



HHI Crew – Handbook

A Palmetto Rowing Club 501(c)3 Nonprofit program

Mission Statement: To provide the opportunity through rowing for Beaufort County students to develop their physical talents and competitive spirit while learning teamwork and having fun!

Updated January 2020

Table of Contents

Welcome to HHI Crew	Page 3
Meet the Coaches and Board	
Financial Information	Page 4
Dues and Fees	
Financial Agreement	
Scholarships	
Fundraisers	
Fundraising Policy	
Sponsorships	
Practice Information	Page 6
Practice Schedule	
Practice Attire	
Practice Nutrition	
Attendance Policy	
Questionable Weather	
Boathouse Rules	Page 7
Regatta Information	Page 8
Regatta Fees	
Waivers	
Uniforms	
Team Sportsmanship	
Race Day Nutrition	
Regatta and Travel Policy	
Chaperone Policy	
Information for Parents	Page 10
General Membership Requirements	
Volunteer Responsibility	
Safety	
Grievance Policy	
Media Policy	
HHI Crew Team Code of Conduct	Page 12

Welcome to HHI Crew!

Welcome to the Hilton Head Island Crew, a scholastic rowing team for students in Beaufort County. This handbook contains information to help new athletes and their families understand this exciting sport and the policies and procedures that govern the day-to-day activities of the rowing program.

HHI Crew is a 501(c)(3) nonprofit organization located on Hilton Head Island and operated under the umbrella of the Palmetto Rowing Club. HHI Crew introduces high school age students to the sport of rowing. The program is managed and run at the direction of the Board of Directors of Hilton Head Island Crew. Board members are typically parents of athletes, coaches, and a Palmetto Rowing Club (PRC) representative.

Board Members

HHI Crew information e-mail:		rowhhi@gmail.com	
Joy Gentile	President	joygentile@outlook.com	678-878-7459
Dave Erdman	Vice President	davidaerdman@gmail.com	843-363-9114
Rhonda Rose	Treasurer	rhondarose93@gmail.com	843-304-3518
Bob Pavelka	Board Member	iliv4seasons@aol.com	631-988-3213

Coaches

Dave Erdman, Head Coach - Dave is one of the community members that resuscitated the HHI Crew Club. He began coaching in 2007. He rowed for his high school and for Cornell University as well as the New Haven Rowing Club and currently rows with the Palmetto Rowing Club. He has a Level II Coaching Certification from the US Rowing Association. Dave is married to Christine and lives in Sea Pines Plantation.

Charles (Chuck) Yocum, Co-Head Coach – Chuck Yocum has lived on Hilton Head Island for the last 14 years. Chuck rowed at Holy Spirit High School in Absecon NJ where he won 2 SRAA National Championships – Varsity Straight 4 and the Varsity 8.

At Boston University Chuck stroked the Freshman, JV and Varsity heavyweight 8's. Accomplishments included a Silver medal at The Head of The Charles Regatta and rowing in the Varsity 8 Grand Finals at Eastern Sprints.

Chuck helped coach the HHIHS Crew in 2006/2007 and has wanted to return to coaching the sport he loves ever since. Chuck wants to focus his energies on continuing to build on the successes HHIC has enjoyed to-date and to develop the sport of rowing in the Lowcountry. His philosophy is “an island surrounded by great rowing water should have at least one top notch rowing program.”

Susannah Winters, Assistant Coach – Susannah was a National Kayaking Team Champion along with having 10 years of management experience working for Lululemon. Being a National Team athlete along with her health and fitness experience will bring a whole new level of depth to our HHI Crew rowing program.

Financial Information

Dues and Fees

Season Fees cover coaching costs, equipment repairs, insurance, maintenance, uniforms and other miscellaneous expenses. All season dues and uniform fees are due by the first day of practice for returning rowers or after two weeks for novice rowers. Be aware there are no refunds or prorated amounts for sicknesses, suspensions, injuries or family emergencies. Make your checks or money orders payable to HHI Crew. The Treasurer will accept payments at Registration meetings or on the first day of practice. We accept cash, check or credit card. If you are unable to pay by the due date, you must submit a scholarship form in lieu of payment. Late scholarship forms may not be accepted.

Fall Season Fees: \$500 for 12 weeks, 5 days a week of practice with 3 Regattas.

Spring Season Fees: \$500 for 12 - 14 weeks, 5 days a week of practice and 4 to 5 Regattas.

