

W.T. Woodson Crew

2020-2021 Handbook

W.T. Woodson Crew Boosters Association, Inc.

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Section 1: Background

In the United States, high school and college rowing are often referred to as *crew*. Crew, in short, is the sport of rowing a racing boat, or shell, as fast as it will go. Race distances vary depending on the level of competition and season. In the fall, Head Races are competed over courses ranging from 2.5 to 4 miles long. In the spring and summer, Sprint Races are competed over courses ranging from 1000-2000 meters in length. W.T. Woodson (WTW) Crew competes solely at the standard high school Sprint Race distance of 1500 meters.

Crew includes two basic types of rowing – sculling and sweep rowing. Both sculling and sweep rowing are seen during our competition season; however, at WTW we traditionally compete only in sweep rowing events, where each shell is powered by four or eight sweep rowers and commanded by a coxswain (pronounced "cox-n"). See Appendix C for a glossary of terms.

Crew, as a sport, has several unique characteristics. While teamwork plays an important role in all team sports, it is absolutely critical in rowing. A boat's success is dependent on all rowers putting forth 100% effort in perfect coordination. Physically, crew requires a near-perfect blend of power, coordination, and endurance – power in the delivery of each independent stroke; coordination in the balance of the boat and timing of the delivery of the strokes; and endurance in the ability to sustain that output for the duration of the race. The physical coordination of the legs, back, upper torso, and arms for each stroke, with sustained stroke ratings of 32-36 strokes per minute and sprints of up to 40-44 strokes per minute, over a race lasting 4-6 minutes, is unlike any other athletic endeavor. Crew is also as much a mental endeavor as a physical one, requiring total concentration at all times. Crew imparts a sense of focus, concentration, and time management that will carry over to better student-athlete performance in most aspects of life and school, including academics.

The sport of crew has a rich history and tradition. On August 3, 1852, the first Harvard-Yale Race was held on Lake Winnepesaukee, N.H., inaugurating the oldest U.S. intercollegiate athletic competition. On August 25, 1900, rowing was established as an Olympic sport at the Paris games, with the United States capturing gold in the Men's Eight competition. The WTW Crew Program was established in September 1986 and has been one of Northern Virginia's most stable and successful programs for nearly three decades. WTW Crew members have gone on to compete at the collegiate level at the U.S. Naval Academy, Rutgers, Georgetown, Bucknell, Syracuse, Virginia, Clemson, Notre Dame, Yale, Brown, Princeton, Harvard, North Carolina, Canisius, Delaware, Drexel and many other outstanding colleges and universities. See Appendix H for a listing of WTW Crew's Champions and Award History.

Section 2: Program Overview and Governance

Program Philosophy:

The WTW Crew Program is a club sport affiliated with WTW High School in Fairfax, Virginia. The core philosophy of the WTW Crew Program is teaching student-athletes how to achieve excellence through discipline, hard work, and perseverance. This is done by providing a structured, safe, and comfortable environment for them to interact and learn about the sport. Opportunities are provided for students with a wide range of athletic abilities to become highly trained, competitive, and successful student-athletes. Team members build strength and endurance, develop time-management and self-discipline skills, and gain the confidence that comes with being a student-athlete.

Program Goals:

Rowing is a sport of discipline and teamwork where each student-athlete learns to synchronize their movements in perfect harmony with one another on the water. WTW Crew follows a student-athlete centered and coach driven structure. The WTW Crew coaching staff maintains a competitive environment, one where the rowers want to win races, but realize this goal intrinsically.

Specific program goals include:

- To field as many athletes in competition as feasible
- To have the maximum number of athletes reach finals and medal in the Virginia Scholastic Rowing Championships (VSRC)
- To enter competitive lineups at the annual Stotesbury Cup Regatta in Philadelphia, PA.*
- To qualify the maximum number of athletes to race in the Scholastic Rowing Association of America (SRAA) National Championships*

* **NOTE:** There are currently no Novice, 2nd Four, or 3rd Eight categories at the Stotesbury Cup Regatta or SRAA National Championships. Race entries are made at the discretion of the WTW Crew Head Coach.

W.T. Woodson Crew Boosters Association, Inc.:

The W.T. Woodson Crew Boosters Association is an incorporated, not-for-profit 501(c)(3) that was established to support the WTW Crew Program. The Association is governed through formal by-laws, which may be found on the WTW Crew website at <http://www.wtwcrew.org/>. The Association is managed by a Board of Directors made up of five Officers (the Executive Committee) and six Committee Chairpersons. Appendix A contains board member names, positions, and contact information. Members of the Board of Directors are elected by voting members of the Association at the Annual Association Meeting held in late spring. Voting members of the Association include parents/guardians of WTW Crew student-athletes. Non-voting members include, but are not limited to, the WTW coaching staff, Principal, and Director of Student Activities (DSA). Board of Directors responsibilities include, but are not

limited to, hiring coaches, fundraising, financial management, logistical support, the purchase and maintenance of program equipment, and, of course, staffing the WTW Crew cheering section at regattas. The Board is NOT a supervisory body responsible for the day to day management of the coaching staff, training program, or student-athlete boat assignments. The Board of Directors hosts a monthly board meeting where all members are welcome and encouraged to attend. See the WTW Crew Website and weekly emails for details.

W.T. Woodson Crew Coaches:

WTW Crew Coaches are hired on an annual basis using fee-for-service agreements that engage the coaches as independent contractors and not as employees. The number of coaching positions is determined by the number of student-athletes to maximize attention and safety. The Head Coach is hired by a majority vote of the Board of Directors with an established quorum, under the advice and consent of the WTW Director of Student Activities (DSA). Assistant Coaches are hired by the Association President based upon recommendations from the Head Coach and under the advice and consent of the WTW DSA. All coaches agree to and sign the WTW Coaches Code of Conduct as described in Appendix D. The Head Coach provides guidance and direction to the overall rowing program and reports to the Association President on the status of the rowing program, coaching staff, equipment, and facilities. The Head Coach has final authority over the assignment of coaches and the placement of student-athletes in boats. Current coach names and biographies are available on the WTW Crew website.

W.T. Woodson High School:

The WTW Crew Program operates within a structure approved by the WTW DSA on behalf of the participating student-athletes. WTW Crew members are WTW students, wear WTW uniforms, pull and win for WTW, and seek to qualify for WTW varsity letters. The Principal and DSA are non-voting members of the Association. In addition, the DSA maintains communications and coordination with competitor schools by serving as a member of the Virginia Scholastic Rowing Association (VASRA) Crew Council, monitors the academic and medical eligibility of student-athletes, and facilitates program conflict resolution when required. The WTW DSA, Association President, and Head Coach work closely together to ensure that the program is managed in accordance with WTW Crew Boosters Association, WTW High School, Fairfax County Public Schools (FCPS), Virginia High School League (VHSL), and VASRA policies and procedures.

Fairfax County Public School (FCPS) Club Sports:

Crew is a club sport within FCPS and, as such, is not supported by any FCPS funds. **The schools provide none of the expenses for coaches, equipment, operations, or transportation.** Our crew program is sponsored and supported by the WTW Crew Boosters Association, Inc., which raises funds through individual assessments and a variety of fundraising events. The financial and volunteer work contributions of both the student-athletes and their families are the cornerstones of our program's success. See the FCPS website for additional details: <http://www.fcps.edu/supt/activities/athletics/index.shtml>

Virginia High School League (VHSL):

The VHSL is an organization of public high schools in the Commonwealth of Virginia which join with the expressed written approval of their local school boards. All FCPS are members of the VHSL. Following a VHSL vote at the close of the 2013 season, public high school rowing in Virginia is no longer recognized by the VHSL as an official high school sport. Per VASRA rules, FCPS policy for all sports and WTW DSA guidance, the WTW Crew Program will continue to follow VHSL eligibility guidelines. See the VHSL website for details: <http://www.vhsl.org/eligibility>

Virginia Scholastic Rowing Association (VASRA):

The VASRA governs Virginia high school rowing, providing the policies and rules under which we operate. The WTW Crew Boosters Association, Inc. is a member of VASRA. VASRA provides the organization, resources, and oversight for scholastic competitive rowing regattas on our home course of Sandy Run Regional Park on the Occoquan River, VA, and at other venues throughout the National Capital region. VASRA is an association of Boosters from 39 High Schools and is organized for the express purpose of fostering interscholastic rowing competition between the high school rowing teams in Virginia. VASRA functions as an athletic conference since rowing is considered a club sport in many of the participating high schools and, therefore, is not officially administered by those schools. As such, all VASRA activities directly sponsor and support scholastic competitive rowing and provide the venue to: (1) stage competitive rowing events; (2) ensure regatta structure, safety, fairness, and consistency; (3) ensure overall program oversight; and (4) facilitate communication among member crew booster support organizations. See the VASRA website for additional details: <http://www.vasra.org/>.

Local Organizing Committee (LOC):

LOC positions are part of the regular Regatta Staff. Unlike the weekly volunteers who work a half day shift for one regatta, LOC members work the same job for the entire day for every regatta. LOC Staff are the experts at the job position and are expected to train the weekly volunteers on how to perform their duties. LOC positions on the Occoquan include referee, various duties on the finish line, and dockmaster duties. See the VASRA website link for further details: <https://www.vasra.org/club-info/loc-positions>

Section 3: Membership

On-Line Registration:

Due to the current Coronavirus pandemic, we have adjusted our registration dues schedule to be more flexible in case our season does not progress as planned. It is important that our registration plan protects the finances of the team so that there are adequate resources available to cover our day-to-day and annual expenses, no matter how the season progresses.

WTW Crew Program will utilize Ronin Racing's web-based service for team registration. On the Ronin Racing website, the term "rower" is used for both rowers and coxswains during the registration process. If you have more than one student-athlete competing for WTW this season, please note that you will only be able to register one rower at a time. After registering your first rower, you will be given the opportunity to link back to the homepage to register your second rower. In addition to registering and paying through Ronin Racing's website, you must also complete the new W.T. Woodson Athletic & Activity registration at this website: <https://wtwoodson-ar.rschooldtoday.com/>. **You must complete both of these online registration processes and submit all required forms prior to participation in any winter conditioning session or if not participating in winter conditioning, before on-the-water rowing practice. No exceptions will be allowed.**

Additional detailed information can be found below and on the WTW Crew website at <http://www.wtwcrew.org>

Dues and Fees:

The WTW Crew Program dues structure is designed to:

- Be understandable and equitable
- Cover day-to-day and annual costs
- Maintain dues at the lowest possible level while meeting our program goals as listed in page 4 of the handbook (<http://www.wtwcrew.org/home/new-to-crew/handbook>).
- Include fees if minimum volunteer commitments for each student-athlete and their parents/guardians are not met (see Section 4 of the Handbook).

For the 2020-2021 season, new student-athletes are charged a non-refundable registration fee and basic dues to join the club. Second student-athlete discounts are available. In addition, rowers are responsible for purchasing uniforms and optional crew spirit wear. At this point, we do not know if the Crew Boosters will be allowed to offer optional chartered bus transportation to and from practice. If allowed, those costs will be in addition to registration fees.

If out of state travel is allowed during the 2020-2021 season, additional costs would include away regatta travel(chartered bus, hotel, food, etc). In May of each season, qualifying student-athletes may travel to the Stotesbury Cup Regatta in Philadelphia, PA and the SRAA National Championship Regatta held at various locations in the Eastern U.S. Qualifying student-athletes will be assessed an additional fee for each regatta as this expense is not included in the initial basic dues. The assessed fee will vary depending on the regatta location.

2020-2021 Season Dues (same rate as 2019-2020 dues)

- New Rower - \$775
- Returning Rower - \$925

Additional Fees (approximate, based on historical and projected costs)

- Stotesbury Regatta ~\$350
- SRAA Nationals ~\$425 if boat qualifies
- Uniforms ~\$125
- If allowed this season, Chartered Practice Bus ~\$530 (may opt out)

Uniforms and Crew Gear:

The specific WTW Crew uniform that must be purchased consists of a WTW Crew unisuit and a long sleeve racing shirt. A separate team t-shirt will be included as part of the basic dues. Additional optional crew gear clothing is available for purchase for student-athletes to begin building their crew gear wardrobe. Uniforms and crew gear will be discussed in detail at the various parent information nights during the season. You may also contact the Uniform / Crew Gear Chairperson directly (see Appendix A).

Transportation:

We will confirm later in the Spring whether we will be able to offer this service for a fee.

