

**Channel Islands Rowing Club**

A California Non-Profit Corporation

EIN# 83-2145419

Oxnard, CA

Est. 2018

**Handbook**

**And**

**Agreement**

**For Rowers, Parents and Coaches**

3141 South Victoria Ave.

Oxnard, CA 93035

805-317-6610

info@cirowing.org

[www.cirowing.org](http://www.cirowing.org)

INDEX

Introduction \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3

Facilities \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4

Governance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4

Membership \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4

Parent Involvement\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **4**

Financial Responsibility \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5

Financial Aid \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6

Representation of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6

Eligibility Policy\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7

Rower Expectations\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7

Oaks Christian Rowing Club Policy\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7

Member Policies \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7

Bullying and Hazing\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9

Social Networking\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10

Boathouse Rules\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10

Training Equipment Use\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10

Boat Use\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10

Coaching\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 11

Team/Boat Selection\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 11

Refund Policy\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 11

Probation, Suspension, Expulsion\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 11

Grievances\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 12

Regattas \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 12

**Payment Information**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **15**

**Introduction**

Rowing has been described as the "ultimate team sport" because each rower's individual effort, no matter how great, must harmonize with that of every other rower to create the smooth, synchronous flow of a winning boat.

Successful rowers develop a deep practical understanding of the power of teamwork. They learn to build and perform as a team, and they learn to deal with the common obstacles and snags that impede teamwork. Rowers learn a kind of mental discipline that prepares them for any endeavor they may undertake.

Ci Rowing Club (“CIRC”) offers coaching in a sport in which stardom is virtually unknown and where "teamwork" is a real working value rather than a catch phrase. The Club’s highly competitive junior rowing program is open to boys and girls in Ventura County in high school. Representing a true cross-section of our area, CIRC generally represents over 10 area schools.

First-year rowers, regardless of age or grade level, normally spend one year in a Novice program. In subsequent years, returning rowers are part of the Varsity team, which is made of Junior Varsity and Varsity squads.

Practice begins in August and continues throughout the year. Team selections occur twice a year, early fall and early spring. A coach’s decision is final in all team selections. The highlight of the year – and the culmination of the team's hard work – is the Southwest Regional Junior Rowing Championships in Sacramento in May. Winning boats in Varsity events may go on to compete in the Junior National Championships.

Many CIRC rowers will be recruited for various advanced competition teams and colleges throughout the nation. CIRC graduates and coaches have competed at world-renowned universities and colleges as well as USRowing national teams, several being the recipients of rowing scholarships.

This handbook has been published to give you an overview of CIRC's mission, its programs, its policies, and procedures. For additions and updates to this document, please visit the Club's official Web site at www.cirowing.org.

Your complete CIRC Rower and Parent Handbook include the following forms, which must be completed, signed and submitted on behalf of all rowers:

Rules and Policies Agreement Form Emergency & Medical Release Form

This Handbook and some of these forms also may be available on-line at:

**www.cirowing.org**

**Facilities**

1. CIRC stores equipment and has a workout facility in Channel Island Harbor at the boathouse located at 3141S. Victoria Ave, Oxnard. Water workouts are held, rain or shine.
2. Public restrooms at the boathouse serve as a changing area for rowers. It is strongly recommended that rowers be aware of all personal belongings when using the public facilities.
3. CIRC owns a fleet of boats that have been acquired over the years through the hard work and personal fundraising efforts of the rowers via the Family & Friend Letter Writing campaign.

**Governance**

1. CIRC is a non-profit corporation and has a tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.
2. The Board of Directors is the ultimate governing body of CIRC. CIRC does not have any statutory voting members, but rather the members of the Board of Directors act in lieu of statutory voting members. The Board of Directors may create committees to assist in the general governance of CIRC.
3. A standing Parent Committee made up of rowers’ parents and guardians serves to assist the Board of Directors, General Manager, Program Director and coaches, often supporting the rowing program by: coordinating volunteers for regattas, coordinating refreshments, group travel, accommodations, uniform procurement, fund raising, etc.

