

Mercy Crew Team Handbook



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Introduction

Rowing is a beautiful and demanding sport. A true team sport, rowing develops and instills in a young woman qualities that are the foundation for life-long success: mental and physical toughness, perseverance, dedication, self-confidence, sacrifice and commitment to a goal greater than a single individual.

The Mercy Crew team is open to young women attending Our Lady of Mercy High School in grades 8-12. Mercy Crew is a scholastic program, meaning all of our athletes are members of the school. The team competes in local, state, regional and national regattas. Depending upon the regatta, Mercy Crew competes against other school-based teams and club teams. The team competes in both the fall and spring, with the spring season considered as the “official” season. Rowers are welcome to participate in either or both competitive seasons. Winter training is conducted during the months between the fall and spring seasons. Rowers in their first 12 months of rowing are considered “novices”.

Annually, 35-40 girls participate in the sport making it one of the largest teams at Mercy. The sport is considered a varsity level sport at Mercy. While a competitive program, Mercy Crew also provides an environment for the personal growth of the individual rower. Crew can provide a unique opportunity for girls who have not found a home in other sports. Rowing is the ultimate walk-on sport. Most new rowers have little or no prior rowing experience. Mercy Crew does not have cuts, but it does require a commitment to practice, to work hard and to embrace the spirit of teamwork.

This handbook is intended to provide information to help you know what to expect from crew and enhance your enjoyment of the program. Our web site, www.mercycrew.org, has additional information and the latest updates. Welcome to Mercy Crew!

History

Founded in 2005, the team has grown as the interest in the sport of rowing has grown. In its short history, the Mercy Crew team has enjoyed tremendous success. Our boats have medaled in numerous regattas. Mercy boats have participated in the U.S. National Scholastic Rowing Association of American Championships every year since 2008. Mercy Crew has also sent boats to the prestigious annual Head of the Charles regatta in Cambridge, Massachusetts. The Mercy Freshman 8 boat earned New York State Champions honors in 2006.

Mercy rowers have gone on to row at the collegiate level at Ohio State, Notre Dame, Duquesne, Mercyhurst College and the University of Buffalo.

Mercy Crew rowers have excelled off the water as well receiving honors from the New York State Scholastic Rowing Association, individually and as a team.

Organization

The team is run by Mercy Crew Inc., a parent-run 501(c)(3) not-for-profit organization, the mission of which is to promote the sport of rowing and provide student-rowers with a supportive and nurturing environment in which to develop as athletes and young women. Mercy Crew, Inc. is run by a board of directors elected from participating families. As a parent-run, not-for-profit organization, Mercy Crew relies upon rower fees, donations, parental support and annual fundraising efforts. While the Mercy Crew Team is wholeheartedly supported by Our Lady of Mercy High School, as a club sport at Mercy it receives only minimal financial support from the school. Therefore, Mercy Crew depends upon the support and hard-work of its participating families whose contributions are the cornerstone of the program's success. Parents are required to fill positions on the board, work at regattas, assist with equipment maintenance and fundraisers or other service to the club.

Our Lady of Mercy High School is our sponsoring organization. While Mercy Crew coaches contract with and are paid by Mercy Crew, Inc., the school has responsibility for the coaches. Any disagreement with coaches or concerns about coaches' behavior or activities is resolved through the Mercy Athletic Director, Dr. Nick Schlierf.

Members of the Mercy Crew board are voted upon at the Spring Board of Directors' meeting after a ballot by Mercy Crew parents that recommends new members to the board. Board members stagger 2 year positions as outlined in the bylaws. The board chooses four officers for 1 year terms to fill the roles of President, Vice President, Treasurer, and Secretary.

Through the hard work of parent volunteers, Mercy Crew, Inc. facilitates the day to day operations of the program, maintaining and acquiring equipment, securing rowing facilities and raising the funds needed for the athletes' equipment, coaching, competitions, and travel. Various committees of parent volunteers organize and coordinate rower registration, uniforms and fan wear, regatta meals, team hotel, daily transportation to practice, land parents to watch the boat house, the team website and the end of season banquet.

Registration Requirements

1. PHYSICAL FORM

All rowers must have a physical form on file with the School Nurse that is less than 1 year old. These forms are available at the school office and on Mercy Crew website. This form must be submitted to the School Nurse before the start of the season.

2. ATHLETIC PROGRAM PERMISSION SLIP and MEDICAL RECERTIFICATION FORM

All rowers must complete this each sports season. This form is available at the school office and on Mercy Crew website. This form must be returned to the School Nurse.

3. SEASON REGISTRATION & EMERGENCY TREATMENT FORM

4. US ROWING WAIVER - All rowers

5. MERCY CREW/GWC WAIVER - All rowers

6. MERCY CREW TRANSPORTATION FORM - All rowers

7. STATEMENT OF EXPECTATION FOR ROWERS - All rowers

8. HOTEL GUIDELINES SIGNATURE FORM - All rowers

9. PARENT STATEMENT of EXPECTATIONS & CODE of CONDUCT- All parents

All forms can be found on the Mercy Crew website:

<http://www.mercycrew.org/forms.shtml>

Rowers and parents must also attend the mandatory orientation meeting, pass a swim test (new rowers), pay the team dues and complete the registration paperwork.

The swim test consists of:

- Swimming 50 meters with clothes on;
- Treading water for 10 minutes with clothes on; and
- Putting on a life jacket/vest while treading water.

Fees

The season registration fee will be established prior to the start of each rowing season by the Mercy Crew Board of Directors.

- All registration fees are due in full no later than the Parents' Meeting at the start of each season. A \$50 fee will be assessed to any returning rower's account not paid in full at the Parents Meeting.
- All registration paperwork is due with the payment.
- Fees for winter and summer programs are due in full prior to the start of the program.
- Any unpaid fees from a previous season disqualify returning members from participation until all payments in arrears are made.
- Completed paperwork and payment is required to participate in practice.

It is critical that registration paperwork be completed and payment in full be made prior to the start of each season. Completed registration forms and payment are necessary to establish the team roster, which is a requirement for Mercy Crew to secure and maintain insurance coverage for our rowers.

Departure from Mercy Crew:

- Pro-rata refunds of season fees will be made only in the event of a verified medical reason.

Crew Events:

- Money paid in advance for Crew events, including but not limited to hospitality, hotel rooms, banquets, etc. are non-refundable regardless of circumstance

Coaches

Mercy Crew is fortunate to have experienced, dedicated and hardworking coaches. The coaches are Patrick Fricke, Mark Salzler and Karen Morgan. The coaches' biographies are available on the Mercy Crew website. (www.mercycrew.org).

Communication

Email (“Crew Communications”) Periodic announcements and information are distributed via email (“Crew Communications”) to student-athlete and parent email addresses obtained during the registration process. Changes to email addresses should be sent to the team registrar.

Website The Mercy Crew website (mercycrew.org) is a great source of information about the program and contains important information and forms.

Coaches Student-athletes are encouraged to maintain open and frequent communications with coaches to help ensure all expectations are clear and understood. The Coaches’ Blog (located on the website) is a regular means of communication from the coaches to rowers and parents about a variety of issues. Parents and rowers are strongly encouraged to check it often.

