



Parent Handbook



Table of Contents

Welcome to Bishop Ireton Crew	2
The Sport of Rowing	2
General Rowing Information	2
Boats	3
Rowers	3
Strokes	4
Rowing Commands	4
Other Rowing Terms	5
What to Wear & What to Bring	5
Nutrition Tips	6
Safety	6
Practice	7
Attendance Policy	7
Varsity Team	7
Novice Team	7
Parent-Coach Communication	8
Cancellation of Practice	10
Regattas	10
The Race	10
Parking	11
Food	11
Parent Volunteerism – Anacostia Regattas	11
Parent Launch Drivers – Anacostia Regattas	11
Parent Referee Volunteerism	11
Parent Facility Volunteerism	12
Parent Volunteerism at Other Anacostia Regatta	12
Bishop Ireton Crew Association	14
2010-2011	15
Bishop Ireton Crew Association	15
Board of Directors	15
By-laws of the Bishop Ireton Crew Association	16
Boathouse Behavior Guidelines	26
Directions to ACBA and Regatta Sites	27



Welcome to Bishop Ireton Crew

Bishop Ireton High school is a member of the Washington Metropolitan Interscholastic Rowing Association which draws its members from public and private schools throughout the D.C., Virginia and Maryland areas.

The Bishop Ireton High School crew program was started in 2000 and has become increasingly popular and successful each year since then. Crew is a varsity sport at Bishop Ireton. New rowers are always welcome. The only pre-requisites are dedication and commitment to yourself and your teammates.

The Sport of Rowing

Rowing is the second oldest organized sport in the world. In the late 15th and early 16th century, the sport took root in England, primarily because people needed to cross the Thames River. Pierre de Coubertin, the founder of the modern Olympic Games, called rowing “the ideal discipline,” and rowing has been included in the Olympics since the first modern Games in 1896.

Besides the technical proficiency required in the sport, rowing crews develop self-discipline, self-determination, and a commitment to a team effort.

Rowing is a total body workout. Although upper body strength is important, the strength of the rowing stroke comes from the legs. Rowers are probably the world’s best athletes—rowing demands endurance, strength, balance, mental discipline, and an ability to continue when your body wants to stop. **Teamwork** is the most important aspect of rowing.

General Rowing Information

A crew boat consists of a shell, rowers and a coxswain. Coaches try to place team members together to establish fast boats. The rowers compete at regattas, or sprint races, of 1,500 meters in high school, 2,000 meters in college. As many as six or seven boats may line up and race one another over a straight course to the finish line. Regattas have separate divisions for Men and Women, for weight classes, and for different types of boats.



Boats

There are two types of boats or shells that reflect the two types of rowing — sweep rowing and sculling. In sweep rowing each rower has a single, 12.5-foot oar. The boats are referred to as shells because the hull is only about $\frac{1}{8}$ to $\frac{1}{4}$ inch thick, to make it as light as possible. The first thing a rower learns is not to step on the hull of the shell—it will crack like an egg. The second thing the rower must learn is how to carry their shell to ensure that it does not get dropped and break.

There are five types of sweep boats: 2+ (two sweep rowers with a coxswain), 2- (two sweep rowers without a coxswain), 4+ (four sweep rowers with a coxswain), 4- (four sweep rowers without a coxswain), and 8+ (eight sweep rowers with a coxswain). The normal configuration of a sweep boat has oars alternating between starboard and port sides of the boat. The starboard side of the shell is the right side of the shell when facing the bow from inside the boat, and the port side is the left side of the shell when facing the bow.

The rowers themselves sit in a line down the center of the shell, with their backs to the direction the shell is moving. Each rower sits on a sliding seat with wheels on a track, called the slide. Each oar is held in a U-shaped swivel, called an oarlock, mounted on a metal pin at the end of a rigger. The rowers' feet are secured in adjustable brackets called foot stretchers.

Rowers

Each person in the boat has a position, starting in the bow. The person closest to the bow is called bow seat. Every other seat is called by the number of the seat, except the lead rower, who is the stroke. The coxswain (pronounced cox'n) is the oar-less athlete who sits in the rear (stern) of the shell and looks toward the finish line.

The coxswain manages the rowers, giving commands that keep the boat pulling together in unison, and steers the boat using a rudder. The cox'n is in control of the movement of the shell both on and off the water.

Seat positions in the boat are numbered bow (#1) to stern (#8 when there are 8 rowers or #4 when there are 4), and each rower has a different ability and job. In seat #8, you will generally find the rower with the best stroke, who leads the rhythm of the boat and sets the stroke length and cadence; the “stroke” sits nearest the stern and coxswain and provides information about trailing boats. The rower in seat #7 is the leader of the starboard side of the boat, and it is essential that this rower be in the same rhythm as the stroke. The oarsmen on the starboard side (seat #s 5, 3, 1) get their timing from the rower in seat #7.

The rowers in the middle four seats (#s 6, 5, 4, 3) provide the power for the boat (the engine room). They must swing together as a group, using as much power from their legs as possible.



They are usually the largest rowers in the boat. Seat #2 and #1 are generally the lightest rowers in the boat. They provide balance and control, and help the cox'n steer the boat.

Timing must be precise in a good crew. All the oarsmen must hit their catches simultaneously—that is, the blades of all the oars must enter the water at the same time—and the pull through and the finish of the stroke must also be performed in unison. Although rowing looks like an upper body sport, strong legs are actually more important. The rower slides forward to the front end of the slide, extends the arms, rotates the blade of the oar just before dropping it into the water (the catch), applies pressure, first with the legs and back, driving the seat backwards on the slide, finishes the stroke with a full body swing, and draws the arms into the body, pulling the oar out of the water. The wrists then turn the blade to reduce wind resistance and push the oar handle from the body in a single motion as the rower slides forward to begin a new stroke at the catch. All of this needs to be done in unison, following the timing of the rower in the #8 seat—the stroke, who sets the pace. Looks easy, but the reality in the boat is different from the reality of the spectator!

