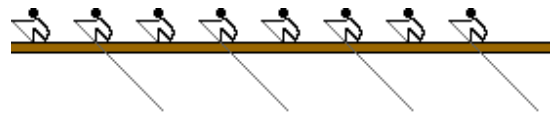




# McLean Crew Club

## 2009–2010



McLean High School, McLean, Virginia  
Rowing out of Thompson Boat Center  
Georgetown, Washington, DC  
**Website:** [www.mcleancrew.org](http://www.mcleancrew.org)  
**Address:** PO Box 7104  
McLean VA 22106-7104



## TABLE OF CONTENTS

<b>1</b>	<b>What's In It For Me?</b> .....	<b>3</b>
1.1	Benefits .....	3
1.2	Recent Accomplishments.....	4
<b>2</b>	<b>Expectations</b> .....	<b>6</b>
2.1	Parents/Guardians .....	6
2.1.1	Commitment Summary.....	6
2.1.2	Conduct.....	7
2.1.3	Forms .....	7
2.2	Rowers/Coxswains.....	7
2.2.1	Commitment Expected .....	7
2.2.2	Required Conduct .....	7
2.2.3	Varsity Letters .....	8
2.3	Coaches.....	8
<b>3</b>	<b>Policies</b> .....	<b>9</b>
3.1	Expenses Policy.....	9
3.2	Travel Policy.....	9
3.3	Boat Selection Policy .....	9
3.4	Fees Refund Policy .....	9
3.5	Volunteer and Fundraiser Points Policy .....	9
3.5.1	Overview .....	9
3.5.2	Earning and Accounting.....	10
3.5.3	Crediting.....	11
3.5.4	Credit Accounting.....	11
3.5.5	Enhanced Earnings .....	11
3.6	Communications .....	11
<b>4</b>	<b>2009–2010 Program</b> .....	<b>12</b>
4.1	Fees Description .....	12
4.1.1	Fees and Points Commitments per Student/Family .....	12
4.1.2	Possible Additional Costs.....	12
4.1.3	Descriptions of Fee-based Activities .....	13
4.2	2009–2010 Schedule .....	13
4.3	Club Organization .....	15
4.3.1	Board of Director .....	15
4.3.2	Major Activities .....	16
<b>5</b>	<b>Volunteer and Fundraiser Points</b> .....	<b>19</b>
<b>6</b>	<b>Introduction to Rowing</b> .....	<b>21</b>
6.1	Boat Organization .....	21
6.2	Season Organization.....	21
6.2.1	Fall Rowing Program.....	21
6.2.2	Winter Conditioning Program .....	21
6.2.3	Spring Season.....	21
6.3	Introduction to Rowing Terms .....	22
<b>7</b>	<b>Forms</b> .....	<b>25</b>



# 1 What's In It For Me?

*Why do we row? What drives rowers to repeat the same motion thousands of times a day? What draws some of the best athletes in the world to the sport? Benjamin Boehm, an MIT graduate and high school crew coach, takes a stab at all of these questions in the following essay. From (<http://www.rowersworld.com>)*

## **Why I Love Crew** By Benjamin Boehm

Second to rowing and coaching, one of my favorite things is talking about rowing and coaching. Rowers are often caught talking about this race or that race and about how great crew is and how much they love the sport. I've been told that crew is a love it or leave it sport. And those of us who love it can't get enough. So, I've been wondering what makes it so great and why it consumes us.

When people talk about how much they love crew, they rarely say that they row because the oar handle feels good in their hand, or the seats are comfortable. (Sure, when you place your hand on the handle, there is the thrill of anticipation, but would you take the oar home, just to hold onto it?) Non-rowers ask, "Is crew fun?" Well, think about the basics of the sport: going up and down the slide, putting the blade in the water, over and over and over. No. It's not fun. What's fun about that? Sure, sometimes there's interesting scenery, and sometimes the weather's nice. It's fun to hang out with your teammates after practice. But, catch-finish, catch-finish? It's not quite a birthday party at Chuck E. Cheese. But, there seems to be something in addition to the actual rowing that makes it irresistible.

There are some things I know I like about the sport. I like waking up in the morning and feeling my whole body ache. I can feel every muscle and know it is there. I know I am alive. On days when I'm doing sprint pieces, I love to feel the lactic acid burn in my legs. Then after a rest, the first few strokes of the next piece feel like a dream as the lactic acid is used up by pushing off the foot stretchers. I could go on, but are these the reasons I, or anyone else rows? No. They are merely the symptoms of a greater love.

Hard work. As a rower, you get to test yourself. Everyday, you go out and row as hard as you are capable of. You push your body and mind to their limits, and by doing so, you expand those limits. That's what people talk about when they talk about crew. They talk about how hard they've worked. They talk about how great it feels to achieve new milestones. They boast about achieving feats they once thought they could not and doing things others choke at the thought of trying. Our junior rowing director, Charlie Doyle, likes to say "Anything is possible in the sport of rowing." Anybody can win a race, if they've worked hard. That's what's great. If you decide every day that you're going to be a champion, you can be one.

## **1.1 Benefits**

Rowing is a total body workout. Rowing only looks like an upper body sport. Although upper body strength is important, the strength of the rowing stroke comes from the legs. Rowing is one of the few athletic activities that involves all of the body's major muscle groups. It is a great aerobic workout, in the same vein as cross-country skiing, and is a low-impact sport on the joints.

- Rowers are probably the world's best athletes. Rowing looks graceful, elegant and sometimes effortless when it is done well. Don't be fooled. Rowers haven't been called the world's most physically fit athletes for nothing. The sport demands endurance, strength, balance, mental discipline, and an ability to continue on when your body is demanding that you stop.
- Teamwork is number one. Rowing isn't a great sport for athletes looking for MVP status. It is, however, teamwork's best teacher. The athlete trying to stand out in an eight will only make the boat slower. The crew made up of individuals willing to sacrifice their personal goals for the team will be on the medal stand together. Winning teammates successfully match their desire, talent and bladework with one another. Excerpted from <http://www.usrowing.com>.



## 1.2 Recent Accomplishments

### 2009 Season

#### MidAtlantic Erg Sprints

Top Team Trophy  
Eight Gold Medals  
Six Silver Medals  
Seven Bronze Medals

#### Virginia Scholastic Rowing Championships

Gold Medal                      Women's Lightweight Eight

#### Stotesbury Cup Regatta

Silver Medal                      Women's Lightweight Eight

#### Washington Post All-Met Rowers

Kelly Hall                      First Team  
Colleen Devlin                      Honorable Mention

#### Washington Post All-Met Best Boats

Women's Senior Eight  
Women's Lightweight Eight

### 2008 Season

#### Beijing Olympics

United States Rowing Team  
Sam Stitt, Giuseppe Lanzone (McLean Crew Alumni)

#### MidAtlantic Erg Sprints

Team Championship Trophy  
Nine Gold Medals  
Eight Silver Medals

#### Mercer Lake Sprints/ ISA Sculling Championships

Silver Medal                      Women's Lightweight Eight  
Silver Medal                      Women's Senior Quadruple Sculls  
Bronze Medal                      Men's Lightweight Eight

#### Virginia Scholastic Rowing Championships

Gold Medal                      Women's Senior Quadruple Sculls  
Gold Medal                      Women's Senior Four  
Gold Medal                      Women's Junior Four  
Silver Medal                      Women's Lightweight Eight  
Bronze Medal                      Men's First Eight  
Bronze Medal                      Men's Lightweight Eight

#### Ted Phoenix Regatta (Freshmen/Novice Championship)

Gold Medal                      Women's Novice Eight

#### Scholastic Rowing Association of America Championships (National Championships)

Silver Medal                      Women's Senior Quadruple Sculls



### **Washington Post All-Met Rowers**

Stephen Silverstein      First Team  
Dominic Condello      Honorable Mention

### **Washington Post All-Met Best Boats**

Women's Senior Four  
Women's Senior Quadruple Sculls

## **2007 Season**

### **MidAtlantic Erg Sprints**

Team Championship Trophy  
Two Gold Medals  
Six Silver Medals  
Two Bronze Medals

### **Virginia Scholastic Rowing Championships**

Gold Medal      Women's Lightweight Eight  
Gold Medal      Women's Senior Quadruple Sculls  
Bronze Medal      Women's Senior Four