Captains The team captains serve an important role in the communication process for the overall team.

Orientation Meeting Parents and rowers are required to attend the orientation meeting held prior to the start of each season (date, time and location to be announced). All necessary forms, volunteer sign ups, uniform ordering, practice and regatta schedules are addressed at that meeting.

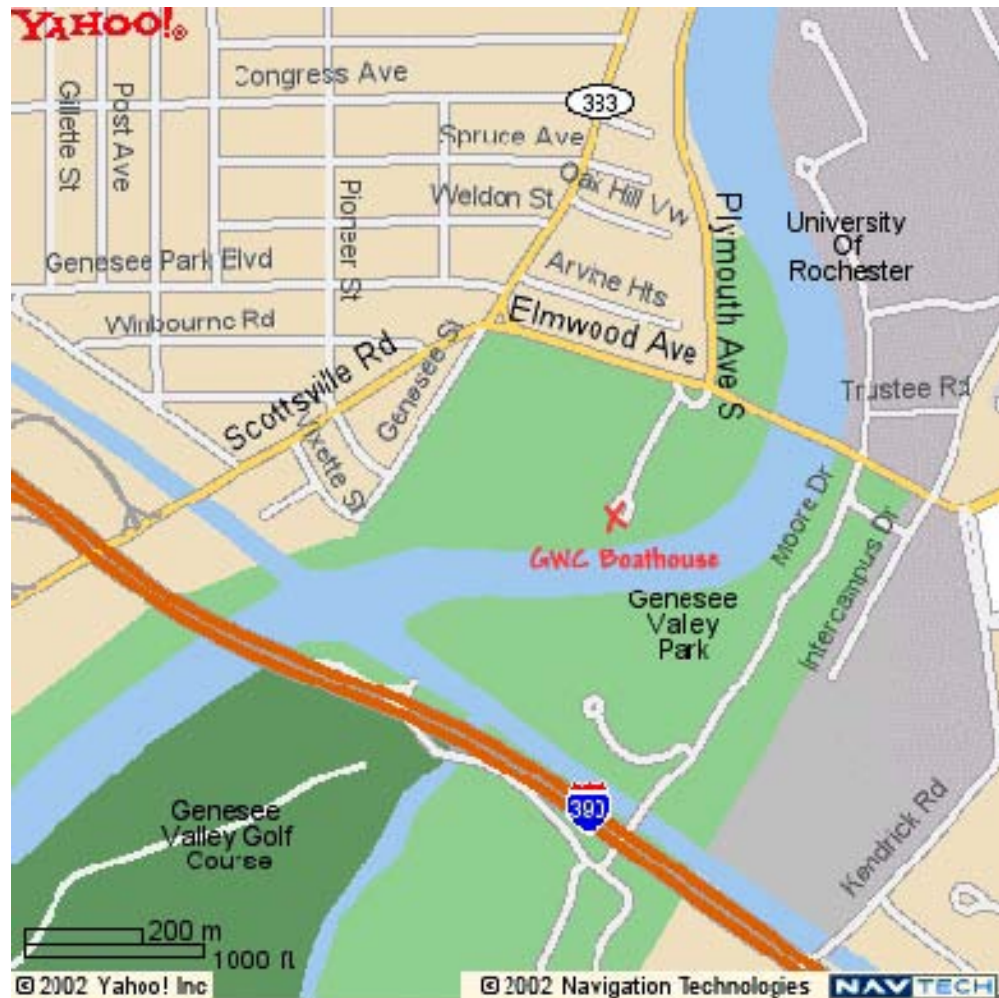
Buddy Families Buddy families are assigned to newly participating families to answer questions.

It is critical to check your e-mail and the Mercy Crew website daily.

The Boat House

Mercy Crew rows out of the Genesee Waterways Center (“GWC”) located in Genesee Valley Park near the City of Rochester ice rink/outdoor pool (149 Elmwood Avenue).

From I-390, get off at the Scottsville Road (NYS Rt. 383) exit which is on the southwest side of Monroe County. Travel north on Scottsville Road for about 2/3 mile and then bear right onto Elmwood Ave. Proceed ¼ mile on Elmwood Ave and turn right into Genesee Valley Park by the City ice arena/pool. Go another 400 feet until you see the GWC facilities (tan and green buildings) and park in the designated areas.



Transportation

To Practices Transportation to each after school, on-water practice is provided by parent carpool volunteers, without which the program could not function. Daily carpooling is coordinated by the Mercy Crew Driving Coordinator. Parents with rowers participating in carpooling are expected to participate as drivers and should notify the Driving Coordinator of the days or dates they are available to drive throughout the season and the number rowers they are able to transport. The Driving Coordinator then prepares a driving schedule which is available on the Mercy Crew website.

This job is very important. The girls need to be at the boathouse and ready to begin practice by 3:30 PM so that they can get out onto the water as soon as possible. Everyone needs to take a turn in this important job to share the expense and time. "Many hands make light work" so please consider driving at least one day per week if your daughter will be included in the carpool.

Parents are responsible to pick up their daughters on time after practice.

To Regattas Transportation to away regattas is provided by parents. If a parent will not be attending an away regatta, arrangements need to be made for your daughter to travel with another family.

Practices

The team practices from 3:30 pm to 5:30 pm, Monday through Friday, at the Genesee Waterways Center.

Attire Rowers will need running shoes and workout clothes at every practice. Because temperatures on the water are often as much as 10 degrees cooler than on land, you should dress in layers. Consider adding these to your workout wardrobe:

- polypropylene or spandex pants and shorts
- long running tights
- long-sleeved Under Armor-type shirt
- a wool or fleece hat
- a lighter hat for sunny days
- wool socks
- athletic socks
- a polar fleece jacket or pullover
- a weather shirt (like our "crew jacket") or another waterproof jacket that cinches at the bottom and has a hood

Avoid wearing baggy clothing. Loose pants and long shirts can get caught in the slides and be ripped. Don't wear any clothing that you are unwilling to see ruined. Anything you wear to the boathouse might come home ripped, grease-stained, etc.

Label all of your clothing, especially team clothing that everyone owns.

In addition, rowers should bring:

- a water bottle (sharing of water bottles is not permitted)
- a duffle bag, for all the things that you can't bring in the boat (such as car keys and cell phones)
- a cell phone
- sunscreen
- sunglasses
- a healthy snack for before practice (fruit, bagel, granola bar, power bar)
- an inhaler (asthmatics' coxswains can hold them during practice)
- chap-stick or lip balm
- medical tape for the blisters that may form on your hands

Land Parents

A Land Parent is needed at every practice. All parents are strongly encouraged to take a turn in fulfilling this responsibility. The Land Parent remains at the boathouse during practice. A Land Parent Binder is maintained at the boathouse describing responsibilities and containing important telephone numbers. The duties of the Land Parent are:

- Check in with the coaches. Let them know that you are the Land Parent for the day and make sure they have your cell phone number in the event of an emergency. The coaches' cell phone numbers are on the Emergency Phone Contact List located in the back of the Land Parent Binder.
- Take attendance. The attendance sheet is located in the Land Parent Binder. The Land Parent verifies the arrival of all rowers who checked in with the team captain at school.
- While girls are practicing, the Land Parent remains at the boathouse to keep an eye on the rowers' personal belongings. Be prepared with a chair and something to do; i.e. book to read, laptop to do work, and a blanket or jacket if it gets cold.
- After practice, the Land Parent remains at the boathouse until all rowers have been picked up. No rower(s) should be left at the boathouse without adult supervision.
- In the event of an emergency the role of the Land Parent is to assist the coaches in contacting the appropriate emergency help that the incident requires. This may be to call 911 for the police, fire or an ambulance, as well as the parent/guardian of the girl involved to let them know of the situation.

Rower Expectations

Participation in Mercy Crew is both a privilege and a responsibility. Rowers at all times represent Our Lady of Mercy High School as well as Mercy Crew, and are therefore expected to follow the requirements and code of ethics set forth in the Our Lady of Mercy High School Student-Athlete Handbook, the Mercy Crew, Inc. Statement of Expectations for Rowers, as well as established team rules, procedures, and the instructions of the coaches.

Missing Practice Missing practice is highly discouraged. The success of Mercy Crew and each of its boats depends on the dedication of every rower. When any single athlete misses practice, the absence affects the entire team. An absence may cause a boat to spend the entire practice on land, cutting into valuable water time.

If it is necessary that a rower miss practice for any reason, she is responsible for alerting the coaches **via e-mail** as far in advance of the anticipated absence as possible and following up with an email reminder a few days before the absence.

Absences without notifying your coach in advance may, at the discretion of the coaches, result in the following consequences:

- Removal from current boat/seat;
- Removal from a day of practice; or
- Removal from the next regatta.

Release from Class (“Blue Sheet”) Some regattas require travel and therefore necessitate missing school. These absences are considered by Our Lady of Mercy High School to be excused, however, it is the responsibility of the student-athletes to submit a completed “Blue Sheet” to the school office with all teachers’ required signatures approving of the absence because of an athletic event prior to the absence. All work shall be made up according to the policies of the teacher.

College Visits It is understood that Juniors and Seniors must visit colleges. However, such visits should be scheduled around the crew seasons. In particular, the focus of away regatta weekends should be the team and its competition. School visits should only be scheduled if they will not disrupt team practice and competition.

Spring Break and Vacations Vacations during the spring season are discouraged. Spring Break practices are mandatory. Regardless of the circumstances for your absence, you must follow team procedures for notifying your coaches. If you miss practice, you must be willing to accept all consequences, including the possibility that you may lose your seat. Your seat will not be held for you during your absence.

Discipline Mercy Crew team members are expected to exhibit the highest standard of personal conduct at all times. Athletes will not use or possess alcohol, drugs or tobacco products. Inappropriate language will not be tolerated by any member of the team. This includes swearing or remarks based on sex, color, ethnicity, religion, etc. Behavior that disrupts the team will not be tolerated and may result in suspension or removal from the team. The Coaches will decide disciplinary actions.

Senior Blade Criteria Senior Blades are awarded at the end of the Spring season at the annual Crew Banquet. Senior Blades will be awarded to athletes who have rowed three complete Varsity seasons, one of which must be in their senior year. The award is forfeited if an athlete leaves the team during a competitive season (Fall or Spring) of any of their Varsity years for reasons other than medical.

Uniforms

Varsity rowers follow the below-listed uniform requirements:

- White baseball-style cap (embroidered name - optional)
- Navy & white striped socks
- Uni
- White (long sleeve turtleneck) Under Armour turtleneck
- Pink sports bra (embroidered name - optional)
- Rain jacket (optional)
- Rain pants (optional)
- Warm-up jacket (optional)

Novice rowers follow the below-listed uniform requirements:

- White baseball-style cap (embroidered name – optional)
- Navy & white striped socks
- White (long sleeve turtleneck) Under Armour turtleneck
- T-Shirt (coordinated prior to the first regatta)
- Rain jacket (optional)
- Rain pants (optional)
- Warm-up jacket (optional)
- Pink sports bra (optional)

The following uniform items must be ordered through the Crew Uniform Coordinator:

- Baseball hat
- Socks
- Uni
- Sports bra
- Warm up jacket; and
- novice t-shirts.

The Rain Jackets can be ordered at <http://power10sports.com/>.

The White Under Armour turtlenecks can be purchased at Dick's.

Fan Wear

Family and friends can purchase Mercy Crew fan wear from <http://mercycrew.promoshop.com/>. The promo shop carries t-shirts, sweatshirts, baseball hats, jackets, blankets and several other items.

Regattas

“Regatta” is the term used for a boat race. Regattas are schedule on weekends throughout the Fall and Spring seasons. Mercy Crew competes at local and away regattas. Races are divided by boat type and, depending upon the regatta, class of rower (i.e. novice, varsity, Freshman, Junior). Races begin early and occur throughout the regatta day. All team members are expected to remain at the regatta site until Mercy Crew is finished racing, boats have been de-rigged and loaded onto the boat trailer and the rowers have been released by the coaches.

Hospitality

Because regattas are one and sometimes two day events, it is necessary to provide food and support for the team and parents. Our Hospitality Committee helps to organize and coordinate cooking for both home and away regattas. Typically, on a regatta day three families will be responsible for cooking breakfast and lunch for the team and attending parents. Each family is expected to take a turn cooking throughout the season. Mercy Crew has a Hospitality Trailer stocked with tents, gas grill and propane, cooking utensils, pots and pans, water, paper products and condiments.

Hotels

For out of town regattas, hotel accommodations are coordinated in advance by the team’s designated hotel coordinator(s). The hotel coordinator selects a property that is as competitively priced and convenient to the regatta site as possible. Rowers are encouraged to stay in rooms with other rowers, as this affords an opportunity to expand friendships and instill team spirit. The hotel coordinators randomly assign rooms among rowers, and room assignments are not flexible. Parents or rowers are responsible to document their rower’s and their family’s accommodation plans via the hospitality form that is obtained from our website. This form must be completed in a timely manner to ensure a sufficient number of rooms are confirmed with the property.

While the hospitality form secures rowers’ rooms, families initiate their hotel room reservations directly with the hotel by referencing room block information provided on our web site and via e-mail as the regatta approaches. There is no guarantee that all families seeking rooms at the team-designated hotel can be accommodated, so it is imperative to make family reservations promptly. Rowers’ room fees are calculated based per room rate, plus tax, divided by the number of occupants. Added to the

rowers' room fee is coaches' accommodations costs, divided by the number of rowers participating. Family rooms are paid directly by families.

What to Bring to a Regatta:

Rowers and coxswains

- Uniforms (uni's)
- Extra change of clothes, socks
- Prescription medication
- Reusable water bottle, labeled with name
- Sunglasses
- Sunscreen
- Seasonal clothing (jacket, pants, rain coats, boots, gloves, hats)
- Clothing that wicks moisture away from the body is best, such as polypropylene. Cotton is not recommended for rowing. Always overdress! It's better to come prepared with several layers than to not have warm clothes available.
- Blanket
- Towel
- Large, clear plastic bags in which to put wet and muddy clothing and to keep back packs dry
- Team members should have school identification with them when traveling to away regattas
- Passports for Canadian regattas and a parent travel authorization if not traveling with parent

Parents

- Weather conditions can vary greatly from one location to another, so the best advice for regatta attendance is to "be prepared"
- Something to sit or lie on (chair or blanket)
- Sweatshirt
- Raingear or windbreaker, umbrella; sturdy shoes/ boots for rain
- Hat
- Hand warmers
- Sunglasses
- Sunscreen
- Water bottle
- Binoculars
- Book, or other diversion (lots of waiting to be done!)
- Camera – for pictures of your favorite team members!
- Cowbells!

Winter Training

During the winter months training sessions are available for interested athletes to maintain and improve conditioning between the Fall and Spring seasons. Winter training is optional.

Fundraising

Fundraising is critical to sustaining Mercy Crew. While Our Lady of Mercy High School does provide some financial support, the program is funded primarily through rower fees, donations and annual fundraising efforts. The monies obtained from these efforts are used for coaches' compensation, making payments on Mercy Crew's fleet of boats and equipment, regatta fees, USRowing membership costs, insurance, and other operating expenses. Fundraising efforts help to maintain the annual dues at the lowest possible level, comparable to other such programs. Past fundraising efforts have included the annual garage sale, a wine tasting and art auction, the EZ Bottle and Can Return and soliciting business sponsors from the community. Fundraising requires the commitment, dedication and active participation of both student-athletes and their parents. Ideas for new fundraising initiatives are always welcome. So too are donations, most of which are tax deductible given Mercy Crew's status as a 501(c)(3) not-for-profit organization

Safety

Mercy Crew Inc. supports the crew team from Our Lady of Mercy High School. The team members are restricted to grades 8-12 and must be currently enrolled at Our Lady of Mercy High School. Mercy Crew Inc. rows out of the boat house owned and operated by Genesee Waterways Center (GWC) and leases equipment from GWC for the athletes' use. As such, Mercy Crew Inc., the athletes and the coaches that it contracts agree to abide by the safety policies of GWC.

The members of the crew team vary in age and experience. Novices and 8th graders are not the physical or technical equivalent of a senior who has rowed for 3 or 4 years. To protect the students, Mercy Crew Inc. has written its own safety policy as an addendum to the policies of GWC.

Spring season conditions are typically the most hazardous due to cold river temperatures, faster current, debris floating in the river, and inclement weather. Wind, river debris, and fast current all contribute to increased risk of swamping or capsizing a shell. Cold river temperatures do not contribute to an increased risk of capsizing but do subject rowers to a hazardous situation of cold water exposure which reduces ability for self rescue and survival.

When water temperatures are under 40 degrees survival times are 50% less than in water over 50 degrees. Therefore US Rowing recommends extra caution in water less than 50 degrees. The GWC safety policy includes the US Rowing recommendations.

Additional Mercy Crew Inc. policies for cold water.

1. When the water is less than 40 degrees, no novices may row in a boat comprised only of novices. A novice may be seated in a boat of senior or junior level rowers, but not a freshman boat.

2. Only boats with 8 oars are allowed on the water when less than 40 degrees (4x or 8+).

3. During cold water conditions coaches must be within 100 yard of boats. Boats should row closer to shore. Maximum 1 boat per coaching launch with water less than 40 degrees, 2 boats per launch with water less than 50 degrees.

4. No rowing if river current is at flood stage, over 12,000 cfs flow, as measured by USGS at the Ford Street Bridge. (See web site for link to this site)

5. No practice is to be held on the Genesee River if white caps are present. White caps usually occur with sustained winds over 25mph. Coaches may guide their crews to the Erie Canal by staying close to the shore to avoid the wind. If a thunderstorm suddenly approaches, crews should stop and seek shelter from the wind by rowing to shore.

6. Every season, the coaches review current safety information with the team. Topics discussed are what to do in emergencies and how to ensure safety during practice. In general, we follow USRowing's safety guidelines (the "Safety Video"), adapted to our local circumstances.

7. No singles or doubles allowed on the water until the water temperature is safe to swim in. These boats flip easily. A safe temperature here will be defined here as greater than 60 degrees.

8. Experienced Mercy scullers who are GWC members and over age 14 may take out designated GWC boats alone after being certified by the GWC rowing director. Scullers must go out in pairs. Use the buddy system at all times. Rowers under age 18 must have a signed note of consent from their parent or guard presented to the club president.

9. Coaches recommendations for clothing are to be followed strictly. An outdoor sport like rowing carries weather related hazards, and proper clothing is essential to protect the athletes from the elements. Remember, in cold and wet conditions cotton holds water and synthetic clothing should be worn. Athletes are strongly discouraged from wearing cotton t shirts and cotton sweats. Under Armour, Lycra, synthetic fleeces and team rain jackets are best.

The Mercy Crew Fleet

<u>Boat Type</u>	<u>Name</u>
2x	
4+	
4+	
4x	Flying Dutchman (The Quad)
8+	M2
8+	SP
8+	Tica
8+	Lady Bug

In addition, Mercy Crew currently owns two launches that are used by our coaches during practices.

THE LANGUAGE OF ROWING

Rowing categories

Sweep: Type of rowing in which each rower has one oar. The oars are about 12 feet long.

Scull: Type of rowing in which the rower has two oars. Each oar is about 9 ½ feet long.

Types of Races

Head race: Long-distance race, usually held during fall regattas. Each boat is sent down the course, one after another, typically at 10 second intervals and timed between the start and the finish line. Head races are usually between 2.5 and 3 miles in length.

Sprints: Shorter races are called sprints, usually held at spring regattas. These races are generally 1500 – 2000 meters in length for high school rowers. For sprints, boats all line up at the start together, and all start on the judge/referee's command. These races are also timed, but it is easier from a spectator's perspective to tell who is winning.

Boat Types

Shells: Boats used in rowing. The shells are thin, with a special fiberglass, carbon, or wooden laminated exterior structure just 3/32nds of an inch thick over a framework. The bow and stern decks are covered with either plastic cloth or a fiberglass top. The boats have sliding seats, which run on a track about 27 inches long, so the rower moves back and forth she rows.

Sweep: A shell configured so that each rower has one oar. Oars on a sweep shell are normally alternated from side to side.

Scull: A shell configured so that each rower has two oars. These shells almost never have a coxswain. Steering is generally accomplished by applying more power or pressure to the oar(s) on one side of the shell. The hands overlap (usually left over right in the U.S.) during part of the rowing cycle, or are left in front of right.

Boat terms

Blade: The term for the oars used in rowing. The oar is actually composed of the handle, the shaft, and the blade. The blade is the surface that is in the water during the drive. There are two types of blades: hatchets and spoons. The terms describe the surface of the blades; spoons are symmetrical, and hatchets are asymmetrical. Blades are painted in the team colors. Learning to use the blades correctly is the most difficult part of learning to row; if the blade doesn't move through the water at exactly the right angle, it will pull that side of the shell down and slow its progress.

Bow: The nautical term for the forward part of the hull (the part that gets to the finish line first). The rower in the most forward seat is called the bow.

Bowball: A rubber ball attached to the most forward part of the bow to protect the boat and others upon impact. A bowball has the same function as a bumper.

Cox Box: Cox boxes come in three parts: the box itself, the microphone, and the speaker system which is in the boat. A boat equipped for a cox box has a speaker system fitted down the length of the boat beneath the seats which relays whatever is spoken. The most useful feature of the cox box display is the "rate meter". This calculates the number of strokes which would be taken in a minute if the rowers continued at a uniform speed

Footstretcher: The parts which attach the shoes to the boat, including the footboard, the adjustable metal bars, and the wingnuts which secure it to the boat.

Hull: The skin of the boat which is in direct contact with the water. The hull supports the weight of everyone on the water. The hull is rigid and fragile and should not be stepped onto when getting into or out of the boat. Any obstruction in the water can puncture the hull.

Oars: The sweep oars are 12 feet in length and like shells, lightweight and finely designed.

Oar Lock: Piece of hardware on the end of the rigger that the oar goes into. It is U-shaped and has a locking bar (called a "gate") to keep the oar from coming out.

Port: The nautical term for left. The left side of the shell as one faces the bow. Also, the term for a sweep rower on that side – her blade and rigger are on that side, usually an even-numbered rower.

Rigger: the metal or carbon fiber bars that extend from the hull at each seat. Riggers are typically bolted onto the boat with 4 or 6 bolts. Attached to the riggers are oarlocks, topnuts, and pins.

Rudder: Steering device at the stern. The rudder is connected to cables (tiller ropes) that the coxswain uses to steer the shell.

Seat: Seats in the boat are numbered 1 through 8 or 1 through 4 beginning in the bow of the boat. The rower sitting in the bow, the part of the boat that crosses the finish line first, is the bow seat or No. 1 seat. The person in front of the bow is No. 2, then No. 3 and so on. The rower closest to the stern that crosses the finish line last is known as the stroke. The stroke of the boat must be a strong rower with excellent technique, as the stroke is the person who sets the rhythm of the boat for the rest of the rowers.

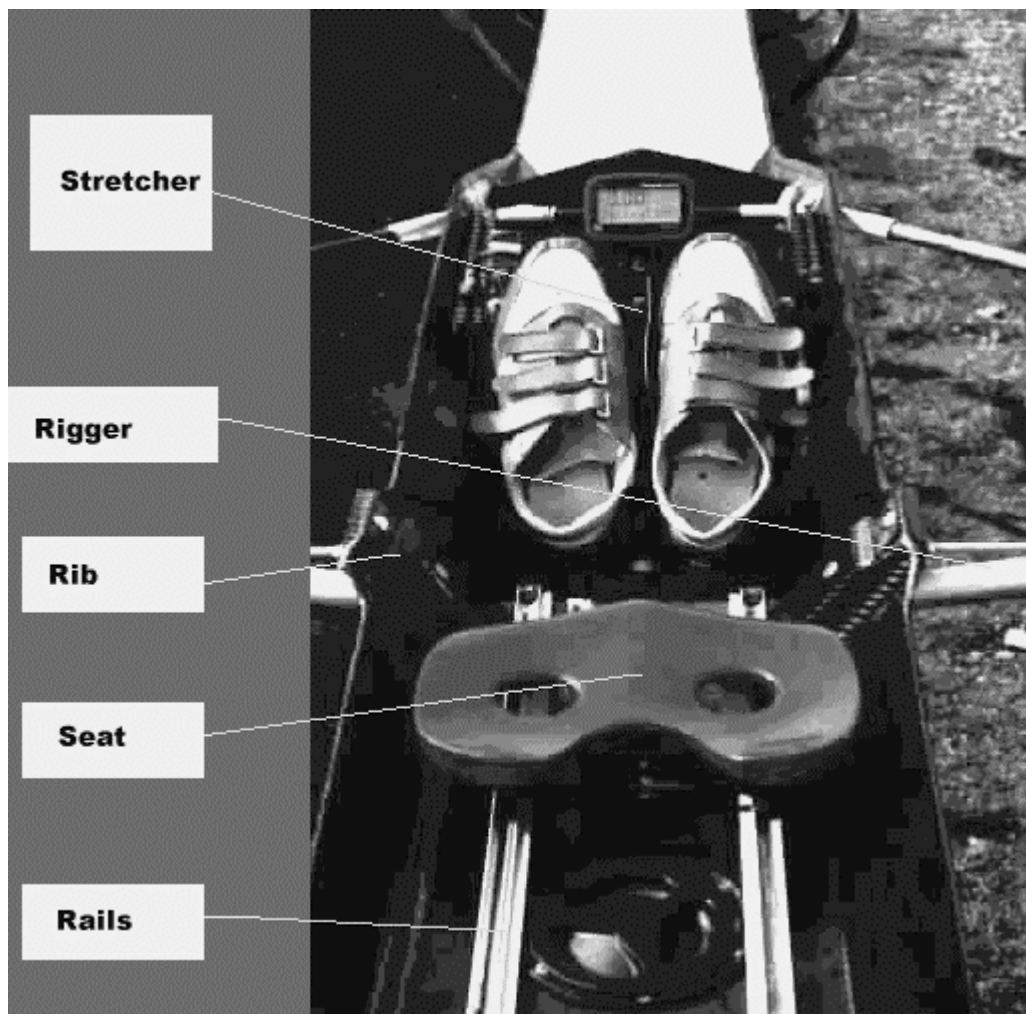
Skeg: (or fin) A small fin located along the stem section of the hull. This helps to stabilize the shell in holding a true course when rowing. All racing shells have a skeg. The skeg should not be confused with the rudder.

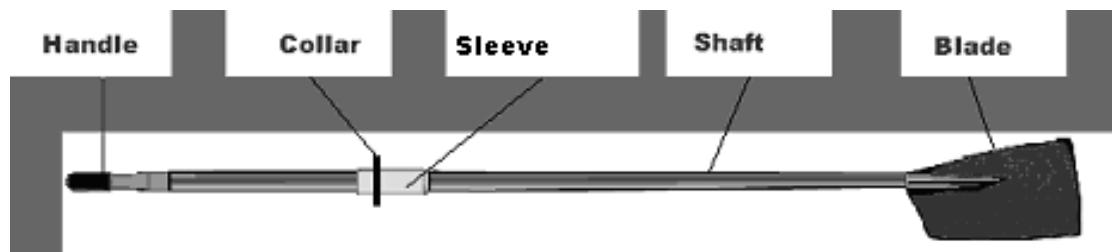
Slide: Two tracks upon which the rower's seat is fixed. The seat moves forward and backward on the slide, enabling the rower to "gather up" his or her body at the start of the stroke and then use the combined power of the legs, back, and arms when actually executing the slide.

Slings: (or boat slings) Collapsible/portable frames with straps upon which a shell can be placed temporarily.

Starboard: The nautical term for right. The right side of the shell as one faces the bow. Also, the term for a sweep rower on that side – his blade and rigger are on that side, usually an odd-numbered rower.

Stern: The nautical term for the back of the boat. More precisely, this is the farthest point on the back of the boat.





