

Wyandotte Boat Club

Rules and Regulations Handbook

January 2013 Edition

Prologue

The Rules and Regulations Handbook has been written to address the responsibilities that the present and future high schools rowing out of and using the facilities of the Wyandotte Boat Club have to the WBC and to explore the methods by which the WBC can better serve the schools within its financial means.

It will be necessary to update the Handbook from time to time to meet the needs of a growing organization and to fit the circumstances of the WBC. The changes can be made through the recommendation of the Rowing Committee or by direct order of the Board of Directors whose decision is final and without recourse.

It must be realized that rules are only as effective as their enforcement. No regulations can cover every future incident that may occur. In most cases however, ethical conduct and sound judgment will solve most problems that may arise. It is expected that all who use the facilities honor all the regulations in the Handbook. It is also expected that all those in authority take on the responsibility to follow and enforce the rules and regulations set forth in this Handbook for the benefit of the high schools and the Wyandotte Boat Club.

Table of Contents

	Page #
Responsibilities of the School Districts	2
Responsibilities of the Coaches	3-4
Responsibilities of the Rowers	5
Responsibilities and Rights of the Wyandotte Boat Club	6-7
Wyandotte Boat Club Contract and Ethics Commitment	8

Responsibilities of the School Districts

Equipment

1. All high schools rowing at the Wyandotte Boat Club (WBC hereafter) must provide, at their own expense, all the equipment necessary for the size of the program they wish to conduct.
2. Each school will be required to purchase at least \$10,000 worth of rowing shells and/or oars every five years.
3. Permission to store new equipment must be given by the WBC Board of Directors before it is ordered.
4. All high school equipment (defined hereafter as rowing shells, oars, and boat saddles) will be made available solely to the WBC for its use during the WBC club season, a period typically from the second week of June to the second week of November. Any high school use of or modification to high school equipment during the WBC club season can be done only with the approval of the WBC Rowing Committee.
 - Exception: High schools will retain sole use of their rowing shells for a period of one year from the date the shell first entered the WBC boathouse. WBC may, however, use these excluded shells with written permission of the high school's head coach.
5. Outside of the WBC club season, all school equipment will be maintained at the expense of the school either by the club boatman or by a private contractor and must be kept in safe and usable condition at all times.
6. Use of club equipment will be allowed only with the permission of the WBC Rowing Committee. Any school given permission to use club equipment is responsible for keeping the equipment in safe and usable condition at all times, and for returning the equipment in a comparable condition.
7. If a high school athlete or coach causes damage to WBC facilities beyond normal wear and tear (as determined by WBC), the school is responsible for completing repairs to the satisfaction of the WBC, or for payment of expenses incurred during repairs.
- 8. Schools will provide safety lights for all their shells and launches**
- 9. Schools will provide ignition-kill tethers for all their motors.**
- 10. Schools will provide USCG-approved Personal Flotation Devices (PFDs) for all coaches.**
11. All schools will insure their rowing equipment.

Staff and Rowers

12. All schools will ensure that all high school coaches meet all terms covered in the 'Responsibilities of Coaches' section.
13. Payment of high school coaches will be the responsibility of the respective school district.
14. All schools will provide yearly water safety classes for rowers.

Annual Review

15. All schools will present the names of coaches, athletic director, list of equipment, anticipated size of crew and a certificate of insurance at each February Board of Directors meeting for yearly approval.

Fees due to WBC

16. High schools may be required to pay a fee for use of WBC facilities. The fee, if necessary, shall be per school or per rower but will be decided by the WBC Board of Directors at the time of implementation.
17. Schools will be assessed a fuel surcharge for fuel used during the high school season.

Responsibilities and Rights of Coaches

Annual Review and Coaching Approvals

1. All high school coaches will be approved by the WBC Board of Directors at the February Board of Directors meeting.
2. Head coaches will be in attendance at the February Board of Directors meeting when presenting their yearly programs.
3. Upon approval, Coaches will read and sign the Contract and Ethics Commitment. The document is included at the end of this handbook for review.

Certifications

4. Coaches will gain USRowing Level II Coaching Certification within two years of beginning coaching at the Wyandotte Boat Club.
5. Coaches will be certified in CPR and First Aid.

Safety

6. Coaches will ensure that no oarsperson will row on the water without a coach's launch in attendance.
7. Coaches will keep a safe ratio of launches to rowing shells/athletes while on the water.
8. Coaches will ensure that launches will have room to carry rowers if necessary.
9. No coach's launch will be on the water without proper safety equipment.
10. No launch or rowing shell will be on the water without proper lighting at dawn or dusk.
11. Coaches will obtain athletic release forms and monitor athletes' medical conditions
12. Rowable weather conditions are at the discretion of the WBC Head Coach. All coaches will adhere to his/her decision.
13. Coaches will ensure that all their boats always follow the established traffic pattern, with the sole exception of returning to the dock under a weather emergency.
- 14. Coaches will wear a PFD and ignition-kill tether at all times while on the water.**
15. Coaches will follow USRowing safety guidelines and any additional WBC safety guidelines at all times.