**Membership**

Members of CIRC are active high school age rowers, select middle school aged rowers, their parents and/or guardians, alumni, coaches and members of the Board of Directors. All applications for membership are subject to acceptance by the Board of Directors.

**Parent Involvement**

1. CIRC is a non-profit organization that relies significantly on volunteer efforts. The involvement and participation of parents and guardians is encouraged, welcomed – and necessary to keep CIRC’s oars in the water. Get involved!
2. The success of CIRC’s program turns largely on its partnership with each rower and his or her family. Families are expected to volunteer approximately 15 hours per season.
3. There are a wide variety of ways to fulfill the volunteer requirement. Every year the Club puts several ambitious fundraising projects on the calendar, All families are expected to participate.
4. Parents are also encouraged to pursue matching donations from their employers, family, and friends. These funds are traditionally earmarked for equipment purchase, and every year CIRC has a long shopping list of boats, oars, and parts. Additionally, the Club pursues leads for grants and corporate donations.
5. Several times during the year, members of CIRC committees will be phoning or e-mailing you for help with specific events. Feel free to contact any Parent Committee member to donate your services. Please help whenever and however you can.
6. Parents will be expected to ensure their rower/s are driven safely to the designated practices and racing events; ride sharing (including sharing fuel costs) is an option parents and their rowers are encouraged to consider. Rowers are not permitted to drive themselves to away regattas. Please coordinate prior to races, as it is ultimately the parent’s responsibility to get their rowers to regattas!
7. Parent Code: CIRC strives to build self-confidence and problem solving skills among the rowers. At times, parents may become overly involved in issues among their children in a manner that is detrimental to the children’s personal growth and occasionally detrimental to team dynamics. While parents always maintain their rights and discretion to speak to CIRC staff or the Board, it is the expectation of CIRC that rowers will attempt to resolve concerns or differences directly with CIRC staff or with other rowers who are personally involved in an issue. It is the further expectation that parents will allow their children reasonable latitude to resolve questions or concerns with CIRC staff or rowers before becoming involved.
8. Parents are subject to the same Member Policies as rowers. A parent’s violation of the rules of the Member Policies may subject the parent or rower to probation, suspension or expulsion as otherwise provided for in this Handbook.

**Financial Responsibility**

Each payment does not cover 30 days specifically of practice. Athletes are financially committed to the full season. If your athlete quits the team mid-season you are still responsible for the remaining payments for that season, and if paying by credit card, your card will continue to be charged.

1. The dues for all varsity and novice rowers may be accessed through CIRC’s website at the Registration tab.
2. We also accept checks, however there is an additional $20.00 fee charged on returned checks. Parents and/or legal guardians shall be responsible for the payment of membership dues and any supplemental assessment that the Club may require, including uniforms and some overnight or special event regattas. Please see below.
3. Dues are to cover: the cost of coaching, membership in the US Rowing Association, most local regatta entry fees, operation and maintenance of launches, truck and trailer maintenance and operation, gas, insurance, boathouse rental and other administrative expenses. Dues do not include costs associated with certain regattas (See Regattas, below).
4. Membership dues payment dates are set forth above and in the attached Payment Schedule. Rowers whose accounts are in arrears may be subject to probation, suspension or expulsion.
5. Fees are intended to include instruction and supervision. CIRC reserves the right to make supplemental assessments for any actual increase in the cost of these components, or any supplemental travel and hospitality costs. The Board of Directors sets dues payments based on annual projections of expenses, the number of rowers and the expected regatta attendance. In the event that circumstances change regarding the underlying projection, the Board of Directors may make a special assessment of dues to satisfy liabilities incurred providing rowing related services and equipment.
6. Uniform purchases are the responsibility of each rower. The Program Director, assisted by the parent committee, will provide directions for vendor and item number information for all required uniform articles. Required uniform articles include a team unisuit and may include tank top and shorts. Optional uniform articles may include socks, wind jackets, sweat shirts, sweat pants, etc.
7. Fundraising requirement-  $300 minimum Annual Fundraiser information-

