It makes it hard if there is a big separation. Communicate with your fellow boats. After the workout is done and we dock, there should be a strong effort to move quickly so that we don't take up dock space and we can get out of here. This entire process should take 2-2.5 hours or less, if EVERYONE IS ON TIME.

## **COMPETITION**

Pioneer rowers typically compete against 12 to 18 high school crews in large regattas that generally last from 8am-6pm. Ann Arbor Huron High School, Ann Arbor Skyline High School, Saline, Orchard Lake St. Mary's, the Detroit Rowing Club, Wyandotte, and Toledo Central Catholic offer competition within an hour's drive from Ann Arbor. The club also competes against teams from the Grand Rapids area (Rockford, Forest Hills Central, Forest Hills Northern, East Grand Rapids) and against other teams from outside Michigan.

### **At competitions:**

- Captains and coxswains will lead the team in rigging the boats so that they are ready to launch at the designated times according to the posted schedule.
- Rowers are expected assist parents and chaperones as needed to help transport tents, food, water, and other supplies.
- All rowers must participate in dock support. Rowers must check the assignment board to find their responsibilities during the regatta.
- In deference to their teammates and other members of the PRC and in keeping with the spirit of sport and competition, public displays of affection are not acceptable.
- Rowers are expected to support and encourage their teammates both on and off the water.
- Rowers are expected to de-rig the boats, load the trailer, and possibly assist in packing up tents, coolers, and other equipment. Prior to leaving, rowers must insure that the area is clean and that all trash is disposed of properly.
- Rowers may not leave the event until excused by the coaching staff.

# XI. SELECTION

HOW WE SELECT: “Every stroke is a seat race”

There are several criteria used when selecting boat.

## TECHNICAL JUDGEMENT

The coach’s ability to judge how well you are rowing relative to your teammates.

## FITNESS LEVEL

To make a first boat, you will have to be very fit. We will discover your fitness level through various tests. These tests include: actual competitions (seat racing), a series of long endurance tests, a series of short erg tests, and any other test deemed necessary. It is true that ergs don’t float, but test results give me an idea of how fit (not only physically but mentally) you are. Your fitness level will sort you into initial racing lineups when the season begins.

## HOW TO FIT IN

Questions are raised if you are going to be selected into a boat: will you, with your current fitness, technical abilities, and attitude be a benefit to the entire boat? Are you in any way going to detract from the performance of the other members of the boat? Are you significantly different from the majority of the members already in that boat? Will you be a positive part of the chemistry? Will you “mesh” with others? These are all the questions I ponder regarding selection.

## SEAT RACING

Seat racing is a good indicator of raw boat moving ability. It is a tool, although as far as final boat selection it doesn’t have all that much weight. NOTE: Sometimes you may be switched during a workout: yes, this may be considered seat racing.

## HIGH STANDARDS AND ATTAINABLE GOALS

### Pioneer Rowing Club ERG Standards.

	<u>6000meters</u>	<u>4000 meters</u>	<u>2000 meters</u>	<u>1500 meters</u>
	WM/MN	WM/MN	WM/MN	WM/MN
<b>ELITE</b>	<b>25:00/22:00</b>	<b>16:00/14:30</b>	<b>7:35/6:35</b>	<b>5:42/4:56</b>
<b>GOLD</b>	<b>25:30/23:00</b>	<b>16:30/15:00</b>	<b>7:50/6:50</b>	<b>5:55/5:12</b>
<b>SILVER</b>	<b>26:00/23:45</b>	<b>17:45/16:00</b>	<b>8:10/7:15</b>	<b>6:10/5:25</b>
<b>BRONZE</b>	<b>27:30/24:45</b>	<b>19:00/17:00</b>	<b>8:30/7:35</b>	<b>6:30/5:45</b>
<b>MINIMUM</b>	<b>28:30/26:25</b>	<b>19:30/18:30</b>	<b>9:30/8:30</b>	<b>7:15/6:30</b>

- Rowers meeting the Elite Standard will be recommended to apply for Junior National Team Development.
- Rowers meeting the Gold/Silver standard will be considered for first and second Varsity Crews.
- Rowers meeting the Bronze standard will be considered for second Varsity/JV Crews.
- Rowers not meeting minimum standard will be evaluated by coaching staff.

