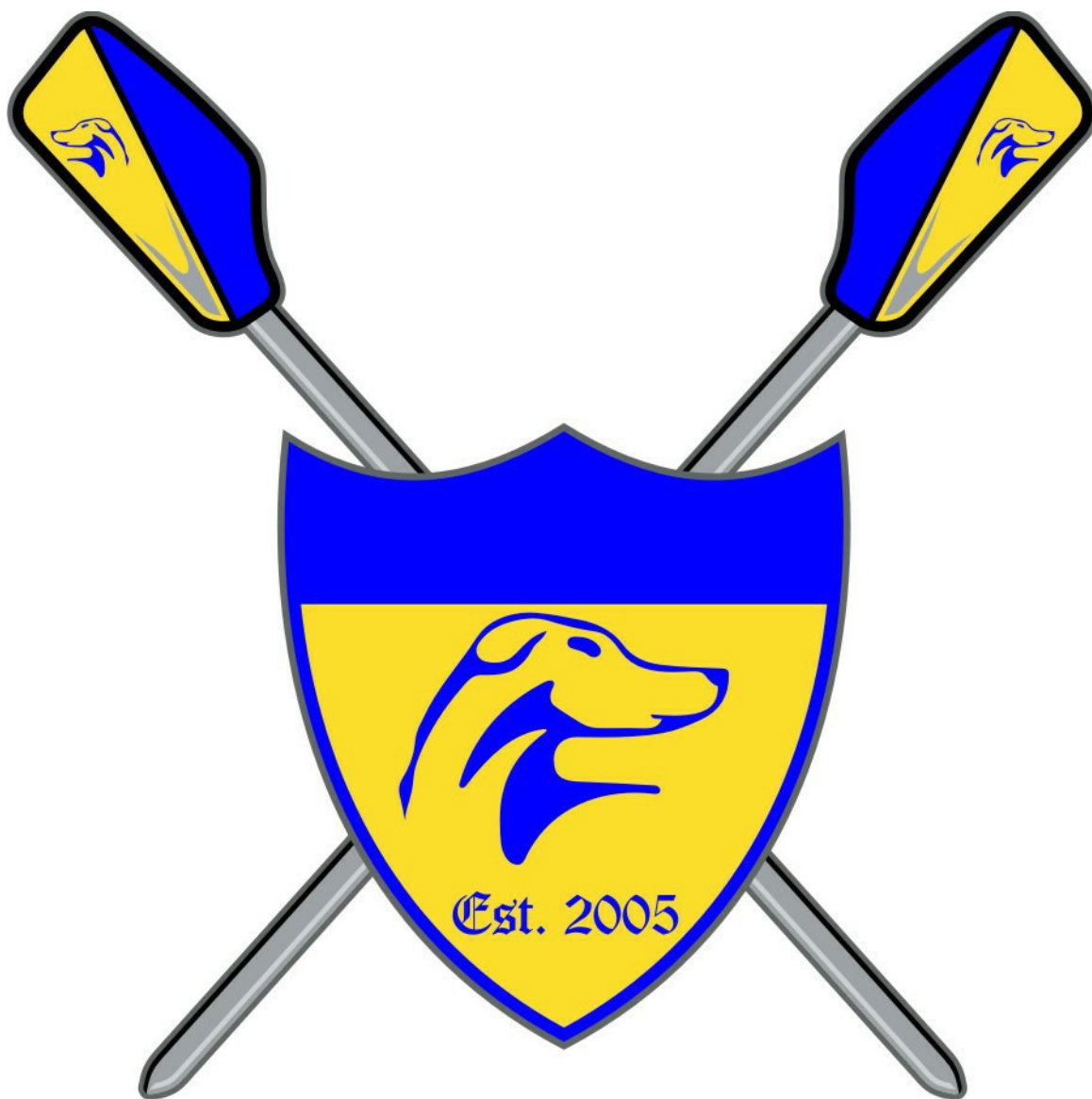


Lyman Rowing Association Handbook



Parent Responsibilities

Basic Information

- Parents are encouraged to come to practice and races, however, please do not distract crew until after the boats and equipment are secured.
- Parents are encouraged to come early on race days and stay for the entire day. Look for the tent with the Lyman Crew Banner at race sites.