Strokes

Catch: The beginning of the stroke where the legs are compressed in a 90 degree angle, the arms are stretched out, the body is angled forward and the blade enters the water.

Drive: The propelling part of the stroke where the legs are pressing down, then the back and arms swing backward, sending the body to the bow.

Finish: The point where the rower pushes down on the handle of the oar to pop the blade out of the water and begins to push the arms out of the bow.

Recovery: The time spent winding the body back up to the catch; it is like compressing a spring—first the arms extend, then the body angle is achieved, finally the legs are pulled up to the catch.

Square blades: Keeping the blade perpendicular to the water on the recovery.

Feathered blades: Keeping the blade parallel to the water on the recovery.

Rowing Commands

Arms only: Term used by coxswain instructing rowers to use only arms in rowing.

Back down: (or Back) Row backwards.

Check it: Same as "Hold or Hold Water."

Hold or Hold Water: Square the oar in the water (to stop the boat fast).

Paddle: Row easy, no power on the stroke.

Half Power: Next step up from "paddle." Next step is 3/4 power, then Full power.

Power: Take strokes at full power.

Ready-all, row: The command to start rowing. Should be preceded by "From the Finish" or "From the Catch."

Way enough: Finish the stroke in progress and stop rowing.



Other Rowing Terms

Catch a crab: When the blade gets stuck in the water during the stroke. This can sometimes stop the boat and throw the rower into the water.

Skying: When the blade is too high off the water just before the catch.

Digging: When the blade is too deep in the water during the stroke.

Washing-out: When the blade starts to come out of the water during the stroke.

Erg: Short for Ergometer. A land-based rowing machine used for training that simulates the rower's action in the boat and measures various items such as power, length, frequency, distance and time.

Rating: The number of strokes per minute, also known as stroke rating.

Regatta: A rowing race, sometimes called Sprint Races. Usually races covering 1,500 meters for high school and 2,000 meters for college.

Head Race: Fall races, typically rowing upriver over a winding course covering several miles. Times for the head races are based on start-to-finish times, not head-to-head racing.

What to Wear & What to Bring

Practice Wear: Wear comfortable clothes, but not loose fitting or baggy clothes that can get caught in the equipment. Also, try to avoid slippery fabrics that would cause you to slide on the seats. It can be cool early in the spring, so hats, long sleeved shirts, jackets, and long warm-up pants are fine. You must be prepared to be outside for over an hour in possibly cold damp conditions. It is best if you wear many layers. Basically, you want some good tight stuff for when you're working hard and sweating, and you want some good pull-over type thick warm stuff for when you are standing still. Don't forget socks and water!

Regatta Wear: Bishop Ireton Crew uses a one-piece uniform (called a 'uni') for regattas. Team members can wear long-sleeved shirts under their uniform top, but all must wear the same color shirt. Hats, visors, and sunglasses are also permitted.

Athletic Bag Checklist: Rowers' must be prepared for all sorts of weather! From rain to heat. Once you are at the regatta site, you will be outside for the entire time—you must bring appropriate clothing. Other things you might want to bring to the regatta: extra socks, extra shirt, sweatshirt/pants, rain gear if rain is expected, towel, hat, small amount of money. Also, ALL Rowers MUST wear Sun block. It's a long day in the sun usually (even if it is cold) and being on the water for about an hour for your race is a lot of exposure.

Rowing Wardrobe Guide: Following is a list of clothes for rowing that you can build up over time and through trial and error. Use this as a guide when making decisions about what to buy or wear. A lot of this stuff can be used for other sports too.

1. JL Stock Trou (Shorts) - made of Drywick (at least 3 pairs) - Skin tight



2. JL Long Sleeve Shirts - made of Drywick (at least 2) - Skin Tight
3. Rowing Uni - 100% Nylon - can be worn over drywick Trou on practice days, they're super tough and not so revealing and work great (for men) (1 pair)
4. Biking Tights - (also rowing tights) - Mixed Nylon, Spandex and Polyester (1 pair) - Fairly tight
5. Running or Biking Long underwear - very thin fabric (1 pair top and bottom) - Tight
6. Tank top or sleeveless shirt - Polyester or Drywick (Several) - Fairly Tight, doesn't have to be skin tight
7. Warm Up Pants - Nylon/Polyester blend are best with lining – Normal. Don't wear all cotton sweat pants if you can help it – they aren't good because they don't repel wind or water!
8. Polar Fleece - zip up style (1) - form-fitting but not tight. These are the best...add some type of nylon shell on top and you're in great shape.
9. Socks - Any will do, unless for some reason you are getting blisters, and then synthetic is the best (several pairs)

Similar items and brands are available at stores that sell running or biking gear or outdoor apparel.

Nutrition Tips

Every sport costs your body...muscles, immune systems, and bones are broken down, rebuilt, and regenerated as you exercise. So, eating right and having a well-balanced nutrition plan is important. First, eat smaller meals more often during the day. Second, include a high-quality protein with each meal (e.g., lean red meat, turkey, chicken, fish, eggs, nuts, beans, whey or soy protein shakes, and high-protein sports bars). Include essential fatty acid fats with each meal (nuts, olive oil, flax oil, nut butter). Eat whole foods instead of prepared, refined foods—complex carbohydrates. Drink plenty of water while exercising. Finally, don't forget your vitamins; they help your body absorb and use the carbs, proteins, and fats that you eat.

Safety

Safety, on the water and off, is the number one priority of the crew team and coaches. The Bishop Ireton Crew Club Safety Policy supplement to Capital Rowing Club's Safety Manual provides the policy and guidance followed by the team. We are working towards publishing the Safety Policy on the BI Crew website. In light of the importance of safety, all team members must have an athletic physical on file with the Athletic Office, have a signed Release of Liability Waiver, available from U.S. Rowing and must pass a 5 minute swimming test each season before they will be allowed on the water. The swim test is administered in the spring by our coaches prior to the beginning of on-the-water practices.



