



Albany Rowing Center Parents Guide

A living document “how to” guide for parents of ARC Junior Rowers

This guidebook is created by the PARK Committee (“Parents of Albany Rowing Kids”) intended to be a living document and a reference for ARC parents. As we may only be active in ARC for a few years, it is important to maintain corporate knowledge and pass along tips from experienced parents. This document will not supersede anything promulgated by the ARC Board or the Head Coach.

Version 6

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Please provide any comments for updating the document to Veronica Roddy at roddyveri@gmail.com. Thank You!




ALBANY
ROWING CENTER



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ARC Club Overview:

Welcome!

Founded in 1984 as the Organization of Adirondack Rowers and Scullers, the Albany Rowing Center (ARC) is located on the Hudson River in downtown Albany, and is committed to providing recreational and competitive rowing opportunities for both youth and adults. ARC is a not-for-profit organization that fosters interest in, and provides opportunity for, rowing in New York's Capital District. ARC rowers represent all ages (from middle school students on up) and a wide range of rowing abilities (from novice to experienced).

ARC is a member of the New York State Scholastic Rowing Association and a year round competitive rowing program for ages 13-18. Our crews row out of the City of Albany Boathouse at the Corning Preserve (shared with Irish Rowing Club and Shaker HS). Rowers come from a number of schools to include Bethlehem, Albany HS, Albany Academy, Academy of Holy Names, Bishop Maginn, Guilderland, Menands, Mohonasen, Shaker & Troy, to name a few. We compete against a number of NY Section II Schools to include: Shenendahowa, Shaker, Burnt Hills, Saratoga, Emma Willard, & Niskayuna. ARC members live in areas through out the Capital District.

We are a competitive club that requires a high level of commitment. Over recent years, our crews have enjoyed successes at the New York State Championships, Youth Nationals, and at the prestigious Canadian Henley Regatta. One of our rowers was selected for the US Junior National Team and won Bronze in the World Championship in Rio de Janeiro. ARC alumni have rowed for Division I collegiate programs at Michigan, MIT, Ohio State, Cornell, Georgetown, UMASS, Wisconsin, Michigan State, and Marist.

Detailed information on ARC is found on the ARC website, <https://www.albanyrowingcenter.org/>. The website includes information on schedules, programs, governance (board of directors, committees, etc.), member ship requirements, purchasing uniforms, volunteer opportunities, and other information. The ARC Facebook page is also a great information source for current events, race results, and general information on rowing. You can also follow ARC on Twitter.

Announcements, changes to practice schedules and regatta line-ups, and other club news are usually circulated by email. If you are not sure you are on the list, or if you need to change your



contact

contact the Club Secretary at info@albanyrowingcenter.org. Effective communication is critical to the club's success, so please ensure that you join the e-mail list.

information,

Rowing as a Sport:

Rowing is a highly competitive sport that is built around teamwork, endurance, physical strength, mental toughness, and technical skill. The teamwork that is depicted in motivational posters showing eight rowers acting in unison is developed through repetitive practice and finely honed technique. Rowing is a full body sport that requires a commitment to developing core strength and developing endurance. There are two primary styles of rowing; sculling (using two oars) and sweeping (using one oar). Our fall season is primarily sweeping long distances (up to 5 KM) with a coxswain calling cadence and requires extensive cardiovascular conditioning and the ability to maintain proper technique when muscles are burning. In the winter, we move indoors to focus on conditioning with weight training and skills development on ergometer (erg) machines. Spring season regattas test crews on 1.5 and 2 KM sprint courses where power and technical skills are most strongly emphasized. Spring also offers more opportunities for sculling and small boat racing.

All rowers in their first year of rowing are considered novices, regardless of age. Novice coaching focuses on teaching technique and developing general fitness and strength. While ARC is a highly competitive club, all rowers who actively participate and meet the commitment requirements are given opportunities to race and compete. It is truly a sport for everyone. ARC has a long history of rowers with little or no experience with sports transforming themselves into competitive athletes. More importantly, it provides an opportunity for kids to make new friends and be part of a team where they are taught to rely upon one another and hold each other accountable for effort and commitment. Through the course of their training, they will see themselves achieve personal goals and other accomplishments.

Once they have completed the novice year, all rowers are assessed regularly and evaluated for boat placement in the varsity group. Varsity rowers selected for the most competitive boats include those who have achieved criteria set by the Head Coach, including demonstrating competitive ergometer (erg) scores, technical skill, and a high level of commitment. ARC recognizes that excellence must be fostered in each rower so that individual and team goals can be set and accomplished. Rowers of all levels, from the beginner to the experienced, are coached to reach their potential.

ARC also offers students the opportunity to learn coxswain skills. The coxswain is an essential part of sweep rowing, as essential as the rowers themselves. The job of the coxswain is to steer



the boat, help the cadence, execute the race plan, and provide encouragement during races. The coxswain must be a good communicator and serves in a leadership role to keep the crew motivated and giving their best effort in all activities.

Rowing Basics for Spectators

Sweep (like a broom) and Sculling: There are two basic types of rowing, sweep rowing and sculling. In sweep rowing, athletes hold one oar with both hands. In sculling, the athletes have two oars, one in each hand.

Boat configurations: Sweep crews come in pairs (2s), fours (4s), and eights (8s). Scullers row in singles (1x), doubles (2x), and quads (4x). Sweep rowers may or may not carry a coxswain.

Coxswain (cox-n), the person who steers the boat and serves as the on-the-water coach. All eights have coxswains, but pairs and fours may or may not. In all sculling boats and sweep boats without coxswains, a rower steers the boat by using a rudder moved with the foot.

Categories: Rowers are categorized by sex, age, and weight. Events are offered for men and women, and occasionally for mixed crews containing an equal number of men and women. There are junior events for rowers 18 or under or who spent the previous year in high school, and there are masters' events for rowers 27 and older. There are two weight categories: lightweight and open weight.

Crab: While you normally might like to catch and eat them, in rowing a "crab" is the last thing you want to catch. A Crab is caught when one rower's oar does not leave the water correctly and gets caught. The boat falls out of synch and a rower can fall into the water.

Equipment: Today's rowing boats are called shells, and they're made of lightweight carbon fiber. The smallest boat on the water is the single scull, which is only 27-30 feet long, a foot wide, and approximately 30 pounds. Eights are the largest boats at 60 feet and a little over 200 pounds. Rowers use oars to propel their shells. Sweep oars are longer than sculling oars, typically with carbon fiber handles and rubber grips (although some sweepers still prefer wooden handles). Sculling oars are almost never wood.

The Crew: Athletes are identified by their position in the boat. The athlete 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

the stroke is the person who sets the rhythm of the boat for the rest of the rowers.

technique, as

Teamwork is number one. Rowing isn't a great sport for athletes looking for MVP status. It is, however, teamwork's best teacher. The athlete trying to stand out in an eight will only make

the boat slower. The crew made up of individuals who really know how to row as a team will be on the medal stand together. Winning teammates successfully match their desire, talent, and bladework with one another.

Race watching: The crew that's making it look easy is most likely the one doing the best job. When watching a race, look for a continuous, fluid motion from the rowers; synchronization in the boat; clean catches, i.e. oars entering the water with little splash; and the boat with the most consistent speed. Lanes usually are numbered from left to right and from one to six when facing the starting line. Binoculars help the viewer identify distant boats, a collapsible chair helps make a long day more comfortable, and we will help a first time observer understand what is going on. Rain gear and changes of clothing for race watchers and racers alike is desirable. There are numerous categories for races, as well as distances. At ARC fall races are generally 5K and most races in the spring are 2K. Times will vary between races and heats, depending on conditions, such as the current, weather and wind direction.