During the Spring Racing Season, the WTW Crew Booster Association offers weekday chartered bus transportation from/to WTW High School **for a fee as noted above**. Families utilizing the chartered bus to and from on-the-water practice are required to share in the daily bus chaperone duties. Some parents/guardians and student-athletes arrange their own transportation and/or carpools. If parents/guardians wish to make alternative arrangements, you may **opt out** of the weekday chartered bus and, therefore, will have that fee waived. Away regatta fees include chartered bus transportation for student-athletes unless noted otherwise in the "Regattas" section of the handbook.

Payment Types:

Annual dues may be paid by credit card only. Payment by credit card is managed through the Ronin Racing website. Payment for the 2020-2021 season will be made in 3 payments. This will allow the Association to make changes to the payment schedule if warranted due to the current health pandemic. Fees will not be charged earlier than the initially published schedule. All credit card fees will be paid by the Association.

Travel regatta fees, service requirement penalties, and bus transportation fees will also be paid by credit card. Payment for uniforms and crew gear will be made directly to the respective vendors. Families with extenuating financial circumstances should contact the Association President to arrange a delayed payment schedule. In addition, limited scholarship funds may be available. All requests will be held in strictest confidence.

Discounts and Payment Deadlines:

Dues for the current season must be paid in full by **March 15, 2021**. **A discount of \$50 total will be taken off a family registration that has more than one participating student-athlete.** When paying installments by credit card, an immediate initial \$150 Registration Fee (non-refundable) is assessed during Ronin registration, after which the subsequent payments will be automatically charged on February 15th and March 15th. Based on the current health crisis situation, we may push these dates later, but they won't be required to be paid earlier than these dates. The schedule will be as follows:

2020-2021 Season	1st Payment- Registration Fee	2nd Dues Payment- February 15th, 2021	3rd Dues Payment- March 15th, 2021
New Rowers	\$150	\$312.50	\$312.50
Returning Rowers	\$150	\$387.50	\$387.50

Refund Policy- 2020-2021 Season:

Due to the uncertainty of this year's season, we have tried to structure our dues in a way that would be fair to the student-athletes if the season doesn't follow a normal schedule, but also allow the Association to have adequate resources available to cover our day-to-day and annual expenses. For this year:

1st Dues Payment- This payment is considered a Registration Fee and is non-refundable

2nd Dues Payment- If on February 15th, 2021, all the health metrics and FCPS policies say that the Spring Sports season will start as planned, Ronin will automatically charge the credit card on file for the amount listed above. This 2nd payment will be non-refundable once paid.

3rd Dues Payment- If on March 15th, 2021, all the health metrics and FCPS policies say that the Spring Sports season will start as planned on April 12th, Ronin will automatically charge the credit card on file for the amount listed above. However, if necessary, the Association will delay this third and final payment up until two weeks prior to our first day of on-the-water practice. If the on-the-water season is cancelled in its entirety due to the global health pandemic, this 3rd payment will be cancelled and Ronin will not charge the credit card on file.

If a student-athlete decides to withdraw from the W.T. Woodson Crew Team, that request should be made in writing to the Membership Chairperson. Withdrawal requests made on behalf of **returning student-athletes** should be made by April 1st 2021 and **new student-athletes** by April 26th, 2021. Withdrawal requests will be reviewed on a case by case basis by no less than two members of the board to determine the percentage of dues to be refunded. **The initial registration fee, credit card processing fees and the cost of the US Rowing Membership will not be refunded. Withdrawals on behalf of returning student-athletes made during the first two weeks of on-the-water practice will be assessed a \$300 penalty.** No refunds of

dues will be granted after the second week of on-the-water practice unless the student-athlete is cut (see Section 6 of the Handbook).

COVID-19 reduced our ability to meet and recruit new student athletes to the WT Woodson Crew. Many parents may still hesitate to consider sports while COVID-19 spikes during the holidays. These events may increase the potential for late interest in the team. Walk-ons are welcome, but will have to pay the dues required up until the time they join the team.

Forms and Training:

It is highly recommended that you keep copies of all forms for your records.

*Forms requirements are subject to change.

VHSL Physical Form: Actually titled the “*Athletic Participation/Parental Consent/Physical Examination Form*,” this form is required to be completed and signed by the student-athlete, parent/guardian, and a physician (MD, DO, PA or Nurse Practitioner) **once per school year** for each student-athlete, beginning any time after May 1st of the current year through June 30th of the succeeding year and prior to participation in Fall Crew Experience Days “Green Days”, Winter Conditioning, or the Spring Racing Season. For parents/guardians whose student-athlete participated in another fall and/or winter sport, you will NOT have to complete this form again to participate in Crew. This is a VHSL four page form made up of five parts covering: (i) Athletic Participation; (ii) Medical History; (iii) Physical Examination; (iv) Acknowledgement of Risk and Insurance Statement; and (v) Emergency Permission Form. Parts (ii) and (iii) are taken with you to the medical examination for your doctor’s approval and signature.

NOTE: All four completed and signed pages of the VHSL Physical Form are delivered directly to the WTW Athletic Trainer by email. Please email your completed Physical Form to Christopher Hogge at chogge@fcps.edu.

FCPS Concussion Education: The Concussion Education program is now accessed through the new Woodson Athletic and Activity Registration page: <https://wtwoodson-ar.rschoolday.com/>. One parent/guardian from each family and all student-athletes must complete the mandatory FCPS online concussion education training **once per school year** any time after May 1st of the current year. This registration is required before any student can participate in any school sports activities, including Crew Winter Conditioning, Green Days or On-the-water Training.

US Rowing Membership and Waiver: All team members and coaches must have a current US Rowing Membership and signed US Rowing Waiver before getting on the water. US Rowing Memberships are valid for 365 days from the date of purchase. New rowers wishing to participate in Fall Crew Experience Days, aka Green Days, are required to purchase their membership. After participation in Green Days, they will be reimbursed the amount of the membership via a check issued by WTW Crew Boosters. New Members: Please go to US Rowing <https://membership.usrowing.org> On the main portal page, JOIN as an INDIVIDUAL. When asked what team or club you belong to type in WTW. That will cause a blue bar with the words WTW CREW BOOSTERS to appear. Click on the blue bar. Then a pop up window will open asking for Club Code Verification. Enter **DURXS** (all uppercase letters). You’ll continue to input information over the next couple of pages. At step 4 – Compliance, if the rower is under

18, an adult needs to read and agree to the Waiver. This will take you to the Checkout at Step 5. WTW Crew Boosters renew all memberships for returning rowers regardless of when their membership expires. The cost of the membership is included in the cost of the rower's dues. The US Rowing Waiver expires every December 31st regardless of when the membership was purchased. After WTW Crew Boosters purchases/renews memberships in January, rowers and parents/guardians will receive notification to 'sign' the waiver. NOTE: Waiver must be read and acknowledged online by an adult if student-athlete is less than 18 years of age.

Field Trips Driver's License and Vehicle Insurance Information: FCPS requires information on the driver and the drivers liability insurance for all personal and leased vehicles used to transport students. Both parents/guardians must complete the form as well as every student with a valid driver's license. Partially completed forms with specific information pertaining to WTW Crew are located on the WTW Crew Registration webpage. After completing these forms, print and sign them. Then Submit them with other registration paperwork to the WTW Crew Membership Chairperson.

Water Safety:

VASRA Swim Test: Successful completion of the VASRA swim test is required before taking part in any rowing related water activity, competition, or practice. This examination needs to be passed only once in a student-athlete's high school rowing career. The purpose of having every rower and coxswain take a swim test is to assess the proficiency of each athlete in his/her ability to react to a stressful or emergency situation, if, in fact, they are required to exit the racing shell while on the water. In an emergency situation, student-athletes will need to be able to keep calm and afloat and get back to the boat if they find themselves on the wrong side of the hull. The WTW swim test will be conducted in accordance with both VASRA rules and USRowing guidelines that simulate realistic conditions. The swim test consists of two phases: (1) a 100 yard swim using any stroke or combination of strokes; and (2) treading water for two minutes followed by donning a personal flotation device (pfd) while still in the water. The treading water portion of the test will be conducted in cold weather athletic gear (e.g. a long sleeve t-shirt and sweatpants or leggings). There is no time limit for completing the 100 yard swim and a break of up to 5 minutes may be taken between the swim and treading water. The test administrator will be an adult officially designated by the Board of Directors, but not any of the student-athletes' own parents/guardians. A certified lifeguard shall also be present, and a coach should be present to better assess which swimmers are the least skilled and comfortable.

USRowing Safety Video: All student-athletes are required to watch the USRowing safety video once during their high school rowing career. The coaching staff will show the video to freshman and novice rowers at the boathouse prior to participating in on-the-water activities.

Insurance:

Medical Insurance: FCPS requires medical insurance prior to participation in out-of-season and in-season athletic conditioning, practices, and contests. Existing personal health insurance for your student-athlete is sufficient to meet this requirement. Indicate your existing coverage on the VHSL Physical and Student Emergency Care Forms. Parents/guardians without family medical insurance coverage may choose to purchase school accident insurance to comply with

this requirement. FCPS recommends that all parents/guardians consider using this coverage with the dental insurance option as a secondary insurance for their student-athlete. For additional information, see the FCPS website at:

http://www.fcps.edu/supt/activities/atp/acc_insurance.shtml

Catastrophic Medical Insurance: VASRA has coordinated Catastrophic Medical (CATMED) Insurance coverage for athletes, coaches, officials, and volunteers “while participating in VASRA sanctioned and approved events, including practices and covered travel” and for visiting team participants while at a VASRA regatta. VASRA member teams are assessed a per rower fee to pay for this coverage.

Liability Insurance: USRowing provides liability insurance to all those involved in conducting its sanctioned regattas. Such insurance facilitates the conduct of regattas with the large number of volunteer workers, without whom the events would not otherwise be possible.

Student-Athlete Eligibility:

Eligibility to participate in interscholastic athletics is a privilege earned by meeting not only the below-listed minimum standards, but also all other standards set by the Virginia High School League, the school district and the school. If you have a question regarding your student-athlete’s eligibility or are in doubt about the effect an activity might have on their eligibility, check with the Director of Student Activities (DSA) for interpretations and exceptions provided under VHSL rules. Meeting the intent and spirit of League standards will prevent your student-athlete, the team, WTW, and the community from being penalized. See *Appendix E* for more information.

FCPS Student Participation Policy and Standards of Conduct:

Participation in Student Activities, including WTW Crew, is a privilege, not a right. School administrators may declare a student ineligible to participate in student activities in total or in part for inappropriate conduct regardless of whether that conduct occurs during the school day, evenings, weekends, or holidays. Inappropriate conduct includes, but is not limited to, conduct in violation of the following: rules and agreements established between students and their coaches, sponsors, or teachers; a school’s local student behavior guidelines; VHSL rules; or the current version of FCPS Regulation 2601, Student Rights and Responsibilities (SRR).

The WTW Crew Head Coach will distribute activity rules and policies at the beginning of each Spring Racing Season and may supplement those rules and policies thereafter, as appropriate. The Head Coach will discuss and clarify his/her expectations regarding school-wide participation policies and WTW Crew’s rules and commitments. WTW Crew student-athletes are required to comply and may forfeit participation privileges if they violate those policies, rules, and/or commitments. Specific guidance includes but is not limited to:

- Students must be present in school and in good standing the entire day in order to be eligible to participate in any after-school Student Activities scheduled on that day. Exceptions may be made with the prior approval of the principal or her/his designee.
- Students suspended from school (in-school or out-of-school suspension) will not be permitted to participate in Student Activities while suspended.

- Students assigned detention by teachers and/or administrators must report the detention to the WTW Crew Head Coach. The Head Coach will determine any additional action to be taken according to the activity rules given to students.
- Students will not engage in hazing, harassment or sexual harassment. Where such misconduct results in bodily injury to a student, offender(s) are subject to criminal prosecution and disciplinary consequences outlined in the SRR, in accordance with Virginia law. School officials may recommend suspension and/or expulsion in any case of hazing, harassment or sexual harassment, and students who violate this rule will lose participation privileges for the remainder of the school year.

Any inappropriate conduct of an individual WTW Crew Member or group of team members will be dealt with in the following manner:

- First offense: Individual(s) shall be counseled by that team member's Assistant Coach and issued a warning about future misconduct. After that team member has been counseled, the Assistant Coach will advise the Head Coach of the circumstances and action taken. Conduct that affects the health and safety of the team member will be reported to their parents/guardians. The Coach may assign boathouse clean-up duties and/or physical exercise (such as additional erg time or running hills) as counseling reinforcement.
- Second offense: The Head Coach shall notify the DSA of all facts relevant to the misconduct. The Head Coach shall notify the individual's parents/guardians of the misconduct and impose a suspension from practice and/or competition for one week following the misconduct.
- Third offense: The Head Coach shall notify the DSA who shall, in turn, notify the individual's parents/guardians that the rower will be removed from the WTW Crew roster for the remainder of the season. The dues refund policy delineated in Section 3 of this Handbook will be adhered to for crew members dropped due to their misconduct.
- **Depending on the severity of the misconduct, the Head Coach or the DSA may impose additional punishments to include suspension or removal from the team for the first or subsequent events.** Any incidents that require more than minor punishment will be immediately brought to the attention of the DSA. The DSA at their discretion may notify a WTW Assistant Principal or the WTW Principal of any disciplinary problems.