Practice

Practice is the foundation of success in any sport. Rowing is a unique sport in regards to practice: If just one member of a boat does not attend practice, the eight other athletes in that boat are unable to practice. Therefore, all athletes are expected to attend all scheduled practices.

Not attending practice has the following effects:

- The absent athlete does not develop when they do not practice.
- Other athletes are unable to practice.

Not attending practice may, or may not, have the following effects:

- Athlete is removed from a boat and replaced by another athlete for practice.
- Athlete is removed from a boat and replaced by another athlete for a race.

While athletes are expected to attend all scheduled practices, the coaching staff recognizes that legitimate conflicts arise and perfect attendance is unrealistic. Conflicts that are considered legitimate are: religious, family, medical, employment and academic.

When at all possible, athletes and parents or guardians should notify coaches in advance of an impending absence. Such notification helps mitigate all the negative effects of missing practice.

Attendance Policy

Varsity Team

Each rower is allowed 2 unexcused absences each season (Fall, Winter, Spring) before being *removed from the team (without refund)* on the 3rd unexcused absence

An *Unexcused absence* entails not notifying the coach (email, voicemail, in person) that you will miss practice prior to 6 hours before practice **BEGINS**

Novice Team

Each rower is allowed 2 unexcused absences each season (Fall, Winter, Spring) before being *removed from the team (without refund)* on the 5th unexcused absence

An *Unexcused absence* entails not notifying the coach (email, voicemail, in person) that you will miss practice prior to 6 hours before practice **BEGINS**



Parent-Coach Communication

Relationship

Parenting and coaching can be tough. By establishing an understanding of each position, we are better able to accept the actions of the other and provide a greater benefit to our student-athletes. As parents, when your son or daughter becomes involved in our program you have a right to understand what expectations are placed on your child. This begins with clear communication from the coaches.

Communication you should expect from the Bishop Ireton Athletic Department

- Race schedules
- WCAC Code for High School Athletics
- Directions to athletic events
- Athletic department philosophy and procedures
- Weight & Training Room Procedures

Communication you should expect from your child's coach

- Philosophy of the coach
- Expectations the coach has for your child as well as the other rowers on the team
- Locations and times of all practices and races/travel information

Appropriate concerns to discuss with the coach

- Ways to help your child improve
- Concerns about your child's behavior or academic progress
- The mental or physical treatment of your child

It is extremely difficult to accept that your child is not in the boat you may have hoped. Coaches are professionals; they make judgment decisions based on what they believe to be in the best interest for the team and your son or daughter.

Concerns NOT appropriate to discuss with coaches

- **Boat placement**
- **Team strategy**
- **Race Plan**
- **Other student-athletes**



There may be situations that require a conference between the coach and parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's positions. When these conferences are necessary, the procedures listed below should be followed to help promote a resolution of the issue or concern.

- First, have your child speak with the coach.
- If the issue has not been resolved, make an appointment to meet with the coach.
- Please do not attempt to confront a coach before or after a race or practice. These can be emotional times for both the parent and the coach.

What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

- Call and set up an appointment with the Director of Athletics to discuss the situation.

Since research indicates a student involved in athletics has a greater chance for success during adulthood, we at Bishop Ireton strongly support the athletic programs. Many of the character traits required to be a successful student-athlete are exactly those that will promote a rewarding life after high school.

Sportsmanship

Few items for thought

1. Realize that the parents represent Bishop Ireton.
2. Recognize that good sportsmanship is more important than victory by approving and applauding good team play, individual skill, and outstanding examples of sportsmanship and fair play exhibited by either team.
3. Recognize that since the primary purpose of high school athletics is to promote physical, mental, moral, social, and emotional well being of the players through the medium of contests, victory or defeat is in reality of secondary importance.
4. Treat visiting teams and officials as guests extending to them every courtesy.
5. Be modest in victory and gracious in defeat.
6. Respect the judgment and integrity of the officials, realizing that their decisions are based upon race conditions as they observe them.
7. **Have no noisemakers during indoor interscholastic athletics.**



Cancellation of Practice

On the water practice continues in all weather conditions, except lightning. Indoor practice continues in all weather conditions. In March, April and May all indoor practices take place at the Anacostia Boathouse. If classes at Bishop Ireton High School are cancelled, then practice is cancelled.

Regattas

Regattas are scheduled on Weekends. Regattas usually begin at 8 am and can continue into mid-afternoon. Coaches will inform team members of the time that they are expected to arrive at the race site on the day before the regatta. Each boat launches approximately 40 minutes before race time.

Team members are expected to stay at the site until racing is finished. In addition to cheering for team members in other boats racing that day, team members are also needed to help carry equipment back and forth from the launching area—shoes, jackets, boats, and oars, among other things. Once the regatta is over, the crew will de-rig the boats and return them to the boathouse for storage. For away regattas, team members are expected to return to the Anacostia boathouse to perform de-rigging.

Regatta Dress Code:

All Rowers competing in a regatta are **REQUIRED** to wear their winter uniform from Bishop Ireton to the race course until 1 hour before their scheduled race time and beginning again after their race has been completed until leaving.

The Race

Crews are expected to be in the marshalling area ten minutes before the race and at their starting stations two minutes before the scheduled start time. If a crew is late to the starting line, it is considered a false start. Once the boats are locked on the starting platforms, a judge supervises the alignment process, and when all the crews are even, the judge raises a white flag. The starter then raises a white flag and polls each crew, after which the starter raises a red flag. Crews may break the plane of the starting line when the starter gives the starting commands and begins to drop the flag. Once the race begins, the referee follows in a launch.