### **Scholastic Rowing Association of America Championships (National Championships)**

Silver Medal      Women's Senior Quadruple Sculls

### **Washington Post All-Met Rowers**

Emily Smith      Honorable Mention  
Carol Issa      Honorable Mention  
Susan Lockwood      Honorable Mention

### **Washington Post All-Met Best Boats**

Women's Lightweight Eight  
Women's Senior Four  
Women's Senior Quadruple Sculls

## **2006 Season**

### **MidAtlantic Erg Sprints**

One Gold Medal  
Three Silver Medals  
Five Bronze Medals

### **Mercer Lake Sprints/ ISA Sculling Championships**

Silver Medal      Men's Lightweight Four  
Silver Medal      Women's Junior Four

### **Virginia Scholastic Rowing Championships**

Gold Medal      Women's Lightweight Eight  
Gold Medal      Men's Lightweight Four  
Gold Medal      Women's Freshman Four  
Silver Medal      Women's Second Four  
Silver Medal      Men's Quad

### **Ted Phoenix Regatta (Freshmen/Novice Championship)**

Gold Medal      Women's Freshman Four



**Stotesbury Cup Regatta**

Bronze Medal

Women's Lightweight Eight

**Washington Post All-Met Rowers**

Dana Maas

First Team

Brendan McCook

Honorable Mention

Roshauna Singh

Honorable Mention

**Washington Post All-Met Best Boats**

Men's Lightweight Four

Women's Lightweight Eight

## 2 Expectations

Participation in the McLean Crew Club (MCC) goes beyond the individual rower or coxswain. Its success relies on participation from the family, as well as hard work and dedication from the coaches and athletes. (Throughout this handbook, the term "rower" is used to refer to both rowers and coxswains, unless otherwise noted.)

### 2.1 Parents/Guardians

#### 2.1.1 Commitment Summary

To operate, MCC needs a certain level of commitment from its members. The payment options below emphasize different areas of support so that members can select the commitment level that suits them best.

Required Membership Fees	Options	Payment Amount and Points Commitment	Payment Amounts and Due Dates	Points Deadline
\$1,425*	1	\$825 +600 points +1 Regatta volunteer position	\$275 due 10/13/09 \$275 due 01/12/10 \$275 due 03/09/10	May 1
\$1,425*	2	\$1,125 +300 points +1 Regatta volunteer position	\$375 due 10/13/09 \$375 due 01/12/10 \$375 due 03/09/10	May 1
\$1,425	3	\$1,425 +0 points +1 Regatta volunteer position	\$475 due 10/13/09 \$475 due 01/12/10 \$475 due 03/09/10	May 1

\* A portion of these fees can be paid through points earned.

**Club Volunteer Points (mandatory):**

All families are expected to participate in the Leaf Raking, Erg-a-thon and Mulch Sale fundraisers even if you are not required to earn any volunteer points. These fundraisers are a critical part of our budget and allow us to keep the Required Membership Fees manageable for our rowers and their families.

- **Fees:** Refer to 4.1 Fees Description Section of this Membership packet.

These fees grant a rower/coxswain and his/her parents/guardians membership in the MCC. Each rower participating in MCC pays these fees. They include transportation fees for practice in the Spring season. They do not include uniforms or expenses for the Camp Cooper Spring break trip and out-of-town regattas. Families whose financial circumstances make it impossible to pay these fees (typically families of students receiving free or reduced-cost meals) should contact the MCC President.

- **Club Volunteer Points (voluntary):** Refer to 5.0 Volunteer and Fundraiser Points section.

If a family would prefer, it can pay its fees in part through earning points by volunteering for positions and jobs within the Club. Other than coaches, there is no paid staff to operate MCC and perform support activities.

- **Regatta Volunteer Positions:**



As a member of the Virginia Scholastic Rowing Association (VASRA), MCC has an obligation to support Spring regattas with volunteers. VASRA assigns MCC specific jobs that members must perform on the day of each regatta. The Regatta Volunteer Coordinator will ask volunteers to sign up for these positions and can provide further details regarding the responsibilities required of each position. Only adults can perform these jobs. Each family must sign up for at least one regatta volunteer job.

- Parents or other adults can volunteer for regatta volunteer positions by:
  - Signing up at General Meetings.
  - Contacting the Regatta Volunteer Coordinator.
- Families that do not fulfill their regatta job commitment will be assessed \$100 (\$50 for MCC and \$50 for VASRA).

### 2.1.2 Conduct

- Respect the coaches as the final authorities on boat selection and rowing matters.
- Remember and respect that coaches seek only to create the fastest possible lineups. While decisions are subjective, they are not personal.
- When chaperoning crew activities, remember that you are a role model.
- When participating in crew events, remember that you represent the McLean Crew Club.

### 2.1.3 Forms

Parents are responsible for completing and submitting all required documents for participation. Form requirements for all rowers are listed at the end of this document. Forms should be delivered to the "Crew" mailbox in the MHS Activities Office or mailed to the Club's P.O. box (McLean Crew Club, PO Box 7104, McLean, VA 22106-7104). Forms may be downloaded at [www.mcleancrew.org/forms.html](http://www.mcleancrew.org/forms.html).

## 2.2 Rowers/Coxswains

### 2.2.1 Commitment Expected

- Work hard in order to improve and strive to achieve individual goals.
- Be supportive of the team by accepting coaching decisions.
- Seek feedback. If you don't know where you stand, ask.
- Realize team goals come before the needs or desires of any individual.
- Treat all teammates, opponents, coaches, officials, and Club members with respect.
- Club members are required to row as McLean HS student athletes in all regattas. Rowers may participate in other programs during the off-season at the discretion of their coach and with their coach's permission.
- All rowers are expected to attend winter workouts.
- **All rowers are required to be at each Spring practice.** Rowing is a team sport; the absence of one rower keeps an entire boat off the water. Unexcused absences are unacceptable. Excused absences must be minimized and consist of doctors appointments and academic events that are supported by written notes from the treating physician or supervising faculty. Practices will be planned to maximize boat time. When not assigned a team activity, rowers must show initiative and dedication to self-improvement.

### 2.2.2 Required Conduct

Event	Expectation
Races	Each crew will be required to arrive at the race location at a specific time set by the coach. Be punctual, your crew will not row if you are not on time.
	If you awaken sick and cannot row, notify the coach immediately and as early as possible.
	All rowers <b>MUST</b> wear the same designated racing attire.
	McLean rowers are expected to exhibit the highest standard of sportsmanship and support for the team at competitions.
	Exemplary conduct is expected at away races, including during bus rides, hotel stays and team meals.
School	Be on time for all classes.
	Keep things in perspective. School and family come before crew. At the same time, you have an important commitment to your crew teammates that will require discipline and sacrifices on your part. Contact your coach as soon as possible if you need time away from crew. However, you should schedule optional activities around crew.



Personal Responsibility	No alcohol, drugs, or tobacco. Use of any of these at any time during the season may lead to automatic dismissal from the team without any financial refunds. The team is a self-policed group. Members must watch out for each other. Members have a responsibility to each other to keep themselves and their teammates eligible to compete. Let the captains or a coach know as soon as possible if someone on the team is hurting the team or themselves by breaking the training rules.
At the Boathouse, Weight Room, Rowing Trailers, and on Buses	Crew members are expected to exhibit mature behavior at all times.
	Demonstrate pride in the team, McLean High School, and yourself by avoiding horseplay.
	Do not touch, move or handle things that do not belong to you. This includes personal items and other team equipment.
	A coach must always be at the boathouse with you. If you arrive early, wait outside the boathouse until a coach arrives.
	When land training, stay in groups. Complete the assigned workout in the designated area only.
Safety Rules	If you have a conflict with anyone at the boathouse, report it immediately to a coach or race official.
	Everyone must take a swim test before going on the water for the first time.
	All boats will be accompanied by a coaching launch after moving out of the designated launching and docking area. Do not row unless a coach is in sight
	If a boat swamps or turns over, stay with the boat. It will keep afloat until you can be picked up by the coach's launch. <b>NEVER LEAVE THE BOAT.</b>
	When the boat is moving or in the water, follow the directions of the coxswain and the coach. On a professional boat, only the coxswain talks. On all boats, only the coxswain or another individual designated by the coach talks.
	If you or someone else is injured, notify the coach immediately.
Equipment Rules	Everyone in the launch <b>MUST</b> wear a personal flotation device!
	Rowing equipment is very expensive and must be handled with care. Follow all directions regarding the handling of equipment.
	Boats and oars are very long--watch their swing while moving them.
	Unnecessary talking and horseplay are not permitted when handling equipment.
	Always focus on the task.
	All rowers must participate in routine cleaning and maintenance of equipment.
Report any equipment problems to a coach or Club representative immediately.	