Each year we do one fundraiser in the fall that allows us to purchase the equipment for the team and one fundraiser in the spring for scholarships. If you are on the team in the fall you will participate in the fall fundraiser. If you are not on the team in the fall and come in for the spring season you will do the spring fundraiser. Each athlete will only participate in one annual fundraiser. The equipment for this sport is extremely expensive and in order for the team to keep current with the best boats, oars etc. and stay competitive with other teams we need to be buying something new each season. In order to reach our goal every athlete is required to bring in $300 in fundraising money. To assist in this process we do a very simple letter writing campaign in the fall and spring. Each athlete brings 15 addresses to practice (see the calendar below for the dates). These are 15 people or business acquaintances who are known to your family who you think would be willing to donate at least $20. These addresses cannot be a business unless the business owner is known to you and you feel a donation is realistic.  We provide a sample letter and photos of your athlete; each athlete will send a letter or email along with a personal note to their 15 people. If you do not wish to join in on the letter writing campaign you can instead make a donation for a minimum of $300 in your athlete's name. If the letters that are sent out do not generate the full $300 you are then required to donate the amount needed to bring your total to $300. Sibling rowing members are only required to bring in 10 addresses each and $200 each.

1. Other opportunities for fundraising by parents and rowers occur throughout the year at regattas, raffles, merchandise sales, etc. These funds are usually used to supplement the fee for rowers for the Southwest Regional Regatta.

**Financial Aid**

1. CIRC makes a limited number of partial financial aid grants available to eligible families. The maximum financial aid grant for an individual is 50% of the annual dues. Financial aid grants will be applied first to the final dues obligations for the rowing year, and any remaining financial aid grant will be applied toward the next latest dues obligation in the rowing year, until the grant is exhausted. If any portion of a financial aid grant is applied toward dues already paid, CIRC will provide a refund for that portion of the grant.
2. The deadline to submit completed applications is September 1. The August & September payment must be received to be eligible to apply.
3. Families of rowers receiving financial aid should be prepared to volunteer a minimum of 30 hours per season to CIRC. There are a wide variety of ways to fulfill the volunteer requirement.
4. The Board of Directors’ financial aid committee reviews all financial aid requests. The financial aid committee will notify applicants of decisions by October 1. Each rower’s family must be willing to contribute toward their rower’s travel expenses in addition to the dues remaining after a financial aid grant is awarded. Accounts must be kept current through the financial aid determination period. No financial aid grant will be awarded to a rower that is not otherwise current in dues payments.
5. For financial aid forms and complete instructions contact any coach or Board of Directors representative, or visit the CIRC website at www.cirowing.org. The form is located on the Registration tab.

**Representation of CIRC**

1. No member may represent CIRC without the specific authorization of the Board of Directors.
2. CIRC respects the privacy of its rowers and families. Accordingly, while the Board of Directors may make available contact lists for rowers and their families, all communications to such members by mail, telephone, e-mail or other means representing CIRC must be limited to official club business and be authorized by the Board of Directors.
3. CIRC encourages rowers, alumni and families to supply content for the CIRC website. However, only content approved by the Board of Directors or a delegate may be posted to the CIRC website. Please provide your suggested content directly to any person on the Board of Directors, to the Parent Committee President, or any coach for submission. All content may be subject to revision prior to posting, and, unless the Board of Directors agrees otherwise in advance of posting, becomes the property of CIRC.
4. The Parent Committee publishes the CIRC rower and family roster annually. This serves as a directory for parent and rower use only. Use of this directory for any other purpose including, but not limited to, reproducing and storing in a retrieval system by any means electronic or mechanical, photocopying or using the addresses or other information contained in this directory for any mailing, is strictly prohibited.

**CIRC Eligibility Policy**

* Novice Rowing: Any rower's first year as part of Ci Rowing Club's regular season.
* Varsity Rowing: Any year thereafter.

**CIRC Rower Expectations:**

1. Middle School aged rowers have a lot of fun learning to row during our summer programs. They may choose to continue this experience during the school year at CIRC's middle school program (2-3 rows per week) which occurs on select weekdays and weekends.
2. 6th 7th, and 8th grade rowers are not eligible to participate or race during the regular CIRC season. .
3. 9th Graders will participate during the regular season as a member of Ci Rowing Club's freshman rowing program, coached by the lead Novice Coach. Some advanced 9th graders may be asked to participate in varsity workouts from time to time.
4. 10th Graders who have completed one year of novice rowing are expected to develop their skills in lower-tier varsity boats, led by the varsity coaches.
5. 11th and 12th Graders who have completed one year of novice rowing are expected to compete at the highest level that their talents allow, led by the varsity coaches.