#### **EVALUATIONS:**

##### **Based upon:**

- Coaches' judgment
- Erg Standard: Must meet minimum.
- Knowledge of Fundamentals: Must exhibit knowledge of rowing fundamentals.
- Attendance: Must not miss more than 6 practices in a season.
- Attitude: Must possess a positive attitude toward coaches and fellow athletes.
- Commitment to the Team.

#### **TEAM NUMBERS**

- Our goal is to carry a maximum of 40 Varsity rowers. This would be split 50/50 or 20 girls and 20 boys. When we exceed these numbers rowers will be told they may not get much water time based on the guideline above.
- New rowers would be limited to 32 rowers. While we would like to keep a 50/50 split, this would depend on the turnout of new rowers. We will not cut unless we feel they are a danger to themselves or the crews on the water. Safety will be an overriding factor. If we exceed our limit of new rowers we will make every attempt to keep you involved but cannot guarantee total involvement.
- Our equipment is the limiting factor. The size of our boathouse will only accommodate six eight-man shells and five four-man shells, giving us a fleet for 79 rowers and coxswains.
- The last limiting factor is the number of coaches available. For reasons of safety, we limit the coach on the water to 16 rowers.

#### **SEPARATING ATHLETICISM FROM DUES**

*Sometime an athlete complains that they pay just as much as everyone else and that they deserve the same treatment. Remember there is a separation between athleticism and financial obligation. The reality of athletics is that some people will do better than others; it is the nature of the sport.*

## XII. CAPTAINS

Each season, three captains of each gender are selected by the coaching staff. These individuals are hand-picked for their leadership and positive rowing mentality, as well as for having strong interaction and communicative skill with their teammates. Generally, those we select are individuals who have had a lasting and noticeable effect in previous seasons, and are given the honor and responsibility of the captaincy for these attributes.

Captains are expected to lead their teammates by example and by the occasional command of the coaching staff. They are to be liaisons to the coaches, mentors to novice rowers, and supporters of the entire team.

## XIII. REQUIREMENTS

### **Academic Eligibility**

Ann Arbor Pioneer High School Crew/Pioneer Rowing Club stresses that academics take priority over rowing for all student athletes. Members of the Ann Arbor Pioneer High School Crew/Pioneer Rowing Club are considered to be **students** first and athletes second. In order to participate in this sport, rowers must pay consistent and careful attention to their studies and maintain a minimum GPA of 2.00, with at least five classes in the passing category.

Students who do not meet the continuing requirement for eligibility at all checkpoints through the semester will be ineligible for at least one full week from the following Monday through Sunday after the check. The student-athlete then must take an Athletic Office Eligibility Travel Card to each teacher and return the card to the Eligibility Coordinator in the Athletic Office by Wednesday of that week. If the travel card shows that the minimum standards have been met (2.0 GPA + passing grades in at least 5 classes), the student will regain eligibility on the following Monday. There is a delay of at least one week to check eligibility at the end of each nine-week grading period.

- If rowing negatively impacts a student-athlete's academic performance, the student and his/her parents are required to meet with one of the coaches in order to adjust the student's training and competition schedule.
- If a rower fails to meet these academic standards, he or she will be required to withdraw from the team, forfeiting his or her seat in the boat.

**Detailed information on residency, enrollment, grade point average, MHSAA eligibility, and NCAA eligibility are clearly described in the Pioneer High School Athletic Registration Document. It is the responsibility of the student-athlete and his or her parents or guardians to read and comply with all eligibility rules.**

## **Comportment**

Rowers must comply with all MHSAA and AAPS rules. Consumption of alcohol, use of drugs, inappropriate language, horseplay, public displays of affection, and non-compliance with team rules during practice or at regattas will not be tolerated.