The WTW Crew Booster Board of Directors will not be involved in any disciplinary action of any team member, but will be notified in the event that someone has been removed from the team for bookkeeping purposes and when the DSA deems appropriate.

Section 4: Fundraising and Volunteer Commitments

Fundraising:

For the 2020-2021 Crew Season, the global pandemic has made it very difficult for us to fundraise as in previous years. Many of our normal fundraisers have been cancelled, but we hope to restart our normal fundraising activities in the 2021-2022 season.

WTW Crew Program fundraising is led by the Fundraising Chairperson, a member of the Association Board of Directors, and various Fundraising Committees. Because of our club sport status, program goals, equipment needs, and our commitment to maintain annual dues at the lowest possible level, fundraising activities take on a critical role in the health and success of the WTW Crew Program. Fundraising requires the **commitment, dedication and active participation** of student-athletes and their parents/guardians. Representative new equipment prices follow: eight oared shells are \$38,000; four oared shells are \$26,000; a set of oars costs \$4,000; outboard motors are \$2,700; launch/safety boats are \$2,500; and ergometers (ergs) are \$1000. These high costs necessitate that the Association sponsor a number of major fundraising activities each year. The WTW Crew Program also periodically receives donations from the WTW Athletic Boosters. Planned activities include, but are not limited to, Tag Days, Craft Show, Rummage Sale, Boathouse Work Days, Crew Alumni Campaign, Corporate Sponsorship Campaign, Scrip Gift Cards, Amazon Smile, and Restaurant Fundraisers. Additional information may be found on the WTW Crew website at <http://www.wtwcrew.org/>.

Tag Days: Tag Days are traditionally the largest fund raising activity for the WTW Crew Program and are spread out over several weekends with door-to-door solicitations by student-athletes. Tag Days are highly dependent on favorable weather, good economic conditions, and our traditionally friendly WTW neighborhoods.

Craft Show: Traditionally our second largest fundraiser, the WTW Crew Boosters Association sponsors the annual WTW Craft Show in November. This event requires multiple volunteers for overall event, logistics, vendor, publicity, bake sale, and concessions coordination. Proceeds include food concessions and baked good sales during the event. Donations of baked goods will be solicited. Food concessions are coordinated with the WTW Athletic Boosters Club, and our club receives half of the proceeds. Student-Athletes and parents/guardians will also be needed to assist in set-up Friday night and to work and tear down on Saturday.

Crew Alumni Campaign: We have established and are continually expanding a comprehensive contact list of WTW Crew Alumni and their parents from 1986 to present. There is a Facebook Group: Woodson Crew-Alumni that is used to keep in touch and to regularly solicit donations.

Corporate Sponsorship Campaign: Our goal is to solicit new corporate sponsorship from local businesses. Sponsors' names will be displayed on our website, team banner, and our Tag Day flyer. The W.T. Woodson Student Activities Office has placed specific restrictions on how businesses may be approached to request support. If you have connections to a local business that has the potential to be a new WTW Crew sponsor, you must first contact the

WTW Crew Fundraising Chair to receive guidance prior to making any contact. If your effort directly leads to a successful new sponsorship, your family will receive some portion of the amount as credit towards this season's fundraising requirements.

Amazon Smile: Amazon Smile donates 0.5% of the price of eligible AmazonSmile purchase to the charitable organization of your choice. Support WTW Crew by shopping at www.smile.amazon.com and designate W.T. Woodson Crew Boosters Incorporated as your designated charity. We encourage all WTW Crew families to take advantage of this free and easy way to raise much needed program funds!

Restaurant Fundraisers: Periodically throughout the school year, we will coordinate sponsorship of WTW Crew at a local restaurant. A portion of proceeds raised by the restaurant are then donated back to WTW Crew. Feed your family and support WTW Crew!

Volunteering:

VASRA Regatta Volunteers: Local regatta volunteer positions are mandated and managed by VASRA. Parent/Guardian volunteers are crucial to the success of each regatta because they staff a variety of positions required to run the regatta. Without parents/guardians, the regattas simply would not happen. Volunteer sign-up for regattas will be available via Sign-Up-Genius following the mandatory spring On-the-Water Season Meeting. **Each family is required to complete at least two regatta volunteer jobs.** Members of the WTW Crew Boosters Association Board of Directors and our VASRA Occoquan Local Operating Committee (OLOC) representatives are exempt from this requirement. Immediately contact the WTW Regatta Volunteer Coordinator regarding any last-minute changes to volunteer assignments. **Crew Booster Clubs are assessed a \$50 fine by VASRA for each volunteer position not filled on the day of the regatta. This includes volunteers who fail to sign in, whether they work their shift or not. This \$50 fine will be passed on to the family of the volunteer who failed to fulfill their assignment.**

Volunteer Commitments:

WTW Crew is a volunteer run organization. Student-Athletes and their families are expected to contribute their time and talents through service in various capacities throughout the season. Volunteer commitment opportunities include, but are not limited to, fundraising events, VASRA regatta volunteers, travel regatta support, maintaining and repairing equipment at boathouse workdays, and serving as members of the WTW Crew Boosters Association Board of Directors or in various committee leadership positions. See Appendix B for a complete listing of opportunities and associated commitment credits.

Volunteer Commitments Chart (modified for 2020-2021 season)

	Family	Rower/ Coxswain
1 st Returning Rower/ Coxswain	4 total volunteer commitments. 2 must be VASRA tasks	2 total volunteer commitments.
Each Additional Family Returning Rower/Coxswain	No additional tasks	2 total volunteer commitments.
Freshman/ Novice Rower/ Coxswain	4 total volunteer commitments. 2 must be VASRA tasks.	4 total volunteer commitments.
<i>(Likely cancelled for 2020-2021 season)</i> Practice Bus Chaperone (Bus to and from the River)	Participating families are required to provide a chaperone (1 per day). Total number of chaperone duties will depend on number of day's shuttle offered divided by number of riders. These are additional family commitments. Families may elect to opt out of the practice shuttle bus if they have reliable alternative practice transportation.	

Student-Athletes and their parents/guardians are responsible for ensuring all volunteer commitments are met and accounted for properly. Student-Athletes will not be allowed to participate in end-of-season travel regattas until volunteer commitments are fulfilled and service penalties are paid without specific consideration issued by the Board of Directors.

The WTW Crew Program depends on volunteers to be successful. If a parent/guardian or student-athlete does not meet their commitments, **WTW Crew Program will assess a \$75.00 fee for each missed volunteer commitment.**

Section 5: Season Overview

Fall Crew Experience Days “Green Days”:

In accordance with VHSL Rule 27-8-1 (“Out of Season Practice Rule”), per FCPS guidelines and with the approval of the WTW DSA, the WTW Crew Program is authorized up to 34 Crew Experience Days or “Green Days.” These “on-the-water” sessions focus on rowing familiarization, drills, and technique, and will typically be scheduled in the fall. A program cannot use more than six Green Days in a 14 day period. Participation and registration requirements are detailed in Section 3 of this Handbook and on the WTW Crew website. All workouts are voluntary and open to any bona fide WTW High School student. Attendance is taken for liability purposes, but attendance will not affect the selection of spring lineups. There are no associated fees with these fall sessions. Student-Athletes in season with another WTW sport should not

participate without approval of both coaches and the WTW DSA. Practice transportation to and from the Occoquan is the responsibility of parents/guardians.

Winter Conditioning:

Winter conditioning practices are normally held each day after school typically in November and continue through mid-February. The purpose of winter conditioning is to build fitness, technical skills, and foster team spirit. Practices consist of ergometer training, weight lifting, running and circuit training. Participation and registration requirements are detailed in Section 3 of this Handbook. All conditioning practices are voluntary and open to any bona fide WTW High School student. Attendance is taken for liability purposes, but attendance will not affect the selection of spring lineups. History shows that the student-athletes who participate in conditioning practices or other winter sports are best prepared for the competitive season. Our program strongly encourages our student-athletes to stay active outside of the spring racing season. There are no associated fees with the winter conditioning practices. Student-Athletes in season with another WTW sport should not participate in these out-of-season workouts without approval of both coaches and the DSA. See the WTW Crew website for additional information.

Spring Racing Season:

The Spring Racing or “on-the-water” season officially begins mid-February and runs through the end of May. Participation, registration, and transportation requirements are detailed in Section 3 of this Handbook. Practice during the spring season is held every day after school and on Saturdays. All practices are held at the WTW Boat House at Sandy Run Regional Park. The practice sessions are primarily held on the water in racing shells but may be supplemented on land with ergometers, running, and circuit training. Coaches and/or team captains supervise the student-athletes when on land; however, only coaches supervise student-athletes on the water. Practice attendance throughout the spring racing season is mandatory. **When a student-athlete misses practice their lineup cannot practice on the water.** For example, an eight person boat cannot practice with seven rowers. Absences can often be accommodated when a coach is given sufficient advance notice; however, attendance does play a role in the selection of lineups. If a student-athlete misses practices without providing advanced notice they may be removed from the racing lineup.

Vacation Policy: Vacations by student-athletes during a sport season are discouraged. Families wishing to do so may wish to reassess their commitments. Spring racing season practice continues through school holidays, teacher workdays and during spring break. All student-athletes are expected to be present. **Practices will be held during Spring Break.** Practice transportation to and from the Occoquan during spring break is the responsibility of parents/guardians. Spring break is a very important time for crew teams because it allows the team the opportunity to spend a significant amount of time on the water. The improved fitness and additional rowing technique development achievable during spring break are critical to the overall performance of the crews during the end of season championships. There are regattas

on both Saturdays during spring break. In the event an absence due to a family vacation is unavoidable, a student-athlete must:

- Contact the Head Coach and their respective coach prior to the vacation in writing
- Be willing to assume the consequences related to their team status regarding boat assignment, regatta participation and lettering

Academics: Academic needs and requirements of our student-athletes are the highest priority for the WTW Crew Program. If a student needs to make up work or get help after school, he or she must arrange to do that in a timely fashion. The student-athlete must also inform their coach that they will miss practice or will arrive late to practice that day. Student-Athletes and their parents/guardians must make transportation arrangements on those days that they stay after school for additional assistance. Student-Athletes will not be penalized for attendance at mandatory school functions.

Regatta Uniforms and Practice Attire: The uniform for regattas is the WTW Crew Unisuit. In addition, student-athletes will normally wear the long sleeve racing shirt during regattas when the weather is colder. Standard practice attire consists of running shoes, socks, workout clothes, and a water bottle. The weather in February and March can be very cold and layered clothing is highly recommended. Depending on student-athlete preference, practice attire may include: compression shorts and/or rowing shorts; polypropylene or spandex pants and shirts; long underwear; wool or fleece hats; wool socks; and a polar fleece jacket or crew “weather shirt.” Many student-athletes utilize a hat and/or sunglasses for sunny days. Shorts for on-the-water practice should be relatively short or form fitting to avoid catching in the slide (i.e. no basketball shorts). Many student-athletes also bring flip-flops or water shoes for getting to and from the dock from the boathouse.

Regattas:

Regattas are held every weekend beginning in late March and continuing through May. Each student-athlete will be provided with an opportunity to compete for a seat in a lineup; however, **the team does not guarantee that each student-athlete will race in the competitive spring season.** As the season progresses, the coaching staff ultimately establishes lineups to send as many competitive boats as feasible to race in the Virginia State Rowing Championships (VSRC) and the Stotesbury Cup Regatta. Depending on the performance of individual crews and successful entry through qualifying events, selected student-athletes may race in the Scholastic Rowing Association of America National Championships. All race entries will be made at the discretion of the WTW Crew Head Coach.