**OCS Rowing Club Policy**

It is the policy of CIRC to encourage students enrolled at OCS and who desire to row, to participate on the OCS crew team. However, Ci Rowing Club is an open junior program and available to any youth in the Ventura county area. Any OCS student, who desires to row at CIRC, along with his/her parents, must have a conference with the CIRC Head Coach and General Manager prior to trying out for CIRC.

**Member Policies**

By joining CIRC all rowers, parents and other members understand that it is a highly competitive rowing program. Each member is expected to participate fully and vigorously, knowing that anything less than a committed effort will not result in success. Failure to act in accordance with the rules and policies of CIRC may result in probation, suspension or expulsion. Rules and policies are listed below: Use of illegal drugs, controlled substances, alcohol, or tobacco is strictly prohibited within and/or outside of the boathouse, or at any Club event (including all regattas).

1. Due to team liability parents are not allowed on the dock or in the boathouse during practice. Only US Rowing approved members (Board members & Team Manager), Coaches and Athletes will be allowed on the dock, in the boat house or interacting with the athletes during practice.  All in compliance with SafeSport training and US Rowing background check.
2. Rowers who choose to train or compete with another local (Ventura, Los Angeles county) rowing club during any portion of the regular season (August–May) may lose eligibility at CIRC for the season and all future seasons.
3. Hazing is prohibited. Physical, verbal, or sexual abuse will not be tolerated. All members covenant and agree not to discriminate against other members, race officials or competitors on the basis of the fact or perception of a person’s race, color, creed, religion, national origin, ancestry, height, weight (except as dictated by equipment limitations), age, sex, sexual orientation, gender identity, domestic partner status, marital status or disability.
4. All Rowers must be able to swim. A swim test may be administered to incoming novice rowers in the fall.
5. All rowers (boys and girls) must wear snug fitting wicking fabric shirts rowing trou or a unisuit with a least a 4” inseam to every practice and Regatta. (Full length leggings are also acceptable.) If any rower comes to a practice not wearing rowing appropriate clothing, they will not be allowed to row and may even be sent home.
6. All rowers should be aware that the CIRC spring schedule does not have a spring break. Therefore, athletes traveling for personal and/or school trips during spring break will miss scheduled practices. Their seat position in a boat and opportunity to compete in upcoming races may be affected.
7. Practice attendance is mandatory and absences or tardiness may affect boat selection. Missing or tardy rowers make for incomplete boats, which impacts training. Please inform Coaches in advance of any academic-related conflicts with regularly scheduled practices or competitive events. In case of illness, contact your Coach at least one hour before practice. Routine tardiness or absenteeism that affects the team may be subject to probation, suspension or expulsion from the Club.
8. Rowers may not participate in Club practices or activities if dues are delinquent or if emergency forms and or waivers are incomplete.
9. Academic excellence is expected of CIRC rowers. It is the experience of CIRC that athletic discipline results in academic discipline, but it is each rower’s responsibility to maintain a high standard of academic achievement. While CIRC will strive to accommodate scholastic requirements on a rower’s time, CIRC cannot accommodate all requests and reserves all rights to make such decisions based on the best interests of the team as a whole.
10. Profane language is not permitted at the boathouse, on trips, or at competitions. Use of discriminatory epithets will not be tolerated by CIRC, including on any clothing articles worn around the boathouse or music brought to and used in the boathouse.
11. Rowers must obey all Coaches’ directions. All members must treat Coaches with courtesy and respect. Any Coach's instruction to move equipment, heed oncoming traffic on or off the water, or to aid another squad should be obeyed with dispatch.
12. Stealing is not tolerated. Team jackets, sweatshirts and uniforms are identical, so make sure each item of workout clothing is marked with the Rower's name. Racks are set up for backpack and gym bag storage. These are not secure; the Club takes no responsibility for items lost or stolen from the boathouse.
13. Rowers may not drive themselves or other rowers to or from regattas held at venues other than the Channel Islands Harbor boathouse.
14. Parents or guardians driving Rowers other than their own child(ren) to Club events must have:

1.A valid driver's license that has not been suspended or revoked for any reason; Current automobile insurance coverage.