Regatta Fees: \$100 to \$115 per race depending on Hotels and Transportation needs.

Regatta/racing fees are determined at the beginning of the season based on the estimated cost of the trips. The fee covers transportation to and from the race site, hotel room (four athletes per room), dinner Friday night, snacks and lunch on Saturday, costs for hauling the shells and registration fees for the team. The fee does not cover lunch on Friday or dinner on Saturday evening on the way home.

Uniforms: Approximately \$80 - \$85 for unisuits (new rowers only unless there is a uniform change)

Uniforms will be ordered by a member of the HHI Crew Board. Our supplier is Sew Sporty and we must allow 3 weeks for shipment. Athletes are expected to be in matching uniforms for races/regattas. A boat can be disqualified if all athletes are not wearing the same uniforms.

Financial Agreement

Novice athletes season dues are due before the third full week of practice begins. Returning Athletes will not be allowed to participate in practice if their season dues are not paid by the end of the first week of practice or a payment plan is not set-up. If you need help with dues you may apply for a full or partial scholarship and any family can request the payment plan option. The scholarship application is due before practice can begin. Regatta fees are due one week before regatta or your athlete will not be eligible to compete.

Leaving the team, regardless of reason, does not entitle you to a refund. Novice rowers are entitled to a full refund for the first two weeks of practice. After two weeks, novice rowers will be subject to the same rules as returning rowers.

Scholarships

It is the goal of HHI Crew to allow every student interested in participating in the sport of rowing the opportunity to do so. HHI Crew's parent organization, the Palmetto Rowing Club, affords HHI Crew the luxury of offering a certain number of scholarships each season. If you feel you qualify for a scholarship, please contact one of the Coaches or the Treasurer for an application.

Fundraisers

Fundraisers help us keep dues low and purchase needed equipment. All rowers and families are expected to participate in fundraisers. Further information will be provided to the team at the beginning of each season and parent assistance with the set-up and advertising of HHI Crew Fund Raisers is strongly requested.

Fundraising Policy

Crew is an expensive sport with expensive equipment. In order to keep dues low we only use dues for our day to day operating expenses. In order to improve, expand or upgrade our equipment to be competitive, we rely on fundraisers. Every HHI Crew athlete and their families is expected to fully participate in our two seasonal fundraisers. Please mark the dates on your calendar and plan accordingly.

Sponsorships

Rowers and their families are encouraged to solicit corporate and personal sponsorships which will also help fund new equipment such as boats, oars and ergs. We have several sponsorship levels for companies and individuals.

- **Shell Sponsor \$1,200/year**
Become a Shell Sponsor for one of our team shells. Your company name will be displayed on a vinyl banner on the boat house, and on the trailer, website and team t-shirts.
- **Seat Sponsor \$750/year**
Seat Sponsors will help fund ground support needs at regattas including tents, transportation, food service and equipment for our team base operations. As a Seat Sponsor you will receive recognition on our website, regatta tents and team t-shirts.
- **Oarsman \$500/year**
Become an Oarsman Sponsor and receive recognition on our website and team t-shirts.
- **Spectator \$100/year**
Support the Team by donating the Race Fees for one Rower to attend one Regatta this season!

The above amounts are meant as guidelines for solicitation. We would welcome any amount the company or person would be willing to give. A letter for tax purposes will be supplied upon request.

Practice Information

Practice Schedule

Practices will be held from 4:30pm to 7:30pm Monday, Tuesday, Thursday and Friday and from 8:30am to 11:30am on Saturday mornings. On the weeks of a scheduled regatta, there will be no Saturday practice and practices will be made up on the Wednesday before the race.

Practice Attire

All athletes need to wear appropriate athletic attire. Shorts need to be spandex training shorts. Good running shoes are required at every practice for land based workouts. Athletes should bring an extra, dry set of clothes and a lightweight wind jacket in case of rain. Optional equipment is a hat, sunglasses, sunscreen, bug spray or water shoes. In case of cooler weather, dress in layers.

Practice Nutrition

Practices consist of rigorous physical conditioning, modified for an athlete's fitness level, in addition to rowing workouts on the water. Athletes need a high protein snack between school and practice. We do not recommend sugary snacks or fast foods. In addition, every athlete must bring a water bottle or other hydration methods and must stay hydrated throughout practice. This is particularly important on hot and humid days.