### 2.2.3 Varsity Letters

While Fairfax County does not recognize Crew as a Varsity Sport, McLean High School does recognize the program with varsity status and thus provides Varsity Letters to qualifying crew members. Varsity Letters are awarded to rowers and coxswains who:

- Participate successfully in a Championship Event (as approved by the High School Crew Council) at the State VASRA Championships, and
- Consistently participate in mandatory and non-mandatory activities such as de-rigging for a regatta, re-rigging and racking boats after a regatta, work sessions with the coaches at the boathouse, etc.

### 2.3 Coaches

- Provide feedback to the athletes so they know their areas of strength and weakness.
- Make fair assessments in order to achieve the fastest lineups. When selections are made, hold individual conferences to explain decisions.
- Communicate the need for any subsequent lineup changes.
- Maintain rowers' expectations with full disclosure of expectations and requirements to achieve all goals.
- Maintain parents' expectations through regular communication.
- Maintain a collaborative working relationship with the MCC Board.



### 3 Policies

#### 3.1 Expenses Policy

Any personal expenses incurred on behalf of the McLean Crew Club must be within the approved budget guidelines and approved by the treasurer. All requests for reimbursement must be submitted in writing to the treasurer's attention with appropriate receipts attached.

#### 3.2 Travel Policy

ALL rowers are required to travel as a team to any out-of-town events using Club-provided transportation. If necessary, rowers may travel separately with a parent, but there will be NO OTHER EXCEPTIONS to this policy.

#### 3.3 Boat Selection Policy

All boat selection will be at the coach's discretion. Further requirements and expectations for rowers and coxswains will be communicated between rower/coxswain and coach. The coaches make the difficult decision of which athletes to put into which boats, using some of the following criteria in their assessments:

Rowers	Coxswains
1- Racing Experience and Past Performance	1- Steering
2- Ergometer Scores	2- Technical Knowledge of Racing
3- Consistency	3- Racing Experience and Past Performance
4- Seat Racing Results	4- Leadership and Motivation
5- Subjective Analysis of Boat-Moving Ability	5- Consistency
Always considered: Attitude and Attendance	Always considered: Attitude and Attendance

#### 3.4 Fees Refund Policy

All rowers leaving the Club on good terms during the school year who have prepaid their entire annual fees will be refunded a prorated fee as established by the Board. (Typically, rowers who have paid their full annual fees before March 9th but do not participate in the Spring Season will be refunded one-third the annual fee.) Any participation in the Spring Season will result in that year's fees being nonrefundable. New rowers are granted a ten-calendar-day grace period. **Note: Refunds are not provided to rowers who leave the team based on a violation of Club rules. All fee information is subject to change by the Board.**

#### 3.5 Volunteer and Fundraiser Points Policy

##### 3.5.1 Overview

This policy outlines the applicability and guidelines for administering the McLean Crew Club volunteer points program:

- "Rower" refers to both rowers and coxswains.
- "Family" refers to the rower and his or her parents/guardians/adult family members and friends who wish to participate in support of the rower.
- "Parent" refers to the parents/guardians (or, alternatively, other adult family members) who wish to participate in support of the rower.
- "Student" refers to the McLean High School student participating in the MCC as a rower or coxswain.
- "Member" refers strictly to the rower and his/her parents/guardians.

##### 3.5.1.1 Benefits

The MCC and its members benefit from volunteer and fundraising activities:

- The activities of the Club are **sustained** operationally and financially so that the physical and emotional benefits of this team sport can continue,
- The team maintains its **competitiveness** because it is able to support Fall and Winter conditioning programs (in addition to the Spring regatta season), as well as equipment needs, and
- All members are **united** in a communal commitment and interest in the students' enjoyment and success in the sport of rowing.



### 3.5.1.2 Obligation

Each member of MCC is required to meet a fees obligation in the total amount of \$1425 per year. In addition, there are mandatory participation requirements for regatta positions and fundraisers during the year. See Section 2.1.1 Commitment Summary for a detailed explanation of payment options. Fees may be paid in full at any time, but no later than in three equal payments, due on October 13th, January 12th and March 9th. Rowers joining the program later in the year must immediately pay all fees due up to the date they join the team. **Fee payments must be current in order for a rower to practice or compete.**

### 3.5.1.3 Responsibility

The VP for W&M administers the Volunteer and Fundraising program and is responsible for addressing any questions regarding this policy statement. The Club offers a variety of activities throughout the year by which families can meet **and exceed** their volunteer and fundraising goals. Any unresolved issues will be forwarded to the Club's Board of Directors for final resolution.

## 3.5.2 Earning and Accounting

All students earn Volunteer and Fundraising points by their own participation and the participation of their family. A Points Coordinator will maintain a spreadsheet of all members, their points goals, and points earnings. Each family must meet its point commitment by May 1. All points records will be reviewed on March 31, and families still needing to earn additional points will be informed of opportunities to earn them. **The points obligations are PER FAMILY, however FEES are PER STUDENT.** (Refer to Section 3.5.3 Crediting.)

### 3.5.2.1 Club Volunteer Participation

Parent volunteers fulfill the board and committee responsibilities. The willing and energetic support of this group makes it possible to accomplish the legal and administrative functions of the MCC. Calls for committee chairs and participants throughout the year afford parents a rewarding opportunity to work for the rowers' success. **ONLY the activities in the Volunteer & Fundraiser Points table (See Section 5) earn points.**

- A family can volunteer for these positions via:
  - Signing up for volunteer opportunities at General Meetings
  - Solicitation by the nominating committee
  - Contacting a Committee Chair
  - Contacting the VP in charge of the committee.

### 3.5.2.2 Fundraising Participation

Fundraisers are critical to meet the expenses incurred throughout the year to maintain and operate the MCC. Without fundraising, fees alone would have to cover the entire MCC's expenses – this would create an unacceptable financial burden for most families. To meet these fundraising goals, **full** participation of all families is necessary. **ONLY the activities in the Volunteer & Fundraiser Points table, shown in Section 5, earn points.** Many fundraisers give the students and families opportunities to work together and contribute to the coaches' team-building goals. The Club has retained only the most profitable fundraisers to fulfill its mission.

- The amount of fundraising credit to be earned for each approved fundraiser is listed in Fundraiser Points.
- A family can earn points for these fundraisers by signing up to participate in the approved activities planned for the year.
- The VP W&M Committee may set minimum age requirements for family-member participation in specific fundraising events.
- Participants are responsible for signing-in with the fundraising coordinator at the time of the event in order to be awarded points. Fundraising coordinator and/or the Treasurer are responsible for forwarding the sign-in sheets/points earnings to the Points Coordinator.
- The Points Coordinator reports point status via a report attached to a monthly email sent by the Club Treasurer or VP of Administration.

### 3.5.2.3 Prorating Points

Members who join the Club after the Mulch Sale fundraiser (held in mid-March) must pay fees in dollars, in lieu of earning points. This is necessary because most point-earning opportunities have passed and the Spring regatta season is in full swing. New members are still expected to participate in any remaining fundraising or work-day activities.



### 3.5.2.4 Donations

Donations are always welcome, at any level. Family, friends, or organizations may make donations in the name of a rower. Donations made on a member's behalf will be credited at the rate of one point per dollar donated.

- Donations may be solicited through family, friends, or a parents' workplace and submitted in the name of the rower.
- Large corporate donations, grants, or sponsorships are highly desirable. Please contact the VP of W&M if you are able to arrange such donations. As with other donations, these donations may be made in the name of a rower.
- Door-to-door, telephone, or shopping center solicitations for donations may be done only with prior written approval of the MCC Board of Directors.

MCC is a 501(c)(3) charitable organization. Donations may qualify as a tax-deductible contribution.

### 3.5.3 Crediting

Every effort is made to ensure an **accurate record of commitments and earnings** is maintained for every family. This relies on **accurate reporting to the Points Coordinator**.