2. Seat belts for each passenger;

3.When parents or guardians are transporting Rowers, please be mindful of car-pooling or ride sharing opportunities, and providing reasonable contribution toward fuel or other transportation expenses

1. Rowers traveling to/from away events may not ride in the back of pick-up trucks or in the rear deck of station wagons.
2. Rowers are expected to participate in all fundraising activities.
3. Rowers are expected to maintain a manner of dress and hygiene that is clean, presentable; and respectful of others and does not impugn the reputation of the club. Coaches will notify rowers of unacceptable dress and hygiene and provide a reasonable opportunity to the rower to correct the problem. Repeat notifications may be grounds for probation, suspension or expulsion.
4. All members must comply with the Boathouse Rules, below.
5. Rowers are not allowed to take boats on the water at anytime without Coach supervision.
6. Rowers are not allowed to operate motorized launches at any time, except when invited to and under the direct supervision of a Coach.
7. Rowers are not allowed in the boathouse except during scheduled practices or events, or unless accompanied by an Adult Leader or Coach.
8. Novice Rowers are not allowed in any boat without a coxswain and a Coach on the water in a launch.
9. Uniforms shall be worn in accordance with the values of the team. Rowers are expected to represent CIRC in approved uniforms. As such, no patches, additional slogans or writing of any kind is permitted on uniform articles.
10. Inappropriate and or intentional mishandling of any CIRC equipment will result in disciplinary action.
11. Individual rowers and parents are discouraged from offering Coaches any gratuity or gifts. There will be opportunities at Christmas and the end of the year celebration for families to contribute to their Coaches gift.
12. Unclaimed lost and found items will be periodically donated to a charity.
13. Unclaimed and unidentified uniform items shall be cleaned and offered for resale.
14. Rowers and parents should be aware that coaches are discouraged from offering rides to rowers.
15. Parents must make suitable arrangements for the prompt pick-up of rowers after practices and events.
16. Because teams work out together on the water, early release from work- out cannot be accommodated without prior arrangement.
17. Each rower and each rower’s parent or guardian assigns the irrevocable and unrestricted right to use and publish photographs of the rower for editorial, trade, advertising or any other reasonable purpose and in any manner or medium; and to copyright the same.

**Bullying and Hazing**

Bullying and hazing rowers is prohibited. CIRC strives to create a positive environment where all young rowers can feel safe from both physical harm and emotional harassment. Depending on the severity of the offense, a Coach may choose to suspend a rower from practice or competition. If negative or unsafe behavior persists, any offending rower may be dismissed from the team.

**Social Networking**

CIRC rowers and coaches who access social networking sites (Facebook, Twitter, etc.) should act responsibly and show respect for the rights and feelings of others. Gossip, insults, and inappropriate pictures or comments about others, especially teammates and coaches, are prohibited. Rowers should exercise appropriate discretion when using social networks for personal communications with the knowledge that behavior on social networks may be available beyond any intended audience and may result in disciplinary action.

**Boathouse Rules**

1. No eating or storing food in the boathouse. This helps eliminate pests and other unwanted creatures.
2. Do not litter. Recycle water bottles.
3. For safety reasons, play is restricted in the boathouse, boat bays or on the docks. This includes running, roughhousing, wrestling, play fighting, skating, skate boarding, bike riding, etc.
4. No talking when moving boats. Pay attention to the instructions given by coxswains in charge of loading and launching.
5. Never attempt to carry any boat alone. Learn procedures for taking boats off the racks before you lend a hand.
6. Do not use supplies owned by CIRC without permission. Return all tools, equipment, towels, sponges, etc. to their proper storage location.
7. First Aid kits are for emergency uses only.
8. Be prepared with personal supplies of Band-Aids and tape for non-emergency use.
9. To be considerate of the rowers’ time with coaches, parent should schedule time for discussions with coaches outside of work out times.