Attendance Policy

Varsity Attendance Policy

- Earlier than the 4:30 PM designated time for practice is "on time" and on time is "late".
- As soon as you know that you will be late you must text your coaches.
- Unexpected and unexcused absences affect the whole boat you are a part of. You are required to notify the coach as soon as you know and a minimum of 24 hours prior to being absent so the necessary arrangement can be made to replace you. If you become sick during the day or the teacher keeps you after school you must text the coach as soon as you know.
- Varsity rowers absences must be 10% or less of scheduled practices in any given season to remain eligible to race. That would be 5 days out of a typical 11 week, 55 day season. The average rower missed 3.6 days in the Spring 2016 Season and only 8 rowers had absences exceeding 10%. Exceptions will be made for major injuries or illnesses but you must regain your physical strength and stamina before being eligible to race.
- If you absence rate approaches 10% you will be reminded. Once exceeding 10% you are not eligible to race until your overall absence rate is below 10% for the week preceding the race.
- You must row the entire week prior to the race to be eligible to race on that weekend.

Novice Attendance Policy

- Overall your absences must be 18% or less, which is 10 days out of an 11 week, 55 day season. This is only for the purpose of accommodating a trip or vacation pre-planned prior to joining the team and which cannot be rescheduled without monetary penalty.
- You must row the entire week prior to the race to be eligible to race on that weekend.

Questionable Weather

Rowing is an outdoor sport and therefore affected by the weather. We do not row in high winds, lightning or heavy downpours. Practices will run during light rain showers in order to prepare athletes for similar conditions at regattas. Usually practices will be run on land and indoors during inclement weather. Coaches will communicate the "Remind App" if there are any changes in to practice due to weather.

Boathouse Rules

- ❖ All rowers are expected to act in a courteous, respectful and responsible manner with good sportsmanship and team spirit.
- ❖ No tobacco, alcohol or drug use (except under a Doctor's care) will be tolerated.
- ❖ Early is on time, on time is late (if practice starts at 4:30pm then we should be ready at 4:30 pm, and not using the bathroom, changing into practice attire, using our cell phones or doing anything else that does not pertain to practice)
- ❖ "Hands on" means - there will be **no talking** when handling, transporting, rowing or docking our very expensive shells. The Coaches and Coxswains commands must be heard and complied with **at all times**.
- ❖ There will be no horseplay or running in or around the Boat Shed or parking lot, especially when there are shells in slings.
- ❖ No cell phones during practice, parents are welcome to call the coaches in emergency situations. Cell phones are a distraction during practice time.
- ❖ Spandex or Compression shorts along with proper running shoes and 1 or 2 large bottles of water are required EVERY practice.
- ❖ We jog to and from the dock, the bathroom, and any other place that we go. The exception being when we are handling our shells.
- ❖ No inappropriate, offensive, vulgar foul language or derogatory actions and/or comments will be tolerated.

Regatta Information

Regatta Fees

Regatta fees include race fees, transportation to and from the Regatta, Friday night hotel, Friday night dinner and all food at the Regatta as part of the food tent. Currently, race dues are set at \$100.00.

Waivers

Online Waiver Instructions for US Rowing:

1. Go to <https://rosters.usrowing.org>
2. Enter the club code: 3DTXJ -click Submit
3. Search by Last name and Birth date, Click Next
4. Choose your name from list (if multiple choose # 1) and click Next or Click Not Listed Above
5. Enter/Update your information including choosing a password. Passwords must be 8 characters minimum. Enter at least one Emergency Contact and click Submit.
6. **IMPORTANT:** Waiver must be submitted *by the athlete or their legal guardian*. (Coaches are not permitted to submit a waiver on a rower's behalf)

NOARA (Florida) Online Waivers:

1. The Coaches and Board Members will assist with the rowers signing up for the NOARA (Florida) Online Waiver.

Uniforms

All rowers must have the team approved uniform.

Team Sportsmanship

Rowing is truly a team sport. Every student athlete who wants to row will be given the chance to do so. Encourage and respect ALL teammates. Your goal and the team's goal are the same: to work together as the HHI Crew from Hilton Head Island, South Carolina. Intolerance and ridicule of teammates, competitors, coaches or race officials is always unacceptable conduct. Support your teammates at regattas. Participate in carrying oars, shoes, etc., to and from the dock. Cheer teammates on as they race by. Offer congratulations to your teammates when they do well; give them your support when their boats do not do so well. We are a unified, cohesive team. We practice, travel, compete and win for each other and HHI Crew.

Race Day Health and Nutrition

Be awake and active at least two hours before your race time. Eat a nutritious breakfast such as bagels, muffins, fruit and juice. Avoid greasy foods, caffeine and dairy products. Drink plenty of water all day long. If you feel thirsty, you are already dehydrated!

Regatta and Travel Policy

Rower Conduct

- Team members are responsible for appearing on time for carpool or bus transportation and will have all required documents and payments.
- Luggage must be available for inspection by coaches or chaperones
- Any change to transportation status must be cleared through the Trip Organizer or Coaches.
- If rowers are being transported by private carpool they will treat the driver and the car with respect and obey all requests from the driver.
- Rowers will make coaches or designated parent volunteers aware of any medical issues as soon as possible.
- At each Regatta, there will be a minimum of 2 designated chaperones at night; one for females and one for male rowers.
- Rowers are prohibited from leaving the race site, hotel, restaurant or other team designated spaces without the explicit consent of a Coach or Chaperone. Permission from your own parents or other adult participants is not sufficient.
- Rowers will be in their rooms for bed check at the curfew designated by the coaches at the evening team meeting.
 - Once bed checks have occurred, rowers will refrain from the use of personal electronics, music, loud conversations or any other behavior that would disturb their roommates.
 - Rowers may not leave their room for any reason other than safety or in the event of an emergency. If rowers need to leave their rooms for any reason other than an emergency, they must first notify the appropriate Chaperone.
 - Rowers may not change room assignments
- Only rowers assigned to a room may be in that room. All socializing, boat meetings and other interactions will take place in public areas. Exceptions must be approved by the coach or chaperone. Team members are expected to be courteous, respectful and follow all team instructions.
- There will be no fighting or roughhousing. Any disagreements between team members should be brought to the attention of the coaches, chaperones or parent volunteers
- Rowers are prohibited from using drugs, alcohol, tobacco or performance enhancing drugs. The use of any of these substances at any time is not only illegal but can compromise your performance, athletic potential and the safety of the team.

Volunteers, Trip Organizers and coaches are not responsible for the behavior of the athletes. We expect all Rowers to comply with the policies above. Failure to comply with the above expectations can result in immediate removal from the team activities or suspension from future regattas. Parents may be notified of inappropriate behavior and, if necessary, requested to pick Rower up from Regatta.

Chaperone Conduct

No alcoholic beverages or controlled substances are to be consumed at any time. We also ask that parents/chaperones/siblings not disturb athletes once in their rooms for curfew. If it is necessary to contact an athlete after curfew, please contact a coach or administrator first. Remember there are three other athletes in a room that will be disturbed if you contact your child.

Information for Parents

General Membership Policies

A member in good standing shall be defined as: An athlete, who has completed the swim test, has all required forms on file and whose dues are current. Only members in good standing may participate in practices and regattas.

The following completed forms are required before the start of the season:

- Registration Form
- Rowing Release and Waiver of Liability
- HHI Crew Medical Emergency Authorization to Treat
- Athlete Medical History Questionnaire
- Swim Test Policy and Procedure
- Pre-Participation Medical History and Physical Exam
- Season Fees and Uniform Deposit

Volunteer Responsibility

The Hilton Head Island Crew is entirely dependent on parent volunteers. We have many areas and committees **that require volunteers**. Please contact the appropriate Board Member if you are interested in volunteering, or have special skills, in a particular area.

Standing committees and their Chairman:

Registration – Joy Gentile

Communications – Joy Gentile

Equipment/Repair/Maintenance - Dave Erdman, Bob Pavelka

Finance – Rhonda Rose

Marketing -

Events -

Regattas –

Grievance Policy

- Step 1 - Parents and/or rower discuss their concern with the coaches first.
- Step 2 - Coach can bring it to the board if needed. Alternatively, if the parent is not satisfied with the result they can bring it to the board.
- Step 3 - Board listens and decides what the appropriate course of action is needed.

Safety

General safety policies

- Rowers are required to stay in groups of two or more at all times, including practice, team events and Regattas.
- Valuables should be locked in a car, or in the team strong box, since they will be unattended during water training.
- Injuries should be reported to coaches immediately. If necessary, coaches will contact parents using the medical emergency information provided.
- Rowers will cease ALL conversation once "Hands On" has been called so they can understand and follow the directions.