The high school racing distance is 1,500 meters. Up to six shells race against each other in their separate designated lanes. Each race lasts from 4 to 8-1/2 minutes depending on the boat class, weather conditions, water current, and the physical condition and experience of the rowers.



Parking

Parking at the Anacostia Boathouse is located on the street, under the bridge and in adjacent unpaved lot. There is little parking at the Georgetown site, but there is a commercial lot available. Parking at Sandy Run/Occoquan is \$10 per car (rowers included). At Sandy Run, a shuttle van runs between the upper parking lot and the finish line for a \$2 fee each way. You can also make the 15–20 minutes hike.

Food

Each BI Crew family is required to provide food for at least one regatta. The BI Crew Hospitality Chair will prepare a calendar of assignments. A light breakfast will be available for the team prior to the races, and then a full pot-luck lunch will be provided

Parent Volunteerism – Anacostia Regattas

When regattas are held at the Anacostia Boathouse in a Dual / Tri team format Bishop Ireton is considered the host team. Our organization is responsible for organizing enough launch drivers for the referees, cleaning up the facility, and guiding the opposing teams on logistics. The Bishop Ireton head coach will need to host the Coaches and Coxswains meeting if they are the Regatta Head Coach..

Parent Launch Drivers – Anacostia Regattas

All parent launch drivers must be licensed. <http://www.boat-ed.com/va/index.htm>

You can take the course online. No additional training is necessary however you must know how to drive a Jon/fishing boat and be familiar with the general operations of a launch including (fuel, starting, equipment required on board, traffic patterns, safety equipment, required documents, etc). On the day of the regatta referees will give you the exact instructions on what to do and where to be.

Launch drivers will be finish line timers, dock masters, or follow each race to ensure safety.

Launch drivers should arrive 1hr and 30min prior to each dual meet to get coordinated with the chief referee and the safety equipment.

Parent Referee Volunteerism

WIMRA is made possible by the coaches, parents, and volunteers that commit their time to better the rowing community in the DC metro region. Referees are volunteers that dedicate



their time to be certified as a US Rowing referee. A way to give back to the rowing community requires Bishop Ireton to have one if not several parents become certified referees to officiate some regattas.

Questions should be directed to the
Chief Referee / WIRMA Coordinator
Ryz Obuchowicz
ryzrow@verizon.net
(703)866-1982 (h)
(703)625-2659 (c)

Parent Facility Volunteerism

ACBA is the volunteer group that coordinates events at the Anacostia Boathouse. A parent volunteer is needed to ensure the facilities are kept neat and clean before and after each regatta we host.

ACBA has requested that host team ensure that the facilities are kept clean. Specifically, the bathroom is cleaned and restocked before and after each regatta and any trash around the boathouse is cleaned and we “leave it better than we found it.”

In order to ensure our continued use of the facilities we must coordinate regatta times, dates, and scheduling needs with ACBA.

ACBA President Jen Ney – (202) 957-0078
JNey@cityyear.org

ACBA Facilities Coordinator Chris Casey (Time, date, scheduling of regattas)
ccasey@marylandports.com

Parent Volunteerism at Other Anacostia Regatta

We will need to support the other programs that host regattas in anyway possible. Including offering our launches for support, launch drivers, administering weigh-ins etc.



Our Fleet

The purchase and maintenance of our fleet of boats and launches, transportation of the crew and equipment, along with coaches' salaries and the many miscellaneous expenses needed to train 60+ rowers account for the fees, dues and fundraising requirements inherent in supporting a team. Below is a list of BI Crew's fleet:

Year	Type	Manufacture	Name
2010	Eight+	Vespoli	<i>No Name</i>
2006	Four+	Vespoli	Cardinal Spirit
2005	Four+	Wintech	Marguerite
2004	Four+	Vespoli	Advance Always
1991	Four+	Dirigo	Crucible
2008	Eight+	Filippi	Rev. Matthew Hillyard
1998	Eight+	Filippi	Jay Gillard
1998	Eight+	Pocock	Imperial
1998	Eight+	Pocock	<i>No Name</i>
1984	Eight+	Pocock	<i>Learn to Row</i>
1993	Eight+	Dirigo	Dave Andross
1991	Eight+	Vespoli	Ted Keany (Imperial)
1982	Eight+	Dirigo	Hope Floats
1984	Eight+	Vespoli	<i>No Name</i>
1992	Quad	Vespoli	Tom Burke
2008	Four X-	Wintech	<i>Francis J Babiec</i>
1998	Double	Vespoli	Gator
1990	Double	Kaschper	Tom Baldwin
1991	Double	Kaschper	<i>No Name</i>



Bishop Ireton Crew Association

The Bishop Ireton Crew Association (BICA) is the booster organization for the rowing team. Working with the Administration and Athletic Department of Bishop Ireton High School, the purpose of the Crew Association is to support and develop rowing as a team sport and to provide a safe and rewarding experience for all members of the rowing team. BICA has a Board of Directors elected annually for a one-year term. The election is held each year at the annual meeting. The Board consists of the four officers (the President, Vice President, Secretary, and Treasurer) and the chairpersons of the six standing committees (Administration, Equipment, Fundraising, Hospitality, Regatta, and Spirit). See Bishop Ireton Crew Association Board of Directors section for a list of current officers and Article V of the BICA by-laws for descriptions of the various jobs.

All parents are considered part of the booster organization and are encouraged to attend monthly meetings held every 1st Wednesday of each month in the school cafeteria at 7:30 p.m. If you are interested in participating on the Board, please contact our current President, Robert Deforge at bob.deforge@hotmail.com or 703-945-4126.