**Training Equipment Use**

All rowers must pass boathouse tests on use and handling of equipment, including tying boats to trailers, assembly and disassembly of boats and carrying boats and oars.

1. Novices may not use weight equipment without a Coach present.
2. Do not let ergometer handle slam into flywheel cage.
3. Re-rack and restack all weights after use.
4. Wipe benches and other equipment clean after each use.
5. Report any broken equipment or equipment in need of maintenance immediately to any Coach.

**Boat Use**

1. Review course traffic patterns and right of way rules before setting out from the dock.
2. Always stay to the right and watch out for other craft.
3. Make sure that all necessary equipment is on the dock prior to launch.
4. Be considerate of people carrying, launching, docking or racking boats.
5. Maintain quiet and pay attention when moving boats. Obey all coxswains’ directions.
6. When moving equipment in the boathouse, radios must be silent.
7. Always walk around a boat. Never step over a boat or duck under its hull.
8. Improper boat handling or use may immediately be subject to a penalty of push-ups or other exercise.

**Coaching**

Each squad, Novice Men, Novice Women, Varsity Men, and Varsity Women, Middle School and Summer Learn to Row, is trained by qualified rowing Coaches. These Coaches oversee conditioning workouts as well as on-water practice. The Coaches are managed by the Team Manager and /or the Board of Directors. Rowers are supervised by Coaches who accompany teams on the water in motorized launches. Rowers are not allowed to take boats on the water at any time without a Coach’s supervision.

**Team/Boating Selection**

1. Team selections will occur once in the fall and once in the spring. Coaches base their team selections on overall performance in the program, taking into consideration athletic ability, strength, rowing technique, ergometer score, attitude, and attendance. The Coaches’ team selection is final. Rowers not selected for the team will be released from the program for the remaining season. Rowers not selected may try out for future seasons.
2. A Coach's decision is final in all boat seating selections and is not subject to parent influence or input. Rowers are placed in boats based on performance, rowing compatibility weight, and/or age group solely at the Coaches’ discretion.
3. No rower is guaranteed a seat or boat assignment for regattas and other competitions, including the Southwest Regional Championship Regatta, but every effort is made to put as many rowers as possible on the water during races or regattas. Participation at all regattas and other competitions is performance based.

**Refund Policy**

1. Notices of cancellation and requests for refunds must be submitted in writing to any member of the Board of Directors or Treasurer. Payments may not be applied for the benefit of another rower in lieu of a refund, unless approved in writing by the Board of Directors.
2. No refunds will be given in the event a rower is on probation, suspended or expelled from the Club.
3. In the event a regatta, trip or other competition is cancelled or the Board of Directors otherwise determines not to participate, no refunds will be offered except by special resolution of the Board of Directors.
4. Rowers are not eligible for refund of fees because of injury, illness, absence or academic probation.

**Probation, Suspension and Expulsion**

Any member who violates any policy, rule or requirement set forth in this Handbook may be put on probation or suspended by his or her coach or the Board of Directors. Any member who violates any policy, rule or requirement set forth in this Handbook is subject to expulsion by the Board of Directors. Probation serves as a warning against repeat violations, which may lead to suspension or expulsion. Suspension shall mean that the rower may not participate in Club activities for up to 30 days. A suspended rower may, within the first 15 days of a suspension, make a written appeal to the Board of Directors, which may affirm or reverse a suspension. Expulsion may occur for any member by action of the Board of Directors after the Board of Directors provides reasonable notice of the proposed expulsion and an opportunity to provide written comments on the proposed expulsion.