Schedule and Commitment Policy:

The practice schedule is determined by the Head Coach, posted on the website and adjusted as needed based on weather and safety guidelines. It is important for rowers and parents to check their e-mail daily for changes.

ARC practices are typically Monday through Friday 4:00 – 6:30 p.m. for the fall and spring seasons. On Saturdays when there are no regattas, practices are typically 8:00 – 11:00 a.m. During the winter indoor training season, because the club has a limited amount of equipment, coaches may assign rowers into groups for staggered sessions.

Rowers are expected to make all practices, and absences must be pre coordinated with coaches. Rowing is a team sport, therefore a rower's absence affects all the members and function of his or her boat. Rowers will be expected to comply with the Junior Rower Code of Conduct and the Regatta Travel Hotel Policy. Both are attached to this handbook in the Appendix and can also be found on the ARC Website under Member Info:

<https://albanyrowingcenter.org/member-info.php>.



Seasons and

Fall Season: Late August to Early November

The Fall Season is the longest of all rowing schedules. It includes regattas in the Capital District, Connecticut, and the prestigious *Head of the Charles* in Boston. ARC hosts the *Head of*

the Hudson Regatta in September. All regatta schedules are distributed to parents and juniors through the email list and can be found on the website. Race line ups are determined by the coaching staff as far in advance of a regatta as possible, but are always subject to change.

Winter Season: December to March

The winter training program is held indoors. The goal is to continue to build strength and power in the athlete while also preparing for spring competition.

Competition continues during the winter session, through select indoor erg competitions. For example, ARC has participated in the *Crash-B 's* at Boston University in February and the *Mohawk Meltdown* at Niskayuna High School in mid-March. These events are opportunities for athletes to compete head to head and potentially meet with college coaches and recruiters.

Spring Season: March–June

The spring season begins indoors until weather conditions are safe on the river. ARC high school rowers, both novice and varsity, compete in scholastic and club events during the spring season. The Head Coach and the Board typically announce the Spring regatta schedule in January. The season culminates with the National Championships where selected rowers have the opportunity to compete at the highest level. Nationals typically overlap with end of year events like proms and often conflict with graduation. Details are promulgated as far in advance as possible by the coaching staff.

Rowing continues through spring break (in March/April). Your rower's success in crew depends, to a significant extent, on attendance. Please keep this in mind when making vacation plans. Coaches will encourage your family to avoid taking vacations during these school break times.

Summer Season: June – August

Junior rowing is available during the summer months. Practices are typically held from 7-9AM. There may be supplemental practices in the afternoon for crews that are competing at summer

Schedules:



regattas. The club may participate in several summer events, but ARC always sends crews in early August to the Royal Canadian Henley Regatta in St. Catherine’s, Ontario. The Fall season picks up again at the end of August.

Of note, it is very important for rowers to stay hydrated during practice, and competitions. Currently, potable water is not available at the boathouse. Rowers should always bring an adequate amount of water or other rehydrating drinks to practice.

Rowing is a sport that requires significant time commitment for training and competition.. Time management skills are the key to success in finding balance between school, homework, family and training. This is more easily achieved if the athlete uses tools that promote organization.

We have also found that as fitness levels increase, other cross over benefits include improved school study and performance, increased stamina and concentration; improved time management and dedication through team commitment. If parents have insights or concerns regarding their athlete, they should discuss this with one of the coaches. Schoolwork is a priority and the goal is to have success in both

Regattas

Regattas are typically all day events. There are occasions when an overnight stay is required due to longer travel distances. Regatta fees and hotel stays for athletes are charged separately from program registration.

Parents are responsible for athlete transportation to and from events. Carpools are encouraged. For overnight stays, the club will book a block of rooms for the junior athletes. As mentioned this will be included in the regatta fees. Parents have the opportunity to use the block of rooms at their own cost. Details on club rules are found in Hotel Policy (see Appendix).

Juniors are expected to help with loading boats and equipment for transportation to a regatta, and to unload the equipment trailer upon return to Albany.

The club has an organized food tent, and mobile trailer (also known as the chuck wagon). Prior to the regatta, food assignments are given to the parents via e-mail. We make every effort to coordinate this with timing of athlete races. Any changes needed can be discussed with the food tent coordinator. All communication on food assignments is done via e-mail.



Parent Participation

ARC success is largely driven by the participation of the parents. There are a number of opportunities to get involved from serving on the Board of Directors, committees and working on special projects. Information about the Board of Directors, club Bylaws and committees can be found on the website, under “About ARC/Governance”, <https://www.albanyrowingcenter.org/governance.php> and the “Member Info” tab, <https://www.albanyrowingcenter.org/member-info.php>. Junior Parent Meetings are held for parents of rowers to interact with the coaching staff and discuss club operations and policies.

As a member driven organization, there are a number of ways to get involved and participation is strongly encouraged.

Board meetings are typically open to all club members and provide an opportunity to participate in discussions on club business and bring issues for board consideration. Members must register their e-mail on the website homepage to receive information from the board. If you would like to volunteer for a particular committee, please contact the board President at president@albanyrowingcenter.org. A complete list of current Board members and committee chairs is available on the web site.

Fundraising

The costs of running a competitive rowing club are extensive, and include maintaining a fleet of boats that can cost upwards of \$30,000, retaining high caliber coaches, participating in regattas, launches, trailers and other equipment. Our typical annual operating budget exceeds \$150,000. Membership costs are minimized through a number of active fundraising activities. Events such as the “Ice Breaker 5K”, raffles, garage sales and other fundraisers require extensive participation and support. Everyone is encouraged to participate in some way to help our fundraising committee keep the club running. We are always open to new fundraising opportunities and ideas. Details of our financial information can be found on the website.

Safety and Security

Safety of all athletes and staff is of utmost importance. All athletes will receive a briefing on Club Safety Rules. All rowers should read and understand ARC’s safety handbook, attached to the Appendix.



The Hudson River is very busy and includes commercial and pleasure traffic. Adherence to water safety regulations is essential. They will be instructed on how to manage situations such as when to remain together in the boat and what to do in an unsafe situation. We have coaches on the water in launches and will help athletes manage safety protocol.

There are no lockers at the boathouse; therefore rowers are encouraged not to bring valuables to the boathouse for practice. ARC is not responsible for theft or loss of personal property at the boathouse.

ARC complies with US Rowing Safe Sport policies; details are in the Appendix.

Contact the Coaches

Yuri Kolomiets, Head Coach

Headcoach@albanyrowingcenter.org

Jim Ball, Assistant Coach

jball@kwmce.com

Ally Inero, Assistant Coach

Ainero18@gmail.com

Supporting Your Junior Rower

Success of an athlete involves dedication and determination. Parents provide a key element in the process. The following information is to help parents better understand the sport of rowing and some of its nuances.

Clothing

The best clothing for rowing is soft, stretchy, and fairly form fitting. **YOUR ROWER WILL GET WET!** Polypro, CoolMax, and similar fabrics are best because they dry quickly thereby keeping the rower relatively warm even when wet. Loose clothing can get caught in the slides. Avoid basketball style shorts or warm-ups. Running shoes and socks are needed every day for land workouts. Always bring extra clothing to practice in the event you get wet to avoid getting cold, and several changes of clothing to regattas. Be prepared for rain through a raincoat or splash jacket. The laundry can be staggering, especially when there are double practices, so extra practice clothing is very important.