Financial and administrative support for the team is provided by this organization. Crew members can compete only because they and their parents raise funds and contribute time, hard work, and resources necessary to purchase and maintain equipment. Some of our funds come from crew fees, and other financial support is provided by Bishop Ireton High School, but the majority of our funds are collected from donations and fund-raising projects. Rowing is a family experience, and each family is expected to support the BICA and participate in these fund-raisers. In addition, each family may be asked to fill volunteer jobs to support the regattas during the season and all will be assigned to provide food for one regatta (an assignment calendar will be provided by the Hospitality Committee). Parents are also sought to take positions within BICA and supporting Anacostia Community Boathouse, the site where BI practices.

The Anacostia River provides some of the flattest, best rowing water in the metropolitan area. The boathouse is governed by a volunteer organization—the Anacostia Community Boathouse Association (ACBA). This is a complex of two buildings near the Navy Yard in Southeast Washington. All water practices take place from there. Regattas take place at our home site at ACBA, on the Anacostia River, on the Occoquan Reservoir at Sandy Run Regional Park and on the Potomac River out of Thompson's Boathouse in Georgetown. The team will also participate in 'away' regattas in Philadelphia and other locations. See Directions to ACBA and Regatta Sites section below for directions to ACBA and other regatta sites. Check out the Anacostia Community Boathouse website: <http://www.anacostiaboathouse.org>.



2010-2011

**Bishop Ireton Crew Association
Board of Directors**

Executive Committee

Robert Deforge – President
Jim Aust – Vice President
Colleen Ramey – Treasurer
Ginny Parry – Administration and Registration
Deborah O’Neill – Secretary of the Board

Board Committee and Chairpersons

- Committee of Boat House Logistics
- Committee on Fundraising
- Committee of Hospitality
- Committee on public Affairs and Communications
- Committee on Racing Shells and Equipment
- Committee on Recruitment
- Committee on Regattas
- Committee on Regional Regattas
- Committee on Team Spirit and Uniforms
- Committee on Transportation
- Committee on Volunteer Resources
- Committee on Website Communications



By-laws of the Bishop Ireton Crew Association

The legal name of the organization is the Bishop Ireton Crew Association, hereafter referred to in these By-laws as the Association.

Article I - Purpose

Section 1.1 Rowing Team

Working with the Administration and Athletic Department of Bishop Ireton High School, the purpose of the Association is to support and develop rowing as a team sport and to provide a safe and rewarding experience for all members of the Bishop Ireton Rowing Team (Team). The Team is a member of the Anacostia Community Boathouse Association (ACBA) and will compete in local and national regattas sponsored by U.S. Rowing and the Washington Metropolitan Interscholastic Rowing Association (WMIRA).

Section 1.2 Resources

It is also the purpose of the Association to provide the resources necessary to conduct a successful rowing program. These resources include finances, volunteer personnel, and consultative advice.

Article II – Membership, Dues, and Fees

Section 2.1 Eligibility

Membership in the Association shall be open to any person who has demonstrated an interest in the welfare of the Team and who has agreed to support this organization and to abide by the provisions of these By-laws and the decisions of the Association's Board of Directors (the Board).

Section 2.2 Categories of Membership

The following membership categories shall apply. Active membership in this association will be open to any parent or guardian of a Bishop Ireton Rowing Team member. Ex-officio membership may be bestowed upon an individual for service. Such membership will be upon the recommendation of the Board and approved by a majority vote of Board members present and voting.

Section 2.3 Dues and Fees

The Board shall establish dues, fees, and criteria for membership in good standing for the ensuing year. The Board shall present the amount for dues and the criteria for membership in



good standing to the general membership at the first membership meeting of the school year. Fees and special assessments associated with membership shall be determined by the Board. All annual fees may be paid in two (2) installments, the first due the week before Thanksgiving and final payment due February 1. Special assessments shall be paid when due. The Board may waive fees and special assessments in order to provide for students who could not otherwise afford to participate on the Team. The Board may provide for installment payments of annual fees in appropriate circumstances, notwithstanding the final payment date provision above. Until such time as full dues are due, good standing shall be retained by all members who were in good standing at the end of the prior year.

Article III – Meetings

Section 3.1 General Membership Meetings

General Membership Meetings shall be held in the fall, winter, and spring. They may be combined with crew-sponsored events. The Fall Meeting will be held during the month prior to the beginning of winter training. The purpose of the Fall Meeting is to distribute the fall and winter training schedules and to approve the annual budget. The Winter Meeting will be held the month prior to the beginning of on-the-water training. The purpose of the Winter Meeting is to update and distribute the Crew Handbook, rosters, training schedules, and regatta schedules; to establish volunteer assignments; and to discuss plans for away regattas. The Spring Meeting will be the Annual Meeting and will be held after the last regatta but before the end of school. The purpose of the Spring Meeting is to elect Board members, nominate coordinators and committee chairs for the next year, and to coordinate summer fundraisers and events.

Section 3.2 Special Membership Meetings

Special Meetings of the membership may be called by the Board or by written request of ten members.

Section 3.3 Regular Board Meetings

Regular meetings of the Board shall be held monthly; they may be waived during the summer months at the discretion of the Board except that a regular Board meeting shall be held within one month of the Spring/Annual meeting to organize for the coming year. Regular meetings are open to any Association member. When a Board decision must be made prior to the next meeting, the Board may transact business via email.

Section 3.4 Special Board Meetings



Special Board of Director meetings may be called by the President or upon written request of three members of the Board. Special Board meetings are open to any Association member.

Section 3.5 Conduct of Meetings

At all meetings, except special meetings and meetings combined with social events, the business to be conducted shall include: call to order, review and adoption of minutes, coach's report, officer and committee reports, old business, new business, date/time of next meeting, and adjournment. All meetings shall be conducted according to Roberts Rules of Order.

Section 3.6 Quorum

Section 3.6.1. At any meeting of the general membership, that portion represented either in person or by written proxy shall constitute a quorum for the transaction of all business.