Rowing Terms

Back-it: Means to have the rowers place their blades at the release position, squared, and push the oar handle towards the stern of the boat. This motion causes the shell to move backwards.

Catch: The beginning of the stroke when the blade enters the water.

Coxswain: The person who sits at the stern of the shell and steers, gives commands to the crew and generally acts as an "on-site" assistant to the coach. Because coxswains don't pull an oar, relatively lightweight people are sought for the position; however, a good coxswain will have as much competitive spirit as the rowers and can make a considerable difference to a crew's success.

Crab: "Catching a Crab" is used to describe the situation when a rower's blade gets stuck in the water and he/she finds it difficult or impossible to get the oar out of the water at the end of the pull-through. This may result in slowing the boat down and throwing off the set. This term is from the claim that "a crab grabbed the blade and wouldn't let go."

Drive: Just after the catch, the rower begins pulling back on the oar. Initially, the body position should not change the legs are doing all the work, then the upper body begins to uncoil, and the arms start their work of pulling the oar through the water. Finally, the rower pulls his or her hands quickly to the body, finishing in a "layback" position.

Erg or Ergometer: A rowing machine. An "erg" allows beginning rowers to learn the basics of the stroke before going on the water and all rowers to develop their conditioning. The verb "to erg" means to work out on an ergometer. An "erg piece" is a particular set of work on the ergometer, such as rowing 2000 meters. Erg tests are used by coaches to ascertain an athlete's aerobic and endurance capabilities.

Feather: Refers to the rotation of the blade at the finish when the blade is parallel to the water's surface. Feathering is the actual motion of turning the blade.

Finish: The final part of the pull-through just before the oar is taken out of the water.

Full pressure: The top level of exertion of which a rower is capable.

Hold-Water: Tells the rowers to stop rowing and to square their blades immediately. Used to avoid collisions.

Let-her-run: The command to stop rowing and let the oars rest flat on the water.

Novices: Rowers who are rowing for the first season.

Piece: A unit of training, i.e. “ We will be doing two 1000 meter pieces today.”

Power 10: A series of ten strokes where a crew gives additional power (maximum effort). This is often used as a racing technique to advance on another crew.

Pressure: The amount of effort a rower puts into the stroke. Races, of course, are conducted at full pressure, but practices and warm-ups may entail a series of strokes at half or three-quarter pressure.

Racing Start: The first strokes of a race, usually shorter and quicker than those used in the body of the race.

Recovery: The act of bringing the oar back from the finish in preparation for another pull-through. This is the relaxation part of the stroke.

Release: The act of getting the oar out of the water at the end of the stroke and beginning the recovery (gathering the body with the knees coming up) for the next stroke.

Rushing: Term for when rowers move too quickly along their tracks into the catch. The boat will lose the feeling that it is gliding or “running out.”

Set: The balance and feel of the boat. The most efficient boats are balanced evenly over the center line and remain so throughout the strokes. If rowers are not aligned properly, or a rower swings off center as part of his or her motion during a stroke, or if rowers on one side of the boat are pulling with more or less force than the other side, the set of the boat can be altered, introducing drag.

Stroke: The stern-most rower in the boat that sits just in front of the coxswain. The stroke sets the pace for the rest of the crew, responding to the commands and encouragement of the coxswain.

Stroke rate (Rating): The number of strokes a crew takes in one minute referred to as strokes per minute (spm). A stroke rate can range from 0 spm (sitting still) to 44+ spm (sprint). You can calculate the spm by counting the number of strokes taken in 15 seconds, and multiply that number by 4. Most amplifier systems have a meter to tell you what your stroke rate is.

Weigh enough: Stop whatever you are doing; rowing, a drill, walking with the boat, etc.

Appendix A

Statement of Expectations for Rowers

Participation in Mercy Crew is both a privilege and a responsibility. Rowers earn recognition for their achievements as representatives of their school, team, and the community. Though a separate organization, Mercy Crew is sanctioned by Our Lady of Mercy High School and rowers at all times represent Our Lady of Mercy High School as well as Mercy Crew. Rowers are expected to follow the requirements and code of ethics set forth in the Our Lady of Mercy High School Student-Athlete Handbook as well as comply with established team rules, procedures, and instructions of the coaches and the following Statement of Expectations for Rowers.

- It is expected that a rower will attend all scheduled practices and regattas in their entirety. Absences dictated by academic requirements are understood, but rowers should otherwise plan schedules around practice and regatta times. Absences can affect more than just one boat. Rowers are not guaranteed a seat in the boat and must earn the right to row at regattas. Advance notice of absences should respectfully be made in writing, time permitting, requesting permission for the absence as soon as the rower becomes aware of a conflict.
- All rowers are expected to remain at practices and regattas until dismissed by their coach.
- Rowers should report daily, prepared for practice. Weather appropriate clothing (for both land and water practice) should be worn.
- Rowers are expected to treat the equipment with respect and handle all equipment carefully.
- Rowers are expected to maintain the boathouse and property; personal items will be picked up daily.
- Rowers are not to bring cell phones in the boat.
- Rowers are expected to completely clean their site at all regattas.
- All rowers are responsible for de-rigging and loading the trailer prior to regattas and unloading and re-rigging the boats after regattas.
- Rowers are expected to stay at a regatta and actively participate in de-rigging and loading until the trailer is fully loaded and ready to depart and the coach has dismissed the team.
- Rowers are expected to participate in scheduled Boathouse workdays.

- It is expected that rowers will participate in team fundraising that are planned as group activities.
- Rowers are expected to advocate for themselves. If rowers have questions about workouts and boat lineups or have other concerns, they should speak with their coach.
- Rower will not use cell phones, cameras, computers or other electronic devices in a manner which violates the privacy of others, or for any purpose other than that for which they are intended.
- Rowers will not use Internet blogs or websites, instant messaging, personal pages (such as MySpace or Facebook) or email to violate the privacy of others, or to make disparaging statements about others, including coaches and other members of Mercy Crew.
- As a team sport, the primary focus of Mercy Crew is on developing and preparing rowers for participation in multiple-rover team events. Further, rowers should expect that regatta entries and scrimmages will be based on equipment under ownership of Mercy Crew, Inc. Requests by rowers or the parents of rowers to use boat types that differ from those owned by Mercy Crew, Inc. will not be considered for reasons of fairness and liability.

Coaches have the authority to suspend an athlete temporarily for displaying behavior that violates the Our Lady of Mercy High School Student-Athlete Handbook and this Statement of Expectations or when the athlete's safety or safety of others requires such actions. The athlete's parents will immediately be notified upon such action. Consequences for inappropriate behavior or behavior which is dangerous to oneself or others in violation of the Code can result in a suspension ranging from one race to one year based on the nature and level of severity as determined by the crew coaches. Permanent removal from the team may occur only after consultation with the Board of Mercy Crew.

I pledge to abide by the foregoing Statement of Expectations for Rowers.

Date: _____

Rower Signature

Appendix B
MERCY CREW
STATEMENT OF EXPECTATIONS
AND CODE OF CONDUCT FOR PARENTS

Crew is a beautiful and demanding sport that builds character, physical strength, mental toughness, self-confidence and promotes the true meaning of the word “team”. Crew also demands a larger commitment from families in terms of time, money and energy than many other high school sports. Yet the learning experiences, the lasting friendships and sense of community enjoyed by rowers and parents outweigh the demands.