Team uniforms

are required at

races and regattas. Rowers are required to dress in ARC attire such as, ARC team shirts, sweatshirts, jackets, and, uni-suits. ARC is appreciative of the expense of this sport and does not require, but encourages splash coats and pants. Novice rowers are an exception to this rule. Novice coaches will establish uniform policies for their teams in the fall.

Our parent volunteer uniform coordinator will provide information on ordering team uniform pieces. In order to ensure receiving items in time for competition, order forms will be given to the rower early in the season.

College Rowing Opportunities and Recruiting

ARC alumni comprise over 30 current Division I rowers competing for schools to include Dartmouth, Boston College, Boston University, Tufts, Michigan, MIT, Ohio State, Cornell, Georgetown, UMASS, Wisconsin, Michigan State & Marist. Alumni also compete at the Division III level and club level as well.

New York Colleges have the largest number of rowers in the NCAA. In 2014, NY had 856 Women and 587 Men overall and 466/304 in Division 1. Nationally, there are more College Rowers (NCAA and Club programs combined) than high School Rowers. Data from 2014 is shown below as an example:

	Men	Women
Number of High School Rowers	2,464	6,261
Number of College Rowers	3,031	7,638

Due to NCAA regulations for scholarship parity, Women’s rowing scholarships exceed men’s for parity due to football in many cases.

There are a number of online resources and the ARC coaching staff has experience with the recruiting process. Participating in ERG contests like the CRASH B’s and Mohawk Meltdown is very important to being noticed, and the scores all become available to coaches when posted on line. A good starting point for general research is on US Rowing.

<http://www.usrowing.org/domesticrowing/youthrowing/collegerecruitinginfo/collegerecruitingguide>.



Talk to the other rowers and parents about their experiences in the recruiting process.

coaches and

Glossary

Blade: The wide part of the oar. Blades are painted in orange as the ARC team color.

Bow: The leading end of the shell with a rubber ball on the end to prevent injury.

Bow Seat: #1 seat in the boat.

Catch: The point at which the blade takes the water to initiate the drive phase of the stroke. The blade must be placed quickly and accurately into the water before the rower changes direction.

Catching a Crab: When a rower places the oar into the water without squaring the blade, it often goes too deep and the rower loses control. This can stop a boat dead in the water and also catapult a rower out of the boat.

Cox (coxswain): The person in charge of steering the boat and the only person facing the direction of travel.

Cox Box: A small amplification system with timer and stroke meter. This allows the cox to be heard all along the boat and provides key elements such as strokes per minute and elapsed time.

Drive: The propulsion phase of the stroke, which occurs between the catch and release.

Ergometer (erg): The wind resistance machine used to test the absolute power generated by a rower, usually recorded in 500-meter splits. On the water, this force coupled with the distance from catch to release determines an athlete's power value in the boat. Rowers will be erg tested several times a season.

Feather: The hand motion used to roll the blade into a horizontal position during the recovery phase of the stroke. The blade can then skim just above the water's surface in preparation for the next stroke.

Hatchets: Oars with big blades.

Head Races: Fall races between 2.5 and 4 miles, which build rowers' endurance.

Line-ups: The order the athletes sit in a boat, partially determined by erg scores.

Lightweight: Category for rowers who meet a maximum weight requirement. The weights vary depending on the regatta and season. Weight category applies to the individual, usually 130 for girls and 155 for boys.



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Rowers who are

Openweight:
not in the lightweight category.

Outside Hand: The hand at the end of the handle (left for ports, right for starboards). This hand dominates the pulling and controls the level of the oar through the stroke.

Power Ten: The ten most powerful strokes a crew can produce. Called for by the coxswain. Must be used strategically and not over-used.

Rate, Stroke rate: The number of strokes taken per minute.

Recovery: The rest phase of the stroke when the blade is out of the water.

Release: The point at which the oar is extracted from the water. The end of the work phase of the stroke. When executed properly, it is a smooth, clean maneuver.

Run: The boat's response to the send generated by the propulsion phase of the stroke. This is what rowers should feel as the boat glides underneath them on their way up to the catch.

Rushing: Athletes who pull themselves up the slide to the catch faster than they drive the oar in the water are "rushing the slide." This slows down a boat.

Sculling: Rowing with two oars, each smaller than a sweep oar.

Seat Racing: A system by which the coach can judge which rowers are fastest on the water. Two boats of 4 are matched against each other in a series of races. Rowers are switched from boat to boat or seat to seat until an obvious winning combination is achieved.

Set: The balance of the boat, achieved by keeping the oars moving together horizontally, preferably along the same plane in both the drive phase and recovery phase of the stroke.

Slide: The tracks that the seat moves across or the action of sliding with each stroke.

Splits: The time it takes a rower to complete 500 meters based on his/her current pace.

Stern: The trailing end of the boat, where fin and rudder are located. Generally the coxswain is seated in the stern so that he/she can see what the rowers are doing. There are, however, "bow loaders" in which the cox is seated in the bow section of the boat.

The Stroke: The rower in #8 seat who sets the cadence of the strokes for the other rowers. Must have excellent technique.

Sweep: Each athlete has only one oar.



Appendix of ARC Policies

ALBANY ROWING CENTER SafeSport Policy

INTRODUCTION

There are a lot of reasons to row – at any level. A life-long activity, people often row to have fun and spend time with friends. Rowing also encourages a healthy lifestyle and builds self-confidence off the water. They learn goal-setting, teamwork and time management skills. Athletes are less likely to use cigarettes, drugs and alcohol; they have higher graduation rates and are more likely to attend college.

Unfortunately, any sport can be a high-risk environment for misconduct as defined by any conduct that results in harm, the potential for harm or the imminent threat of harm. Age is irrelevant to misconduct. There are six primary types of misconduct in most sports: emotional, physical and sexual misconduct, bullying, harassment and hazing.

All forms of misconduct are intolerable and in direct conflict with ARC’s mission.

Misconduct of any kind, may damage an athlete’s psychological well-being. Athletes who have been mistreated experience social embarrassment, emotional turmoil, psychological scars, loss of self-esteem and negative impacts on family, friends and athletics. Misconduct often hurts an athlete’s competitive performance and may cause him or her to drop out entirely.

Albany Rowing Center is committed to improving the development and safety of its athletes and participants. This document outlines ARC’s policies and practices related to our strategy for recognizing, reducing and responding to child abuse, misconduct and policy violations.



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- III. Establishing Boundaries**
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- VI. Monitoring**

I. TRAINING AND EDUCATION

ARC requires staff members and contractors to report abuse, misconduct and violations as detailed in the SafeSport Policy. To do so, staff members and contractors should have a basic understanding of sexual abusers, as well as “grooming,” the most common strategy offenders use to seduce their victims. Using a combination of attention, affection and gifts, offenders select a child, win the child’s trust (and the trust of the child’s parent or guardian), manipulate the child into sexual activity, and keep the child from disclosing abuse.

Accordingly, staff members and contractors complete an awareness training concerning misconduct in sport before performing services for ARC. Training covers the following area of misconduct:

- Sexual misconduct, including child sexual abuse.
- Emotional misconduct
- Physical misconduct
- Bullying
- Harassment
- Hazing

Staff members and contractors must successfully complete the athlete Awareness Training and test prior to contact with athletes and every two (2) years thereafter.