- Points are earned from September 1<sup>st</sup> of one year through May 1<sup>st</sup> of the following year. Points are earned on an annual basis and **cannot be carried** over to the following rowing season (academic year).
- Points **cannot be transferred** to another family. Families whose point goals:
  - Are **not met** by the deadline date must immediately remit payment for the remaining balance at \$1 per point.
  - The award of varsity letters and, in the case of seniors, diplomas and other graduation awards may be withheld until these balances are cleared with the Club.
- If a student withdraws from the program at any time during the year, their points earned are:
  - **Not refundable** to the rower
  - **Not transferable** to another rower (other than a sibling)
  - Points **are not pro-rated** if the rower participates during only part of the year.

### 3.5.4 Credit Accounting

The Points Coordinator will report the results to the membership on a monthly basis via email. If there is a discrepancy between reported earnings and the family's records, the rower/parent should contact the person in charge of the event for which they received no credit. The Points Coordinator will update the records based on feedback from the person in charge of the event. If the discrepancy is unresolved, the rower/parent should bring the issue to the attention of the VP of W&M for resolution.

### 3.5.5 Enhanced Earnings

We are always very proud of overachievers who earn in excess of their commitment! Although surplus points cannot transfer from year to year or rower to rower (other than siblings), the extra points earned will benefit the students, their families, and the Club.

## 3.6 Communications

- **All Mail:** (correspondence/payments) should be directed to the McLean Crew Club, PO Box 7104, McLean, VA 22106.
- **Web Page:** The McLean Crew web page is a great source of information about the crew program. It contains timely information, regatta schedules and results, photographs, forms, and an option to pay Club dues and other payments online using PayPal (an additional credit card fee will be charged). All website information must be submitted to the board for approval prior to posting. The McLean Crew web page address is [www.mcleancrew.org](http://www.mcleancrew.org).
- **Email:** All email messages meant to reach the general membership must be submitted through the Board and distributed at its discretion. Club-related emails are typically sent to groups of individuals, e.g. male rowers, female rowers, parents, board members. You are encouraged to sign up on our website to receive emails intended for one or more of these groups.
- **Publicity:** All media submissions must be submitted to and approved by the Board. The Club President or another Board designee must handle all media inquiries.
- **Coaches:** The Club President is the primary point of contact between parents and coaches to answer questions concerning a rower and his/or role on the team, deal with any parental concerns involving their rower, or questions that might relate directly with water practice, regatta participation and/or boathouse protocol. **UNDER NO CIRCUMSTANCES IS A PARENT TO CONTACT A COACH AT HOME!**



## 4 2009–2010 Program

### 4.1 Fees Description

#### 4.1.1 Fees and Points Commitments per Student/Family

Because funds must be available all year to meet scheduled payments (boat storage, equipment purchases, fees and insurance, etc.) and operational support takes place year-round, three separate payment dates are necessary. Full fees may be paid at any time. Rowers must remain current with fees and pay by the due date to continue program participation and competition. Rowers joining the program later in the year must immediately pay all fees due up to the date they join the team. The annual fee includes transportation for freshmen and sophomores to weekday practices in the Spring season, but does not include uniforms or travel to out-of-town competitions.

The amount of fees depends on the point-commitment option selected. **Note: All fee information is subject to change by the Board.**

Required Membership Fees	Options	Payment Amount and Points Commitment	Payment Amounts and Due Dates	Points Deadline
\$1,425*	1	\$825 +600 points +1 Regatta volunteer position	\$275 due 10/13/09 \$275 due 01/12/10 \$275 due 03/09/10	May 1
\$1,425*	2	\$1,125 +300 points +1 Regatta volunteer position	\$375 due 10/13/09 \$375 due 01/12/10 \$375 due 03/09/10	May 1
\$1,425	3	\$1,425 +0 points +1 Regatta volunteer position	\$475 due 10/13/09 \$475 due 01/12/10 \$475 due 03/09/10	May 1

\* A portion of these fees can be paid through points earned.

#### 4.1.2 Possible Additional Costs

Event (must qualify for races)	Approximate Cost	Due By
Crash B's World Indoor Rowing Competition (Boston)	\$300 (if qualify)	Feb 2010
Camp Cooper Spring Break Trip (Summerton, South Carolina)	\$395	March 2010
<b>Mercer Lake Sprints/ ISA Sculling Championships</b> (Mercer, NJ)	\$375 (if qualify)	May 2010
Stotesbury Cup Regatta (Philadelphia)	\$375 (if qualify)	May 2010
Scholastic Rowing Association Championships ("Nationals") (Saratoga Springs, NY)	\$400 (if qualify)	May 2010
Canadian Schoolboy Championships (St. Catharines, Ontario)	\$unknown (if qualify)	May 2010
Uniform Cost (required for novices, replacements if needed by veterans)	\$95.00	At time of order
Additional Apparel (sweatshirts, duffle bags, tee shirts, hats, visors, etc)	Various	At time of order



#### 4.1.3 Descriptions of Fee-based Activities

- 2009– 2010 School Year Fees. **All students are charged an annual fee for membership in the McLean Crew Club, regardless of participation.** Any participation in the Fall 2009 Learn-to-Row program is voluntary and rowers must provide their own transportation to the boathouse. Participation in the Winter 2009-2010 indoor conditioning program is mandatory, unless the rower is involved in another school activity or has obtained permission from the coaches. Participation in the Spring 2010 practice and regatta season is mandatory and transportation to and from the boathouse will be provided for freshmen and sophomores.
- Spring Transportation. A bus is provided to take rowers to the boathouse in the afternoon four or five days per week during the Spring 2010 practice and regatta season. No bus is provided for Saturday practices or to local regattas.
- Crash B Sprints World Indoor Rowing Competition. This event is held in Boston. Qualifiers from the local Mid-Atlantic Sprints are invited to represent the Club in this ergometer competition.
- Away Regattas. All Club members are encouraged to attend one away regatta (either the Mercer Lake Sprints near Princeton, New Jersey or the Stotesbury Cup Regatta in Philadelphia) as a Club field trip. Rowers who choose not to attend these events should inform their coach as early in the season as possible so that boat selections for these competitions can be refined. Attendance at other away regattas, including the Scholastic Rowing Association Championships ("Nationals") in Saratoga Springs, New York and the Canadian Schoolboy Rowing Championships in St. Catharines, Ontario, Canada, depends on a boat's performance at earlier qualifying races.
- Spring Break Trip to Camp Cooper. The team will travel to Summerton, South Carolina for a week of intensive rowing in a warmer climate, with 2 to 3 water practices daily. The objective is to give all who participate the opportunity to improve their skills, bond with their boatmates and develop the teamwork skills that will make them more competitive during the racing season. While the focus is rowing, there will be time for everyone to attend to school assignments as well as participate in games and planned social activities. Camp Cooper is a rustic facility with dormitory housing and cafeteria-style dining. There are few distractions, which makes this an ideal place to spend a week focused on rowing. For more information on Camp Cooper, visit their web site at <http://www.clemson.edu/yli/crew/index.htm>.

## 4.2 2009–2010 Schedule

Events are subject to change. Updates will be posted on the website ([www.mcleancrew.org](http://www.mcleancrew.org)) and communicated via email.

September 2009	
Tue, 8	First Day of School
Wed, 9	Board Meeting 7:30 PM, Classroom 194
Tue, 15	General Membership Meeting, 7:30 PM, MHS Cafeteria
Fri, 18	Swim Tests for novice rowers
Sat, 19	Begin Fall Learn-to-Row Program
Thu, 24	Back to School Night
October	
Wed, 7	Board Meeting 7:30 PM, Classroom 194
Mon, 12	Columbus Day Holiday
Tue, 13	General Meeting, 7:30 PM, MHS Cafeteria
Fri, 30	End of First Grading Period
November	
Mon, 2 – Tue, 3	Student Holidays
Wed, 4	Board Meeting 7:30 PM, Classroom 194
Sat, 7 – Sun, 8 (Tentative)	Leaf-Raking Fundraiser – 1 <sup>st</sup> session
Tue, 10	General Meeting, 7:30 PM, MHS Cafeteria
Sat, 14 – Sun, 15 (Tentative)	Leaf-Raking Fundraiser – 2 <sup>nd</sup> session (Last session will not occur until most leaves have fallen)