Water Safety

- Weather conditions are observed by coaches and we will not row in risky conditions.
- Coaches will monitor land based workouts, especially on Squire Pope Road.
- Boats rarely capsize but our coaches have launches which can accommodate 9 athletes. Our shells also float.
- Every rower must pass a swim test before practicing with the team.
- At the beginning of the season, all rowers will be given the proper safety instructions in the event of a boat capsizing.

Communications

The email address for the club is rowhhi@gmail.com. Individual board member emails and/or phone numbers are at the front of this handbook.

Coaches will text athletes and parents regarding schedule changes or cancellations due to inclement weather or other issues.

Media Release

I hereby give permission for Hilton Head Island Crew to use images of my son or daughter for promotional purposes. This permission includes but is not limited to: hnicrew.org, marketing materials or newspaper articles.

If you choose not to allow these images to be used, you must email the Board President at rowhhi@gmail.com. This notification must be made in writing and not in person.

HHI Crew - Code of Conduct for Participation

HHI Crew expects a high standard of behavior from the student athletes. Therefore the students and parents are expected to act in a professional manner. The following standards of behavior are expected from anyone associated with the Club while at practice, at regattas, during Club travel, or any Club function, to ensure its success.

- All persons are expected to act in a courteous, respectful and responsible manner, with good sportsmanship and team spirit. As a team sport all participants will be expected to support each other's efforts. No foul language or derogatory actions/comments will be tolerated.
- Directions given by coaches and parent volunteers will be followed. The coach will make the final determination regarding the setting of boats and regatta participation.
- Students will be on time and attend their assigned practices. The team administrator must be notified 24 hours in advance if an absence is necessary. Unexcused absences may affect an athlete's seat or boat assignment.
- Sign-in and checkout procedures will be followed. Students are not to leave practice until dismissed. Students will have reliable and timely pickup plans in order to not inconvenience coaches or supervisors.
- Club equipment will only be used with direct supervision and approval by the coaching staff.
- Students will wash and clean boats, oars and equipment, and replace all equipment in the proper place after each rowing session.
- Students will advise the coaches or parent supervisors immediately if equipment is damaged or has any loose parts (accidents do happen and need to be addressed as soon as possible).
- Irresponsible behavior is unacceptable while in the boats or on land. Students will be aware that they are using very expensive boats and equipment and will handle all equipment, and themselves, with great care. It is important, especially in the boat, that the coach and coxswain can be heard at all times. No unnecessary conversations!
- Students will assist in the preparation and breakdown before and after a regatta. Students will not leave a regatta until it is over, or when excused by the team administrator. Regattas are team events and require support and participation of all members for the entire event.
- Insofar as crew demands personal physical exertion and team cooperation, athletes and teammates will be expected to give their best efforts and attitudes at all times.
- Rowers are prohibited from using drugs, alcohol, tobacco or performance enhancing drugs. The use of any of these substances at any time is not only illegal but can compromise your performance, athletic potential and the safety of the team.

The following are examples of inappropriate behavior that will also elicit consequences. Being indicted for a felony, convicted with driving under the influence, being in the possession of or under the influence of illegal substances, unlawful possession of a weapon, unlawfully discharging a weapon, vandalism, using Internet sites (such as Snapchat, Instagram or Facebook) to harass, bully or threaten other students or club personnel, or to post pornographic, vulgar or obscene pictures or statements.

In addition to the crew **Code of Conduct**, parents and rowers agree to comply with the following team policies:

1. **Attendance Policy**
2. **Boathouse Rules**
3. **Regatta and Travel Policy**
4. **Financial Agreement**
5. **Fundraising Policy**
6. **Grievance Procedure**
7. **Media Release**

These policies are explained in full in the handbook.

Code of Conduct for Participation Enforcement

The HHI Crew Board of Directors will review and determine suitable consequences for behavior if necessary.

By signing this form, you acknowledge that you have received and read the Hilton Head Island Crew Handbook and the policies contained herein. Both rowers and parents should review this handbook. Updates will be made available, if necessary, at the beginning of each season.

A copy of this form will be kept in each rower's file.

Athlete's Signature: _____

Parent/Guardian's Signature: _____

Date: _____