**Grievances**

1. Unfortunately, conflicts may arise among rowers, coaches and parents in competitive sports, and rowing is no exception. Good sportsmanship is expected from everyone. The coaches and rowers may be held accountable for their behavior, and CIRC expects the same high standards of behavior from parents. Not all rowers will have equal opportunities at competitive rowing. The nature of competition means that CIRC tries to put the boats on the water for each race while developing the depth of the entire crew. It is a coach’s job to determine boatings for any event. Part of any rower’s maturation process includes putting one’s personal desires aside for the betterment of the team.
2. Parent and rower feedback is important to CIRC and we welcome comments you may have. CIRC will accept and consider, but will not respond, to anonymous comments or stated concerns. Below are stated CIRC general procedures for resolving grievances of rowers or parents.
3. Rowers are encouraged to accept responsibility for their own actions. If a rower has a problem with a coach or teammate, he/she is expected to resolve the problem directly with that person before seeking help from a parent or other adult. Parents are expected to support their rower as well as the CIRC coaching staff in this process.
4. These are the steps to follow in the event the rower cannot resolve the problem directly with the person:
	1. Rowers should direct grievances to their coach;
	2. Request a meeting with team manager

If these steps do not lead to a satisfactory resolution, the rower is encouraged to request a meeting with the Team Manager, who may seek input or resolution from the Board of Directors regarding resolution of any grievance. The decision of the CIRC Board of Directors regarding any grievance shall be final.

**Regattas**

1. CIRC participates in roughly 12 different competitive rowing events during the school year. Many of these events are local, occurring in the Los Angeles County area. The team assembles at the boathouse the day before these events to load boats and equipment, including rowers not expecting to race. Rowers will meet and check-in with coaches, as instructed, at the set time at the regatta location. Maps to racing venues are made available to all parent drivers. Carpooling is highly encouraged.

1. The Southwest Regional Junior Championships in May will require that rowers spend two nights in Rancho Cordova. Changing or unforeseen circumstances may require the Board of Directors to make a special assessment to cover some costs, as described below for “away” regattas. Success at the Southwest Regional Junior Championships may garner an invitation to the Junior Nationals Regatta, which will be handled as an “away” regatta for the invited rowers, subject to the agreement to participate by all of the invited rowers.
2. Specific regattas are selected annually by the Program Director and are subject to change. Additionally, the Program Director and coaching staff may withdraw from any published trip, regatta or other competition if in their judgment the crew or team will not be competitive for that event. Participation at all competitions is performance based. To cover the costs of travel, hospitality and equipment transportation to “away” regattas, the Board of Directors may set a special assessment for rowers participating in these respective regattas, which must be paid prior to the respective regatta and in addition to the general dues. Only in the event that an away regatta is cancelled or a determination is made not to participate, the Board of Directors will determine an appropriate refund of unincurred or reimbursable costs (not all costs may be refunded).
3. Chaperones accompany rowers on all out-of-area trips. Rowers will sleep three and four to a room at hotels chosen by the Club. Meals will be arranged in advance for traveling Club members; a stipend to cover these meals and any other travel expenses may be billed to members by the Club.
4. CIRC polos are required attire for all travel including airline or bus travel.
5. It is important to note that Varsity and Novice crews will not always attend the same regatta and that selections/decisions are made at the coach’s discretion.
6. Rowers remain at the racing venue until the last event. When boats are reloaded on the trailer, coaches will dismiss rowers. Depending on the hour, coaches may ask that rowers return to the CIRC boathouse to unload, wash, and restore equipment.
7. Rowing events can run until mid-afternoon. CIRC provides food and water for rowers and families at regattas with the help of donations from families.
8. Alcohol may not be consumed by any rower or adult at any regatta venue.
9. Some regatta essentials can include sunscreen, water, binoculars, reading material, folding chairs and a family picnic. Other items may include (\* denotes use at out-of-area regattas):

**Rowers**

* + - Racing tank and shorts or unisuit
		- Socks
		- Cover-up
		- Extra change of dry clothing
		- Towel
		- Water (1 liter per race)
		- Sunscreen
		- Lip screen
		- Special foods for dietary restrictions
		- Sunglasses/hat
		- Sleeping bag \*
		- Toiletries \*
		- Medications \*
		- Pajamas \*
		- Spending money\*

**Parents**

* Binoculars
* Camera
* Reading material
* Windbreaker
* Sunscreen
* Water
* Sunglasses/hat
* Chair

**While traveling, rowers are obliged to:**

1. Obey all chaperones and all coaches.
2. Observe curfews set by coaches, hosts or hotel facilities.
3. Show respect for regatta officials and opponents.
4. Be courteous to host families and hotel staff.
5. Keep noise to a minimum – except to cheer on teammates.
6. Maintain a tidy hotel room, remove trash from rental cars, and refrain from littering at race venues, etc.
7. Take responsibility for all damage to hotel rooms (may be billed to parents).