Thu, 26 – Fri, 27	Thanksgiving Holiday
<b>December</b>	
Wed, 2	Board Meeting 7:30 PM, Classroom 194
Tue, 8	General Meeting, 7:30 PM, MHS Cafeteria
Thu, 24	Begin Winter Break Vacation
<b>January 2010</b>	
Wed, 6	Board Meeting 7:30 PM, Classroom 194
Tue, 12	General Meeting, 7:30 PM, MHS Cafeteria
Sat, 16	Erg-a-thon Fundraiser
Mon, 18	MLK Birthday Holiday
Thu, 28	Second Grading Period Ends
Sat, 30	MidAtlantic Erg Sprints indoor rowing competition
<b>February</b>	
Wed, 3	Board Meeting 7:30 PM, Classroom 194
Tue, 9	General Meeting, 7:30 PM, MHS Cafeteria
Mon, 15	Presidents' Day Holiday
	VASRA Coxswain Training
	Crash B Sprints World Indoor Rowing Competition, Boston, MA
Mon, 22	Begin Spring Season On-the-Water Practice (weather permitting)
<b>March</b>	
Sat, 6 – Sun, 7 (tentative)	Mulch Delivery Weekend, MHS (Mandatory)
Wed, 3	Board Meeting 7:30 PM, Classroom 194
Tue, 9	General Meeting, 7:30 PM, MHS Cafeteria
Sat, 27	Regatta St Andrews Middletown DE (selected boats only)
Sat, 27-Fri Apr 2	Spring Break Camp Cooper Trip, Summerton, South Carolina (Mandatory)
<b>April</b>	
Wed, 7	Board Meeting 7:30 PM, Classroom 194
Tue, 13	General Meeting, 7:30 PM, MHS Cafeteria
Sat, 3	Walter Mess Regatta Occoquan
Sat, 10	Darrell Winslow Regatta, Occoquan
Sun, 11	3rd Manny Flicks, Philadelphia, Pennsylvania (selected boats only)
Fri, 16 – Sat, 17	Mercer Lake Sprints/ ISA Sculling Championships, Mercer, NJ (selected boats only)
Sat, 17	Smokey Jacobs Regatta Occoquan
Sat, 24	Charlie Butt Regatta, Georgetown, Potomac
<b>May</b>	
Sat, 1	Ted Phoenix Lower Boats Championship, Sandy Run, Occoquan (freshmen & novice boats only)
Wed, 5	Board Meeting 7:30 PM Classroom 194
Sat, 8	Virginia Scholastic Rowing Championship (States), Sandy Run, Occoquan
Tue, 11	General Meeting, 7:30 PM, MHS Cafeteria



Thu, 13 – Sat, 15	Stotesbury Cup Regatta, Philadelphia, Pennsylvania (qualifying boats only)
Thu, 27 - Sat, 29	Scholastic Rowing Association Championships (Nationals), Saratoga, NY (qualifying boats only)
<b>June</b>	
Thu, 4-Sat 6	Canadian Championships Ontario, Canada (qualifying boats only)
Sun, 13	Club End-of-Year & Awards Picnic
Thu, 22	Last Day of School (if there have been fewer than 4 inclement weather days!)
	Henley Womens Regatta (qualifying boats only)
	Royal Henley Regatta (qualifying boats only)

## 4.3 Club Organization

### 4.3.1 Board of Directors

Position	Responsibilities	Contact Information
President	<ul style="list-style-type: none"> <li>• Preside at all meetings</li> <li>• Appoint all committees</li> <li>• Ex-officio member of all committees</li> <li>• Responsible for the day-to-day operations of MCC</li> <li>• Manage coaching staff contracts</li> <li>• Preside as parental point-of-contact with coaches</li> <li>• Ensure compliance with policies of MCC, VASRA, US Rowing Association, McLean High School, and the Virginia High School League.</li> </ul>	John Smith president@mcleancrew.org 703-255-5247 home 703-906-7957 mobile
Vice President - Administration	<ul style="list-style-type: none"> <li>• Oversee the administrative activities of MCC</li> <li>• Responsible for the coordination of all activities between MCC and the MHS Sports &amp; Administrative Officials and FCPS Officials</li> <li>• Assist the President in the discharge of his/her duties</li> <li>• In the President's absence, officiate at meetings in his/her stead</li> <li>• Chair the Administration Committee</li> <li>• Responsible for documentation to meet all requirements to operate MCC in accordance with all governing regulations (waiver forms, medical forms, entry forms, etc.)</li> <li>• Maintain membership records (roster)</li> <li>• Photography coordinator</li> <li>• Faculty sponsor liaison</li> <li>• Perform other functions as assigned by the President</li> </ul>	
Vice President- Ways & Means	<ul style="list-style-type: none"> <li>• Responsible for all MCC fundraising activities except membership fees (mulch sale, erg-a-thon, leaf raking, etc., and corporate donations)</li> <li>• Develop funding ideas to meet annual requirements</li> <li>• Plan and execute fundraisers throughout the season</li> <li>• All fundraising committee chairs report to this position</li> <li>• Chair the Ways and Means Committee</li> <li>• Oversee W&amp;M subcommittees</li> <li>• Perform other functions as assigned by the President</li> </ul>	Carol Sanders vpwaysandmeans@mcleancrew.org 703-847-9409 home 703-819-7223 mobile
Vice President-	<ul style="list-style-type: none"> <li>• Responsible for the maintenance of equipment owned and</li> </ul>	Stephen Keller



Operations	<ul style="list-style-type: none"> <li>operated by MCC</li> <li>Principal representative of MCC to VASRA</li> <li>Responsible for participation in regattas run by VASRA</li> <li>Oversee/sponsor the Uniform Committee</li> <li>Chair the Maintenance Committee</li> <li>Perform other functions as assigned by the President</li> </ul>	vpopulations@mcleancrew.org 703-917-9184 home 703-953-5959 mobile
Secretary	<ul style="list-style-type: none"> <li>Be present at every meeting of MCC</li> <li>Keep a complete journal of all proceedings.</li> <li>Correspondence (fundraising thank you notes, school paper, etc.)</li> <li>Constitution/By Laws (review and coordinate revisions)</li> <li>Historian</li> </ul>	
Treasurer	<ul style="list-style-type: none"> <li>Collect fees</li> <li>Oversee budget (cash flow and policies)</li> <li>Prepare and submit tax filings</li> </ul>	Rex Taylor treasurer@mcleancrew.org 703-827-5973 home 703-217-9250 mobile
Regatta Chair	<ul style="list-style-type: none"> <li>Responsible for volunteer coordination with VASRA</li> <li>Oversee Regatta subcommittees</li> <li>Develop a manual of timetables and activities to be passed on to the next board</li> </ul>	
Member at Large	<ul style="list-style-type: none"> <li>Advisor to the current board</li> <li>Oversee Webmaster and Camp Cooper committees</li> <li>Perform other functions as assigned by the President</li> </ul>	
Member at Large	<ul style="list-style-type: none"> <li>Advisor to the current board</li> <li>Oversee Publicity and Communications committees</li> <li>Perform other functions as assigned by the President</li> </ul>	

#### 4.3.2 Major Activities

Committee & subcommittees	Responsibilities	Chair(s)/Sponsor
W&M – Erg-a-thon	<ul style="list-style-type: none"> <li>Coordinate and conduct Erg-a-thon</li> <li>Develop/update a manual to guide this activity</li> </ul>	TBD
W&M - Mulch Sale	<ul style="list-style-type: none"> <li>Coordinate and conduct mulch sale</li> <li>Develop/update a manual to guide this activity</li> </ul>	TBD
W&M - Corporate Outreach	<ul style="list-style-type: none"> <li>Coordinate and conduct fundraising activities targeted to corporate sponsors</li> <li>Develop/update a manual to guide this activity (as applicable)</li> </ul>	TBD
W& M – Alumni Outreach	<ul style="list-style-type: none"> <li>Coordinate and conduct fundraiser targeted to Club alumni and families</li> <li>Develop/update a manual to guide this activity</li> </ul>	TBD
Rower Transportation	<ul style="list-style-type: none"> <li>Coordinate/arrange transportation (carpools/bus/plane) to practices and regattas (home and away)</li> <li>Develop a manual of timetables and activities that can be passed on to the next Board</li> </ul>	TBD
Regatta/Equipment Transportation	<ul style="list-style-type: none"> <li>Coordinate/arrange/solicit a loaner truck or other substantial vehicle to pull the trailer to local and out of town events (Truck Requirements: F-250 or 2500 with towing package)</li> <li>Coordinate with driver to haul boat trailer</li> <li>Develop/update a manual of timetables and activities that can be passed on to the next Board</li> </ul>	TBD / VP Operations
Documentation/	<ul style="list-style-type: none"> <li>Assist VP of Admin as needed with tasks</li> </ul>	TBD