- Parents are required to review and sign the Pioneer Rowing Club disciplinary policy with their rower.
- Coaches are required by Pioneer Rowing Club policies to remove from the team any rower who violates school drug and alcohol policies.

Rowers are expected to support and respect all members of the team.

## **Award Recommendations**

Letter Awards are earned based upon the number of seasons rowed and the level at which an individual rows. Although crew is technically a two season sport, Fall and Spring, the approach taken by the coaches is that it is a year-long endeavor, requiring participation in both seasons to truly succeed. Given that, Varsity Letters are awarded to rowers upon completion of their second full year of crew, or their fourth season according to the following system:

- First Season: Numerals
- Second Season: Novice Participation Certificate
- Third Season: JV Participation Certificate
- Fourth Season: Varsity Letter & Crew Pin
- Fifth Season: Silver Certificate & Gold Bar
- Sixth Season: Silver Certificate & Gold Bar
- Seventh Season: Gold Certificate & Gold Bar
- Eighth Season: Gold Certificate & Gold Bar

In addition, Letters may be awarded early for the following exceptions:

- 1) Rowing at least three regattas in a Senior A or First Varsity 8+ or 4+.
- 2) Rowing in a State Champion boat.
- 3) Rowing in a Midwest Scholastic or Junior Championship medal winning boat.
- 4) Rowing in a CSSRA medal winning boat.
- 5) Rowing in an SRAA or US Rowing National boat.
- 6) In years when no Senior Boats are entered, the first Junior Boat will qualify.
- 7) Seniors who have rowed both Fall and Spring seasons.
- 8) Coaches' discretion.

## XIV. TRAVEL POLICIES

The club has adopted a policy of not traveling more than 300 miles for competition and overnight stays will occur when prudent. Ann Arbor Pioneer High School Crew/Pioneer Rowing Club adheres to the rules and regulations for overnight travel required by the Ann Arbor Public Schools.

When staying overnight in a school or hotel, all rowers are expected to follow these guidelines:

- All rowers must be in their own rooms at the time determined by the coaches.
- At no time will members of the opposite sex be present in each other's hotel rooms.
- Running, excessive noise (loud talking, music or TV), and/or horseplay will not be tolerated.
- Rowers are expected to be respectful and courteous to others who are also staying in that facility.
- Rowers must be ready to depart five minutes prior to the time the coaches designate.
- Rowers may not leave trash in the rooms.  
Rowers must be sure that they have repacked all personal items.
- All rowers are responsible for carrying and loading their own belongings.

### **Transportation**

With the help of the carpool coordinator, rowers must arrange transportation to events within a one/two-hour drive of Ann Arbor. To curtail costs, the club relies on authorized parents and other adult volunteers to transport rowers to these events. For regattas that are farther than one or two hours away, the club uses commercial charter bus companies and professional drivers.

When traveling in vans or busses, all rowers are expected to follow these guidelines:

- All riders **must clean up** the bus upon arrival to the regatta site and upon returning to Ann Arbor.
- Athletes are requested to respect teammates who may wish to sleep or study. Excessive noise, as determined by chaperones, will not be tolerated.
- The chaperones enable all rowers to have an enjoyable and safe experience. Rowers must listen to and comply with chaperones' requests and instructions. Arguing with and/or ignoring a chaperone will not be tolerated.
- Rowers are reminded to thank the coaches and chaperones during and at the end of the trip.

## **Pioneer Rowing Club Chaperone Information Sheet**

Thank you for volunteering to chaperone an event with the Pioneer Rowing Club. Without your support and help, your rower could not travel to competitions and participate in these more challenging events.

These guidelines represent the actions which chaperones should undertake, nonetheless, PRC is not responsible for monitoring chaperone adherence to such protocol nor for the behavior of the team while at regattas.”

Please note the following chaperone guidelines.

- Arrive at the departure point at least 30 minutes prior to the scheduled departure time.
- The coaching staff, team manager, or travel coordinator will provide information about travel arrangements, room assignments, and overall schedule of events. Please adhere to this schedule.
- Verify the time that the team needs to be to the regatta with the coaches prior to the date of departure.