Local Regattas: Local Regattas are sponsored by the VASRA, an association comprised of public and private member schools from Alexandria, Arlington, Fairfax, and Prince William counties in Virginia. Because of the number of crew programs competing in Northern Virginia, multiple locations are used for regattas. Generally WTW rows locally at Sandy Run Regional

Park at the Occoquan River, VA. Local regattas are held on Saturdays and usually start at 8:00 a.m. (crew members, especially coxswains, may need to be there earlier) and last until 3:00 or 4:00 p.m. The WTW Crew Booster Board Vice President for Communications will send an email, usually no later than the evening before each regatta, informing families of approximate race times of each WTW Crew event; however, families are encouraged to stay for as much of the day as possible. At Sandy Run, the parking lots, boathouse, and the permanent finish line spectator stands are not in close proximity. Wear good walking shoes for the approximately one mile dirt path. An on-site shuttle is also available for a modest fee. Many spectators bring lawn chairs, seat cushions, blankets, and coolers. Concession stands are also available at both the boathouse and spectator stands. No dogs are permitted at regattas. The WTW Crew Board welcomes all crew parents/guardians, family members and friends to cheer for the team in the WTW cheering section. Please remember that sportsmanlike conduct is expected by all representatives of WTW, whether a team member, fellow student, coach, or parent/guardian. Additional information can be found on the VASRA website: <http://www.vasra.org/>.

Away Regattas: In May of each season, the team travels to the Statesbury Cup Regatta in Philadelphia, PA and the Scholastic Rowing Association of America (SRAA) National Championship Regatta held at various locations in the Eastern U.S. Prior to these regattas, there will be an Away Travel parent meeting. Costs for these trips are not included in the basic dues for each student-athlete, but are only assessed for those rowers who qualify and travel. The fees are reasonable and considered well worth the experience of competing against teams throughout the United States and Canada. Scheduled events and boat composition vary depending on the requirements for each regatta. Additional away regattas may be included in the season. The WTW Crew Boosters Board Vice President for Team Liaison and Activities coordinates team arrangements.

Local Invitational Regattas and Training Opportunities: Each year the WTW Crew team may be invited to participate in local invitational regattas, meets or training opportunities. In the past these have included the Charlie Butt Regatta at The Thompson Boathouse in Georgetown, a Tri-meet at the Anacostia Community Boathouse, the St. Andrew's Regatta in Middletown, Delaware; and / or a training day at the U.S. Naval Academy in Annapolis, Maryland. Travel to the Potomac and Anacostia Rivers is the responsibility of the student-athlete's family. Travel fees and itineraries will be established each year based on planned activities.

Statesbury Cup: This Regatta is the largest high school rowing regatta in the world with over 5,000 participants and 10,000 spectators. The host organization is the Schuylkill Navy of Philadelphia. As this regatta is a great cultural experience for student-athletes and their parents/guardians, the coaching staff will send as many competitive lineups as feasible within the regatta guidelines. Additional information may be found at the Statesbury Cup Regatta website: <http://statesburycupregatta.com>

Scholastic Nationals: This USRowing regatta is sponsored by the SRAA and is held at multiple locations in the Eastern U.S. Prior events have been held in Princeton and Camden, NJ, Orlando, FL, Knoxville, TN, Saratoga Springs, NY, and Zanesville, OH. Boats must qualify for entrance into this regatta by placing high enough at the VSRC. Additional information may be found at the SRAA website: <http://www.sraa.net/>

Section 6: Boat Progression and Selection

A regatta consists of multiple races or events. Events consist of different sizes, classes, and configurations of shells. The sweep rowing events during most VASRA regattas include:

- Eights – Men’s and Women’s First, Second, Third, Junior, Lightweight, Freshmen, and Novice
- Fours – Men’s and Women’s First, Second, Junior, Lightweight, and Novice

Progression represents both the relative skill and speed hierarchy of boats and the order in which they must be entered in regattas. For example, the First Eight for any team is a faster boat than the Second Eight, and the Second Eight is faster than the Third Eight. No team may enter a Second Eight without entering a First Eight, nor may any team enter a Third Eight without entering both a First Eight and Second Eight. The same progression is true for numbered fours. The two special categories, Junior and Lightweight, and the Freshman and Novice categories are not included in the numbered progression, nor may they substitute for a numbered boat in the progression regardless of relative team skill or speed. For example, a team may not enter a progression of First Eight, Junior Eight, and Third Eight. In this situation, a team’s Junior Eight or Third Eight would have to move to the Second Eight category.

First Eight: This category is the first boat in the eights progression. This is the fastest crew for men and women and the most elite event at all rowing regattas. At some travel regattas, this category is referred to as the Senior Eight as high school seniors are eligible to row in this category and often represent the majority of rowers in this boat. Training at the First Eight level is very rigorous. Rowers are eligible to row in this shell if their strength, rowing skills, and motivation qualify them.

Second Eight: This is the second boat entered in the eights progression. Seniors are eligible to row in this category and in all numbered eights in the progression.

Third Eight: This is the third boat entered in the eights progression. Sophomores, juniors, or seniors who were not selected for the first, second, junior or lightweight eights comprise this crew. The Stotesbury Cup Regatta and SRAA Nationals do not have Third Eight or lower progression categories of racing.

Junior Eight: This category is not part of the numbered eights progression. Sophomores and juniors typically comprise this crew. No seniors may row or be a coxswain in this category. At some travel regattas, this category is referred to as the Junior Varsity or JV Eight. A team may enter and race in the Junior Eight category without having entered a boat in the First Eight category. However, this would preclude a team from racing in the Second Eight and lower

numbered categories at that regatta. Training in the Junior Eight is very rigorous and usually on the same level as the First Eight.

Lightweight Eight: This category is not part of the numbered eights progression. The lightweight racing category is extremely competitive and well respected in High School rowing. This is a weight class event allowing lighter student-athletes to race at a very competitive level. Women may not weigh more than 130 lbs and men may not weigh more than 150 lbs on race day to compete. Seniors are eligible to row in this category. Training in the Lightweight Eight is very rigorous and usually on the same level as the First Eight. The FCPS Rowing Weight Control Program (RWCP) Crew Council Medical Advisory Committee guidelines strictly govern eligibility to better ensure the health of rowers desiring to compete in this category. Potential lightweight rowers are evaluated by WTW's Athletic Trainer (AT) who either approves or rejects their bid to race as a lightweight. Once approved by WTW's AT our coaches carefully monitor the weight of our athletes to ensure healthy gains or losses in weight. Each week during the race season, VASRA also records and monitors each athlete's weight. WTW Crew only evaluates athletes who are "naturally" lightweight. The team defines "naturally" lightweight as an athlete weighing no more than seven pounds over the male and female lightweight limits at the time of testing by WTW's AT (typically in January three months before the race season begins). Male rowers weighing at or under 157 pounds and female rowers weighing at or less than 137 pounds will be encouraged to meet with WTW's AT for an evaluation. Once evaluated, each individual athlete will have the choice as to whether they are willing to row lightweight. Under no circumstance will a WTW Crew coach force an athlete to cut weight or row as a lightweight. Coaches are committed to monitoring the health of all of our athletes and encouraging healthy life choices.

Freshman Eight: This category is not part of the numbered eights progression. Freshmen team members who have best mastered their rowing skills and have the athletic capabilities to train at a very high level comprise this crew. Their training is a scaled down version of the training by the First Eight. The Freshman Eight competes in the Stotesbury Cup Regatta but must qualify for the SRAA National Championships by placing high enough at the Virginia Scholastic Rowing Championship I.

Novice Eight: This category is not part of the numbered eights progression. Novice rowers who may be freshmen, sophomores, juniors or seniors comprise this crew. Novice athletes are students who have never competed in a regatta before the current season. Novice boats are comprised solely of novice athletes. Former coxswains who row for the first time are considered novice rowers. However, a former rower who then becomes a coxswain is not considered to be a novice coxswain. The Stotesbury Cup Regatta and SRAA Nationals do not have a Novice Eight category.

First, Second, Junior, Lightweight and Novice Fours: WTW Crew also competes in four oared events at local and travel regattas. At travel regattas, First Fours are often called Senior Fours, and Junior Fours are often referred to as Junior Varsity or JV Fours. Training and

progression is the same as the respective eights. The Stotesbury Cup Regatta and SRAA Nationals do not have Novice, Second, or lower progression four categories.

Boat Selection Process: The selection of student-athletes for boats and lineups in the spring is influenced by a number of performance based criteria. The most common ways coaches evaluate and monitor performance are through erg scores, power factor, seat racing and demonstrated technical skill. Ultimately, selection is left to the discretion of the boat's coach as to who rows in their lineup. The Head Coach coordinates lineups amongst all the team's boats to ensure the greatest number of competitive boats feasible get the opportunity to practice and race. The following is a list of factors in no particular order which may influence the selection of student-athletes for spring lineups:

- Spring practice attendance
- Work ethic
- Sportsmanship
- Fitness & strength
- Erg scores
- Power Factor (PF)
- Seat racing
- Level of technical skill and ability
- Boat chemistry
- Having a positive relationship with teammates and coaches
- Commitment to the team and teammates
- Consistent performance

Erg Scores and Power Factor: One way a rowers' performance is measured is through a series of distance based testing on the erg. Student-Athletes complete 2K and longer pieces on the erg and coaches record their times and other variables, including Watts and the rower's weight. Watts is the measure of power output by the student-athlete during the test. Power factor is equal to Watts divided by Weight, and provides a means to normalize erg scores to rower size. These data are used to monitor our student-athletes' development throughout the season and do influence the selection of spring lineups.

Seat Racing: Seat Racing is a method of comparing two rowers in fours or eights. Two boats race against each other once. One rower from each boat switches positions and the two boats race again. Relative performance in the two races is used to compare the abilities of the two rowers. This can also be done by having rowers switch positions in one boat, doing a series of race pieces, and comparing the recorded times of the different pieces. Student-Athletes may be selected to seat race at their coach's discretion with the approval of the WTW Crew Head Coach.

Seat Assignments: Seat assignments are based on a combination of demonstrated technical rowing skill (how effective is a rower in the shell), strength, conditioning, motivation, commitment, and attendance. It should be noted that seat assignments are not permanent and

rowers and coxswains may be shifted between shells and seats to determine the best performing crews. Such shifts may continue up to and including the championship season.

- **Coaches are expected** to define their selection plan; provide feedback to their student-athletes so they know their strengths and weaknesses; make fair assessments to achieve the fastest lineups; and advise individual rowers and coxswains of their decisions and rationale.
- **Student-Athletes are expected** to work hard to improve and strive to achieve individual goals; be supportive of the team by accepting coaching decisions; seek feedback; realize team goals come before the needs or desires of any individual; and treat all teammates, opponents, coaches, officials, parents/guardians and WTW Crew Board members with respect.
- **Parents/Guardians are expected** to respect the coaches as the final authorities on boat selection and rowing matters; support and encourage their student-athletes; and remember that coaches only seek to create the fastest possible lineups. See additional guidance and suggestions for Parent-Coach Communication in Section 7 of this Handbook.

Student-Athletes will be evaluated individually and against their peers. The WTW coaches will make every effort to clearly lay out their expectations for the team, explain how they will select lineups, and provide each student-athlete performance based feedback when appropriate. Each student-athlete will be provided with an opportunity to compete for a seat in a lineup; however, the team does not guarantee that each student-athlete will race in the competitive spring season. Land workouts are provided for student-athletes who do not make it into a competitive lineup. Additionally, these student-athletes will be used as alternates for selected race lineups.

Coxswain Selection: The coxswain has a number of responsibilities essential to the success of their respective boats. The most important responsibility of the coxswain is ensuring the safety of their crew members on the water. Coaches ride in launches alongside the shells during practice, but on race days the coach isn't present with the team on the water. Coxswains are responsible for protecting and maintaining their shell, steering in a straight line, effectively navigating the river, following the direction of their coaches, directing their teammates, correcting the boat's set and rowers' technique, executing race and practice plans, and motivating their rowers during races. Coxswain size is a consideration for selection as smaller and lighter coxswains are generally desired; however, coxswains will ultimately be assigned to boats by the coaching staff based on their level of competency. The most competent coxswains will be assigned to the most competitive boats.

Cuts: The WTW Crew reserves the right to make cuts if the number of student-athletes on the team significantly outnumber the number of available seats in our fleet of shells. A few student-athletes who do not make a competitive race lineup will be given the opportunity to participate in land workouts at the boathouse. The same criteria in selecting lineups will be used in making cuts. All rowers, regardless of grade and skill level, are evaluated equally to

determine who makes the team. Cuts will be made at least one week prior to the first race of the season.