Section 3.6.2 A Board meeting quorum shall be constituted if more than fifty percent of the Board members are present. A Board action shall be decided by a simple majority of directors present and voting.

Section 3.7 Notice

Section 3.7.1. Written notice of every meeting of the Board and Association shall be given by, or at the direction of, the Secretary to each member in good standing not less than ten (10) days prior to the date fixed for the meeting. In case of special meetings, the notice shall specify the purpose of the meeting and the nature of the business to be transacted. Notice sent to an Association member's electronic mail (e-mail) address shall constitute adequate notice.

Section 3.7.2. When a meeting is adjourned to another time and place, notice of the new time and place shall be given to all members in good standing. At the rescheduled meeting, any business may be transacted which could have been transacted at the originally scheduled meeting.

Article IV – Voting Rights

Section 4.1 List

The Secretary of the Association shall maintain a list of all members of the Association and the respective status of each member. This list shall be arranged in alphabetical order and be available to all members in good standing.

Section 4.2 Association Voting



Each active family of the Association in good standing shall be entitled to one (1) vote per rower in all matters at the membership meetings and at such other special meetings where a vote of the membership is called. Voting may be in person or by written, signed proxy. For purposes of voting, each family is entitled to one (1) vote per rower.

Section 4.3 Board Voting

Each member of the Board in good standing shall be entitled to one (1) vote in all matters at the Board's regularly scheduled monthly meetings and at such other special Board meetings where a vote of the Board is called. Voting may be in person or by written, signed proxy.

Article V – Board of Directors

Section 5.1 Board Members

The Board shall consist of not more than ten (10) members and shall include the Association's officers and the chairpersons of the Association's six standing committees, all of whom must be active members in good standing.

Section 5.2 Officers

Section 5.2.1 The officers of the Association shall be the President, Vice President, Secretary, and Treasurer (plus Administration and Registration person), each of whom shall be a member of the Board. Officers shall be elected at the Spring/Annual Meeting by a majority of those votes eligible to be cast at such meeting. Officers shall hold office for a term of one (1) year, from 1 July to 30 June. All officers elected at the annual meeting shall serve as "ex officio" Board members from the time of their election until the effective date for taking office in order to provide for a smooth transition of functions and responsibilities.

Section 5.2.2 The duties and responsibilities of these officers may vary from time to time, but shall include the following:

- (a) **President:** The President shall have general supervision, management and executive powers over functions performed by the Association in support of the Team. In cases of a tie vote in matters voted upon by the Board, the President's vote shall resolve the matter. The President, in conjunction with other Board members, shall also submit an annual report to the membership.
- (b) **Vice President:** The Vice President shall have responsibility for monitoring the progress of committees of the Board, and shall be the liaison with the Bishop Ireton High School Athletic Department.



- (c) **Secretary:** The Secretary shall be responsible for all records of the Association, for keeping official records of decisions made at Association and Board meetings, for recording the minutes of each meeting, and for summarizing and recording decisions made by electronic mail. In addition, the Secretary shall be responsible for maintaining the team database and membership list, including managing annual team registration, as well as the collection of membership fees to be turned over to the Treasurer. Any licenses, registrations, and paperwork required to be held by the Association but not assigned to other directors will also be maintained by the Secretary. The Secretary shall also be responsible for sending notice of all meetings to the membership, and conducting all correspondence for the organization.

- (d) **Treasurer:** The Treasurer shall assist the President in developing an annual budget to support the crew program. The Treasurer shall have charge of all receipts and disbursements of the organization, maintaining a record thereof that is always current and available for inspection, shall make a Treasurer's Report at each general membership meeting and a report for inclusion in the Board minutes, and shall prepare an annual report to the membership at the conclusion of the fiscal year. The Treasurer's books shall be audited prior to any transfer to an incoming Treasurer.

Section 5.3 Committees

Section 5.3.1 The standing committees are the following committees:

- (a) **Administration Committee:** The Administration Committee shall be responsible for updating and distributing the Bishop Ireton Crew Handbook; team uniforms and accessories; recruiting volunteers for activities and as chaperones; arranging local transportation; trip arrangements (food, lodging, transportation and chaperones); and other administrative support required by the President.

- (b) **Equipment Committee:** The Equipment Committee shall be responsible for maintaining the equipment used by the Team, maintaining a list of that equipment, recommending to the Board purchases of new or replacement equipment, and obtaining necessary registration for boats and trailers.

- (c) **Fundraising Committee:** The Fundraising Committee shall be responsible for all fundraising activities. The committee chair shall provide input to the annual budget and present an annual plan for fundraising to the Board.



- (d) **Hospitality Committee:** The Hospitality Committee shall be responsible for organizing the food and snacks provided at the Association's social events and at regattas.
- (e) **Regatta Committee:** The Regatta Committee shall be responsible for support and volunteer participation in regattas conducted by WMIRA and any other recognized rowing associations. Members of the Regatta Committee shall serve as the Association's representatives at WMIRA and Thompson's Boathouse meetings and related activities.
- (f) **Spirit Committee:** The Spirit Committee shall actively plan, promote, and engage in the recruitment of new members. The Spirit Committee shall be responsible for communications, publicity, and historical documentation; maintaining or overseeing the Website; obtaining photos; publishing of a team newsletter to the membership and representing the Association to the Bishop Ireton Athletic Boosters.

Section 5.3.2 In the case of all standing committees, the chair of the respective standing committee may establish temporary committees or subcommittees as needed to effectively discharge the responsibilities of the respective standing committee.

Section 5.3.3 The Board may establish additional standing or temporary committees, which shall serve at the pleasure of the Board.

Section 5.4 Presider at Meetings

The President, or the Board member appointed by the President, shall preside at each meeting of the Board or Association.

Section 5.5 Compensation

There shall be no compensation paid for service as a Board member.

Section 5.6 Liability

Board members shall not be personally liable for the debts, liabilities, or other obligations of the Team.