### **Car and Van Pools**

- Check in with the car pool coordinator for instructions, maps and rower lists.
- Students are not permitted to drive under any circumstances.
- Be sure that you have provided the car pool coordinator with the list of rowers in your car and your cell phone number.
- Drivers are expected to drive both ways for the car pool volunteers. If a driver feels unable to safely drive (due to fatigue, or other reason) either, or both ways to and from the regatta, it is their responsibility to find another parent driver capable of assuming that duty.
- Drivers are provided with the coach’s cell phone number in case of emergency.
- Rowers who have arrived after the last car has left Pioneer High School are responsible for their parents driving them to the regatta site.
- The driver and all passengers are expected to wear seatbelts at all times.
- Pick up and drop off rowers at Pioneer High School, flag pole entrance. Drivers are not expected to transport individual rowers to their homes.
- Chaperones are expected to remain at Pioneer High School until all students under their supervision have been picked up.

### **Bus Transportation**

#### **Planning Activities Prior to the Event:**

1) The travel coordinator identifies a lead chaperone for each overnight event. (Ideally a parent who has chaperoned before). All chaperone volunteers are organized by the volunteer coordinator at the beginning of each season.

2) Prior to the event, the travel coordinator emails the chaperone information sheet to each chaperone parent. The chaperone information sheet contains the chaperone guidelines from the handbook, specific guidelines for the Lead Chaperone, and any other relevant information such as when to show up for the buses, who has the kid's medical records, etc., and contact info if they have questions. Also included is a disclaimer statement that says: "The handbook guidelines represent the actions which chaperones should undertake, nonetheless, PRC is not responsible for monitoring chaperone adherence to such protocol nor for the behavior of the team while at regattas."

*All chaperones are expected to ride the bus with the team to and from the motel and regatta site. If there are extenuating circumstances which prevent this, the travel coordinator and/or coaches must be notified prior to the departure date.*

### **Specific LEAD Chaperone Duties:**

A Lead Chaperone will be identified for all bus / overnight events; their special duties, in addition to the general chaperone responsibilities, includes:

- Coordinate with the other chaperones to make sure all chaperone duties are covered.
- Provide a tip to each bus driver upon return to Pioneer High School. Tip money is provided by the Travel Coordinator or Treasurer.
- Check to be sure the bus drivers have directions to the motel.
- At arrival at the motel, get the keys from the front desk and return to the buses.
- Prepare and hand out to kids while boarding the buses, your cell phone number, the coaches cell phone number, or one of the other chaperones number in case of an emergency. For multiple buses, have the other chaperones assist with distribution.

### **Chaperone Duties (All):**

- Be sure that you have an attendance list from the coaches at least 3 days prior to the trip.
- Be sure that the travel coordinator has your cell phone number in case of emergency.
- Take attendance as the rowers enter the bus.
- Be sure that you have the health forms for all rowers on the bus. Forms are to be returned to the coach at the end of the trip. Health forms will be provided by the coaches.
- Be responsible for your assigned group of students at all times, both on and off of the bus, during rest breaks and stops for meals.
- Every time the bus stops to allow the rowers to get off (i.e. food stops), provide a specific time at which students must return to the bus.
- Rowers are expected to clean up the bus upon arrival at the regatta site and upon returning to Pioneer High School.
- Rowers are requested to respect teammates who may wish to sleep or study. Excessive noise, as determined by the chaperones, will not be tolerated.
- Rowers are expected to comply with chaperones' requests and instructions. Arguing and/or ignoring a chaperone will not be tolerated.
- Chaperones are asked to obtain the names of non-compliant rowers on the bus and notify the coaches upon arrival. If a rower situation persists on the bus, the chaperone should call the coach on his/her cell phone for further information.
- Report any unsafe bus driver behavior immediately to the Travel coordinator, Board President, or other PRC board member that is present.

## **At the Motel**

Arrival at the motel:

- Rowers remain on the bus with a chaperone.
- A chaperone reminds the rowers of:
  - room check and lights out time
  - rules for behavior
  - wake up and departure time
  - where to leave keys upon check-out.
- Lead Chaperone obtains the room keys from the motel management, and returns to the bus(s)- room assignments are called out, keys are distributed, and each rower group proceeds into the motel in an orderly fashion to avoid a rush, and disruption for the motel.

Chaperones are expected to remain at the team hotel or regatta site, during the periods of time when the rowers are also required to be on site at the team motel and regatta site, unless they get permission from the Lead Chaperone.

Chaperones are required to do a "bed check" after the "lights out" time designated by the coaches. Rowers are expected to remain in their rooms after "lights out" time, and will be subject to disciplinary action, including being asked to return home with their parents if they do not. Rowers are expected to be quiet and respectful of their fellow rowers and other patrons at all times.

Curfew time and "lights out" are determined by the coaches and enforced by parent chaperones.

Male and female rowers are not permitted to socialize in each other's rooms at any time.

Rowers are not permitted to switch rooms once room assignments have been provided to the chaperones.

No rower is permitted to leave the designated area without prior permission, and only when accompanied by another rower.

Chaperones are required to participate in morning check out activities.

## **On-site responsibilities**

On-site, chaperones and other parents...

- assist with site set-up,
- participate in on-going food set-up and preparation
- supervise rowers on-site,
- supervise site clean-up, food storage, and participate in loading of equipment at the end of the day.
- Enjoy yourself!

## **XV. PARENT VOLUNTEER ACTIVITIES**

Pioneer Rowing cannot exist without the help of numerous parent volunteers. Parents are expected to be involved throughout the season and are required to perform at least four (4) hours of service for the club each season. Volunteer activities include:

- serving as volunteer coordinator
- measuring rowers, collecting money, ordering of uniforms and coordinating uniform distribution
- making transportation and lodging arrangements
- driving rowers to regattas
- coordinating and shopping for snacks and team meals
- storing, transporting, setting up and taking down team tents and tables at regattas
- chaperoning bus trips and overnight stays at regattas
- repairing and maintaining equipment
- chairing or co-chairing a fund-raising activity
- participating on a committee
- coordinating the end-of-season banquet
- holding an office/ serving on the Board
- coordinating the team photo
- making telephone calls

## **XVI. Ann Arbor Pioneer High School Crew CODE OF CONDUCT**

### **EXPECTATIONS**

Athletic participation is a privilege. Rowers represent their family, their club, their school, and their community and are expected to conduct themselves in a manner that makes a favorable impression. All rowers are expected to exhibit proper conduct at practice, on busses, and in restaurants and other public places. Rowers must be respectful of other guests in hotels as well as of members of other clubs in and around the boathouse or regatta site. When a student chooses to participate, he/she voluntarily elects a course of self-discipline that is part of team membership. The school or team can revoke, or restrict, the privilege of the participant if the student fails to live up to the expectations and standards outlined below.

- I will demonstrate good sportsmanship at all times. I understand that respect for other participants, coaches, officials, other teams, chaperones and spectators is essential for amateur competition and fair play. Profanity or vulgar gestures will never be tolerated. An athlete who commits a flagrant act of poor sportsmanship may be suspended from the squad.
- I agree to attend and take part in all scheduled practices and activities and observe all rules of water and boat safety at all times. If I cannot attend a practice or activity, I will advise my coach.
- I agree to accept and carry out the instructions of my coaches, regatta staff, officials and chaperones.

- I understand that the possession, acquisition or consumption of alcohol or controlled substances, or the possession of weapons are prohibited, and could prevent the entire team from participating in a race or regatta.
- I understand that personal displays of affection are not appropriate at any team practice, competition or other event and will not be tolerated. Overt displays of affection, including hugging, kissing, sitting on laps, holding hands or cuddling under blankets or in sleeping bags, are not acceptable behaviors at practice, on busses, or at any time in hotels or at regatta sites. Rowers whose behavior is repeatedly observed by coaches or adult chaperones to be inconsistent with these policies will be sent home at their own expense.
- I will be respectful of other people's possessions and property and will refrain from activities that could cause damage to either. I understand that I am financially responsible for any damage that I may cause when disobeying the rules. Respect for all individuals regardless of ethnic or cultural background. Respect for personal property.
- I will travel and stay with the group at all times, unless other arrangements have been made through the coach. I will remain quietly in my own room at the designated team bedtime. Seat belts must be worn when traveling by car/van. Athletes are to be restricted to their assigned room. Team curfew is determined each night by the head coach and I will adhere to this. I will not leave the hotel without the expressed permission of a coach or chaperone. Free time should be spent in groups of three or more. At no time will members of the opposite sex be present in each other's hotel rooms. Lights out and quiet time must be respected. Coaches and chaperones are entitled to eight hours of sleep!
- I will first discuss any problems that may arise first with my coach. E-mail is preferred. All concerns should be in writing, giving dates, times, quotes, etc. Resolutions should be suggested by the parent/athlete.
- I understand that if a fight between two or more people occurs, all persons involved will be disciplined regardless of how the incident started.
- Rowers must dress with discretion and in keeping with the norms for athletic events. Beachwear and skimpy or provocative clothing are not acceptable at practice or regattas.
- I understand that failure to comply with any aspect of the code of conduct will jeopardize my future regatta participation and may result in disciplinary action, including suspension from practice and/or racing. I understand that if I do not abide by these rules, I will return home at my parents'/guardians' expense. I further understand that any individual's failure to abide by these rules can jeopardize the entire group's participation at regattas, practices and in the future.
- There is to be no hazing activity or initiations of any kind. If hazing occurs, the student perpetrators involved will be suspended indefinitely. If participation is widespread, the team may be suspended, the schedule canceled, and the coach disciplined. Allegations of hazing should be brought immediately to the attention of the Director of Athletics.
- The coaches, administrators and medical support staff make every reasonable effort to insure the physical safety of the athlete, however, parents and students must recognize that an element of risk is inherent in sports competition and that the possibility of injury, even disabling injury, or death, cannot be entirely eliminated from the program.
- Rowers are expected to maintain PHS grade point of 2.0 and attendance standards for participation in varsity sports. Failure to meet PHS eligibility requirements will be handled according to general PHS policy.
- I understand that my High School Athletic Code of Conduct is in effect and I am subject to all of the terms and conditions contained therein.

**Penalties (applied to any of the above infractions)**

**First Violation:** The student/athlete will not be allowed to participate in athletics for a minimum of the next two

consecutive athletic events. The athlete will still be allowed to practice with the team with the coaches approval.

**Second Violation:** The student/athlete will be dismissed from the team and will be excluded form all athletic participation for the remainder of that season.

**Third Violation:** The student/athlete will be dismissed from the team and excluded from all athletic participation for the remainder of the current school year.

*Coaches may also discipline rowers for other actions detrimental to the clubs that are not explicitly included above. Examples might include: profanity towards the coach, public actions or comments detrimental to the club, disruptive behavior at practices, criminal activity involving or directed towards the club, or criminal activity not directly connected to rowing.*

**Non-negotiable items**

No possession or use of alcohol, marijuana, or illegal drugs.

No abuse of legal or prescription drugs.

No sexual intimacy or sexual harassment

No possession of weapons.

\*Any violation of one of these items, meaning behavior that is disruptive to the team, or behavior that threatens the safety of self or others, will result in the offending athlete(s) being sent home immediately, at the parents' expense. In signing this form, the parents agree to cover all expenses related to sending their athlete home.

I ACKNOWLEDGE RECEIPT OF THE PIONEER CREW CODE OF CONDUCT AND I AGREE TO ABIDE BY THE TERMS AND CONDITIONS THEREOF.

\_\_\_\_\_  
Rower signature

\_\_\_\_\_  
Date

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Updated March, 2011