*This handbook is not all-inclusive and can/ will be updated on an as needed basis.*

**Payment Schedule and Required Forms on Following Pages.**

**Please detach and submit the completed forms to any coach**.

**CHANNEL ISLANDS ROWING CLUB ROWER PAYMENT SCHEDULE**

1. The Emergency Contacts and Medical Release form, and the “Basic” (minimal charge) membership with USRowing is also required before any rower is allowed on the water.
2. Please see the CIRC website for payment amounts and details.
	1. Dues may be paid in full by the first payment deadline (August 10) at a discounted rate.
	2. Or in two increments: fall, due August 10; and spring, due January 31.
3. A Late Fee of $20 will be assessed for payments made after the due date and rowers will be held off the water until payment is made.
4. To obtain an application for Financial Aid, visit CIRC’s website at Ci Rowing.org.
	1. Please remember that September 1 is the due date for Financial Aid consideration
	2. All dues must be current to qualify for Financial Aid

**Payment Options-**

**Venmo**

put in **CI-Rowing-1**

The notification you receive will say you payed Keith Coburn

https://venmo.com/code?user\_id=244307729789747297

**Other Payment Options-** Check- made payable to Ci Rowing A $20 charge will be assessed for all returned checks. Checks can be dropped off at the Boathouse. Please include the rower’s name on the check and indicate “Dues”.

**PayPal Instructions-**

* Log in to your PayPal account
* Click the send button
* Email address- info@cirowing.org
* \*\*For free service you must Change the box that says paying for an item or service to **"Sending to a friend"**
* Enter the amount and athletes name in the note section then click continue
* Pick your bank or payment method Click next
* \*Review- make sure there is a 0 fee being charged and that **"Sending to a friend”**is still checked!
* Click send payment

.

Ci Rowing Club

A California Non-Profit Corporation

Channel Island Harbor

Oxnard, CA

Rules and Policies Agreement Form

.

By signing below, as a member of the CI Rowing Club (“CIRC”), I have read, understand, and accept the rules, policies, and procedures of CIRC set forth in the CIRC Rower and Parent Handbook and Agreement, incorporated herein by reference, and take responsibility for all scheduled fees and any expenses incurred by CIRC to collect such fees. To the extent there is a conflict between this Handbook and any other document this Handbook and Agreement governs.

Rowers Name (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Rowers Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_

Parent/Guardian Name (print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_

Parent/Guardian Name (print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_

Ci Rowing Club

Emergency Contacts & Medical Release Form

Last Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Medical Information

Medical Conditions:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and dosage of current medications:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Hospital:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inherent Danger: Rowing is an intensely physical sport on open water. Injuries may occur, and include, but are not

limited to disability or death.

Consent to Medical Treatment: The undersigned parent/guardian authorizes the CIRowing Club or any of its representatives who have an original or copy of this document to consent, on behalf of the rower, to any x-ray, anesthetic, medical or surgical diagnosis or treatment and hospital care that is deemed advisable by, and is to be rendered under the general or specific supervision of any physician or surgeon licensed under the provisions of the Medical Practice Act of the laws of the state or country in which the medical care is being sought; or to the x-ray examination, anesthetic, dental or surgical diagnosis or treatment to be rendered to the Rower by and dentist licensed under the Dental Practice Act of the laws of the state or country in which the dental care is being sought.

The Parent/Guardian understands that this authorization is given in advance of any x-ray examination, anesthetic, medical or surgical diagnosis or treatment or hospital care being required and is given to provide authority and power on the part of PRC to give specific consent to any such examination or treatment which, in the exercise of best judgment, is deemed advisable. Neither CIRC, nor any organization involved assumes any financial responsibility for exercising this action. This authorization is given voluntarily with full knowledge of its significance. I have read and understand all of its terms.

Parent/Guardian Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Secondary Contact:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Secondary Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian E-Mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Secondary E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Contacts Name, Phone and E-mail: