



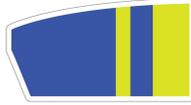
Handbook

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<http://annapolisjuniorrowing.com/>

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Welcome to Annapolis Junior Rowing

Annapolis Jr. Rowing is a nationally recognized competitive rowing club for 8-12th graders from all over Anne Arundel County.

AJR's mission is to use the sport of rowing as a vehicle

- to teach responsibility, self-discipline, sportsmanship and teamwork
- build self-esteem
- encourage physical fitness
- pursue excellence in area youth

Program History

AJR began as part of the Annapolis Rowing Club. AJR became a separate organization in 2009.

Table of Contents

Section 1. INFORMATION FOR PROSPECTIVE TEAM MEMBERS	3
Joining AJR	3
The Athlete's Role & Expectations	4
Safety	5
Team Rules	6
The Boats & Equipment	7
Camp Woodlands Rowing Facility	7
Practice	7
Regattas	8
Volunteer Work	9
Communications	9
Section 2. INFORMATION FOR PARENTS/GUARDIANS	11
The Parents'/Guardians' Role & Expectations	11
Section 3. INFORMATION FOR COACHES	11
Job Descriptions	11
Section 4. INFORMATION FOR BOARD MEMBERS	12
Board Responsibilities	12

1. INFORMATION FOR PROSPECTIVE TEAM MEMBERS

AJR serves both competitive rowers as well as those wanting to learn the sport for recreational purposes by providing opportunities to foster amateur rowing including

- teaching rowing skills
- providing coaching and equipment
- participating in local, regional and national youth rowing competitions

AJR is a tax-exempt section 501(c)(3) corporation organized under the laws of Maryland and is affiliated with United States Rowing Association (“USRowing”).

It is a volunteer, parent-run organization governed by a Board of Directors consisting of parents and other community leaders. The AJR by-laws are on the website under About AJR/Documents. <https://annapolisjuniorrowing.com/wp-content/uploads/ajr.bylaws.revised-5-11-17.pdf>

Joining AJR

Registration is completed from each seasons registration tab on the home page of the website.

Dues cover the cost of coaching, equipment, maintenance, insurance, and other team needs. Regatta costs are calculated and paid separately for those athletes attending the regattas. Each season (fall, winter, spring and summer) are priced and billed separately.

What Dues Do Not Cover:

- US Rowing Membership
- Transportation to/from practices
- Uniforms, Spirit Wear, and swag (Estimated uniform costs for Novice Rowers: \$100 JV/Varsity: \$130)
- Regatta costs (hotel, bus, meals, etc.)

Swim Test:

Novice (new) rowers to AJR must also complete a swim test and verify their ability to swim as part of the registration packet. The Swim Test Verification Form is available for download on the website.

US Rowing Requirements:

Rowers required to have a Championship or Basic + Regatta Membership

Rowers are then eligible to compete in US Rowing sponsored regattas. The

Championship Membership includes USRowing Magazine, discounts for retailers, travel etc.

US Rowing Waiver (complete online in order to practice)

Safesport training is required for all athletes. It is accessed from the US Rowing (USRowing.org) webpage, at the top, SafeSport link.

Trial Period:

For brand new rowers who were not able to attend a summer Learn to Row Session, there can be a two-week trial period at the beginning of Fall Season before you have to pay the full dues but you will be charged for those two weeks (if you decide to join).

Seasons:

The rowing seasons encompass the entire year consisting of a fall racing season, winter training (physical conditioning), spring racing season and summer practices/assisting with Learn To Row if desired. Each season is priced and billed separately.

The fall and spring seasons have several regatta opportunities (discussed below). The fall races are head races where boats start individually and race on a longer course. The spring races are sprint races where boats are lined up and start at the same time.

Classifications:

Novice = “a rower or coxswain whose initial competition within that same discipline has been in the previous 12 months of the date of the Regatta” (U.S. Rowing)

Athletes progress from Novice to Varsity with time and effort, some faster than others. A coxswain’s or rower’s first race starts a clock that impacts status and race eligibility. Coaches are strategic about when to start racing athletes to maximize readiness and results and the overall high school rowing experience, particularly for 8th graders. *This may result in a full season of a younger, less competitive rower not rowing in a formal Regatta.* We will do our best to schedule some scrimmages so novices get some racing.

Not all rowers attend all Regattas. Some Novice rowers will not attend any Regattas if they aren’t qualified to start their Novice clock (the coach decides when an athlete is qualified to compete). Also, there are a limited number of boats in races, so coaches will boat the most qualified rowers.

JV = unlike other sports, in rowing, JV does not refer to a squad of lesser experience or qualification or a level below the varsity. Depending on the regatta, it refers to either the 2nd varsity boat or 3rd varsity boat.

Varsity = after completing your novice eligibility, all athletes progress to varsity status. In racing, the varsity boat in any given event usually refers to the team's 1st boat in each category (e.g., 4s, 8s)

The Athlete's Role & Expectations

Attendance:

Athletes are expected to attend all practices. Attendance is a big factor in whether or not athletes get boated.

There are certain reasons to miss practice that are excused (sick, college visit, etc.). Communication with your respective coach is critical.

AJR uses TeamSnap (app) as the mechanism to organize practices, events, etc.

Equipment Care:

Each boat will be rinsed and covered after each practice.

The brackish water is harsh on the equipment, boat finishes, and hardware.

Each boat will have a weekly maintenance check with coach supervision. Items to focus on are tightening/adjusting hardware, cleaning seats and tracks, minor repairs if needed

Tools can be found in the Rower Toolbox.

Coxswain Repair form:

Forms will be available at each building to be filled out by coxswains if there is a repair concern. Coaches will receive the form and react accordingly. (i.e. in house or out of house repair)

It is imperative that each athlete check over their seat and boat daily.

Regatta & Practice Attire:

Athletes are expected to be fully covered at practice and regattas

Females: Unisuit straps will be all the way up

No sports bras without a shirt over will be allowed on land or around regatta sites

Males: Shirts must be worn at all times on land or around regatta sites

All athletes should be wearing spandex bottoms that are an appropriate length. Loose shorts get caught in the seat rollers. If the bottoms are too short for school then they are too short to row in.

No graphic or explicit language should be worn on any piece of clothing

Spandex or Lycra

Breathable material to sweat and move in

Shorts, tights, thermal long sleeve, tanks, shirts, etc. High visibility clothing is the best for safety reasons

Avoid Cotton as much as possible as it absorbs moisture and becomes heavy and difficult to move freely in

Outer layer

Windbreaker/Rain jacket for wet or windy days

Cold weather rowing (best combination) includes -

Thermal layer

Fleece layer,

Outer layer

What to bring:

- Suntan lotion/sunglasses/hat
- Refillable water bottle (NOTE: Plastic disposable water bottles are prohibited)
- Store metal and hard plastic bottles in sock to prevent hull damage
- Put your name on all items you bring/wear
- No phones on water except coxswains, make sure it is water protected

Safety

AJR has a robust safety plan that must be followed at all times. Everyone is responsible for the safety of themselves and each other. Please see the AJR Safety Plan on the website. <http://annapolisjuniorrowing.com/wp-content/uploads/2021-AJR-Safety-Plan-final.pdf>

Team Rules:

Code of Conduct:

All athletes agree to follow the AJR Code of Conduct and will be held accountable to it.

- Consumption of alcohol, smoking, vaping or use of drugs or any controlled substances by athletes at any time is strictly prohibited
- Athletes will not use insulting, demeaning, defamatory, sexually based or charged, vulgar, racially or ethnically intolerant and/or hostile language
- At Regattas: Athletes will stay in the hotel room they are assigned and adhere to all travel rules. With the exception of chaperones and coaches, rowers may

NEVER have, permit to enter, yourself enter, or be in any room or confined space with someone of the opposite gender

- Athletes are expected to help their teammates and coaches on and off the docks and always be looking for the things they could be doing without having to be asked
- Remember that you represent your team, your family and your community. At all times, we will uphold the time-honored traditions of rowing and conduct ourselves in the best possible manner with the best possible manners
- The updated Rower and Parent Code of Conduct will be circulated early in the spring, and will require both parent and athlete signatures
- Not abiding by these rules may result in sitting out of a Regatta, not being allowed to stay in a team room at a hotel or being asked to disaffiliate from the team.

AJR follows SafeSport guidelines and has an approved policy (on the website).

Remember that you represent your team, your family and your community. At all times, we will uphold the time honored traditions of rowing and conduct ourselves in the best possible manner with the best possible manners.

Uniforms:

We will send out a link and login info to access the team store.

Novice Uniforms:

Novices are required to have the yellow racing shirt. This is what you will be wearing to represent the team at regattas.

Black Trou/Spandex will also be needed. However, AJR branded ones are not required and last year's blue ones are also permitted.

A hat/visor is highly recommended to bring to every practice, however not required.

Varsity Uniforms:

Varsity and JV rowers are required to buy an AJR unisuit for regattas.

A new practice uni will also be available. Note that this is not your race uniform.

Tights are also recommended for Fall season as some of the later regattas have been known to be extremely cold.

Spirit/Travel Attire

We will be having a lot of nice travel and regatta gear this year so if you have been looking for the perfect regatta bag or hoodie, etc. now is the time to order!

The Boats & Equipment:

AJR rows singles, doubles, fours and eights. There are several launches for coaches and safety.

Camp Woodlands Rowing Facility

Girl Scout's Camp Woodlands on Broad Creek in Annapolis. Camp Woodlands is located at 2744 Riva Road, Annapolis 21401.

Rowers must keep Woodlands clean - no trash left on site.

- Rowers must keep Woodlands clean
- Team penalty for trash left on site and disorderly bathrooms
- Only coaches can drive down the lane to the shed

Lost and found items will be donated at the end of the season.

When entering parking area, drive counter-clockwise

Drive slow (11mph).

Practice

- Everyone meets at the shed prior to practice
- Come dressed and ready to row, but if you can't, change quickly upon arrival (don't delay launching)

Practices will be held daily Monday through Friday and maybe some Saturdays and Sundays during the fall and spring seasons.

Practices will consist of instruction time on the water, training on the erg, as well as general training for cardiovascular fitness, core strength, and flexibility.

- All changes to practice availability in TeamSnap is required by 10:30am on weekdays.
 - o If something unexpected arises afterwards, call or text your coach immediately. Coach numbers are available on TeamSnap
- Three (3) unexcused cumulative absences will result in your being excluded from the regatta following your absences
 - o Absences need not be consecutive
 - o As soon as you know that there is a regatta, practice or scrimmage you will miss, please advise the coach immediately

Excused Absences: Include (but not limited to) AP, SAT, ACT exams (not prep classes); major family events (weddings, funerals); injury; programmed or official college visits for jrs/srs

Unexcused Absences: include (but not limited to) spring break, Prom, catching up on school work as a consequence of poor time management; scheduling medical or other appointments during practices when avoidable

Regattas:

Regattas are held locally and regionally during the fall season from late September to early November and from the beginning of March to mid-May. Most regattas are day-long events. Travel by bus or carpool is coordinated through the team. The entire team will participate in each regatta except when noted.

- *Select rowers will be chosen to compete in the Head of the Charles regatta in Boston in mid-October. Those rowers will incur additional costs associated with overnight travel to Boston.*
- *Select boats could qualify for Youth Nationals held in mid-June at the location designated by USRowing. Those rowers will incur additional costs associated with overnight travel to Nationals location.*

Regatta Rules

- All day events – leave early, come home late; some overnights
- Transportation – Carpools or Chartered Bus AJR meets at Riva Park 'n Ride to take attendance and load team and personal gear.
- Athletes travel with the team either via carpool or bus. NO ATHLETE is permitted to drive themselves to a regatta
- Athletes are expected to stay the whole day
- Athletes with early starts will go up the night before via carpool.
- Coxswains may have to travel separately in order to be present for the coach and coxswain meeting before regatta start time.
- Everyone is encouraged to attend regattas - whether or not racing
- Athletes must conduct themselves appropriately
- Costs will be charged for each regatta separately for those athletes attending.

Race Line-ups

Seat/Boat Assignments

Coaches will determine what boat and seat you are in. You earn your seat every day in rowing.