Varsity Letters and End-of-Season Recognition:

Earning a Varsity Letter is a privilege and honor; competing in a varsity boat does not automatically entitle the student-athlete to a Varsity Letter. Coaches will consider the following when making lettering recommendations:

- Complete all dues and fundraising requirements by the designated deadlines
- Participate in a minimum of three (3) upper boat (varsity level) races; however, if the season is shortened by weather or holidays, a minimum of two (2) upper boat races
- Note: Varsity level categories include any and all boats that participate at the VASRA Championships; however, depending on the strength of the team during the season, the designated Varsity boat(s) for a particular regatta may change
- Participation / Attendance
- Commitment to the team / sport (including attitude towards practice and training)
- Coaches' discretion (based upon exemplary team spirit and support, dedication to crew and outstanding effort)

Final determination of merit will be made at the discretion of the WTW Crew Head Coach. All student-athletes will be considered for the WTW provided Team MVP and Cavalier Awards awarded at the Spring Sports Assembly. Student-Athletes who maintain a GPA of 3.5 or higher during the crew season will be awarded a WTW Scholar-Athlete award. In addition, WTW Crew recognizes the top men's and women's erg scores each season with the Hammer Award for top raw scores and the Lightning Award for top weight adjusted score or power factor.

Section 7: Communication

Routine Program Communication:

WTW Crew Program communication is available throughout the year to families and student-athletes through extensive use of email (via the “*W.T. Woodson Crew Update*”), the WTW Crew website and Slack, a free digital messaging tool. In-school communications includes Daily Announcements and the Student Activities Office Status Board.

Email: The primary method of communication with WTW Crew families and student-athletes will be through email. As needed every week on Monday from September through June, one email with important information, announcements, and descriptions of upcoming events will be sent to all families and student-athletes who have either registered or requested inclusion in our WTW Crew email distribution list. While most information should be contained in these weekly emails, all parents/guardians and student-athletes are encouraged to check their email frequently for unscheduled time-sensitive group emails and every Thursday evening during the competition season for important information about the upcoming regatta. Contact the WTW Crew Board Vice President for Communications (Appendix A) to be added to our WTW Crew email distribution list.

Slack: The team maintains two separate Slack communities; one for parents, board and coaches and another for coaches and team members. Parents are encouraged to join Slack and keep it handy for fast-moving information in between regular email dispatches. Families can also use it for direct message communication with members of the boosters association board as well as to organize carpools for practice and travel to regattas.

Web Page: Go to <http://www.wtwcrew.org/> often to find out about cancellations, delays, and other important program information.

Team Photo Gallery: The team photographer posts photographs of the team at practices, regattas, and championships throughout the season. You can view and download the photos for your personal (non-commercial) use from our team Smug Mug wtwoodsoncrew.smugmug.com. Families and student-athletes who take digital pictures of team events can forward them to the team photographer at wtwcrewphotographer@gmail.com for possible inclusion in the photo gallery.

Daily School Announcements: Especially during Winter Conditioning and the Spring Racing Season, student-athletes should listen closely to the daily school announcements for any practice changes and additional information.

Facebook, Instagram and Twitter: WTW Crew has a Twitter account (@WoodsonCrew), an Instagram (@wtwoodsoncrew) and an Alumni Facebook Page (Woodson Crew-Alumni). Please follow us!

Emergencies:

The WTW Crew Program follows all FCPS announcements related to cancellation or change of team practices. The team has also put in place guidelines for an emergency plan should something occur while the student-athletes are practicing at the Occoquan (Appendix F).

Student-Athlete and Coach Communication:

Your student-athlete will be taking part in an Olympic sport that is also the oldest collegiate sport in the nation. Your student-athlete will learn focus, discipline, socialization skills, time management, and the value of hard work and teamwork. These are all important lessons in life. They will also learn that things will not always go as they wish. The student-athlete, not the parents/guardians, should initiate discussions with his/her coach about their concerns. Student-Athletes should approach the discussion from a positive “What can I do to improve?” standpoint. Our coaches will encourage this type of dialogue and will set aside time for individual, private appointments as requested. Per the WTW Crew Coach Code of Conduct (Appendix C), our coaches’ preferred method of corresponding with our student-athletes will be by speaking with them in person; however appropriate use of social media (e.g. Facebook and Twitter) is authorized for rapid and effective dissemination of information to the larger group. Coaching staff may also use email or Slack to communicate with athletes and in particular to direct messages to different subgroups (by boat during competition season or other groupings). Coaches will ensure all correspondence is professional and related to official WTW Crew business. Coaches will respect their student-athletes’ privacy and limit individual contact by phone, text, email, Slack and social media.

Parent and Coach Communication:

If parents/guardians wish to communicate with coaches, we prefer they do so by email or Slack. **Please do not attempt to approach a coach before or after a practice or regatta.** These can be emotional times for both the parent/guardian and the coach. Meetings of this nature do not promote positive resolutions. Parents/Guardians are encouraged to provide their student-athlete’s coaches with positive feedback, but any concerns should be brought to the Head Coach.

Meet the Coach Night: Good communication begins with the preseason meeting, often referred to as the “Meet the Coach Night.” The philosophy of the preseason meeting is to involve the parents/guardians and the school in a conscientious effort to be partners. Through such involvement, the opportunity for optimal growth and development of student-athletes is enhanced. Preseason meetings provide a forum for parents/guardians, school staff members and coaches to openly discuss a variety of issues including, but not limited to, sportsmanship; WTW, FCPS, VHSL, and VASRA policies; risk of injury; and healthy lifestyles.

Parent and Coach Relationship: Parenting and coaching are both challenging and rewarding vocations. With respect to your student-athlete's participation in WTW Crew, through managing expectations and establishing an understanding of each other's positions, we will be better able to provide a greater benefit to both you and your student-athlete(s). As parents/guardians, when your student-athlete becomes involved in our program, you have a right to understand what expectations are placed on them, and our coaches have a right to understand what they can reasonably expect in return. This understanding begins with good communications between parents/guardians, coaches and the WTW Crew Boosters Board.

Communication Parents/Guardians Should Expect from Your Student-Athlete's Coach:

- Coaching philosophy
- Expectations for each student-athlete, boat and the team
- Locations and times of all practices and regattas
- Team requirements and opportunities
- Procedures should your student-athlete be injured during participation
- Student-Athlete actions that may result in denial of participation

Communication Coaches Expect from Parents/Guardians:

- Notification of any schedule conflicts at least two weeks in advance (unless an emergency or rescheduled event)
- Specific concern in regard to the coaching philosophy and/or expectations
- Medical or physical limitations of your student-athlete
- Congratulations and praise
- Concerns expressed directly to the Head Coach

When your student-athlete becomes involved in the rowing program at WTW High School, they will experience some of the most challenging and rewarding moments of their lives. It is important to understand that times may arise when things do not go the way you or your student-athlete wants. At these times, we highly recommend parents/guardians discuss the situation with their student-athlete first and allow them to approach the coach using the guidelines in the preceding paragraphs prior to making contact. As with our student-athletes, we recommend parents/guardians approach the discussion from a positive "What can I do to help reinforce what you're teaching my student-athlete?" standpoint. This is the most valuable approach and should lead to a positive result.

Appropriate Concerns for Parents/Guardians to Discuss With Coaches:

- Ways to help your student-athlete improve
- The treatment of your student-athlete, mentally and physically
- Concerns about your student-athlete's behavior

It may be difficult to accept your student-athlete not rowing in the first boat or participating as much as you may desire. Our coaches make decisions based on their experience and

observations of individual student-athlete's performance, attitude, and attendance. They make judgments based on what they believe is best for all of the student-athletes involved. The above topics can and should be discussed with the coaching staff. Others, listed below, must be left to the discretion of the coach.

Issues Not Appropriate for Parents/Guardians to Discuss With Coaches:

- Seat and boat assignments
- Participation in regattas
- Coaching style
- Other student-athletes

There are situations that may require a follow-on meeting or formal conference between parents/guardians and the WTW Crew Head Coach to promote resolution. These conferences are to be encouraged. Both parties should have a clear understanding of the issues and relative positions. When these conferences are necessary, the following procedure should be followed to help promote resolution.

If You Have a Concern to Discuss With the Head Coach:

- Notify the WTW Crew Boosters Board of Directors President of your intention to set up a conference with the WTW Crew Head Coach
- Contact the WTW Crew Head Coach to set up a conference

If Your Head Coach Conference Does Not Provide Satisfactory Resolution –or– If Your Concern is With the WTW Crew Head Coach:

- Notify the WTW Crew Boosters Board of Directors President of your intention to set up a conference with the WTW High School Director of Student Activities
- Contact the WTW High School Director of Student Activities

At this meeting, the appropriate next step(s) can be determined.

Appendix A – Contact Information

Board of Directors

<p>President Julie Middleton wtw.crew.president@gmail.com</p>	
<p>Vice President for Team Liaison & Activities Jennifer O'Connor wtwcrewactivities@gmail.com</p>	<p>Vice President for Communications Tarek Rizk wtwcrewcommunications@gmail.com</p>
<p>Treasurer Suzy Peeler wtwcrewtreasurer@gmail.com</p>	<p>Secretary Mona Malaveetil wtwcrewsecretary@gmail.com</p>
<p>Membership co-chairs Jenn Ros (Women) Sue Moore (Men) wtwcrewmembership@gmail.com</p>	<p>Fundraising Chair Amelia DeSorrento wtwcrewfundraising@gmail.com</p>
<p>Volunteer Chair Susan Burger wtwcrewvolunteer@gmail.com</p>	<p>Equipment/Logistics Chair Brian Michelson wtwcrewlogistics@gmail.com</p>
<p>Uniform/Crew Gear + Clothing Chair Monica Perry wtwcrewsportswear@gmail.com</p>	<p>VASRA Rep Joe Hester wtwcrewvasra@gmail.com</p>

Coaching Staff

<p>Head Coach & Varsity Men's Coach Bryan Tylander btylander@gmail.com</p>	<p>Varsity Women's Coach Kris Mickey shawnmickey@gmail.com</p>
<p>Assistant Coach Lucy Taylor lucyt@g.clemson.edu</p>	<p>Assistant Coach Joe Hester joseph.f.hester@gmail.com</p>
<p>Assistant Coach Lindsay Bowman lbow28@gmail.com</p>	

W.T. Woodson High School Staff (updated 12/2020)

Principal Dr. Carlyn Floyd cefloyd@fcps.edu 703-503-4607	Director of Student Activities (DSA) Dan Checkosky djcheckosky@fcps.edu 703-503-4689
Interim Assistant DSA Warren Williams wwilliams@fcps.edu 703-503-4681	Crew Team Sponsor/Room Scheduling Jeff Root jnroot@fcps.edu 703-503-6725

Appendix B – WTW Crew Volunteer Opportunities and Commitment Credits

R = VASRA Regatta Volunteer

Board Officers / Executive Committee Position

POSITION	CREDITS
President	2R, 4 Volunteer Commitments
VP for Team Liaison and Activities (VPTLA)	2R, 4 Volunteer Commitments
VP for Communication (VP Comm)	2R, 4 Volunteer Commitments
Treasurer	2R, 4 Volunteer Commitments
Secretary	2R, 4 Volunteer Commitments

Board Committee Chairs Position

POSITION	CREDITS
Membership Chairperson	2R, 3 Volunteer Commitments
Fundraising Chairperson	2R, 3 Volunteer Commitments
Volunteer Chairperson (Develops sign-up genius. 'Owner' of events, tracks attendance, and reports results to Executive Committee)	2R, 3 Volunteer Commitments
Equipment / Logistics Chairperson (E/L) (Expectation is to coordinate transportation of the Chuck Wagon to each away regatta as required)	2R, 3 Volunteer Commitments
Uniforms / Crew Gear Clothing Chairperson	2R, 3 Volunteer Commitments
VASRA Representative	2R, 3 Volunteer Commitments

Individual Volunteer Opportunities

POSITION	REPORTS TO	CREDITS
WTW Athletic Booster/ PTSO REP (1of 2)	President	1R, 1 Volunteer Commitment
WTW Athletic Booster/ PTSO REP (2 of 2)	President	1R, 1 Volunteer Commitment
Occoquan Bus Coordinator	VPLTA	1R, 1 Volunteer Commitment
Pre-Regatta Dinner/ Regatta Hospitality Coordinator (PRDC) and Rower/Athlete Food Tent Coordinator (RAFT)	VPLTA	2R, 3 Volunteer Commitments
Away Regatta Food Coordinator (Expectation is to be at the food tent for away regattas)	VPLTA	2R, 2 Volunteer Commitments
Webmaster	VP Comm	2R, 2 Volunteer Commitments

Team Photographer (Expectation is to photograph both women's and men's team at all home regattas, some practices, and strongly encourage Stotesbury)	VP Comm	2R, 3 Volunteer Commitments
Graphics Artist (Marketing, Branding)	VP Comm	1 Volunteer Commitment
Audit Team (1 of 2)	Treasurer	1 Volunteer Requirement
Audit Team 2 of 2)	Treasurer	1 Volunteer Requirement
Tag Day Coordinator (TDC) (Expectation is to host Tag Days from home or coordinate alternate location)	Fundraising	2R, 3 Volunteer Commitments
Craft Fair Coordinator (CFC)	Fundraising	2R, 3 Volunteer Commitments
Craft Vendors Lead	CFC	2R, 3 Volunteer Commitments
Craft Fair Publicity Lead/ Coordinator Assistant	CFC	1 Volunteer Commitment
Alumni Campaign Coordinator	Fundraising	1 Volunteer Commitment
Regatta Volunteer Coordinator (RVC)	Volunteer Chair	2R, 2 Volunteer Commitments
Boathouse Operations (1 of 2)	E/L	1 Volunteer Commitment
Boathouse Operations (2 of 2)	E/L	1 Volunteer Commitment
LOC Representative (1 of 2)	VASRA Rep	2R, 3 Volunteer Commitments
LOC Representative (2of 2)	VASRA Rep	2R, 3 Volunteer Commitments
Nominating Committee Chair (NCC)	President	1 Volunteer Commitment

Appendix C – Glossary

2K – Short for 2,000 meters. Also the term for the 2,000-meter ergometer time-test used to measure performance and one of the factors used in rower boat placement.