Parents should not get involved in the coaches' decisions regarding boat assignments for any given race. Please do not approach any coach on race day for any grievances.

Grievance Procedures

During the season, questions and/or concerns may arise. In most instances talking this over with a board member can help alleviate your concerns. However, if that does not suffice, you may elect to speak with the coach directly. Please schedule a time with the coach to do that or if the grievance is addressing another matter please direct it to Jodi Day, President LRA. If appropriate, we will share the concern or question during the next general meeting so that everyone can benefit. We may not solve everyone's issues or questions completely, but know that our mission is the success of the program and to make your child our first priority.

Dues and Fees

Monthly payments are due on the 1st of each month and are late on by the 1st Monday of the month. Dues are by season and it is expected that you will be responsible for each season that your child participates in. All monies can be given to the treasurer at the monthly parent meeting or call and make arrangements. There is a payment schedule located in this handbook for your reference.

Any rower whose monthly payment is not received by the general meeting of each month will not be allowed to participate in any practice or regattas or LRA activities until all current dues are paid up to the club.

Make all checks payable to: **Lyman Rowing Association OR to LRA.**

Please note on all checks what they are for (dues, unisuit, etc.).

Monthly payments are not refundable.

Please save a copy of this payment schedule. You WILL NOT receive bills or invoices!

If your rower withdraws from LRA for any reason you are responsible for all financial obligations until your official withdrawal form is received by LRA.

Upon request to the Board of Directors, a pro-rated refund will be made to families who have made annual or semi-annual payments if their rower formally withdraws from or is dismissed from the club before the end of the payment period

Additional Fees

Other fees rowers will be expected to pay during the rowing season are:

- * A team unisuit (approximately \$70.00)
- * A team Polo in blue or gold (approximately \$25.00)
- * A team T-shirt (approximately \$15)
- * A team Hoodie (approximately \$30)
- * A team Duffle (approximately \$35.00)
- * A team jacket to be worn to all regattas (approximately \$140.00)
- * Cost of food for Regattas. See section on regatta food. (Approximately \$10.00-\$20.00)
- * Expenses for overnight regattas (transportation, lodging and meals). We typically will participate in one (1) overnight regatta in the fall and one (1) or two (2) overnight regattas in the spring.

Transportation: Lyman athletes arrive and leave all regattas as a team. This requires a pool of parents willing to transport the athletes to the regatta site and stay to transport them back again. We rely heavily on the parent drivers to transport our athletes, as we **do not allow athletes to drive to regattas** because of safety and liability concerns. Departure times vary depending on the location of the event but are often prior to 6 a.m. In all cases parents will be notified in advance of when and where to meet. If you are not driving remember that parents are responsible for knowing who their rower is riding with and making sure that your rower knows who they are riding with ahead of time. **If your rower is riding with someone else, you should send \$10-20 with them to give to help the parents they are riding with pay for gas.** If you are not attending the regatta, the team usually provides rowers with

breakfast & lunch. It is common for carpool groups to stop for dinner or snacks on the way home. **Please make sure your rower has money with them to pay for any additional food they may want to buy.**

Chaperone- Occasionally we attend distant regattas and crew camps that require busing our athletes and lodging them overnight. In order to assure the safety and security of our athletes we require parent chaperones for these events. We usually need 4-6 chaperones per bus and for overnight lodging we strive for an 8-1 athlete to chaperone ratio. Our numbers are small, logistics complicated and, though most of our athletes are responsible and well behaved, they are high school teenagers. Chaperoning takes a strong will and good old fashioned common sense.

A few rules to keep in mind are:

1. Be vigil and diligent. Perform room and/or hall checks through the night.
2. Stick with the original plan. Do not bend and make special accommodations as it creates many other complications.
3. Have a copy of the code-of-conduct and hold rowers accountable for their actions. Notify and inform the coach of any problems.

Boat and Team Trailer Transportation- Our boat trailer and team trailer are hauled to and from regattas by parents who volunteer their time and vehicle. If you have a vehicle capable of this task please consider being added to our list of volunteers.

Committees- Please review the committees listed inside the handbook. Contact the chairperson to volunteer or obtain additional information. You are welcome to contact any board member to find out more about LRA committees!