Section 5.7 Indemnity

To the fullest extent permitted by law, the Team shall indemnify every director, officer, committee chairperson, or any other agent of the Team, and his or her heirs, executors and



administrators, against any and all loss, cost expense, including counsel fees, reasonably incurred by him or her in connection with any action, suit or proceeding to which he/her may be made a party by reason of his/her being or having been a director, officer, committee chairperson or any other agent of the Team, except as to matters as to which he/she shall be finally adjudged in such action, suit or proceeding to be liable for gross negligence or willful misconduct. In the event of a settlement, indemnification shall be provided only in connection with such matters covered by the settlement as to which the Team is advised by counsel that the person to be indemnified has not been guilty of gross negligence or willful misconduct in the performance of his/her duty as such director, officer, chairperson or any other agent in relation to the matter involved. The foregoing rights shall not be exclusive of other rights to which such director, officer, chairperson or any other agent of the Team may be entitled.

Section 5.8 Resignation

Section 5.8.1 Any director or officer may resign by submitting a letter of resignation to the Recording Secretary. Such resignation shall be effective upon its receipt by the Recording Secretary.

Section 5.8.2 If the Treasurer resigns by submitting a letter of resignation to the Recording Secretary, this resignation will not be accepted by the remaining Board members until, at the Board's discretion, an internal or external audit of the financial records has been executed. The Board will act with due diligence to ensure the audit is performed in a timely manner. Once this audit has been performed and accepted by the remaining Board members, the Board will formally accept the resignation of the treasurer.

Section 5.9 Removal

The entire Board, or any individual director, may be removed from office without cause by a majority of the Association's active members eligible to vote at a duly constituted meeting of the Association. In case the entire Board or one (1) or more directors are removed, new directors may be elected by the membership at the same meeting to serve out the remaining term(s) of office of those directors who are removed.

Section 5.10 Vacancies

Except for vacancies occurring as a result of Section 5.9, all vacancies of the Board may be filled by a majority vote of the remaining Board members.

Article VI – Nominations

Section 6.1 Nominations for Officers



A Nominating Committee will be formed, composed of no fewer than four members of the Association, with the freshman, sophomore, and junior classes each represented. The Board shall designate members of the nominating committee from among the directors and the general membership.

Section 6.2 Nominating Procedures

The Nominating Committee shall nominate the candidates for officers to be elected at the Spring/Annual Meeting and recruit volunteers to chair the standing committees. The Nominating Committee will report to the President, and the officer slate shall be submitted to the general membership when notice of the Spring/Annual meeting is issued. Further nominations may be taken from the floor.

Article VII – Finance

Section 7.1 Budget and Disbursements

Each year at the Fall Meeting, there shall be submitted to the membership a proposed budget, approved by the Board, setting forth cash on hand and in banks, anticipated receipts, and actual and anticipated disbursements during the fiscal year (July through the following June). To such extent as the membership shall adopt the proposed budget, such action shall constitute full authority for the Treasurer to make disbursements out of Association funds in his/her hands for items in the budget as so adopted. Disbursements for an item(s) included but to an amount in excess of that budgeted therefore shall be made only upon specific approval of the Board, and such disbursements shall be reported to the membership at the next regular meeting. Disbursements for an item(s) not included in the budget in excess of \$200 shall be made only upon specific approval of the Board, and such disbursements shall be reported to the membership at the next regular meeting. Two officers shall have authority to approved unbudgeted expenditures up to \$200 in emergency situations.

Section 7.2 Temporary Spending Authority

Before a budget is approved, the new board shall have authority to spend money to conduct necessary business, consistent with the prior year budget, subject to resource availability.

Section 7.3 Debt

The Association may borrow money only with the approval of a two thirds majority of the Association's Board.



Article VIII – Coaching Staff

Section 8.1 Appointment and Compensation

The Board shall recommend a Head Coach, who will be hired by the school and will be overseen by the President for all matters related to coaching, regattas, and on-water operation. The Board shall approve assistant coaches nominated by the Head Coach and shall recommend compensation for the coaching staff. The coaches' contracts are issued by Bishop Ireton High School.

Section 8.2 Coach Responsibilities

The Head Coach shall recruit and direct assistant coaches, establish the Team's coaching approach and training objectives, and evaluate the performance of assistant coaches. The Head Coach shall, at a minimum, attend the Fall and Winter membership meetings and shall provide a Coach's Report for Board meetings. The Head Coach shall be responsible for Team conduct on and near the water, enforcing discipline of rowers and assistant coaches, and assisting in developing rowing Safety Plans. All coaches shall adhere to the rules and regulations governing Bishop Ireton High School, and the rules and regulations governing scholastic rowing of and US Rowing (or their successor organizations).

Article IX – Amendment, Dissolution, and Effective Date

Section 9.1 Amendment

These By-laws may be amended or repealed, or new by-laws may be adopted, by a majority vote of the active members of any duly organized or special meeting of the Association.

Section 9.2 Dissolution

The Association exists for the express purpose of providing guidance and assistance to the Team. It may be dissolved either by written notice from the Bishop Ireton Principal to the Board or by majority vote of the Association's active membership at a duly organized regular or special meeting.

Section 9.3 Effective Date



These By-laws and all amendments thereto shall become effective immediately following their adoption.

Article X – Disposal of Assets

Upon dissolution of this organization, the Board shall, after paying or making provision for the payment of all of the liabilities of the organization, dispose of all of the assets of the organization exclusively for the purposes of the organization in such manner, or to such organization(s) organized and operated exclusively for charitable, educational, religious, or scientific purposes as at the time shall qualify as an exempt organization(s) under Section 501©(3) of the Internal Revenue Code (or the corresponding provisions of any United States Internal Revenue Law), as the Board shall determine. Any assets not so disposed of shall be disposed of by the Court of Common Pleas of the City or County in which the principal office of the organization is then located, exclusively for such purposes or to such organization(s) as said Court shall determine which are organized and operated exclusively for such purposes.