Catch – The start of a rowing stroke. The crew literally "catches" their oars in the water while beginning the stroke.

Crab – Not the hard or soft-shelled variety. A rower catches a "crab" when his/her oar doesn't enter the water properly at the catch, and the blade buries itself to varying degrees in the water instead of flowing smoothly through the stroke. Crabs slow a boat down and are to be avoided if possible, but all rowers experience them at one time or another.

Cox Box – This is the voice amplification system used by the coxswain.

Coxswain – The person who sits at the stern or bow of the shell (depending upon the design of the shell) and steers, commands the crew, and generally acts as an "on-site" assistant to the coach. Because coxswains don't pull an oar, relatively small and lightweight people are sought for the position; however, a good coxswain will have as much competitive spirit as the rowers and can make a considerable difference to a crew's success.

Ergometer – A rowing machine. An "erg" allows beginning rowers to learn the basics of the stroke before going on the water and all rowers to develop their conditioning. Concept II is the brand of Erg owned by WTW Crew Boosters Association.

Keel – There is a small keel on a shell, but the term "keel" refers to the extent to which the boat is balanced side to side while rowing. A crew rowing in such a way that the shell is not dipping to port or starboard continually is said to have good "keel" in its row.

Nationals – Usually used to describe the Scholastic Rowing Association of America (see SRAA) National Championships, also known as Scholastic Nationals. The USRowing Youth National Championships is a separate event and is usually referred to as Youth Nationals.

NCASRA – The former National Capital Area Scholastic Rowing Association was a membership organization incorporated to promote, encourage and support rowing at secondary schools in the National Capital Area by sponsoring and conducting spring rowing regattas. On July 1, 2008 NCASRA became the Virginia Scholastic Rowing Association (VASRA). The change reflected the decreased number of member schools outside of Virginia participating in scholastic rowing while the number of Virginia schools had increased. There are also differences in the state governance of scholastic sports, and VASRA abides by Virginia High School League (VHSL) regulations. This was the fourth name for the association and signaled a return to the in-state emphasis of the charter established by the original five schools in 1979. The original name was the Northern Virginia Rowing Association. "Scholastic" was added in 1986.

Oars – Shells are propelled by reaction forces on oar blades as they are pushed against the water. Sculling oars, or sculls, are ~9 feet long, while sweep rowing oars are ~12 feet long. Like the shells, modern oars are lightweight and of carbon fiber construction.

Occoquan/Sandy Run Regional Park – This is the place where WTW Crew rows and houses their equipment. The address is 10450 Van Thompson Road, Fairfax Station, VA 22039. It takes about 35 minutes each way for the WTW bus to get to and from school and the Occoquan.

OLOC – The Occoquan Local Operations Committee requires volunteer teams of two from each member school to support season long regatta support duties. Specific duties and responsibilities are contained in the VASRA Representative Handbook.

Port and Starboard Rowers – In sweep rowing, the designation of a rower according to whether they normally row with an oar on the port (left) or starboard (right) side of the shell.

Power 10 – A set of strokes when the crew makes an extra effort to "get everything on the oar" and make the shell go faster. It can also be executed as a power 15 or 20. It is typically used in races at strategic points to try and gain advantage on the other crew(s).

Power Factor – The "power factor" is determined by dividing the Watts expended during a timed 2K by the weight of the rower, providing a means to normalize erg scores to rower size. Power Factor may also be used in an attempt to balance the power of the rowers of the two sides of the shell. Higher power factors are more desirable, but they cannot always overcome poor technique when it comes to making a boat faster.

Progression – Progression represents both the relative skill and speed hierarchy of boats and the order in which they must be entered in regattas. For example, the First Eight for any team is a faster boat than the Second Eight, and the Second Eight is a faster boat than the Third Eight. No team may enter a Second Eight without entering a First Eight, nor may any team enter a Third Eight without entering both a First Eight and Second Eight. The same progression is true for numbered fours. Junior, Lightweight, Freshmen, and Novice boats are not included in the numbered progression, nor may they substitute for a numbered boat in the progression regardless of skill or speed.

Release – The act of getting the oar out of the water cleanly at the end of the stroke and beginning the recovery (gathering the body with the knees coming up) for the next stroke.

Riggers – The metal apparatus on the side of the shells upon which oarlocks are fitted to secure and handle the oars.

SRAA – The Scholastic Rowing Association of America was founded as the Schoolboy Rowing Association of America on May 14th, 1935. The association was formed to foster schoolboy rowing and to stage an annual regatta open to all schools of the world, the winner to be recognized as North American Champions. The first regatta was conducted in May of 1935 and has been held every year since. Women started competing in 1974. The name was changed to Scholastic Rowing Association of America in 1976 to reflect the addition of women. The SRAA has been the principal source of rules and procedures governing high school rowing. The primary function of the SRAA is to run the Scholastic National Championship regatta each May, determining the North American Champions. High school athletics does not allow sporting events to be held which decide national champions; however, this regatta is informally recognized by the rowing community as Nationals.

Scull – A shell configured so that each rower has two oars, one on each side of the boat.

Seat – Where a rower sits in the shell. Seats are numbered from the bow backward (aft) to the end of the shell. Seat Five would be the fifth rower aft of the bow of the shell.

Shell – The racing boat. Shells accommodate single rowers, pairs, fours, and eights. Eights are the most common type in local interscholastic racing. An eight is approximately 60 feet long, narrow (about two feet wide at its widest point), and weighs about 200 pounds. Shells are Ultra-lite carbon fiber/honeycomb construction and constructed pieces of equipment.

Slide – Two tracks upon which the rower's seat is fixed. The seat moves forward and backward on the slide, enabling the rower to "gather up" his or her body at the start of the stroke and then use the combined power of the legs, back, and arms when actually executing the stroke.

"Stotes" – The Stotesbury Cup Regatta in Philadelphia; is the largest high school rowing regatta in the world with over 5,000 participants and 10,000 spectators. The host organization is the Schuylkill Navy of Philadelphia. This is a championship-type regatta, but independent of the Virginia State Rowing Championships (VSRC) and SRAA Nationals. WTW rowers will participate on a selective basis if they are sufficiently competitive.

Stroke – The stern-most rower in the boat that sits just in front of the coxswain. The stroke sets the pace for the rest of the crew, responding to the commands of the coxswain.

Sweep – A shell configured so that each rower has one oar, alternated from side to side.

VASRA – The Virginia Scholastic Rowing Association (VASRA) governs Virginia high school rowing, providing the policies and rules under which we operate. VASRA provides the organization, resources, and oversight for scholastic competitive rowing regattas on our home course of Sandy Run Regional Park on the Occoquan Reservoir, VA, and at other venues throughout the National Capital region. VASRA is an association of Boosters from 39 High Schools and is organized for the express purpose of fostering interscholastic rowing competition between the high school rowing teams in Virginia. VASRA functions as an athletic conference since rowing is considered a club sport in many of the participating high schools and, therefore, is not officially administered by those schools. As such, all VASRA activities directly sponsor and support scholastic competitive rowing and provide the venue to: (1) stage competitive rowing events; (2) ensure regatta structure, safety, fairness, and consistency; (3) ensure overall program oversight; and (4) facilitate communication among member crew booster support organizations.

VHSL – The Virginia High School League (VHSL) is an organization of public high schools in the Commonwealth of Virginia which join with the expressed written approval of their local school boards. All Fairfax County Public Schools (FCPS) are members of the VHSL. The league seeks to encourage student participation in desirable school activities by conducting or supporting programs of interscholastic activities in all fields. Public high school rowing in Virginia is no longer recognized by the VHSL as an official high school sport. Per FCPS policy for all sports, the WTW Crew Program will continue to follow VHSL guidelines.

VSRC – The Virginia Scholastic Rowing Championships (VSRC) is the VASRA championship regatta that caps the regatta season on the Occoquan in May. This is the qualifying event for the SRAA Nationals. The VASRA Freshman / Novice Championships are held the week prior at the Ted Phoenix Regatta.

Appendix D – WTW Crew Coach Code of Conduct

The WTW Crew Coach Code of Conduct operates on the following principles. Each coach has made a commitment to:

- Put the well-being, development and progress of the athletes first
- Take responsibility for ensuring the quality of their coaching
- Assist athletes in becoming confident and successful
- Work to ensure productive relationships between parents and caregivers
- Work as a part of the whole WTW High School team
- Recognize their role and responsibilities in respect to the entire coaching staff
- Operate within the program's policies and procedures
- Communicate openly with the Head Coach and other staff members
- Demonstrate honesty and integrity, and ensure public trust and confidence in their coaching
- Remember that athletes participate for enjoyment and winning is only part of the fun
- Be reasonable in their demands on athletes' time, energy, and enthusiasm
- Operate within the rules and spirit of the sport and teach their athletes to do the same
- Ensure that the time athletes spend with them is a positive experience
- Not use bad language, harass, or degrade athletes, officials, spectators, or other coaches
- Ensure that equipment and facilities meet safety and the Head Coach's standards
- Display control, respect, and professionalism to all involved with the sport including opponents, coaches, officials, administrators, media, parents/guardians, and spectators. They will encourage their athletes to do the same.
- Show concern and caution towards sick and injured players and follow the advice of a physician when determining whether an injured athlete is ready to recommence training and competition
- Obtain appropriate qualifications and keep up to date with the latest coaching practices and principles of growth and development of athletes
- Not arrive at events intoxicated or drink alcohol in the presence of the athletes
- Respect the rights, dignity, and worth of all people involved in the sport, regardless of their ability, gender, or cultural background
- Ensure that all correspondence is professional and related to official WTW Crew business
- Respect their athletes' privacy and limit individual contact by phone, text, or social media

Our coach's preferred method of corresponding with athletes will be by speaking with them in person; however, appropriate use of social media (e.g. Facebook and Twitter) is authorized for rapid and effective dissemination of information to the larger group.

Appendix E - Student-Athlete Eligibility

All teams participating in Virginia Scholastic Rowing Association (VASRA) regattas must abide by all the rules of the High School Athletic League which governs athletic competition at the school they represent. Where these rules vary from any VASRA rule, the more stringent rule will apply (S4-107.1). Public high school athletics in Virginia are recognized as being governed by the Virginia High School League (VHSL). The rules governing student eligibility for athletics are contained in Section 28 of the VHSL Handbook. Rowing in Virginia is governed by the VASRA Supplement to the United States Rowing Association (USRowing) Rules of Rowing. The rules governing eligibility are contained in ARTICLE IV – COMPETITORS. Both documents may be found on the WTW Crew Website. For additional information, see the VHSL and VASRA websites at <http://www.vhsl.org/eligibility> and http://www.vasra.org/Key_Documents.html, respectively. Key aspects of the VHSL (28x-x-x) and VASRA (S4-10x.x) eligibility rules are detailed below.

Age Rule (28A-1-1 / S4-101.1). Students who have reached the age of 19 on or before the first day of August of that school year are no longer eligible to participate in VASRA regattas.

Bona Fide Student Rule (28A-2-1). The student must be a regular bona fide student in good standing of the school he/she represents. A “regular” student is considered a full-time student who is in regular attendance and is carrying a schedule of subjects which, if successfully completed, will render him/her scholastically eligible for participation the ensuing semester. Any student who is under penalty of suspension, or whose character or conduct is such as to reflect discredit upon their school, is not considered in good standing.

Enrollment Rule (28A-3-1). The student shall have been regularly enrolled in the school which he/she represents not later than the fifteenth school day of the semester.

Grade Rule (28A-4-1). The student shall be enrolled in the last four years of high school. Eligibility is terminated when a student receives his/her diploma; however, a student may complete a spring season started prior to graduation.