The same team spirit embodied by the rowers is needed to support and run Mercy Crew. Because Mercy Crew receives limited financial support from the school, the program relies upon the contributions of hard-working parents. To the best of their abilities, parents are strongly encouraged to support the mission of Mercy Crew with their time and energy. The success of Mercy Crew is founded upon the support and participation of all its members to the best of their abilities.

As a prerequisite for an athlete’s participation in the Mercy Crew program, parents are expected to sign and fulfill this statement of expectations and code of conduct.

Statement of Expectations and Code of Conduct

- 1) I will encourage my daughter to embrace the values of good sportsmanship and teamwork through their full participation in all of the responsibilities of rowing.
- 2) I will be a positive role model for Mercy Crew and promote good will among the athletes, coaches, and other parents.
- 3) Respect is a cornerstone of the mission of Mercy Crew. I will always be courteous and respectful towards athletes, coaches, and other parents and will not harass, ridicule, or humiliate any individual, including rowers, coaches and other parents.
- 4) I shall appropriately control my emotions at all times.
- 5) I shall represent Mercy Crew and Our Lady of Mercy High School with dignity.
- 6) I shall allow the coaches to perform their duties and carry out their responsibilities at practices and regattas and will not interfere with, undermine, or usurp the coaches’ authority.

- 7) I shall support my daughter's participation in Mercy Crew by contributing my time and energy to the program to the best of my abilities, including but not limited to assisting with car pools, hospitality, chaperoning, fund-raising, boathouse opening and closing and fulfilling other critical administrative functions.
- 8) When I attend away regattas, my primary focus will be the regatta itself and to assist with the logistics of team travel, including team practice, setting up and taking down hospitality at the regatta site, transporting rowers to and from the regatta site, chaperoning rowers if called on to do so, and generally supporting the team throughout the regatta.
- 9) I will abide by the rules and policies of the Hotel Guidelines for Mercy Crew Parents, and ensure that my daughter does as well.
- 10) I shall timely honor my financial commitments to the program.
- 11) I shall endeavor to ensure that my daughter is punctual for practice including pre-regatta practices at away regattas.
- 12) When a conflict arises, I shall endeavor to resolve it first, as appropriate, through direct and constructive discussions with the other party.
- 13) I shall resolve conflicts in a calm and respectful manner without resorting to name calling, hostility, or violence.
- 14) I understand that serious misconduct contrary to this Statement of Expectations and Code of Conduct may result in disciplinary action that is appropriate under the circumstances, including warning, parent exclusion from regatta attendance, rower exclusion from regatta attendance and in the most extreme cases only rower suspension. Whether conduct constitutes a violation of this Statement of Expectations and Code of Conduct depends upon the surrounding circumstances, the nature of the behavior, past incidents, the relationships between the parties involved and the context in which the conduct occurred.

I pledge to abide by the foregoing Statement of Expectations and Code of Conduct.

Date: _____

Parent Signature

Date: _____

Parent Signature

Appendix C

Hotel Guidelines for Mercy Crew Parents

Throughout the season the team will travel to regattas that will require an overnight stay. Usually the team will stay the night before the regatta for a one day event, but a two day event will sometimes require two nights in a hotel. Mercy Crew's Hotel Coordinator goes to great lengths to find the best hotels for the best discounted rate. To secure discounted rates during peak rowing season, Mercy Crew must sign a contract for a block of rooms for rowers, coaches and parents. Hotel information, including room booking deadlines, will be provided to the parents by email and posted on the Mercy Crew website.

Parents and rowers must understand that participation in away regattas is a privilege. Behavior of an individual rower that is contrary to the Our Lady of Mercy High School Student-Athlete Handbook, the Mercy Crew Statement of Expectations for Rowers, team rules and the instructions of coaches and chaperones can jeopardize the ability of the entire team to travel. In entering hotel contracts, Mercy Crew assumes liabilities for the actions of its rowers. Often, Mercy Crew must sign a separate code of conduct to be applied to all student-rowers. These hotel-imposed codes of conduct govern such things as curfew, pool use and student-rower behavior in general. Parents and rowers must appreciate that a violation of these codes does not affect just one rower or parent but the team as a whole, and can jeopardize the ability of the team to travel to compete in the future.

1. **Room Assignments – Rower's Team Room:** The girls room together; this is a good experience for them allowing additional opportunities to bond as a team. The Coaches provide a list of rowers attending each regatta for the Hotel Coordinator. Rowers are automatically assigned to a team room. Rooming assignments are done by the Hotel Coordinator. Please do not request specific rooming assignments. Rooming with different people is part of the team-building experience. If a significant issue is created by a particular room assignment, please contact the Hotel Coordinator. If your daughter will not be staying in a team room but with a parent instead, you must let the Hotel Coordinator know by the hotel booking deadline posted on the regatta information sheet. Deadlines can vary from regatta to regatta depending on the hotel's contract stipulations, but it is usually 30 days before the regatta.

2. **Cancellation Policy – Rower's Team Room:** Each rower's cost for a team room is based on the total cost of all team rooms divided by the number of rowers staying in team rooms. Each family will be responsible for its rower's pro rata share of the total room cost. If after the hotel booking deadline you decide not to have your daughter stay in a team room, or if for any other reason your rower cannot participate in the regatta (including but not limited to illness, injury, family emergency), you will still be responsible to pay your rower's room cost. Unfortunately, by hotel contract Mercy Crew cannot change the number of team

rooms after the booking deadline, meaning Mercy Crew remains financially obligated for all team rooms.

3. **Parent Rooms:** It is the parents' responsibility to book and pay for their own room, on their own credit card, from within the block of reserved Mercy Crew rooms. Please watch booking deadlines and information carefully. When the hotel removes our room block, it may be difficult to get a room, especially at our discounted rate. After that point it will be the responsibility of the parent to secure his or her own accommodations.
4. **Cancellation Policy – Parent Rooms:** Parents are responsible for cancellation of their own reservations. But keep in mind these rooms are reserved under a contract, and the hotel has the right to hold you to that reservation price if you cancel after the deadline date. Mercy Crew will not be held financially responsible for any cancelled parent room.
5. **Cancellation Policy-Hospitality:** Planning and costs for hospitality occur long before a regatta. Therefore if you cancel for any reason you will still be responsible for your daughter's hospitality cost and your own.
6. **Chaperones:** Each team room will be assigned a chaperone. Chaperoning is the responsibility of female parents. Chaperone duties shall be rotated among all of the female parents. Absent extenuating circumstances, each female parent must serve as a chaperone at least once during the two rowing seasons of the year so that all shall share equally in this responsibility. Chaperones need to make sure that all the girls are in the room at curfew, all of the girls have rides to the regatta in the morning, and generally act as a resource person for the team members in the room. If you are assigned as a chaperone and must leave the hotel while the girls remain at the hotel, you need to have another adult be responsible for the girls in your room in your absence. Girls must never be un-chaperoned in a hotel, and must always be supervised by either their chaperone or a parent. *Please see Chaperone guidelines for additional information.*
7. **Curfew:** Girls are required to be in their rooms at curfew. Curfew is not only a team requirement but often also a condition of Mercy Crew's contract with the hotel. The only exception is if a boat meeting is going past curfew. If your daughter needs anything past curfew she can contact the room chaperone or the Hotel Coordinator; she will have both of their cell phone numbers. No rower should be out of her room past curfew for any reason except a real emergency, like a fire.
8. **Violation of Curfew:** Curfew infractions will be strictly addressed at the time of the infraction. If your daughter is found to be out of her room past curfew and she has a parent in the hotel, the parent will be contacted and asked to take responsibility for his or her daughter. She will be asked to take her belongings to her parent's room and stay with him or her for the remainder of the hotel stay. If