- Because novice status is limited to just 12 months starting with the first race, we are careful about not starting that clock prematurely

- If ready, new rowers, including 8th graders, can race at the U17/U15 National Championships in June

Volunteer Work:

There are numerous opportunities for volunteer work as part of AJR. Athletes are required to participate in at least clean up days at Camp Woodlands as part of our arrangement with the Girl Scouts.

In addition, parents are needed in the fall and spring seasons to help with regattas. This includes chaperones, food preparation and set-up/service, hotel coordinators, car pools and other jobs. AJR could not travel to regattas without this help. The efforts are coordinated for each regatta through email.

The AJR Board of Directors, fundraising and gala events are also opportunities to give back to AJR and the athletes.

Communications

The Team Administrator and Coaches communicate through TeamSnap and email throughout each season with the athletes and parents. *No coach or staff member should be communicating directly with an athlete without another coach being on the communication. Please report that to the Team Administrator and/or Board of Directors if that occurs.

Regatta Availability

Rowing is a team sport that relies on individuals who comprise any given boat. Rower availability is critical to facilitate practice and racing planning. The loss of just one boat member changes the whole boat line up. Please mark your availability on TeamSnap NOW for the Spring Regattas to advise your coaches of any known absences. If your availability changes, it is your responsibility to inform your coach by email or text at the earliest possible time. Coach's contact information can be accessed in TeamSnap.

TeamSnap

- Online program that monitors practice availability, regatta availability (See rules under Attendance for notifying Coaches of absences.)
- Facilitates our team roster, athlete information, parent information and coaches' practice & regatta lineups
- Each rower will be sent an invite to join our "Team," parents should be included in sign up, as this is the way the team communicates
- PLEASE complete all fields
- A way for Coaches & Admin to communicate with Team (Full Team messages on TeamSnap are for Coaches and Admin to send only)

- Rowers & Parents can send messages to full team through the Team Administrator or using Team Chat (Be judicious in what messages are sent to the whole team using Team Chat).

2. INFORMATION FOR PARENTS/GUARDIANS

The Parents/Guardians Role & Expectations

Regatta Food Coordinators:

Parents are required and needed to provide food for the athletes at regattas.

Rowers AND families should bring refillable water bottles and hot drink thermoses

We aim for healthy food, with broad variety. We try to have the variety fill most if not all food needs. Let us know if you have a food allergy, we do try to accommodate, but cannot guarantee it. If you have food allergies, you are welcome to bring your own food.

Parents with racing rowers are required to help chaperone and/or carpool for 1-2 regattas per season (The inability to do so will result in other parents having to cover more)

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Donate food items for regattas and volunteer for set up and serving.

AJR utilizes Perfect Potluck to sign up for carpooling and food donations (Link will be disseminated, with instructions, prior to the Regatta)

3. INFORMATION FOR COACHES

Job Descriptions

Head Coach

Season Schedule & Regatta Choices, Programming

- Work with team administrator to choose Regattas, set schedule
- Consult with Coaches and Admin to register all crews
- Seasonal, development of new strategies and programs (i.e Summer Sculling, Rowing Camps, U23 AJR Alumni program, etc.)
- Work with team administrator to negotiate winter facility (YMCA)
- Work with Head Coaches to coordinate Tank Sessions

Lead Coaching Staff

- Recruiting and hiring of new coaches
- Perform coach's reviews
- Leading/mentoring coaches

- Managing coach's schedules
- Meeting with coaches regularly
- Supporting coaches on the water and in the gym during winter
- Implementing policies for day-to-day operation of team
- Arranging for sufficient coaching staff at regattas

Recruiting for AJR

- Work with AJR committee on local recruiting efforts
- Building relationships with area schools
- Hold Open Houses at area schools

College Recruiting for AJR Athletes

- Consult with Rowers & Parents regarding college rowing plans
- Liaison with collegiate coaches for all recruited AJR athletes

4. **INFORMATION FOR BOARD MEMBERS**

The AJR Board of Directors is governed by the by-laws of the organization and the Board Guidebook. Both documents are available on the website. Minutes of Board meetings are available by request.