Scholarship Rule (28A-5-1). The student shall be currently enrolled in no fewer than five subjects or their equivalent, and shall have passed, at the end of the semester immediately preceding that in which they desire to compete, not fewer than five subjects.

Semester Rule (28A-6-1 / S4-107.4). The student shall not have been enrolled in the last four years of high school for a period of more than eight consecutive semesters, beginning with the semester in which he/she was enrolled for the first time in the ninth grade. The eight consecutive semesters shall be counted continuously from that point, regardless of whether or not he/she remains continuously enrolled in school.

Transfer Rule (28A-7-1). The student shall not have enrolled in one high school and subsequently transferred to and enrolled in another high school without a corresponding change in the residence of his/her parent(s) or guardian(s). Determination of eligibility is the responsibility of the school Director of Student Activities. Athletes who have participated in crew

within the Washington DC National Capital Region will be considered a “returning rower” by WTW Crew standards.

Amateur Rule (28B-2-1 / S4-101.1). A student who represents a school in an interscholastic sport shall be an amateur in that sport. An amateur athlete is one who engages in athletic competition solely for the physical, mental, social, and pleasure benefits derived there from.

Athletic Participation / Parental Consent / Physical Examination Rule (28B-3-1). The student shall have submitted before any kind of participation, including tryouts or practice as a member of any school athletic or cheerleading team, an Athletic Participation / Parental Consent / Physical Examination Form, completely filled in and properly signed attesting that they have been examined during this school year and found to be physically fit for athletic competition and that their parents consent to their participation. Students who have been examined once during the period of May 1 of the current year through June 30 of the succeeding year (14 months) do not have to be examined again during that period unless they have had a serious injury or a serious illness. In case of a serious illness or serious injury, the medical doctor or doctor of osteopathy treating the student may specify in his/her release of the patient that the student is approved for athletic participation for the remainder of the school year.

Junior Events (S4-104.2). Junior events are restricted to competitors in the 11th grade (junior year) or lower. Juniors, including coxswains, must not have attained the age of 18 years prior to September 1 of that academic year.

Lightweights (S4-106.1). All teams participating in any VASRA lightweight rowing event shall follow Rowing Weight Control Program (RWCP) Crew Council Medical Advisory Committee guidelines.

Appendix F – Emergency Preparedness Plan

Questions may arise as to what is expected of our student-athletes and their parents/guardians in the event of an emergency situation during crew practice. At the very least, any situation that may present itself must be approached logically and calmly. The following are some basic guidelines that you should expect to see implemented if an emergency occurs. Even though we rely quite extensively on cell phones and the Internet, we must anticipate that not all forms of communication will be available immediately when an emergency occurs. Your patience and understanding will be most important in our attempt to ensure your child's safety and then to reunite you with him/her as soon as the situation allows. You are strongly encouraged to ensure your FCPS "Keep in Touch" program account is up to date. See the FCPS website for additional details: <https://www.fcps.edu/>

For Emergencies During School Hours: WTW High School will implement their Emergency Preparedness Plan according to the given circumstances. Parents/Guardians should follow the school plan and "Keep in Touch" guidance

For Emergencies After School Hours (during crew practice time): When word of an emergency situation reaches the Sandy Run facility, the Park Authority will pass along a general recall to all boats on the river.

If the recommendation from authorities is to remain in place:

- Student-athletes will be provided shelter in our boathouse, chaperoned by the coaches and our bus parent chaperone. All coaches have formal CPR and first-aid training.
- When serving as the bus chaperone, you are expected to address the immediate needs of the students in your charge and to take appropriate steps to ensure their safety
- If a parent/guardian arrives at the river to pick up their child, the parent/guardian must check-in with the Head Coach and/or parent/guardian chaperone for his/her release. No child will be released to a third party unless arranged directly with the Head Coach or parent/guardian chaperone.
- When the appropriate authority has given the "all clear":
 - Student-Athletes who drove to the river individually or in a carpool will be released to proceed home on their own
 - The bus will depart for the return trip with a **primary reunification point** at the WTW parking lot pick-up / drop-off point by Whitacre Road
 - If the WTW parking lot is not usable, the **secondary reunification point** will be the parking lot in front of Little Run Elementary on Olley Lane

If the recommendation is to evacuate the Sandy Run area: Student-Athletes that drove individually or in a carpool will be released to proceed home and the bus will then depart and proceed to the primary or secondary reunification points as stated above.

Appendix G – Social Events (*likely suspended for the 2020-21 season*)

Parent Social: Prior to the beginning of the Spring Racing Season, all parents/guardian will be invited to meet and socialize in a team parent's home or at a local restaurant. This will also be an opportunity to meet the members of the WTW Crew Board of Directors and WTW Crew Coaches.

Student-Athlete Pre-Regatta Dinners: During the Spring Racing Season, pre-regatta dinners are social gatherings organized to build team spirit the night before a regatta. Dinners are held at the homes of student-athletes. Food is provided potluck style, with assignments distributed and rotated throughout the team. Host parents must adhere to the school policy of providing chaperones and not allowing drugs, alcohol or smoking. Details will be emailed to student-athletes and their families in advance of each event.

Spring Sports Awards and Annual Association Meeting: Usually held during the first week in June, the school-sponsored Spring Sports Awards Night recognizes the achievements of all spring season athletic teams. Cavalier Awards and Most Valuable Player Awards are presented for both the men's and women's teams. Usually on a separate evening, the WTW Crew Awards Night and Social is held where Varsity and Academic letters and other team awards are presented. Food will be served. On that same evening, the WTW Crew Boosters Annual Association Meeting will be held. During this meeting, the Board of Directors will summarize season accomplishments and activities, and a new Board of Directors will be voted on by voting members of the Association.

Appendix H – WTW Crew Champions and Awards History

W.T. Woodson Crew Champions

SRAA National Champions

2013 – Men's Junior Eight
2004 – Women's Junior Single
1993 – Men's Mid-weight Four

Stotesbury Cup Regatta Champions

1992 – Men's Lightweight Four

VASRA Champions

2019 - Men's Junior Eight
2018 - Women's Lightweight Eight
2018 - Women's Junior Eight
2017 – Men's Third Eight
2016 – Women's Second Four
2014 – Women's Junior Eight
2013 – Men's Junior Eight
2013 – Women's Junior Eight
2012 – Women's Freshman Eight
2011 – Men's Novice Four
2009 – Women's First Four
2009 – Women's Second Four
2008 – Men's Freshman Eight
2007 – Men's Second Four
2007 – Men's Novice Eight
2007 – Women's Novice Eight
2006 – Men's Second Four
2006 – Men's Freshman Eight
2005 – Women's Lightweight Eight
2004 – Women's Lightweight Four
2001 – Men's Lightweight Four
2000 – Women's Junior Four
1999 – Men's Lightweight Four
1999 – Women's Junior Four
1998 – Men's Lightweight Eight
1996 – Men's Varsity Four
1996 – Women's Junior Four

W.T. Woodson Crew Washington Post All-Met Recognition

2017

Girl's Honorable Mention - Hannah Fisher

Boy's Honorable Mention - Joe Korn and Jack Ning

2015

Boy's First Team – Ryan Applin

2014

Boy's First Team – Grayson Bishop

Boy's Team Honorable Mention – Brandon Sagawinia

2012

Girl's First Team – Shannon Haines

2011

Girl's First Team – Nikki Nicely

Boy's Honorable Mention – Timothy Kazimer

2010

Boy's Honorable Mention – Tom Harrison

Girl's Honorable Mention – Nikki Nicely

2007

Best Boats – Boy's Lightweight Eight

2006

Best Boats – Boy's First Four

Boy's Team Honorable Mention – Stephen Kibbe

Girl's Team Honorable Mention – Emily Simmons (Coxswain)

2005

Girl's First Team – Katie Kazimer

2004

Boy's First Team – Jay Rowan

Girl's First Team – Katie Kazimer

2003

Best Boats – Girl's First Four

Girl's First Team – Jessica Guzik

Boy's Team Honorable Mention – Jay Rowan

2002

Girl's First Team – Jessica Guzik

Boy's Team Honorable Mention – Mike Fitzgerald

Boy's Team Honorable Mention – Eugene Jerebitski

2001

Best Boats – Boy's Lightweight Four

Boy's Team Honorable Mention – Eugene Jerebitski

2000

Girl's Team Honorable Mention – Sarah Grossman

1999

Best Boats – Boy's Lightweight Four

Girl's Team Honorable Mention – Jessica Kwerel

Girl's Honorable Mention – Sarah Wilcox

1998

Best Boats – Boy's Lightweight Eight

1996

Best Boats – Boy's Senior Four

Boy's Team Honorable Mention – Duncan McLellan

Girl's Team Honorable Mention – Ellen Downes

1993

Best Boats – Girl's Senior Quad

Boy's First Team – Mark Alexander

Boy's Team Honorable Mention – Brad Blinn

Girl's Team Honorable Mention – Erica Brandling-Bennett

Girl's Team Honorable Mention – Rebecca Johnson (Coxswain)

1992

Best Boats – Boy's Lightweight Four

Other W.T. Woodson Crew Awards**2019 SRAA National Championships**

Women's Junior Eight - Finals / 4th overall

Men's Varsity Four- Petite Final/ scratch due to injury

Women's Lightweight Eight- Participant

Men's Junior Eight- Participant

2019 VASRA Championships

Men's Junior Eight- Gold Medal

Men's Varsity Four - Silver Medal

Women's Novice Eight - Bronze Medal

Women's Lightweight 4- Silver Medal

2018 SRAA National Championships

Women's Lightweight Eight - Finals / 4th overall

Women's Junior Eight - Semi-finals / 16th overall

2018 VASRA Championships

Women's Lightweight Eight - Gold Medal and Winslow Pitcher Trophy

Women's Junior Eight - Gold Medal and Trophy
Women's First Four - Petite Finals

2017 Stotesbury Cup

Women's First Eight - Semi-finals / 17th overall

2017 VASRA Championships

Men's First Eight - Bronze Medal
Women's Lightweight Eight - Bronze Medal
Men's Third Eight - Gold Medal
Men's Novice Eight - Silver Medal
Women's Novice Eight - Bronze Medal

2016 SRAA National Championships

Women's Junior Eight – Semi-finals / 8th overall

2016 Stotesbury Cup

Women's First Four – Semi-finals / 17th overall
Women's Junior Eight – Semi-finals / 10th overall
Women's Lightweight Eight – Semi-finals / 9th overall

2016 VASRA Championships

Women's Second Four – Gold Medal
Women's Junior Eight – Bronze Medal

2015 SRAA National Championships

Men's First Eight – Semi-finals / 17th overall

2015 Stotesbury Cup

Men's First Eight – Semi-finals / 16th overall
Women's First Four – Semi-finals / 11th overall
Men's Second Eight – Semi-finals / 8th overall

2015 VASRA Championships

Women's Lightweight Eight – Silver Medal
Men's First Eight – Bronze Medal
Men's Second Eight – Bronze Medal
Men's Novice Four – Bronze Medal

2014 SRAA National Championships

Men's First Eight – Petite Finals / 11th overall

2014 Stotesbury Cup

Men's First Eight – Semi-finals / qualified 9th overall / cancelled for weather
Women's Junior Eight – Semi-finals / qualified 11th overall / cancelled for weather