Approved and placed into effect: May 25, 2006



AMERICAN UNIVERSITY CREW – ANACOSTIA WATERSHED SOCIETY – BISHOP IRETON HIGH SCHOOL CREW – CAPITAL ROWING CLUB
D.C. STROKES ROWING CLUB – GONZAGA HIGH SCHOOL CREW – ACADEMY OF THE HOLY CROSS CREW – NATIONAL CAPITAL AREA
WOMEN’S PADDLING ASSOCIATION – ORGANIZATION FOR ANACOSTIA ROWING AND SCULLING – WAKEFIELD HIGH SCHOOL CREW

Boathouse Behavior Guidelines

Welcome to the Anacostia Community Boathouse. The Boathouse is community organization located on National Park Service property and managed through the voluntary efforts of the users of the Boathouse.

Adopted by the Board June 21, 2005

1. Think safety first on land and on the water.
 - No running, horseplay, shouting or goofing around in the boathouse or the surrounding areas.
 - Don’t block the ramps or access in and out of the boathouse.
 - When erging in the boathouse, try to do so out of the way of traffic; those using the ergs need to yield/move for incoming or outgoing shells.
2. For safety and sanitation reasons, no bare feet in the boathouse, on the docks, or surrounding areas.
3. Do not leave valuables in the boathouse.
4. Report broken team equipment or unsafe conditions to your coach. Coaches will report any broken boathouse equipment or unsafe conditions to the ACBA Safety Committee.
5. Report injuries including cuts or blood on oars to your coach.
6. Respect other users of the boathouse.
 - No changing in the boathouse other than in the restroom.
 - No profanity in the boathouse or its environment.
7. Respect the boathouse and others’ equipment. Do not handle or use others’ equipment without permission (e.g., white boards, paddling ergs, dragon boats).
8. Clean up and discard trash and recyclables, even if they aren’t yours. Boathouse members maintain the grounds and take out the trash.
 - Use of refillable water bottles with the user’s name is encouraged.
9. Put away anything you take out. Before you leave, double check nothing was left out or behind (ergs, oars, etc.).
10. Keep the boathouse locked if it is unattended; coaches should always have keys to the boathouse with them.
11. Flagrant or persistent breaking of these guidelines can lead to an individual being denied the use of the Boathouse.



Directions to ACBA and Regatta Sites

Anacostia Community Boathouse

Cross the Potomac using the Wilson Bridge. Exit onto Rte. 295, and follow the signs toward Washington. Turn right onto M Street; continue to the end 1900 M Street, SE.

Alternatively, using I-395 N, head east on Southeast/Southwest Freeway. Exit at 6th Street, SE. Continue straight and turn right on 7th Street SE. At the traffic light, turn left on M Street, SE. continue to the end the.

Sandy Run Regional Park on the Occoquan Reservoir

Take I-95 South to Exit 163 (Lorton). Turn right onto Lorton Road (Rte. 642). Lorton Road becomes Furnace Road (Rte. 611). **OR** Take U.S. Route 1 South and turn right onto Lorton Road (Rte. 642), which becomes Furnace Road.

Then, continue on Furnace Road to the stop sign at Ox Road (Rte. 123). Turn right and go 1.2 miles, making a left onto Hampton Road (Fountainhead Regional Park sign). Follow Hampton Road 0.8 miles, then make a slight left onto Van Thompson Road. Follow the paved road to the gate of Sandy Run Regional Park. You will be directed to parking once you reach the park.

Alternatively, take the Fairfax County Parkway to Lee Chapel Road (Rte. 643) South. After 1.0 miles, turn left onto Ox Road (Rte. 123). After 1.8 miles, turn right onto Hampton Road. From here follow directions above.

Georgetown Regatta Site—Thompson Boat Center

Thompson Boat Center is located in Washington DC just off the Rock Creek Parkway. You may cross the Potomac using either the Memorial Bridge or the Key Bridge. **Using Memorial Bridge**, stay in the left lane as you cross the bridge, and bear left in front of the Lincoln Memorial. Take the first legal left turn onto 23rd Street. Several blocks north, make a left onto Virginia Avenue, NW. Follow Virginia Ave until it dead ends into Rock Creek Parkway. Stay in the left hand lane, cross the parkway, and you may drop your rower off in the parking lot. You may not park there. For parking, go left onto Rock Creek as you leave the parking lot, get into the right hand lane, take the “K” Street exit, and parking is available along K Street, or in a lot at the base of Wisconsin Avenue. **If you prefer to use Key Bridge**, make a right onto “M” Street, a right onto Wisconsin Avenue, to the commercial lot under the Whitehurst Freeway.



Bladensburg Boathouse

**4601 Annapolis Road
Bladensburg, MD**

<http://www.pgparcs.com/places/nature/bladensburg.html>

Location/Directions -

From Washington D.C., take New York Avenue East. Turn North on Bladensburg Road. Pass Peace Cross on left. You are now on MD Route 450. Take 1st right into Bladensburg Waterfront Park. There is a sign at the entrance.

From Maryland, from the Beltway, take exit 23 which is Kenilworth Avenue South towards Bladensburg. Go five miles. After traffic light for Upshur Street intersection, go right on exit ramp to MD Route 450 (Annapolis Road). Go left at end of exit ramp onto Route 450 West. Park Entrance is 2 short blocks on the left.

From Virginia, take Kenilworth Avenue North. Take the exit ramp on right to MD Route 450 West. Turn right at stop light onto MD Route 450 West. Park entrance is 2 short blocks on the left.

Parking, Parking is available at the boathouse. It is a public facility and parking is not reserved. Parking should not be an issue but will be first come first served. Additional parking is available across the river from the Bladensburg Boathouse.