II. SCREENING STAFF MEMBERS AND CONTRACTORS

Staff members and contractors must consent to, and pass a formal applicant screening process before performing services for ARC. Elements of our screening process include, as applicable, successful completion of the following:

Written Employment Application

Each applicant for a position will complete an application form consisting of personal,



identifying
ask about previous work and/or volunteer experiences.

information and

Personal Interview

ARC will interview applicants whose experience and credentials are considered a fit for available positions. During this interview, ARC will ask questions to encourage discussion, clarify responses and expand on the applicant’s answers to questions from the written application.

Professional Reference Check

References of applicants will be contacted (either by phone or in writing) and asked specific questions regarding the applicant’s professional experiences, demeanor and appropriateness for involvement with minor athletes and all participants.

Criminal Background Check

All applicants will be asked to undergo a criminal background check that complies with the Fair Credit Reporting Act before providing services for ARC. The criminal background check will be performed through National Center for Safety Initiatives’ (NCSI). As part of its criminal background check, NCSI will, at a minimum and without limitation search:

- 2 National Criminal Database searches covering 50 states plus DC, Guam and Puerto Rico
- 2 Sex Offender Registries covering 50 states plus DC, Guam and Puerto Rico
- 1 real time County search; and
- verify a person’s identification against his or her social security number or other personal identifier.

Potentially Disqualifying Factors

The information revealed by the criminal background check may disqualify an applicant from serving as a staff member or contractor. Information that could disqualify an applicant includes, but is not limited to, arrests, pleas of no contest and criminal convictions—especially if the underlying criminal behavior involved sex or violence.

Full Disclosure

Each applicant has the affirmative duty to disclose his or her criminal history. Failing to disclose or intentionally misrepresenting an arrest, plea or conviction history in an application or any other information provided by an applicant during the screening process is grounds for employment, volunteer and/or membership revocation or restriction, regardless of when the offense is discovered.

Findings

National Center for Safety Initiatives’ (NCSI) criminal background check report will return a “red light” or “green light” score. A green light score means that the background check vendor located no records that would disqualify the applicant. A green light score, however, is not a certification of safety or permission to bypass/ignore other screening efforts. Other disqualifying factors may exist, and can be revealed through an interview, reference checks and a completed application.



A red light finding means the criminal background check revealed criminal records which suggest the applicant “does not meet the criteria” and is not suitable for organization employment or contractor assignment.

Individuals who are subject to disqualification under a “red light” finding may challenge the accuracy of the reported information reported directly with the criminal background check vendor. Disqualified individuals are automatically excluded from participation in any ARC sanctioned events and/or activities.

If any discretion is exercised in the application of this policy, it shall be exercised in a uniform manner so that substantially similar convictions and circumstances result in substantially similar treatment of applicants.

Frequency

Criminal background checks will be refreshed every 2 years or as otherwise required by law, for staff members and contractors who are 18 years of age or older and have direct contact with ARC athletes.

Duty to Disclose

If an ARC staff member or contractor is accused, arrested, indicted or convicted of a criminal offense during the course of employment, it is the duty and responsibility of the staff member or contractor to notify an immediate supervisor or an ARC Board Member.

Records

Background check records are maintained by NCSI for a period of time as indicated by applicable law or until the applicant is no longer affiliated with ARC, whichever date is later.

III. ESTABLISHING BOUNDARIES

In the event that any staff member or contractor observes inappropriate behaviors (i.e., policy violations), suspected physical or sexual abuse, or misconduct, it is the personal responsibility of each staff member and contractor to immediately report his or her observations to an immediate supervisor or an ARC Board Member. ARC is committed to creating a safe and positive environment for athletes’ physical, emotional and social development and to ensuring that it promotes an environment free of misconduct.

Staff members and contractors should not attempt to evaluate the credibility or validity of child physical or sexual abuse allegations as a condition for reporting to appropriate law enforcement authorities. Instead, it is the responsibility of each staff member and contractor to immediately report suspicions or allegations of child physical or sexual abuse to an immediate supervisor or an ARC Board Member.

ARC recognizes that the process for training and motivating athletes will vary with each coach and athlete, but it is nevertheless important for everyone involved in sport to support the use of motivational and training methods that avoid misconduct. This Policy applies to:



- Staff members and contractors;
- ARC's athletes, participants and parents.

Staff members, contractors, athletes and participants shall refrain from all forms of misconduct, which include:

- Sexual misconduct, including child sexual abuse.
- Emotional misconduct
- Physical misconduct
- Bullying
- Harassment
- Hazing

Child Sexual Abuse

Defined as any sexual activity with a child where consent is not or cannot be given. This includes sexual contact with a child that is accomplished by deception, manipulation, force or threat of force, regardless of the age of the participant, and all sexual interactions between an adult and a child, regardless of whether there is deception or the child understands the sexual nature of the activity and any act or conduct described as child sexual abuse under federal or state law.

*** Note concerning peer-to-peer child sexual abuse.** Sexual contact between minors also can be abusive. Whether or not a sexual interaction between children constitutes child sexual abuse turns on the existence of an aggressor, the age difference between the children, and/or whether there is an imbalance of power and/or intellectual capabilities.

Examples of sexually abusive acts may include sexual penetration, sexual touching or non-contact sexual acts such as verbal acts, sexually suggestive electronic or written communications, exposure or voyeurism.

Emotional Misconduct

Defined as a pattern of deliberate, non-contact behavior that has the potential to cause emotional or psychological harm to an athlete. Including non-contact behaviors include verbal, physical and acts that deny attention or support; and any act or conduct described as emotional abuse or misconduct under federal or state law (e.g. child abuse, child neglect).

Examples of emotional misconduct prohibited by this policy include, without limitation:

- **Verbal Acts:** A pattern of verbal behaviors that (a) attack an athlete personally (e.g., calling them worthless, fat or disgusting) or (b) repeatedly and excessively yelling at a particular participant or participants in a manner that serves no productive training or motivational purpose.
- **Physical Acts:** A pattern of physically aggressive behaviors, such as (a) throwing sport



equipment, bottles or chairs at, or in the presence of, participants; or (b) punching walls, windows or other objects.

- **Acts that Deny Attention and Support:** A pattern of (a) ignoring an athlete for extended periods of time or (b) routinely or arbitrarily excluding participants from practice.

Emotional misconduct does not include professionally accepted coaching methods of skill enhancement, physical conditioning, team building, discipline or improving athletic performance.

Physical Misconduct

Including contact or non-contact conduct that results in, or reasonably threaten to, cause physical harm to an athlete or other participants; or any act or conduct described as physical abuse or misconduct under federal or state law (e.g. child abuse, child neglect, assault).

Examples of physical misconduct prohibited by this policy include, without limitation:

Contact offenses:

- punching, beating, biting, striking, choking or slapping an athlete;
- intentionally hitting an athlete with objects or sporting equipment;
- providing alcohol to an athlete under the legal drinking age (under U.S. law);
- providing illegal drugs or non-prescribed medications to any athlete;
- encouraging or permitting an athlete to return to play pre-maturely following a serious injury (e.g., a concussion) and without the clearance of a medical professional;
- prescribing dieting or other weight-control methods (e.g., weigh-ins, caliper tests) without regard for the nutritional well-being and health of athlete.