Committee & subcommittees	Responsibilities	Chair(s)/Sponsor
Administration	<ul style="list-style-type: none"> <li>• Ensure rowers have proper documentation</li> <li>• Set up the swim test at the beginning of each Summer and Fall program and Spring season</li> <li>• Set up files on each rower and keep them current</li> <li>• Develop/update a manual of timetables and activities that can be passed on to the next Board</li> </ul>	
Regatta - Volunteer	<ul style="list-style-type: none"> <li>• Arrange for needed volunteers to work regattas</li> <li>• Solicit volunteers and keep info about when training is given (VASRA requirement)</li> <li>• Develop/update a manual to guide this activity</li> </ul>	TBD
Regatta - Travel	<ul style="list-style-type: none"> <li>• Plan with Transportation Chair and make other arrangements (housing/hotel, food, etc.) for out-of town regattas</li> <li>• Assemble information packets for travel regattas</li> <li>• Coordinate and recruit chaperones</li> <li>• Collect appropriate forms (coordinate with VP of Administration if necessary)</li> <li>• Coordinate with coaches to enter rowers into the appropriate events</li> <li>• Make room assignments</li> <li>• Coordinate with the Athletic Office for appropriate field trip forms</li> <li>• Develop/update a manual to guide this activity</li> </ul>	TBD
Regatta - Event Support	<ul style="list-style-type: none"> <li>• Work closely with Travel Regatta committee</li> <li>• Coordinate food and personal comfort equipment for regattas and fundraising events (mulch sale, erg-a-thon)</li> <li>• Prepare lists and solicit food donations for local regattas</li> <li>• Plan and arrange for food for out-of-town regattas</li> <li>• Develop/update a manual to guide this activity</li> </ul>	Janice Johnson, Melissa Tobat /Regatta Chair
Maintenance/ Equipment	<ul style="list-style-type: none"> <li>• Recommend equipment needs and preventative maintenance schedules</li> <li>• Liaison with coaches on equipment needs and repairs</li> <li>• Oversee M&amp;E subcommittees</li> <li>• Repair shells, oars, riggers, and other crew equipment as needed prior to the Fall Learn-to-Row Program (September–November), and Spring Season (February–May)</li> <li>• Maintain and keep current spare parts inventories for routine maintenance activities</li> <li>• Develop/update a manual of timetables and activities that can be passed on to the next Board</li> </ul>	TBD
M&E - Rowing Center	<ul style="list-style-type: none"> <li>• Repair ergs as needed prior to the Fall Program</li> <li>• Maintain and keep current spare parts inventory for routine maintenance activities</li> <li>• Maintain rowing center: paint walls as needed, carpet as needed, and cleanup on a regular basis</li> <li>• Develop and maintain a Rowing Center Team manual</li> <li>• Build and secure vandal-proof sound system</li> <li>• Develop/update a manual of timetables and activities that can be passed on to the next Board</li> </ul>	TBD / VP Operations
M&E - Launch	<ul style="list-style-type: none"> <li>• Replenish gas for launches every Sunday during</li> </ul>	TBD / VP Operations



Committee & subcommittees	Responsibilities	Chair(s)/Sponsor
Equipment	season, 50:1 gas to oil ratio <ul style="list-style-type: none"> <li>• Winterize engines after the fall and take the launches out of the water and off boathouse property</li> <li>• Have engines tuned up every winter in preparation for the Spring season</li> <li>• Perform all related launch maintenance and work as noted by coaches</li> <li>• Develop a manual of timetables and activities that can be passed on to the next Board</li> </ul>	
Uniforms/ Merchandising	<ul style="list-style-type: none"> <li>• Handle uniform orders/coordinate with board for logos, etc.</li> <li>• Work closely with the VP W&amp;M and the merchandising subcommittee</li> <li>• Develop a manual of timetables and activities that can be passed on to the next Board</li> </ul>	Beverly Keller / VP Operations
WEB Coordinator	<ul style="list-style-type: none"> <li>• Organize web page format and content</li> <li>• Update information on webpage within two (2) days of submission from Board members or their designees</li> <li>• Assign a person to update webpage in WEB coordinator's absence</li> <li>• Work with board to employ and maintain technology tools necessary to facilitate Club activities (such as Paypal, form uploads, etc.)</li> <li>• Ensure webmaster has necessary tools to deploy the content</li> <li>• Develop/update manual developed to guide this activity</li> </ul>	TBD
Publicity	<ul style="list-style-type: none"> <li>• Seek to ensure appropriate coverage in local newspapers, TV, etc.</li> <li>• Develop/update manual developed to guide this activity</li> </ul>	TBD
Nominating Committee	<ul style="list-style-type: none"> <li>• Solicit slate for any MCC officers as needed</li> <li>• Solicit prospective new committee chairs as needed</li> <li>• Develop a manual of timetables and activities that can be passed on to the next Board</li> </ul>	TBD/ Board
Standard Procedures	<ul style="list-style-type: none"> <li>• Receive manuals from all other committees and develop a standard operating procedures library for posterity</li> </ul>	Secretary
School Sponsor	<ul style="list-style-type: none"> <li>• Coordinate with the Activities office to place dates on the school calendar</li> <li>• Obtain dates and notices from the Activities office for team pictures and other athletic activities</li> <li>• Work with Athletics office and Coach to recruit team managers from school</li> </ul>	TBD / VP Administration
Camp Cooper Spring Break Trip	<ul style="list-style-type: none"> <li>• Coordinate camp accommodations, travel arrangements, and school approval requirements</li> <li>• Distribute information to coaches, rowers, and parents</li> <li>• Seek chaperones and secure their commitments to serve</li> <li>• Develop/update manual to guide this activity</li> </ul>	TBD / At Large



Committee & subcommittees	Responsibilities	Chair(s)/Sponsor
Communications	<ul style="list-style-type: none"> <li>Prepare and send e-mail blasts weekly or as needed by obtaining information from the board, committee and subcommittee chairs, and coaches</li> <li>Assist the Secretary with minutes</li> <li>Develop/update manual to guide this activity</li> </ul>	Junko Salmon / At Large
Handbook	<ul style="list-style-type: none"> <li>Update the handbook with relevant information for the coming year</li> </ul>	TBD / VP Administration
Long Term Planning	<ul style="list-style-type: none"> <li>Work on long-term goals and planning</li> </ul>	Board

## 5 Volunteer and Fundraiser Points

The following is a descriptive list of potential fundraising opportunities that MCC may offer in a given year and the amount of volunteer points credited for participation. Fundraisers may be added, cancelled, or modified, as determined by the VP of W&M and the Board of Directors.

Also in this list are roles for which the Club awards points because the fulfillment of the role saves the Club money. Adjustments to this list will be extremely limited, although recommended improvements for the following year are welcome.

Activity/Role	Description/Collection Method	Points Earned
Leaf Raking, Saturday and Sunday, two weekends in the Fall, MANDATORY	Drivers have sign-in sheets. Completed sheets are delivered to the Points Coordinator.	10 pts per hour worked
Erg-a-thon, late winter event MANDATORY	Treasurer reports income by rower to the Points Coordinator <b>Target pledges</b> = \$200 per family	1 pt per \$ <u>collected</u> on pledges
Mulch Sale <sup>1</sup> , Saturday and Sunday in early spring, MANDATORY	Mulch committee reports sales by rower to the Points Coordinator <b>Target sales</b> = 180 bags per family	1 pt per bag sold, plus 5pts/hr worked on delivery weekend
eScrip cards, year round	eScrip coordinator reports <u>cumulative purchases</u> by family on a monthly basis to the Points Coordinator	1 pt per \$20 bought
Board Members	Members in this role are awarded points based on the money saved by having a volunteer perform this service. Secretary provides list of Board Members to Points Coordinator.	500 pts
Food Tent Team Lead and Assistants	Members in these roles are awarded points based on the money saved by having volunteers perform this service. The Lead may appoint up to 2 assistants VP of Ways and Means reports this list to the Points Coordinator.	Lead - 400 pts Assts – 200 pts each
Rowing Center Team Lead and Assistants	Members in these roles are awarded points based on the money saved by having volunteers perform this service. The Lead may appoint up to 2 assistants. Lead responsible for tracking and reporting time worked to VP of Operations. VP of Operations reports this list to the Points Coordinator.	Lead - 300 pts Assts – 100 pts each
Launch Team Lead and Assistants	Members in these roles are awarded points based on the money saved by having volunteers perform this service. The Lead may appoint up to 2 assistants. Lead responsible for tracking and reporting time worked to VP of Operations. VP of Operations reports this list to the Points Coordinator.	Lead – 400 pts Assts – 100 pts each

<sup>1</sup> Parents and students need to understand, they will ONLY get credit for a sale if the student's name is **clearly** printed on the form. Multiple sellers on the same form are fine; the Points Coordinator will divide points among sellers listed on the form.