she does not have a parent in the hotel, she will be required to stay in the room of the female parent that brought her to the away regatta, if possible, or in the room of another female parent. No rower will be permitted to stay in a hotel room by themselves. There will be no refunds of hotel costs for a rower if asked to leave a team room because of a curfew violation. Rowers found to have violated curfew also will not be allowed to room with the team for the next away regatta and will have to room with her parents or her parents will have to make accommodations for her to room with another parent, not in a team room. Consequences of continued curfew infractions will be decided by the coach and can result in the team member not being allowed to row in a regatta.

9. **Hotel Emergencies:** There will be an emergency location for all the girls and parents to meet in case of emergency at the hotel, i.e. fire alarm. The location will be determined and shared with the girls upon check-in at the hotel.
10. **Room Keys – Rowers:** The Hotel Coordinator will distribute keys to all the girls upon check in. Only the Hotel Coordinator should check in the team rooms. If you arrive early (before the Hotel Coordinator), do not check in your daughter, but wait for the Hotel Coordinator to arrive and check in the team rooms. If you and your daughter arrive much later than the rest of the team, contact the Hotel Coordinator to get your daughter's key (cell phone number of the Hotel Coordinator will be available).

Appendix D
Our Lady of Mercy High School Crew Team
Travel Chaperone Guidelines

The support of parents to chaperone students traveling to competitions is a crucial component of crew. These guidelines are to make the trips run safely, efficiently and without incident:

The primary responsibility of the chaperone is to help ensure the safety of rowers. Chaperone duties include staying with the team in the hotel, conducting room checks before sleep, being aware of student whereabouts at the hotel, helping students as needed, making sure all rowers know how they are getting to the regatta site, and enforcing curfew.

1. Each family will be expected to be available once per season for a chaperone duty. Sign up will take place prior to any away regattas for the season.
2. Trip itineraries will be available on the Mercy Crew web site. Student hotel room assignments and phone numbers will be distributed prior to each overnight event by the Hospitality Coordinator.
3. A roster of student participants with parent phone numbers will be available on the Mercy Crew web site and via email. All chaperones should have a copy of the roster with them for travel.
4. Rowers, coaches and all chaperones will stay in the same hotel at an overnight event. Under no circumstances are non-relative guests of the opposite sex allowed in a rower's room at any time, for any reason.
5. At the hotel, introduce yourself to the rowers. If rowers need something during the night, chaperones should ensure the rowers have their room number and cell phone number so they can call the chaperone. Maintain a list of room numbers and rowers.
6. Ensure that rowers know where the hotel hallway exists are in case of an emergency, and where the emergency meeting place for the team is outside the hotel.
7. The purpose of the overnight trips is to participate in a rowing competition, not for having a sleepover or vacation. The girls should focus on competition and parents/chaperones should reserve sightseeing, dinner engagements, etc. for other times when the girls are not competing.
8. Males who are assigned chaperone duties will be given a list of the rooms and the girls in the room along with the name of the female chaperones and their cell phone numbers. The duties of the male chaperones are limited to checking common places in the hotel including hallways, lobby area, pool area, etc. The male chaperone should contact the female chaperone to report any rower out of her room or if a rower's hotel room needs to be entered for any reason.
9. Chaperones will bring any concerns or incidents likely to harm or discredit the team to the Head Coach and abide by decisions of the Head Coach. Athletes are not to leave the hotel unless accompanied by their parent or other supervisory adult.

10. The Head Coach will be in possession of the Medical and Release Forms. Chaperones will report any sickness or injuries to the Head Coach and be briefed on what to do in case of an emergency per the medical release form.

11. The curfew the night before an away regatta will be 10 PM unless changed by the Head Coach prior to the regatta or boat meetings go past curfew. Only those girls still in a boat meeting will be allowed out past 10 PM. Upon completion of the boat meeting, if it goes past 10 PM, the rower must immediately go to her assigned room.

12. Chaperones should check the room or rooms they are chaperoning in the morning at checkout to ensure that the girls have removed all of their belongings and have not caused any damage to the room or made an excessive mess.

13. If a rower is not in her room at curfew or is otherwise missing, the chaperone should: Call the phone of the rower, talk to the rower's roommates if they are available, call the male chaperones to assist in checking all common areas of the hotel, contact the coach, and contact the parent or adult who has primary responsibility for that rower. Once the rower is located, she becomes the responsibility of her parent or the adult with whom she came to the regatta in accordance with the Hotel Guidelines for Mercy Crew Parents. or another female parent to assume their chaperone duties.

Chaperones should arrive at the hotel when the girls arrive. If a chaperone cannot be at the hotel by that time or an emergency arises, it is the duty of the chaperone to contact another chaperone or another female parent to assume the chaperone duties.

Appendix E Mercy Crew Coaches' Discipline Guidelines

It is expected that Mercy Crew members will at all times demonstrate the true spirit of teamwork and sportsmanship. Failure to meet the expectations of coaches and fellow teammates will result in various degrees of consequences, depending on the infraction. Identification of any infraction and the implementation of any consequence will be at the complete and total discretion of the coaches. However, the following guidelines will generally be adhered to by the coaches.

Major and Minor infractions: The classification of any infraction as minor or major will be at the discretion of the coaches. Generally, a minor infraction will include, but is not limited, to the following:

- failure to actively assist in preparation and cleanup activities on a daily basis,
- failure to assist in the launch and recovery of teammates boats at regattas,
- failure to assist in the rigging, derigging, loading and unloading of trailers in preparation for and while at regattas,
- failure to stay at the Boathouse within the general eyesight of coaches and the land parent (no wandering off),
- failure to timely notify all coaches and the Transportation Coordinator of an anticipated absence from practice,
- unsportsmanlike conduct directed towards any coach, teammate, competitor, regatta official, etc.
- foul or abusive language.

Minor infractions will, in general, be subject to a three strike rule. The first infraction will be discussed with the crew member by one of the coaches and noted and discussed with the other coaches. The second infraction will result in an email to the crew member's parents with a copy to the other coaches and the President of the Mercy Board. A third infraction will result in the member not being allowed to participate at a regatta.

Any infraction which the coaches deem to be a **Major** infraction (including failure to attend a pre regatta day course practice or attend a boat meeting without advance notice) will result in an immediate application of steps one through three above. Appeals can be made to the coaches and the President of the Board.