Non-contact offenses:

- isolating an athlete in a confined space (e.g., locking an athlete in a small space);
- forcing an athlete to assume a painful stance or position for no athletic purpose (e.g. requiring an athlete to kneel on a harmful surface);
- withholding, recommending against or denying adequate hydration, nutrition, medical attention or sleep.

Physical misconduct does not include professionally-accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline or improving athlete performance. For example, hitting, punching, and kicking are well-regulated forms of contact in combat sports, but have no place in rowing.

Sexual Misconduct

Any touching or non-touching sexual interaction that is (a) nonconsensual or forced, (b) coerced or manipulated, or (c) perpetrated in an aggressive, harassing, exploitative or threatening manner; any sexual interaction between an athlete and an individual with evaluative, direct or indirect authority. Such relationships involve an imbalance of power and are likely to impair



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judgment or be

Including any act or conduct described as sexual abuse or misconduct under federal or state law (e.g. sexual abuse, sexual exploitation, rape)

exploitative.

Types of sexual misconduct include sexual assault; sexual harassment; sexual abuse; or any other sexual intimacies that exploit an athlete. Minors cannot consent to sexual activity with an adult, and all sexual interaction between an adult and a minor is strictly prohibited.

Examples of sexual misconduct prohibited under this Policy include, without limitation:

Touching offenses. Behaviors that include:

- fondling an athlete’s breasts or buttocks
- exchange of reward in sport (e.g., team placement, scores, feedback) for sexual favors
- genital contact
- sexual relations or intimacies between persons in a position of trust, authority and/or evaluative and supervisory control over athletes or other participants.

Non-touching offenses. Behaviors that include:

- a coach discussing his or her sex life with an athlete
- a coach asking an athlete about his or her sex life
- coach requesting or sending a nude or partial-dress photo to athlete
- exposing athletes to pornographic material
- sending athletes sexually explicit or suggestive electronic or written messages or photos (e.g. “sexting”)
- deliberately exposing an athlete to sexual acts
- deliberately exposing an athlete to nudity (except in situations where locker rooms and changing areas are shared)
- sexual harassment; specifically, the sexual solicitation, physical advances, or verbal or nonverbal conduct that is sexual in nature, and
 - is unwelcome, offensive or creates a hostile environment, and the offending individual knows or is told this
 - is sufficiently severe or intense to be harassing to a reasonable person in the context.

Bullying

Defined as an intentional, persistent and repeated pattern of committing or willfully tolerating physical and non-physical behaviors that are intended, or have the reasonable potential, to cause fear, humiliation or physical harm in an attempt to socially exclude, diminish or isolate the targeted athlete(s), as a condition of membership. Including any act or conduct described as bullying under federal or state law.

Examples of bullying prohibited by this Policy include, without limitation:

Physical behaviors that include (a) hitting, pushing, punching, beating, biting, striking, kicking, choking, or slapping an athlete; (b) throwing at, or hitting an athlete with, objects such as sporting equipment.

Verbal and emotional behaviors that include (a) teasing, ridiculing, intimidating; (b) spreading rumors or making false statements; or (c) using electronic communications, social



media, or
to harass, frighten, intimidate or humiliate (“cyber bullying”).

other technology

Exceptions: Bullying does not include group or team behaviors that (a) are meant to establish normative team behaviors, or (b) promote team cohesion. For example, bullying does not include verbal admonitions to encourage team members to train harder and to push through a difficult training regimen.

** Note: An imbalance of power is always assumed between a coach and an athlete.*

Harassment

A repeated pattern of physical and/or non-physical behaviors that (a) are intended to cause fear, humiliation or annoyance, (b) offend or degrade, (c) create a hostile environment or (d) reflect discriminatory bias in an attempt to establish dominance, superiority or power over an individual athlete or group based on gender, race, ethnicity, culture, religion, sexual orientation, gender expression or mental or physical disability; or any act or conduct described as harassment under federal or state law.

Examples of harassment prohibited by this Policy include, without limitation:

Physical offenses. Behaviors that include (a) hitting, pushing, punching, beating, biting, striking, kicking, choking or slapping an athlete or participant; (b) throwing at or hitting an athlete with objects including sporting equipment.

Non-physical offenses. Behaviors that include (a) making negative or disparaging comments about an athlete’s sexual orientation, gender expression, disability, religion, skin color, or ethnic traits; (b) displaying offensive materials, gestures, or symbols; (c) withholding or reducing playing time to an athlete based on his or her sexual orientation.

Hazing

Coercing, requiring, forcing or willfully tolerating any humiliating, unwelcome or dangerous activity that serves as a condition for (a) joining a group or (b) being socially accepted by a group’s members; or any act or conduct described as hazing under federal or state law.

Examples of hazing prohibited by this Policy include, without limitation:

- requiring, forcing or otherwise requiring the consumption of alcohol or illegal drugs
- tying, taping or otherwise physically restraining an athlete
- sexual simulations or sexual acts of any nature
- sleep deprivation, otherwise unnecessary schedule disruption or the withholding of water and/or food
- social actions (e.g. grossly inappropriate or provocative clothing) or public displays (e.g. public nudity) that are illegal or meant to draw ridicule
- beating, paddling or other forms of physical assault
- excessive training requirements focused on individuals on a team

Exception: Hazing does not include group or team activities that (a) are meant to establish normative team behaviors or (b) promote team cohesion.



Additional Types of Abuse

Grooming

Because sexual abusers “groom” children for abuse – the process used by offenders to select a child, to win the child’s trust (and the trust of the child’s parent or guardian), to manipulate the child into sexual activity and to keep the child from disclosing abuse – it is possible that a staff member and contractors may witness behavior intended to groom a child for sexual abuse.

Peer-to-Peer Sexual Abuse

Approximately 1/3 of all child sexual abuse occurs at the hands of other children and the obligation to report extends to peer-to-peer child sexual abuse. Whether or not a sexual interaction between children constitutes child sexual abuse turns on the existence of an aggressor, the age difference between the children, and/or whether there is an imbalance of power or intellectual capabilities.

All questions or concerns related to inappropriate, suspicious or suspected grooming behavior should be directed to an immediate supervisor or an ARC Board Member.



IV. MANAGING TRAINING AND COMPETITION

Supervision of Athletes

During training and competition, ARC strives to create two-deep leadership and minimize one-to-one interactions to create a safe training environment and to protect athletes and participants.

Individual Meetings

An individual meeting may be necessary to address an athlete's concerns, training program, or competition schedule. Under these circumstances, staff members and contractors are to observe the following guidelines:

- Any individual meeting should occur when others are present and where interactions can be easily observed
- Where possible, an individual meeting should take place in a publicly visible and open area
- If an individual meeting is to take place in an office, the door should remain unlocked and open
- If a closed-door meeting is necessary, the staff member or contractor must inform another staff member or contractor and ensure the door remains unlocked

Individual Training Sessions

An individual training session(s) with an athlete or participant may also be desired or necessary. Under these circumstances, written permission of a minor athlete's parents or guardians is required in advance of the individual training session(s).

Appropriate Physical Contact

Appropriate physical contact between athletes and staff members or contractors is a productive and inevitable part of sport. Athletes are more likely to acquire advanced physical skills and enjoy their sport participation through appropriate physical contact. However, guidelines for appropriate physical contact reduce the potential for misconduct in sport. ARC adheres to the following principles and guidelines in regards to physical contact with our athletes.