<b>Activity/Role</b>	<b>Description/Collection Method</b>	<b>Points Earned</b>
Mulch Sale Team Lead and Assistants	Members in these roles are awarded points based on the money earned by having volunteers perform this service. The Lead may appoint up to 5 assistants. VP of Ways and Means reports this list to the Points Coordinator.	Lead – 500 pts Assts – 100 pts each
Erg-a-thon Coordinator and Assistants	Members in these roles are awarded points based on the money earned by having volunteers perform this service. The Lead may appoint up to 2 assistants. VP of Ways and Means reports this list to the Points Coordinator.	Lead – 200 pts Assts – 100 pts each
DLOC Representatives	Two members in this role are awarded points based on the money saved by having volunteers perform this service.	Reps - 300 pts
Leaf-Raking Coordinator and Assistants	Members in these roles are awarded points based on the money earned by having a volunteer perform this service. The Lead may appoint up to 2 assistants. VP of Ways and Means reports this list to the Points Coordinator.	Lead – 200 pts Asst – 100 pts each
eScrip Administrator	Member in this role is awarded points based on the money earned by having a volunteer perform this service. VP of Ways and Means reports this individual to the Points Coordinator.	100 pts Asst – 50 pts
Rower Transportation	Member in this role is awarded points based on the money saved by having a volunteer perform this service. VP of Operations reports this individual to the Points Coordinator.	100 pts
Regatta Volunteer Coordinator	Member in this role is awarded points based on the money saved by having a volunteer perform this service. VP of Ways and Means reports this individual to the Points Coordinator.	100 pts
Uniforms/Merchandising Coordinator	Member in this role is awarded points based on the money saved by having a volunteer perform this service. VP of Operations reports this individual to the Points Coordinator.	100 pts
Webmaster	Member in this role is awarded points based on the money saved by having a volunteer perform this service. (Exact point award will depend on level of effort and will be weighed against outside services required.) Member At Large reports this individual to the Points Coordinator.	100 - 300 pts
Publicity Coordinator	Member in this role is awarded points based on the money saved by having a volunteer perform this service. Member At Large reports this individual to the Points Coordinator.	100 pts
Communications Coordinator	Member in this role is awarded points based on the money saved by having a volunteer perform this service. Member At Large reports this individual to the Points Coordinator.	200 pts
Camp Cooper Spring Break Coordinator	Member in this role is awarded points based on the money earned by having a volunteer perform this service. Member At Large reports this individual to the Points Coordinator.	100 pts
Points Coordinator	Member in this role is awarded points based on the money saved by having a volunteer perform this service. VP of Operations reports this individual to the Points Coordinator.	100 pts



<b>Activity/Role</b>	<b>Description/Collection Method</b>	<b>Points Earned</b>
WORK DUTY –Designated work projects, as determined by VP for Operations (may include equipment & rowing center maintenance, painting)	Project coordinators have sign-in sheets. Completed sheets are delivered to the Points Coordinator.	5 pts/hr

## 6 Introduction to Rowing

### 6.1 Boat Organization

The **UPPER BOATS** are the top of our program. Athletes who reach this status are experienced rowers with the talent and dedication to train and race at a high level. First priority is selection of the First Eights and/or First Fours. After that, qualified athletes may try out for the Second Eights and/or Second Fours. Upper Boats normally travel to away regattas, but the final decision rests with the coach. Success in Upper Boats requires year-round training.

The **LOWER BOATS** are the starting point for all rowers. This is a developmental level where the basics are learned. These boats do not always compete at championship regattas. Lower Boats will travel to away regattas at the coach's discretion.

### 6.2 Season Organization

The McLean Crew Club supports three seasons, as described below.

#### 6.2.1 Fall Rowing Program

The Fall learn-to-row program introduces new rowers to the sport through on-the-water experience. Weather permitting, there is a period of on-the-water training for freshmen and novice rowers that provides an introduction to the sport. The Club may provide this program in cooperation with other rowing programs. On-the-water training is done out of Thompson Boat Center on the Potomac waterfront in Georgetown. Parents are responsible for arranging transportation to the boathouse during the Fall season.

All rowers are offered the opportunity to begin their conditioning using ergometers (rowing machines) and weight training. Indoor activities take place primarily in the Club's Rowing Center at McLean High School.

VHSL and VASRA rules prohibit McLean Crew from offering any significant rowing opportunities for the Club's more experienced rowers in the Fall. A number of local rowing clubs offer Fall competitive rowing programs, and the Club encourages its upperclass rowers to experience the challenge of "Head Racing" during this season.

#### 6.2.2 Winter Conditioning Program

Also known as the "Indoor Rowing Season," the Winter conditioning program builds strength and allows student rowers the opportunity to compete regionally, nationally, and Internationally on ergometers.

In January, MCC student rowers participate in a regional competition at the Mid-Atlantic Erg Sprints, held in Alexandria, Virginia. This event brings together hundreds of student rowers from Virginia, Maryland, and District of Columbia as they compete against the clock, rowing on ergometers over a prescribed distance. This daylong event involves all rowers as they participate in age- and skill-appropriate events.

Rowers who qualify during the Mid-Atlantic Erg Sprints may compete in the Crash-B Sprints World Indoor Rowing Championships in Boston, Massachusetts. This national and international competition draws participants of all ages from around the world. MCC's Fall and Winter conditioning and training programs have made the Club very competitive in all indoor rowing events and participation is expected.

#### 6.2.3 Spring Season

"Regatta season" will run from February 22, 2010 (weather permitting; this is the first date spring sport practices are allowed by the VHSL), through the end of local, regional, and national competitions in May. During this time, weather permitting, MCC will compete in seven or eight local and regional regattas held on the Potomac, the Anacostia, and the Occoquan rivers. Some



upper boats will compete in away regattas on Sunday instead of the weekend Saturday regatta. The Club also will compete in the Virginia Scholastic Rowing Championships. The Club also may participate in other, out-of-area regattas, depending on scheduling and available resources.


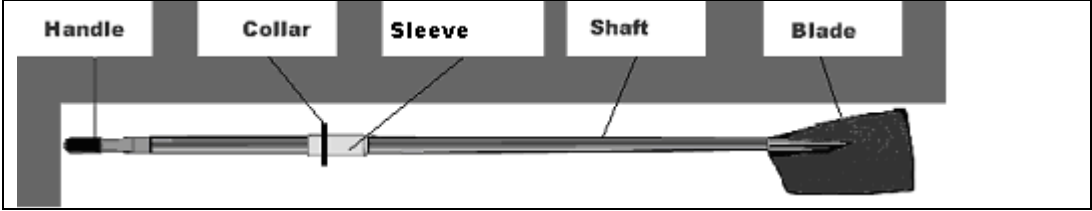
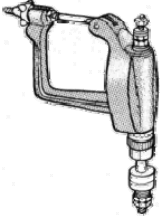
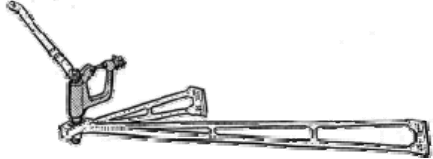
### Spring Schedule

- Practice will be held four or five days per week after school, beginning at the start of Spring sports season. Bus transportation for freshmen and sophomores will be provided from McLean High School to Thompson Boat Center each weekday afternoon. The bus schedule will be determined prior to the beginning of the Spring season. Parents of other students who choose not to ride the bus are responsible for providing transportation in accordance with state laws and school regulations.
- Practices will be held on Saturday if a race is not scheduled for that day. Parents and students are responsible for providing transportation to and from Saturday practices.
- Additional practices may be scheduled. These practices could include early morning time slots when necessary. Parents and students are responsible for providing transportation to additional practices.
- **Mandatory Spring Break Trip. All students are expected to attend the Spring Break Trip to Camp Cooper, located in Summerton, South Carolina. Rowers depart Saturday, March 27th and return Friday, April 2nd.** Rowers should speak to their coaches in advance if they have a conflict that cannot be avoided.