2014 VASRA Championships

Women's Junior Eight – Gold Medal

Men's First Eight – Silver Medal

2014 Ted Phoenix Novice Championships

Men's Third Eight – Bronze Medal

Women's Novice Eight – Bronze Medal

2013 SRAA National Championships

Men's Junior Eight – Gold Medal

2013 Stotesbury Cup

Men's Junior Eight – 4th Place

Women's Junior Eight – Semi-finals / 17th overall

2013 VASRA Championships

Men's Junior Eight – Gold Medal

Women's Junior Eight – Gold Medal

Men's Second Four – Bronze Medal

2013 Ted Phoenix Novice Championships

Men's Freshman Eight – Bronze Medal

Women's Novice Four – Silver Medal

Men's Novice Eight – Bronze Medal

2012 SRAA National Championships

Men's Lightweight Eight – 10th Place overall

Women's Freshman Eight – 10th Place overall

2012 Stotesbury Cup

Men's Lightweight Eight – 4th Place

Women's Freshman Eight – Semi-finals / 17th overall

2012 VASRA Championships

Men's Lightweight Eight – Silver Medal

Women's Lightweight Four – Silver Medal

Men's Junior Four – Silver Medal

Women's Junior Four – Bronze Medal

2012 Ted Phoenix Novice Championships

Women's Freshman Eight – Gold Medal

Women's Novice Four – Bronze Medal

Men's Novice Eight – Silver Medal

2011 Stotesbury Cup

Men's Freshman Eight – Semi-finals / 17th overall

2011 VASRA Championships

Women's Junior Four – Bronze Medal

2011 Ted Phoenix Novice Championships

Women's Novice Eight – Silver Medal

Men's Novice Four – Gold Medal

2010 VASRA Championships

Women's Junior Eight – Bronze Medal

2010 Ted Phoenix Novice Championships

No results available

2009 Stotesbury Cup

Women's Senior Four – 6th Place

2009 VASRA Championships

Women's First Four – Gold Medal

Women's Second Four – Gold Medal

Men's Third Eight – Bronze Medal

2009 Ted Phoenix Novice Championships

No results available

2008 NCASRA Regional Championships

Men's Lightweight Eight – Silver Medal

2008 Ted Phoenix Novice Championships

Men's Freshman Eight – Gold Medal

2007 VASRA Championships

Men's Second Four – Gold Medal

Men's Lightweight Eight – Silver Medal

Women's Lightweight Eight – Bronze Medal

Women's First Four – Silver Medal

Women's Second Four – Silver Medal

Men's First Four – Bronze Medal

2007 Ted Phoenix Novice Championships

Men's Novice Eight – Gold Medal

Women's Novice Eight – Gold Medal

2007 Scholastic Rowing Association National Championships

Men's Lightweight Eight – Semi-Finals

Women's Lightweight Eight – Semi-Finals

Men's Senior Four – Petite Finals

Women's Senior Four – Third Finals

2006 VASRA Championships

Men's Second Four – Gold Medal

Men's Lightweight Eight – Silver Medal

Men's Lightweight Four – Silver Medal
Women's Lightweight Eight – Silver Medal
Women's First Four – Silver Medal
Men's Freshman Eight – Gold Medal

2006 Novice Regional Championships

Men's Novice Eight – Silver Medal
Men's Freshman Eight – Bronze Medal

2005 VASRA Championships

Women's Light-Weight Eight – Gold Medal
Men's Third Eight – Silver Medal
Men's Light Four – Silver Medal
Men's Freshmen Eight – Bronze Medal

2004 SRAA National Championships

Women's Junior 1x – Katie Kazimer – Gold Medal

2004 VASRA Championships

Women's Lightweight Four – Gold Medal
Women's Freshman Eight – Silver Medal

2004 NCASRA Regional Championships:

Women's Lightweight Four – Silver Medal

2003 SRAA National Championships

Women's Senior Four – Bronze Medal

2003 NCASRA Regional Championship

Women's Senior Four – Silver Medal

2002 NCASRA Regional Championship

Men's Lightweight Eight – Silver Medal
Women's Lightweight Four – Bronze Medal

2001 VASRA Championships

Men's Varsity Four – Bronze Medal
Men's Lightweight Four – Gold Medal

2001 NCASRA Regional Championships

Men's Lightweight Four – Silver Medal

2000 The Stotesbury Cup

Men's Junior Four – Bronze Medal

2000 NCASRA Regional Championships

Women's Junior Four – Gold Medal
Men's Senior Four – Bronze Medal

1999 SRAA National Championships

Men's Lightweight Four – Bronze Medal

1999 NCASRA Regional Championships

Men's Lightweight Four – Gold Medal

Women's Junior Four – Gold Medal

Men's Senior Four – Silver Medal

1998 SRAA National Championships

Men's Lightweight Eight – Fifth Place

Women's Senior Four – Sixth Place

1998 The Stotesbury Cup

Men's Lightweight Eight – Bronze Medal

Men's Senior Four – Fourth Place

Women's Senior Four – Fifth Place

1998 Northern Virginia Regionals

Men's Lightweight Eight – Gold Medal

1997 The Stotesbury Cup

Women's Junior Four – Fourth Place

1997 NCASRA Championships

Men's Junior Four – Bronze Medal

1996 NCASRA Championships

Men's Varsity Four – Gold Medal

Women's Junior Four – Gold Medal

Four-Oared Shells – Points Trophy

Appendix I- DRAFT SafeSport Policy

W.T. Woodson Crew Boosters Association, Inc. (Woodson Crew) SafeSport Policy

Woodson Crew's SafeSport policy is inline with both US Rowing SafeSport policies (<https://usrowing.org/sports/2016/6/1/safesport.aspx>) and Fairfax County Public School's Student Rights and Responsibilities policies (<https://www.fcps.edu/srr/>).

PURPOSE

There are many reasons to participate in sport at any level, including rowing. As a life-long activity, people often play sports to have fun, spend time with friends, and stay fit. Sport encourages a healthy lifestyle and builds self-confidence; athletes often do better off the field. They learn goal-setting, teamwork, and time management skills. Unfortunately, sport can also be a high-risk environment for misconduct. At W.T. Woodson Crew Boosters Association, Inc. (Woodson Crew), we are committed to creating a safe and positive training environment for all participants. This document discusses our requirements for implementing the SafeSport policy.

SCOPE: Covered Individuals, Activities, and Conduct

SafeSport policy applies to all Woodson Crew athletes, parents, coaches and Board members, even if they are not delineated in coaching contracts or other WT Woodson High School (WTWHS) or Fairfax County Public Schools (FCPS) policies. They apply to all Woodson Crew activities, including practices, competitions, training, travel, and communications (including social media).

In conjunction with the U.S. Olympic Committee's "SafeSport" policies, USRowing has identified six primary types of misconduct:

- Bullying
- Harassment
- Hazing

- Emotional Misconduct
- Physical Misconduct
- Sexual Misconduct

All these forms of misconduct are intolerable and in direct conflict with Woodson Crew ideals.

DEFINITIONS

The following definitions are taken from USRowing's SafeSport guidance. Please reference the SafeSport website <http://safesport.org> for further explanation of these forms of misconduct and specific examples.

Misconduct – Conduct which 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 sport: emotional, physical and sexual misconduct, bullying, harassment and hazing.

Bullying – Bullying is an intentional, persistent and repeated pattern of committing or willfully tolerating physical and non-physical behavior that is intended, or has 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. It includes any act or conduct described as bullying under federal or state law.

Harassment – Harassment is a repeated pattern of physical and/or non-physical behavior intended to cause fear, humiliation or annoyance, offend or degrade, create a hostile environment; or 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. It includes any act or conduct described as harassment under federal or state law.

Hazing – Hazing involves coercing, requiring, forcing or willfully tolerating any humiliating, unwelcome or dangerous activity that serves as a condition for joining a group or being socially accepted by a group's members. It includes any act or conduct described as hazing under federal or state law. Activities that fit the definition of hazing are considered to be hazing regardless of an athlete's willingness to cooperate or participate.

Emotional Misconduct – Emotional misconduct involves a pattern of deliberate, non-contact behavior that has the potential to cause emotional or psychological harm to an athlete. Noncontact behavior includes verbal and physical acts, as well as actions that deny attention or support. It also includes any act or conduct (e.g., child abuse and child neglect) described as emotional abuse or misconduct under federal or state law.

Physical Misconduct – Physical misconduct involves contact or non-contact behavior that can cause physical harm to an athlete or other sport participants. It also includes any act or conduct described as physical abuse or misconduct under federal or state law (e.g., child abuse, child neglect and assault).

Sexual Misconduct, including Child Sexual Abuse – Sexual misconduct involves any touching or non-touching sexual interaction that is nonconsensual or forced, coerced or manipulated, or perpetrated in an aggressive, harassing, exploitative or threatening manner. It also includes any sexual interaction between an athlete and an individual with evaluative, direct or indirect authority. Last, any act or conduct described as sexual abuse or misconduct under federal or state law (e.g., sexual abuse, sexual exploitation, rape) qualifies as sexual misconduct.

The above USRowing definitions are generally consistent with FCPS definitions as provided in the FCPS Student Rights & Responsibilities (SRR) Grades K-12 <https://www.fcps.edu/srr/>. USRowing’s definitions are not intended to conflict with relevant FCPS definitions or policy and, to the extent there is any question about a possible conflict, FCPS definitions and policy will take precedence.

POLICY IMPLEMENTATION

Woodson Crew adheres to all relevant Fairfax County Public Schools (FCPS) requirements in conducting its activities. Several FCPS protocols address appropriate conduct by students, parents and coaches, including the behaviors targeted by SafeSport. These FCPS protocols are binding on Woodson Crew members and coaches and are referenced below. In addition to these requirements and as specified below, Woodson Crew SafeSport policy requires certain individuals to undergo background checks and/or complete additional SafeSport education and training.

1. Compliance with FCPS Protocols
 - a. Parents and Athletes: All parents and athletes shall comply with FCPS requirements as delineated in FCPS Student Rights & Responsibilities (SRR) Grades K-12 (<https://www.fcps.edu/srr/>).
 - b. Coaches: All coaches shall comply with FCPS coaching requirements as delineated in the FCPS coaching contracts and WTWHS expectations and policies.

2. Applicant Screening
 - a. Woodson Crew Booster Association Board of Directors (the Board) and the WTWHS Director of Student Activities (DSA) conduct interviews of Program Director or Head Coach candidates. WTWHS DSA ensures that reference checks and background checks on all coaching applicants and volunteers, who

have continuing contact with athletes, are completed in accordance with FCPS policies. All potential Woodson Crew employees will go through the Fairfax County Public Schools (FCPS) screening process before working with athletes. The process includes fingerprinting, criminal background check, reference checks, TB test and sexual harassment training. Upon successful completion of the steps, FCPS issues the applicant an FCPS identification badge, which is sent to the WTWHS DSA. If any potential disqualifying factors are uncovered, FCPS notifies the DSA, who notifies the Crew Booster President and Head Coach. Under FCPS policy, and by extension Woodson Crew policy, the applicant will not have contact with students/participants if there are potential disqualifying factors unless a challenge resolves the findings to FCPS standards.

3. SafeSport Education and Training

- a. Parents and Athletes: In addition to complying with applicable FCPS requirements, Woodson Crew parents and athletes must, before the start of each rowing season, review the Woodson Crew SafeSport policy. The policy will be shared with athletes and parents as part of Woodson Crew's registration packet. When registering to join Woodson Crew, all members will acknowledge and affirm their commitment to abiding by the SafeSport Policy.
- b. Coaches: In addition to complying with applicable FCPS requirements, all coaches will acknowledge their review and understanding of the FCPS SRR and SafeSport policy prior to the start of each season. Woodson Crew coaches must complete SafeSport education and training, which is provided online.
- c. Voting Board Members & Active Volunteers: All Voting Board Members and Active Volunteers will be required to complete the SafeSport Training in addition to reviewing the Woodson Crew SafeSport policy each year during registration. Note: an Active Volunteer is anyone, who will have a high degree of ongoing and continuing contact with youth. A list of active volunteers will be maintained by the Board Secretary. Woodson Crew policy requires that no adult (employees, Coaches, Board members, parents, volunteers and active volunteers) meet with or spend time with athletes alone. In situations requiring a personal conference or other personal interaction, this must be conducted with the knowledge and in view of other adults and/or athletes.

4. Athlete Protection Policy: Reporting

- a. The primary concern of Woodson Crew is the health and well being of the student athlete. It is against Woodson Crew policy to retaliate against anyone who files a SafeSport-related report or cooperates in the investigation of a SafeSport-related incident.
- b. Coaches, staff members, athletes and volunteers must report alleged or suspected abuse, misconduct and SafeSport policy violations to the WTWHS DSA, President of the Woodson Crew Board and the Program Director/Head Coach and, when required, to appropriate law enforcement authorities.

- c. In the event that either the President or Program Director/Head Coach is involved in the alleged incident, then the report shall be made to the two Vice Presidents.
 - d. A report must be in writing (e- mail is acceptable, although it may be discouraged depending on the details necessary), containing the name, contact information and address of the person filing the report. The report must state the nature of the problem or action alleged to be problematic, the individuals involved, the date and time the incident occurred, the names of any witnesses and the action sought. Note: Staff members and volunteers 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 board member, coach, parent, volunteer or student to immediately report suspicions or allegations of child physical or sexual abuse.
 - e. Any incident of suspected abuse, misconduct, or violations of SafeSport policy shall be handled in accordance with the enforcement procedure outlined in the following section.
5. Athlete Protection Policy: Investigation and Enforcement
- a. Woodson Crew shall first adhere to FCPS policies and procedures when any written allegation is received. In the event there is no FCPS policy or procedure addressing the alleged misconduct, then the Woodson Crew President and two other Board members shall consult with the DSA and, as appropriate, other FCPS authorities to determine the appropriate procedures for investigating and resolving the complaint.