Common Criteria for Appropriate Physical Contact

Physical contact with athletes for safety, consolation and celebration has multiple criteria in common which make them both safe and appropriate. These include the physical contact takes place in public; there is no potential for, or actual, physical or sexual intimacies during the physical contact; and the physical contact is for the benefit of the athlete, not to meet an emotional or other need of an adult.

Safety

The safety of our athletes is paramount and in many instances we make the athletic space safer through appropriate physical contact. Examples include:

- spotting an athlete so that they will not be injured by a fall or piece of equipment
- positioning an athlete's body so that they more quickly acquire an athletic skill, get a



better

where their body is in space, or improve their balance and coordination

- making athletes aware that they might be in harm's way because of other athletes practicing around them or because of equipment in use
- releasing muscle cramps

sense of

Celebration

Sports are physical by definition and we recognize participants often express their joy of participation, competition, achievement and victory through physical acts. We encourage these public expressions of celebration, which include:

- greeting gestures such as high-fives, fist bumps, and brief hugs
- congratulatory gestures such as celebratory hugs, "jump-arounds" and pats on the back for any form of athletic or personal accomplishment

Consolation

It may be appropriate to console an emotionally distressed athlete (e.g., an athlete who has been injured or has just lost a competition). Appropriate consolation includes publicly:

- embracing a crying athlete
- putting an arm around an athlete while verbally engaging them in an effort to calm them down ("side hugs")
- lifting a fallen athlete off the playing surface and "dusting them off" to encourage them to continue competition

Prohibited Physical Contact

Prohibited forms of physical contact, which shall be reported immediately include, without limitation:

- asking or having an athlete sit in the lap of a coach, administrator or staff member.
- lingering or repeated embraces of athletes that go beyond the criteria set forth for acceptable physical contact
- slapping, hitting, punching, kicking or any other physical contact meant to discipline, punish or achieve compliance from an athlete
- "cuddling" or maintaining prolonged physical contact during any aspect of training, travel or overnight stay
- playful, yet inappropriate contact that is not a part of regular training, (e.g., tickling or "horseplay" wrestling)
- continued physical contact that makes an athlete obviously uncomfortable, whether expressed or not
- any contact that is contrary to a previously expressed personal desire for decreased or no physical contact, where such decreased contact is feasible in a competitive training environment.

Social Media and Electronic Communications

As part of ARC's emphasis on athlete safety, all social media and electronic communications (email, texting, Facebook, Twitter and similar social media) between athletes and staff members



or contractors
professional in nature and for the purpose of communicating

must be

information about team activities.

From time to time, digital photos, videos of practice or competition, and other publicly obtainable images of the athlete, individually or in groups may be taken. These photos and/or videos may be submitted to local, state or national publications, used in club videos, posted on club or club associated websites, or offered to the club families seasonally on disc or other electronic form.

Social media and electronic communications can also be used to commit misconduct (e.g., emotional, sexual, bullying, harassment, and hazing). Such communications between athletes and staff members or contractors will not be tolerated and are considered violations of our SafeSport Policy.

V. RESPONDING TO ABUSE, MISCONDUCT AND POLICY VIOLATIONS

It is a violation of the SafeSport Policy if a staff member or contractor knows of misconduct, but takes no action to intervene. Staff members and contractors are required to report suspicions or allegations of child sexual abuse by a colleague or co-worker to their immediate supervisor, an ARC Board Member or where applicable, appropriate law enforcement authorities.

As a matter of policy, ARC does not investigate suspicions or allegations of child physical or sexual abuse or attempt to evaluate the credibility or validity of such allegations as a condition for reporting to the appropriate law enforcement authorities.

Reporting Misconduct and Policy Violations

If any staff member or contractor receives an allegation or observes misconduct or other inappropriate behavior, such as grooming, it is the responsibility of each staff member or contractor to report his or her observations to an ARC Board Member.

ARC also encourages member parents, athletes and other participants to communicate violations of the SafeSport Policy and/or allegations and suspicions of child physical and sexual abuse to an ARC Board Member.

How to Report

ARC will take a report in the way that is most comfortable for the person initiating a report including in-person, verbal or written report. Regardless of how you choose to report, it is helpful to ARC for individuals to provide, at a minimum, (1) the name of the complainant(s); (2) the type of misconduct alleged and the name(s) of the individual(s) alleged to have committed the misconduct.

Confidentiality

To the extent permitted by law and as appropriate, ARC will keep confidential the complainant's name on request, not make public the names of potential victims, the accused perpetrator or the people who made a report of child physical and sexual abuse to the



authorities.

“Whistleblower” Protection

Regardless of outcome, ARC will support the complainant(s) and his or her right to express concerns in good faith. ARC will not encourage, allow or tolerate attempts from any individual to retaliate, punish, allow or in any way harm any individual(s) who reports a concern in good faith. Such actions against a complainant will be considered a violation of our SafeSport Policy and grounds for disciplinary action.

Bad-Faith Allegations

A report of abuse, misconduct or policy violations that is malicious, frivolous or made in bad faith is prohibited. Such reports will be considered a violation of the SafeSport Policy and grounds for disciplinary action. Depending on the nature of the allegation, a person making a malicious, frivolous or bad-faith report may also be subject to civil or criminal proceedings.

Suspicious or Allegations of Child Physical or Sexual Abuse

An independent investigation can harm youth and/or interfere with the legal investigative process. ARC does not attempt to evaluate the credibility or validity of child physical or sexual abuse as a condition for reporting to appropriate law enforcement authorities. As necessary however, ARC may ask a few clarifying questions of the minor or person making the report to adequately report the suspicion or allegation to law enforcement authorities. For mandatory reporting laws, visit www.childwelfare.gov.

When an allegation of child physical or sexual abuse is made against a staff member or contractor, ARC may immediately remove that individual from contact with any children in the program until the allegation has been investigated by an official agency. Additionally, ARC may suspend or change the assignment of a staff member and/or contractor as necessary.

Misconduct and Policy Violations

Alleged policy violations and misconduct (bullying, harassment, hazing, emotional, physical and sexual) that are not reportable under relevant state or federal law, will be investigated internally. Staff members and/or contractors must report policy violations and misconduct to an immediate supervisor or an ARC Board Member.

Notifications

Following ARC’s notice of a credible allegation that results in the removal of a staff member or contractor, ARC may consider the circumstances in which it will notify other parents of athletes with whom the accused individual may have had contact. In ARC’s discretion, as appropriate, and after consultation with counsel, ARC may notify its staff members, contractors, parents, and/or athletes of any allegation of child physical or sexual abuse or other criminal behavior that (1) law enforcement authorities are actively investigating; or (2) that ARC is investigating internally. Advising others of an allegation may lead to additional reports of child physical or sexual abuse and other misconduct.

Disciplinary Rules and Procedure



ARC recognizes varying levels of misconduct. For example, physical and sexual misconduct are serious violations that may have legal implications. In contrast, a youth participant who tells a single sexually risqué joke constitutes less serious misconduct and depending on the circumstances, might be dealt with more appropriately through dialogue and a verbal warning. In all cases, ARC's disciplinary procedures and actions will be proportionate, reasonable and applied fairly and equally.

that there are

ARC's disciplinary response will depend on the nature and seriousness of the incident. On receipt of an allegation, ARC will determine in its discretion the appropriate steps to address the conduct based on several factors, including (i) the age of the complainant or victim, (ii) the age of the accused and (iii) the nature, scope, and extent of the allegations.