Security

16. Coaches are responsible for securing and locking the WBC.

Equipment and Facilities

17. High School coaches will enforce all equipment-related responsibilities listed under 'Responsibilities of the School Districts.'
18. Coaches will teach rowers the proper care and cleaning of WBC and high school equipment.
19. Coaches who rent the WBC truck and trailer will return them washed, vacuumed and fueled within 48 hours of returning.
20. Coaches will report any equipment damage to the WBC head coach within two days of the damage event / finding. Damage reporting should be done using the standard WBC forms.
21. All coaches, in conjunction with their athletes, will assist in the upkeep of the WBC as directed by the WBC head coach, including: work parties, scheduled cleaning tasks, the two semi-annual equipment reviews (June and November), and volunteering at regattas

Club Participation

22. Coaches will be members in good standing of the WBC.

23. High School coaches will encourage high school rowers to row for the Wyandotte Boat Club during the summer and fall racing seasons. Coaches will also actively participate in WBC recruiting efforts, by providing recruiting information to the WBC head coach (erg scores, skill evaluations) and by taking an active role in any WBC recruiting meetings.
24. Coaches will enforce all conduct rules set forth by the WBC and the Board of Directors
25. A coach from each high school program will attend either a Board of Directors or General Membership meeting each month.

Additional responsibilities

26. Coaches will adhere to scheduled practice times (as scheduled by the WBC Head Coach).
27. Coaches will conduct themselves in a professional and ethical manner in regards to all oarspersons rowing from the WBC including but not limited to:
 - there will be no abusive language used on WBC property
 - coaches will follow the WBC's sexual harassment policy
 - displays of romantic behavior between coaches and oarspersons will not be tolerated on WBC property or on rowing trips
 - no coach will coach an oarsperson with whom they have an outside romantic relationship
 - coaches will not have or consume alcoholic beverages, or smoke, during the performance of their coaching duties
 - no alcoholic beverages will be in a coach's launch at any time
 - coaches will follow the dictates of the Rowing Committee and WBC Head Coach regarding rowing technique
 - all high school coaches will follow the rules, regulations and ethical standards required of coaches by their respective high schools
 - coaches will sign the WBC Contract and Ethics Commitment yearly upon approval of the Board of Directors

Due Process

27. In the event that a coach is accused of disregarding or violating any of the above regulations, he/she will have recourse as follows:
 - a. The complaint will be filed, in writing with the Rowing Committee.
 - b. The Rowing Committee will set a time and date for a meeting at their convenience with the coach and or complainant present at which the violation will be discussed and action will be taken.
 - c. Proceedings of the meeting will be recorded in writing.
 - d. Should the coach or the complainant be dissatisfied with the decision of the Rowing Committee, they will have the right to a hearing of the facts by the Board of Directors whose decision will be final.

Responsibilities of Rowers

Behavior

All rowers on WBC property or on WBC sponsored trips will refrain from...

- fighting or physical behavior that could injure someone or damage equipment or properties
- using abusive language.
- romantic behavior of any kind
- using WBC facilities unless accompanied by a coach during a regularly scheduled practice
- entering the WBC lounge unless accompanied by a parent or coach (while in high school)
- removing from the premises, rowing or using any piece of WBC equipment without the express consent of the Rowing Committee or any piece of high school equipment without consent of their coach
- rowing in a rowing shell without being accompanied by an authorized coach in a coaching launch
- using drugs, alcohol, tobacco or any substance that may be physically harmful
- behavior that is intended to or may be considered hazing

All rowers will...

- keep clean the equipment and facilities of the WBC
- attend regularly scheduled work parties intended for the upkeep of the facility
- act safely and responsibly while on WBC property and while attending regattas
- respect all coaches, rowers, members of the WBC and members of the rowing community
- occupy and keep personal items locked in the designated locker rooms

Appearance

- All rowers will dress appropriately for athletic performance and in accordance with the standards set forth by the WBC.
- Long hair must be kept neatly tied back.
- Jewelry must not interfere with one's performance or distract others.
- Clothing which displays or encourages the use of drugs, alcohol and tobacco or is sexual in content is unacceptable.

Disregarding any of the above or future rules established by the Wyandotte Boat Club will be sufficient cause for a rower's dismissal from a club or high school program.