Volunteering- Please check with your employer to see if they participate in a matching funds program for non profit organizations such as LRA. Some employers will donate money directly to LRA matching the number of hours of your time you volunteer.

Term and Obligations of Membership

Membership in this Club shall be from year to year unless the Treasurer receives a member's written resignation before the end of any paid year. A resignation shall not relieve any member from liability for any dues accrued and unpaid before resignation.

Conduct Statement

I agree, that as a rower of the Lyman Rowing Association (LRA), and as a student of Lyman High School, my actions and language reflect the standards placed upon me by these two organizations. I agree to conduct myself at all times with conduct becoming an athlete of LRA and Lyman High School. LRA and Lyman High School have a zero tolerance for the use of alcohol, tobacco or illicit drugs. Furthermore, I agree that I will abide by rules designed for my own safety and those of others.

Accordingly, I agree to a suspension of four consecutive weeks of rowing, which must include one race regatta, if any of the following rules are violated:

1. I must not be under the influence or in the possession, custody or control of any alcoholic beverage, tobacco, or any illicit drug.
2. I must not allow anyone other than a member of LRA to visit my room on an LRA overnight trip. No one may visit my room after curfew. Before curfew, the door must remain open if anyone other than assigned roommate(s) is visiting.

For a second offense the rower will be removed from the team for the remainder of the season. Should the seriousness of the violation warrant, I will be permanently dismissed from the team and forfeit all financial payments made to LRA.

Behavior Guidelines for Rowing Events

The following rules were established by the Race Committee and approved by the Board of Directors of LRA for all rowing events:

1. For all races, rowers are expected arrive at the race site together and to remain at the race site until the event is concluded and all equipment is packed and loaded.
2. Rowers may not leave the race site, hotel or planned activity without permission from the Head Coach. Also, parents may not give their child permission to leave the race site, hotel or planned activity without consulting the Head Coach
3. When coaches are not present there will be a head chaperone that is in charge.
4. The curfew the night before an overnight race will be at the discretion of the Head Coach.
5. In the event a rower displays non-compliance with published guidelines for conduct on an overnight trip, that rower may be asked to room with their parent(s). If the parent(s) are not in attendance, the rower may be assigned to a coach or chaperone's room. The rower may also incur further punishment.
6. Room assignments will not be changed without the permission of the head coach but visitation of other LRA members will be allowed PRIOR to curfew. Before curfew, the door must remain open if anyone other than assigned roommate(s) is visiting.
7. Under no circumstances will a team member be allowed to leave their assigned room AFTER curfew. In the case of emergency, contact a chaperone.
8. A rower allowing anyone other than a member of LRA to visit his or her room is in violation of the LRA Conduct Code.
9. The head chaperone in conjunction with the head coach will determine the organized activities in which the rowers will participate accompanied by chaperones.
10. When buses are used, there will be a head bus chaperone that will be responsible for all decisions while traveling by bus.

Parent Responsibilities

LRA
Rowing Season 2011/2012
Dues Payment Options

**Single Rower yearly fee is \$1550.00
For a sibling also rowing on the Lyman team \$775.**

For your convenience we have broken down the crew fees into monthly payments. The monthly amount is \$155.00 for the first rower and \$77.50 for additional rowers. We are requiring that dues be paid one month in advance. Please see below schedule of payment.

Due Date Payment (by the 1st Monday of the month)

September 6 \$310.00
October 3 \$155.00
November 7 \$155.00
December 5 \$155.00 (End of Fall Season)
January 9 \$155.00 (Start of Spring Season)
February 6 \$155.00
March 5 \$155.00
April 2 \$155.00
April 23 Final payment due before States \$155.00
Total Yearly Dues \$1550.00

A 5% discount will be applied when the yearly dues is paid in full. The yearly amount if paid in full by September 19 is \$1472.50

Race Day Nutrition

Nutrition on race day is especially important to the rower's performance. Please follow these guidelines.

- Rowers should be awake and active at least three hours before their race, so the body is prepared for the demands soon to be placed on it.
- For breakfast, eat wholesome, complex carbs which are lower in sugar. Add a little low fat protein and you are good to go.
- Breakfast will be provided at most regattas and will include foods like hot oatmeal, whole grain egg sandwiches, muffins and fruit.
- Avoid greasy food, sugared cereals, caffeine and dairy products.
- Water will be provided during race day. DRINK PLENTY OF WATER and remember to hydrate during the week!
- Food intake is limited prior to the race, but not afterwards. LRA will provide breakfast and snacks. At longer races, lunch will also be provided.