Sanctions for violations of the SafeSport Policy will be proportionate and reasonable under the circumstances. In addition to day-to-day guidance, ARC may take the following disciplinary actions, without limitation:

- Inform the individual's direct-line supervisor or, in the case of a youth participant, the youth's parent or guardian
- Provide the individual with guidance, redirection and instruction
- Temporary suspension from competition
- Issue a written and/or verbal warning
- Implement a limited access agreement (e.g., limiting an individual's access to certain buildings or to youth)
- Provide informed supervision, where at least one staff member is informed of the allegation and is instructed to vigilantly supervise the accused participant or stakeholder in his or her interactions with the program and/or organization
- Engage in restorative practices, i.e., creation of a respectful and safe dialogue when a misunderstanding or harm has occurred
- Suspend or terminate employment or membership

Ongoing Employment

On receipt of a credible and specific allegation of child abuse or other serious misconduct (e.g., physical and sexual abuse as defined in our SafeSport Policy), ARC may immediately suspend or terminate the accused individual to ensure participant safety.

A staff member or contractor's failure to report an allegation of child abuse or other serious misconduct to his/her supervisor or an ARC Board Member is a violation of this policy and grounds for dismissal.



VI. MONITORING

ARC works to prevent, recognize and respond to inappropriate and harmful behaviors as set forth in our SafeSport Policy by monitoring the interactions among staff members, contractors, athletes, and all other participants while reinforcing appropriate behaviors. Inappropriate behaviors should be redirected to promote positive behaviors, confront inappropriate or harmful behaviors, and report behaviors if necessary.

ARC utilizes multiple monitoring methods to observe how individuals are interacting, including without limitation (1) informal supervision, including regular and random observation (e.g., roving and checking interactions throughout practices), and (2) maintaining frequent contact with staff members, contractors and athletes who interact off-site.



Regatta Travel Hotel Policy

Applicability:

This policy relates to safety, logistics, and requirements for Junior rowers when participating in away regattas or other events necessitating an overnight stay.

Purpose:

The purpose of this policy is to keep regatta travel safe, affordable, and organized, and to maintain a culture of athletic performance. Rowers rooming together with their teammates at overnight events is critical to the success of the team. It is a valuable opportunity for team bonding and individual growth. It helps to reinforce the idea that athletes are at these events to compete as a team, and as representatives of Albany Rowing Center. Keeping the team together also makes the trip much easier to supervise and manage from a coaching stand-point.

Policy:

1. Athletes are at regattas as representatives of Albany Rowing Center and the ARC Code of Conduct will be enforced at all times.

2. Hotel Reservations

- ARC reserves hotel rooms for all rowers (staying 3-4 per room). Additional rooms will be blocked off for parents to reserve on their own credit cards, should they choose to attend.
- ARC coaches assign rowers to rooms. No more than four athletes will ever be assigned to one room. There will never be mixed gender room assignments.
- ARC coaches determine athlete curfew times and conduct room checks. See "Athlete Supervision" below for more information regarding curfew and room checks.

3. Hotel Fee



- The hotel fee is calculated by taking the total cost of all athlete rooms, divided by the total number of athletes competing at the regatta.
- Parents will be notified of this fee as far in advance as possible.
- All rowers pay an equal share of total trip fees to ARC in advance.
- If a parent decides to attend the regatta and would prefer to have his/her son or daughter stay in their room, that is permissible, however, that athlete's trip fee remains as calculated above. Coaches must be notified if this is the case.
- The hotel fee is in addition to the regular regatta fee paid at the beginning of the season.

4. Travel

- Carpooling is highly recommended for keeping costs low. Rowers MAY NOT drive themselves to overnight away regattas under any circumstances.
- All rowers must arrive at the regattas at the times specified in advance by the ARC coaching staff.
- Rowers are not dismissed until their coach has dismissed them directly.

5. Parent Participation

- Not all parents are required to attend all regattas, but they are responsible for making sure their son or daughter has transportation to and from every event, and for travel to and from the race course for the duration of each regatta.
- Parents who do attend regattas are there in a spectator and/or team chaperone capacity; it is expected that parents will respect the directions given to athletes by ARC's coaches and support ARC policies.

6. Athlete Supervision

- ARC shall have at least two “on duty” staff members for each night of an overnight event. Athletes and parents will be notified in advance of which staff members are on duty, and contact information for those staff members will be provided. On-duty staff



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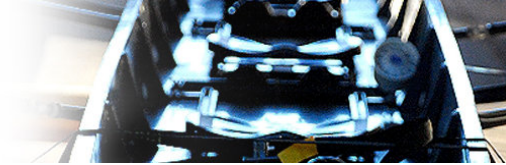


members

shall not

consume alcohol, and NO staff member shall consume alcohol in the presence of junior rowers.

- Athlete room checks will be conducted by the “on duty” coaching staff each night at a time specified and communicated earlier in the day. Staff shall only conduct room checks or enter athletes' rooms in pairs.



ALBANY ROWING CENTER JUNIOR ROWER CODE OF CONDUCT

1. All athletes are expected to arrive at practice at least 15 minutes early and be prepared to row or train on land. Arrival at the scheduled start of practice is LATE. Upon arrival, athletes should: check the gas cans in the launches; get the launches in the water; take oars to the top of the dock; warmup.
2. Athletes shall participate in all practices and regattas committed to. Athletes should review their schedules before committing to a practice schedule or registering for competitive rowing because missed practice will cause the athlete to be moved to a less competitive boat, and a late missed regatta will cause the athlete to be barred from competitive rowing for the season.
3. Athletes shall be attentive to coaches before practice to hear seating assignments and plans.
4. Athletes shall have and display positive attitudes and a willingness to work with and encourage others at all times. Abusive or derogatory language toward another athlete, coach, parent, another crew or the power boater who just waked you will not be tolerated.
5. Rowers shall follow the instructions of any coach immediately. Disrespectful or abusive language or actions by athletes towards coaches, coxswains, parents or members of the public at large will not be tolerated and constitute grounds for disciplinary action.
6. Talking in a boat is not just disruptive it is unsafe. The coxswain or bow seat in un-coxed boats is the only person who should be talking unless asked a direct question by a coach.
7. Athletes shall attend the entire practice or regatta unless they have advance permission of coach.
8. All athletes are representatives of Albany Rowing Center, the City of Albany and the sport of rowing and should behave appropriately at all times. Congratulate competitors on a job well done after every race. "Good Race" goes a long way towards creating good will. All comments about a race shall be held in check until the crew gets off the water and can sit down face to face with the coach to discuss the race. Rowing is sometimes viewed as an elitist sport and disliked. Rower's polite and sportsmanlike behavior will disprove misconceptions about rowers and the sport of rowing.
9. Junior rowers must race in their team unisuit. Athletes are expected to show pride in their crew team by wearing team t-shirts, hats, jackets and hoodies.
10. All ARC athletes should take an active role in helping ARC crews prepare for races (help with shoes, oars, etc.) and ARC athletes should cheer on ARC crews whenever possible.
11. Socializing with other crews is an important part of a rower's career, but athletes must be available when needed by the team or coach. We attend regattas to compete.
12. Any violation of these rules or other actions deemed inappropriate at away races may result in exclusion from future races, or if severe enough, expulsion from the club.
13. Any Junior member found in possession of alcohol or illegal drugs or found to be intoxicated or under the influence of illegal drugs during an ARC activity by a coach, officer or chaperone, will be sent home with his/her parents.
14. Any employee who witnesses junior rowers consuming alcohol at a non-ARC event shall immediately leave and inform the ARC Head Coach within 24 hours. Any coach or employee who provides alcohol to any junior rower or fails to enforce these rules may be dismissed. Any club member found to be in violation of these rules will have membership canceled for the calendar year, and forfeit dues, regatta fees or deposits. The sport of rowing places extreme demands on a person's cardiovascular system. Smoking is not only unhealthy; it compromises the performance of the athlete and any boat in which they race. Any junior rower caught smoking by any coach, officer or chaperone, will be suspended from the team.