Responsibilities and Rights of the Wyandotte Boat Club

Equipment and Facilities

1. The WBC will allow for its rowing members and its member high schools, the use of its:
 - shell house for the storage of rowing equipment
 - training rooms and equipment
 - locker and shower rooms
 - docks (for rowing purposes)
 - indoor rowing tanks
 - coaches' office
2. The WBC will allow, with the express consent of the Rowing Committee, the use of its:
 - rowing shells and oars to its member high schools
 - truck and trailer to its member high schools for the transportation of rowing shells. All drivers must have a valid driver's license and be insurable (insured by the WBC).
3. Fuel in the WBC tank is to be used only for authorized coaches' launches and only for the purpose of rowing practices or authorized WBC uses.
4. The WBC will provide to its member high schools the use of one coach's launch per school for the high school season. Additional launches must be requested by individual schools and will be released at the discretion of the Rowing Committee.
5. The WBC will store school owned launches and motors for its member schools.
6. The WBC will retain the right to the full use of any and all high school equipment during the WBC club season, with the exception of rowing shells in their first year in the WBC boathouse. High schools will retain sole use of their rowing shells for a period of one year from the date the shell first entered the WBC boathouse. WBC may, however, use these excluded shells with permission of the high school's head coach.
7. The WBC will be responsible for any and all damages caused to high school equipment used during the WBC club season.
8. The WBC will obtain approval from the high school head coach before loaning any high school's equipment to a third party.

Approval of Coaches and Programs

9. The WBC will conduct a background check of all employees and WBC coaches.
10. The WBC Board of Directors will give final approval to all coaches. The decision of the Board is final and without recourse.
11. The WBC Board of Directors will accept new high school programs at its discretion. Applicants must present the following information to the WBC Board of Directors...
 - projected number of rowers
 - amount of equipment owned
 - plans for future equipment purchases
 - ⇒ New schools must also be willing to coordinate schedules with existing high school members.

Redress of Rule Violations and Equipment Damage

12. The WBC Board of Directors reserves the right to revoke the membership of any high school or WBC coach. This will lead to the inability of the individual to coach for, or at, the WBC. The reasons include but are not limited to...
 - violation of any of the rules by the WBC
 - unprofessional or unethical behavior
 - unsafe conduct
 - insufficient knowledge of rowing and training as determined by the Rowing Committee or Board of Directors
13. Damage caused by students or coaches to club equipment or facilities will be reviewed by the Rowing Committee. In addition to payment of repair costs, any damages found to be due to negligence could incur additional fines, fees or loss of rowing privileges.
14. If a high school program does not meet the requirement of providing the WBC with sole access to all high school rowing equipment during the WBC club season, with all equipment provided in safe and usable condition, the WBC reserves the right to respond as follows:
 - Upon notification or discovery of actions in apparent violation of the equipment use policy, the WBC head coach will contact the head coach of the affected high school program. Barring a finding of a simple misunderstanding or other extenuating circumstances, the WBC head coach will advise the head coach to correct the situation within seven days. This contact is considered a first warning. The WBC head coach will also notify the rowing committee of this first warning.
 - After seven calendar days have elapsed from the above first warning, the WBC head coach is to write a signed letter to the Athletic Director of the affected high school program, detailing why the program is not in compliance with the WBC equipment use policy and what must be done to remedy the situation. The WBC head coach should notify the head coach of the affected program, the rowing committee, and the WBC board of this second warning. This second warning will direct the head coach of the affected program to attend the next WBC Board or Membership Meeting, where the policy violation will be reviewed and any additional actions (including fines or other penalties to the high school program) will be considered.
 - For the above process, if the WBC head coach is affiliated with the affected high school program, WBC reserves the right to appoint an alternate member of the rowing committee as the main WBC contact.
 - The above process still applies for equipment that is damaged and / or undergoing repairs at the beginning of the WBC club season. An exception will be made, however, for equipment that is damaged to the point of being unsafe or unusable, assuming that the timing of the damage did not allow for completion prior to the club season. This exception depends on demonstrating a recent date of damage and demonstrating clear progress in the repairs. Cosmetic or other minor repairs will not be considered grounds for this exception.

Wyandotte Boat Club
Contract and Ethics Commitment
for all Wyandotte Boat Club and High School Coaches

It is the intent of the Wyandotte Boat Club that all individuals coaching from its facilities will maintain the highest moral and ethical standards in order to comply with our mission statement, "To promote amateur rowing and to develop the physical, mental and moral well-being of the youth in our area." For it is by example that we teach.

- I have read and understand the WBC Rules and Regulations Handbook and agree to abide by the document.
- I will ensure that all my rowers are knowledgeable of their responsibilities and the safety protocols of WBC. I will ensure that all my rowers follow these rules and responsibilities.

Coach completes items below

Printed Name

Signature

School / Program

Date

Rowing Committee Chairman

Date Received