Note: Many races have concession stands. Some rowers enjoy bringing money to purchase food after their race.

Race Preparation

The upcoming crew season will challenge our rowers mentally and physically. Rowers will be required to maintain an extensive training schedule, with races almost every Saturday – March through May. They must also keep up their grades and meet all other school and family responsibilities.

BE POSITIVE AND SUPPORTIVE – It helps when everyone tries to be sensitive to each other, parents and rowers alike.

FIND CONFIDENCE – The mental attitude needed for racing comes from the skills and confidence gained through your practice sessions.

BE PUNCTUAL – You will be treated as a responsible young adult.

BOATS AND EQUIPMENT – When arriving at the race site, help rig the boats. Everyone is responsible for seats, riggers and oars. The coxswain is responsible for his or her Cox box. Make sure all equipment is accounted for before leaving for the race site and when returning.

1. Rowers put their boats in the water up to one-hour before their race starts. Please listen carefully for your boat's call time.
2. Boats are de-rigged and loaded on Friday before each race. Boats are unloaded at the boathouse after each race. All rowers are required to assist in the process. Coaches will let you know if this will take place immediately after the race or the morning after

Training and Conditioning

Training and conditioning are important for each rower's performance. All aspects are equally important; nutrition, rest and exercise.

All rowers need plenty of sleep. Sleep is important to rowers because it gives their muscles time to recover and rebuild. A consistent amount of sleep each night is more important than one long night before a race.

If a late night is necessary, it is crucial that it does not all on Thursday or Friday, since the sleep two days prior to a race is most important to race day performance.

Diet should be high in protein and carbohydrates, including lots of fruits, vegetables, white meats (chicken and fish) and complex carbohydrates like pasta, potatoes and rice. A good breakfast and lunch is a must. A healthy snack low in protein and fat before practice is recommended for energy.

Diet should be low in sugar since it tends to lower the body's tolerance for pain and doesn't provide the long-term energy supply needed for endurance workouts.

Since carbohydrate loading is only effective one to two hours before an event, the most effective strategy is carbohydrate storage during the entire week throughout the rowing season.

The night before a race it is important to avoid heavy, greasy foods and heavily sugared, caffeinated drinks.

Lightweighters should only maintain their weight. NO CRASH DIETING!!!!!! Lightweight categories are for women weighing less than 130 lbs and men weighing less than 150 lbs.

DRINK PLENTY OF WATER!!!!!!

PRACTICES

- The coaches will determine practice time and days. If practice is canceled, the coach will attempt to notify the school or Board Member by 2:00 P.M.
- Each rower should have a good pair of running shoes and their own closed water bottle for every practice. Sunglasses and sunscreen are highly recommended.
- No one is allowed to launch a boat without a coach present at all times.
- Your tardiness and absence affects the entire training and racing schedule. Attendance will be taken at each practice. Emphasis will be placed on attendance record, as well as skill level, by coaches when assigning boats. This is particularly important during the spring racing season. Written notice from a parent to your coach is required for any absence from a scheduled event.

ATTIRE

- Rowers' clothing should be clean and not offensive at practice and races. Men's team must wear a shirt.
- Uniforms should be clean for all races.
- Appropriate attire for weather (it gets cold and wet in winter and hot and humid in the spring). Be sure to wear layers of clothing in the winter.

REGATTA FOOD

- Cost of food for regattas: Rower food costs are kept to minimum and range between \$5 - 10 per regatta. This cost includes breakfast, snacks, drinks, lunch when needed, and is paid at the beginning of every month with your dues. (Ex: If there are three races in March, food costs would be between \$15 - 30 per rower. Race season begins in January, so food costs are minimal during the fall.)

- Each rower's family will also be responsible for bringing a "regatta cooler" from time to time. The regatta coolers will contain either fruit, drinks, dry snacks or ice. The hospitality chairperson will put a schedule together and notify rower families with specifics of what to bring and when.

- It's more fun to eat together and rower families are always welcomed and encouraged to join race day hospitality! Cost is around \$5 per person and can be dropped into the lunch kitty on race day.

Breakfast

- Bacon and Egg Sandwiches
- Breakfast Burritos
- French Toast
- Bagels and Cream Cheese
- Fruit

Lunch

- Hamburgers/Cheeseburgers
- Grilled Chicken
- Chicken Burritos
- Peanut Butter and Jelly or Lunch meat
- Pasta
- Tossed Salad
- Fruit

Snacks

- Granola Bars, crackers, brownies, misc.

Beverages

- Gatorade
- Water

* Please make us aware if your child has any special food-related allergies and/or dietary needs and we will accommodate them!

Rower Responsibilities

Have You Got What It Takes?

Have you got what it takes to be a team player in rowing? To be a part of an energetic and enjoyable crew takes consistent effort and a lot of thought. Here are some things to think about:

- KEEP YOUR WORD** – Only promise what you can deliver. If you promise to meet the group at a certain time, be five minutes early. Be consistent in your actions.
- CARRY YOUR FAIR SHARE OF THE LOAD** – Both on and off the water the term “pulling together” is very appropriate. Don’t expect others to pick up the slack.
- BE A FRIEND** – Take your other teammates’ best interest to heart. When asked for advice, give it, but don’t offer unsolicited advice. Be a good listener.
- NEVER MAKE A FELLOW ROWER LOOK BAD** – Praise in public, criticize in private. If you have concerns with a fellow rower, discuss them in private with the coach.
- GO ABOVE AND BEYOND** – Deliver more than you promise. Volunteer to help out the team. Your fellow rowers will be there when you need them.
- LIGHTEN UP** - Rowing is a sport to be enjoyed. Try not to get stressed out over situations or people. Interact with your team. You’ll learn about them as well as about yourself.
- CAN YOU SWIM?** Rowing is a water sport. For your safety it is important that you can swim. Be sure to notify your coach if you can’t swim

LYMAN CREW FORMS

The following forms must be signed and returned to Lyman Crew prior to a rower beginning practice or competing:

- Rower and Parent/Guardian Information Form
- Acknowledgement of Rower Code of Conduct and Rules and Responsibilities
- Acknowledgement of Parent/Guardian Responsibilities and Obligations
- Parent/Guardian Volunteer Sign-up Form
- Authorization for Medical Treatment of Rower
- Release from Liability for Running
- Swim Test Completion Form
- Medical Physical Form (any doctor or medical facilities physical form can be used)
- US Rowing Release of Liability (needed for competition in any regatta)
- Southern Sprints Indoor Regatta (needed for indoor erging event in February)

Parents are responsible for updating the forms if any information or the rower’s situation changes.

These forms will be filed by the Lyman Crew Administrative Compliance Manager. Release of Liability forms, required for each rower for each regatta, will be copied and sent by the Administrative Compliance Manager for all Lyman Crew rowers.

If a rower decides to leave Lyman Crew, the following form is needed:

- Rower Withdraw Form

If a rower has been excused from traveling with the team, the following form is needed:

- Travel Exemption Form

Committees

1. **Equipment Committee** – Purchase gasoline, mix oil, and fill tanks for coach's boats. Dock master to maintain and repair docks, work to complete minor repairs on skiffs/launches/motors on an as needed basis.
2. **Hospitality Coordinator/Committee** – Plan and order food for every regatta, coordinate meal prep on day before regatta. Within this committee we will need a regatta shopping person/duo to buy food supplies for regatta, a regatta food prep duo/team to prepare foods for regatta (make/bake, wash fruit, cut/slice/dice the night before regattas).
3. **Publicity** - writing news articles, newsletters and promoting team to school and community. Social networking and website updates.
4. **Fundraiser Coordinators** – General Fundraising such as car washes and ergathon. Amway Fundraising on site workers/managers. Rower dues fundraising such as holiday poinsettias/wreaths/candy sales etc...
5. **Team Parent/School Liaison Committee** – Varsity athlete liaison, Novice athlete liaison and parent boathouse liaison to communicate information, handout and gather forms to each squad as per LRA president and or coach's request.
6. **Recruiting** – Recruiting /Memberships Committee
7. **Sponsorship Coordinator** – Reach out to community for support and donations to organization such as city and county government as well as businesses.