ARC HAS ZERO TOLERANCE FOR DRINKING, ILLEGAL DRUG USE AND SMOKING.

I have read and agree to abide by the above Code of Conduct. I understand that violations of the Code of Conduct can lead to disciplinary action, up to and including cancellation of my membership without refund and exclusion from participation in club activities in the future.

Rower's Name: _____

Rower's Signature: _____ Date: _____



Albany Rowing Center Safety Handbook for Coaches and Rowers

Albany Rowing Center will:

- have a safety committee that will develop and annually review all the safety rules, protocols, procedures and safety incidents.
- hold annual safety meetings with all coaches and members
- maintain rowing equipment with safety in mind. Unsafe equipment will be prominently marked and removed from use.
- post local safety rules, tidal charts and traffic patterns at the boathouse. This will include safe beaching locations, danger spots, obstructions and other safety hazards as well as tide-related issues.
- provide access to electronic copies of the safety rules and emergency procedures on the website. (in process)
- employ coaches who know first aid and resuscitation techniques and who are CPR certified.
- thoroughly brief new coaches on ARC safety procedures, river traffic and danger spots. (in process)

LOGBOOK

1. ARC registered rowers *without* accompanying launch must log in and out of the ARC logbook. Failure to do so may nullify ARC membership and therefore coverage under the ARC liability insurance.
2. Rowers *with* accompanying launch - *coach* will enter required information into coaches' logbook.
3. Logbook will include a hard copy of ARC rowers' and coaches' emergency contact information to be updated seasonally.
4. Logbook to include: name, start time, expected return time, actual return time, intended direction, number of rowers, number and type of boat. (TBD)

LAUNCH SAFETY

1. The-coaching launch provides safety supervision when rowing and assistance in an emergency. The driver must be NYS certified in the safe operation of a powerboat.



ALBANY ROWING CENTER



coaches

2. Only ARC are permitted to operate the launch at all times.
3. A safety chain will be used to secure the motor to the launch. (in process)
4. The launch must stay within hailing distance of boats under their supervision.
5. A radio or cell phone will be on each launch to allow a quick, direct link with with rescue services and other coaches on the water in the event of an emergency.
6. Passengers in the launch will wear or hold a lifejacket. Coaches will wear a life jacket from November 1 to May 1 per NYS regulations.
7. The launch driver must wear the cord that activates the safety/kill switch in accordance with the motor manufacturer's literature. (in process)
8. Any non-ARC-registered passengers in any ARC boat or launch must sign release waiver in logbook.
9. When bringing the launch to and from the boathouse, rowers should use caution and not stand downhill of the launch as it goes down the ramp.
10. Emergency supplies in each launch must include:
 - first aid kit
 - fire extinguisher
 - enough PFDs for rowers on the water and in the launch
 - throw bag
 - buoy preserver
 - sound devices - air horn and whistle
 - space blankets
 - ladder (solid) (in process - one or two available)
 - spot light/strong flashlight and extra batteries for dark conditions
 - anchor with rope (could be designated/painted cinder block) (in process)
 - paddle
 - bailer (in process)
 - emergency flare
 - megaphone or cone
 - laminated copy of ARC emergency contact list and emergency procedures (in process)
 - tool kit: sheathed knife or multi-tool, wrenches, appropriate nuts, tape, washers, and other materials needed for small repairs on water. Only minor repairs should be done on the water.

Land and Boathouse Safety

1. A first aid kit will be maintained in the boathouse and inspected regularly.



area by

2. Aisles and logbook and key rack will be kept free of obstacles.
3. Launches will be stored in the designated storage area.
4. Outboard engines will be stored on designated racks.
5. All gasoline storage will in a locked (in process), approved storage area and will use approved, flame-proof containers. Gas may not be stored in boathouse or in boats.
6. Fire extinguishers will be present, clearly marked and regularly inspected.

Rower Safety

1. All ARC members must comply with instructions given by ARC coaches, coxswains and safety committee.
2. Rowers must be able to pass a swim test, preferably including putting on a life jacket while in the water. (waiver required)
3. All members must view the US Rowing safety video, "Ready All Row" prior to rowing with ARC. (waiver)
4. Rowers must carry in the boat any allergy or asthma devices that may be necessary due to personal medical conditions (EpiPen, Inhaler, etc.) Coaches are not allowed to carry or administer any prescription drugs to junior rowers, only in extreme emergencies such as bites, asthma attacks, allergic reactions.
5. Before getting on the water, rowers must understand the following terminology: bow, stern, port, starboard, weigh enough, ready to row?, back, tie-in, untie, stop, the stroke, bow person, seat numbers in between and what number/seat s/he they are. The term "stop" is used only when talking to a specific crew in a race. When a coxswain or coach wants a crew to stop immediately, the term used is "Weigh enough! Hold water!"
6. Shells must stay within hailing distance of their safety launch. It is the responsibility of the coach and rowers to maintain proper proximity.
7. Rowers should always be quiet and attentive to the coxswain and coach on land and water.
8. Rowers should notify the coxswain immediately if :
 - they see a hazard or possible collision that they believe the coxswain does not see
 - they hear thunder or see lightning.



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9. Rowers should check to make sure that all equipment is functioning properly before leaving the dock.
 - a. Shoes & Stretcher- The heel ties on your shoes are tied securely to the stretcher.
 - b. Seat & Slides - The seat should slide smoothly and you are not hitting front or back stops.
 - c. Riggers - Check that riggers are not loose and that spacers are appropriate.
 - d. Clothing - Wear socks. Check that clothing cannot become tangled in your moving seat or oar handle. When rowing in low-light conditions light colored, reflective clothing is suggested.
 - e. Safety - Check that proper safety devices on board (lights, bow ball, working cox box, whistle [optional]). The club will have whistles available and rowers in uncoxed boats are encouraged to have one on board for safety. (whistles - in process)
 - f. Coaches should remain with boat on dock until all has been checked.
 - g. If you aren't sure, ask a coach.
10. Oarlocks should be kept locked until everyone is out of the shell.
11. At least one hand should be kept on the oar at all times while on the water.
12. All hatches must be sealed when on the water.
13. All shells and launches on the water in low light conditions must have proper bow and stern lights.
14. Cox/Bow/Rowers/Coaches must be aware of the local traffic patterns and rules on the water.
 - Know and follow club traffic patterns posted in the boathouse. Familiarize yourself with shallow water, stumps, rocks, seasonal problems and landmarks.
 - Stay clear of bridge abutments and other man-made or natural obstacles. Do not negotiate a turn near such an obstacle.
 - The coxswain or bow should make frequent checks on *both* sides. Listen for oncoming traffic.
 - Take precautions around other types of vessels to avoid collisions and be



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courteous with boats that have less maneuverability or ability to stop quickly. Be aware of powerboats and treat them with caution

- Coaches will be verbally specific when directing a boat around hazards or obstacles.