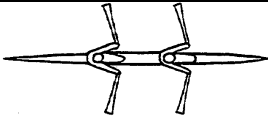
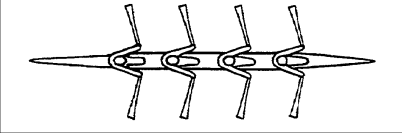
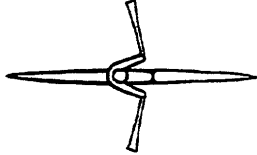
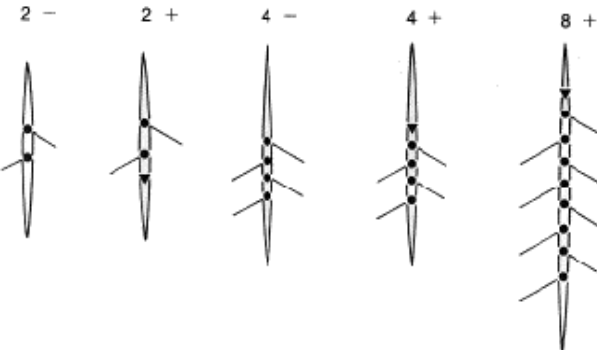
## 6.3 Introduction to Rowing Terms

Term	Description
Catch	The start of the rowing cycle at which the blade enters the water. It is accomplished by an upward motion of the arms only. The blade of the oar must be fully squared at the catch.
Crab	Not a hard or soft-shelled edible. "Catching a crab" refers to a problem encountered by a rower when his or her oar gets "stuck" in the water, usually right after the catch or just before the release and is caused by improper squaring or feathering. The momentum of the shell can overcome the rower's control of the oar. In extreme cases the rower can actually be ejected from the shell by the oar.
Drive	That part of the rowing cycle when the rower applies power to the oar. This is a more (or less) blended sequence of applying power primarily with a leg drive, then the back and finally the arms.
Feathering	The act of turning the oar blade from a position perpendicular to the surface of the water to a position parallel to the water. This is done in conjunction with the release.
Finish	The last part of the drive before the release where the power is mainly coming from the back and arms
Foot Stretcher	An adjustable bracket in a shell to which the rower's feet are in attached sneakers or similar footwear. <div style="display: flex; align-items: center;"> </div>
Gunwale	(or gunnel) Top section on the sides of a shell which runs along the sides of the crew section where the rowers are located. The riggers are secured to the gunwale with bolts.



Keel	The center line of the shell. The term refers to the extent to which the boat is balanced from side to side while rowing. A "good keel" is where the shell is rowed with little or no continual dipping to port.
Oar	<p>The piece of equipment that each rower uses to propel the boat. In sweep rowing, each oar is approximately 12 feet long, lightweight, and well designed. Comprised of Handle, Collar or button, Sleeve, Shaft and Blade</p>  <p style="text-align: center;">Spoon</p>  <p style="text-align: center;">Hatchet</p> <p>(aka big blades or choppers or cleavers) These oar blades have a bigger surface area than the standard or spoon blades and have a hatchet or meat cleaver shape.</p>
Oarlock	<p>A U-shaped swivel that holds the oar in place. It is mounted at the end of the rigger and rotates around a metal pin.</p> 
Rating	The number of strokes per minute. Also known as stroke rating. Power 10 (or 15 or 20): A set of strokes when the crew makes an extra effort to "get everything on the oar and make the shell go faster." Used in a race to try to get a tactical advantage on the other crews.
Recovery	Part of the rowing cycle from the release up to and including where the oar blade enters the water.
Release	A sharp downward (and away) motion of the hand that serves to remove the oar blade from the water and start the rowing cycle.
Rigger	<p>The device that connects the oarlock to the shell and is bolted to the body of the shell.</p> 
Rigging	The adjustment and alteration of accessories (riggers, foot-stretchers, oars, etc.) in and on the shell. Examples of rigging adjustments that can be made are the height of the rigger, location of the foot-stretchers, location and height of the oarlocks, location of the button (or collar) on the oar, and the pitch of the blade of the oar.
Rudder	Steering device at the stern. The rudder is connected to cables (tiller ropes) that the coxswain uses to steer the shell.
Sculling Boats	<p>Each rower has two oars. These shells almost never have a coxswain. Steering is generally accomplished by applying more power or pressure to the oar(s) on one side of the shell. The hands overlap (usually left over right in the U.S.) during part of the rowing cycle, or are left in front of right.</p> <p>A shell configured so that each rower uses two oars. This term is also used interchangeably when referring to the oars used in a sculling shell, the shell itself or to the act of rowing a sculling shell.</p>



<p>Sculling Boats: Double (2X)</p>	 <p>Two scullers. Most racing doubles also can be used as a pair with a different set of riggers designed for sweep oars. When used as a pair, a rudder is added. There are also recreational versions of sculling doubles.</p>
<p>Sculling Boats: Quadruple (4X)</p>	 <p>Four scullers. Often referred to as a "quad," it usually has a rudder attached to one of the sculler's foot stretchers as in the straight four. Most quads also can be rigged as a straight four using a different set of riggers.</p>
<p>Sculling Boats: Single (1X)</p>	 <p>One rower or sculler. These shells are about 26-foot long and less than a foot wide. Racing singles can weigh as little as 30 lbs.</p>
<p>Shells</p>	<p>The boats (or shells) are of two types and reflect the two forms of rowing, sweep rowing and sculling. In sweep rowing, each rower handles a single oar (about 12.5 feet or 3.9 meters long); in sculling, a rower uses two oars, or sculls (each about 9.5 feet or 3 meters long). The boats are called shells because their hulls are only about 1/8" to 1/4" thick, to make them as light as possible. Shells are also rather long and as narrow as possible. Each rower has his/her back to the direction the shell is moving and power is generated using a blended sequence of the rower's legs, back, and arms. The rower sits on a sliding seat with wheels on a track called the slide. Each oar is held in a U-shaped swivel (oarlock) mounted on a metal pin at the end of a rigger. The rigger is an assembly of tubes that is tightly bolted to the body of the shell. The subtypes of rowing shells are classified according to the number of rowers in the shell.</p>
<p>Skeg</p>	<p>(or fin) A small fin located along the stem section of the hull. This helps to stabilize the shell in holding a true course when rowing. All racing shells have a skeg. The skeg should not be confused with the rudder.</p>
<p>Slide</p>	<p>(or track) Two tracks on which the seat moves. 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 slide.</p>
<p>Slings</p>	<p>(or boat slings) Collapsible/portable frames with straps upon which a shell can be placed temporarily.</p>
<p>Squaring</p>	<p>A gradual rolling of the oar blade from a position parallel to the water to a position almost perpendicular to the surface of the water. This is accomplished during the recovery portion of the rowing cycle and is done in preparation for the catch.</p>
<p>Stroke</p>	<p>One full motion to move a shell. This term also is used to refer to the sternmost rower, who sits nearest the coxswain.</p>
<p>Sweep Boats</p>	<p>Shells configured so that each rower has one oar. These shells can have a coxswain, who steers the shell (using a rudder) and urges the rowers on. Oars on a sweep shell are normally alternated from side to side.</p>  <p>2 -      2 +      4 -      4 +      8 +</p>



Sweep Boats: Coxed Four (4+)	See Sweep Boats Illustration: Four sweep rowers with a coxswain
Sweep Boats: Coxed Pair (2+)	See Sweep Boats Illustration: Two sweep rowers with a coxswain
Sweep Boats: Eight (8+)	See Sweep Boats Illustration: Eight sweep rowers with a coxswain. Eights are 60+ feet (18.5+ meters) long and weigh about 200 to 250 pounds.
Sweep Boats: Straight (or Coxless) Four (4-)	See Sweep Boats Illustration: Four sweep rowers without a coxswain
Sweep Boats: Straight (or Coxless) Pair (2-)	See Sweep Boats Illustration: Two sweep rowers without a coxswain. Steering usually is accomplished with a rudder that is attached to a cable connected to one of the rower's foot-stretchers. (There is an adjustable bracket to which the rower's feet are secured). The coxless four has a similar of rudder set up

## 7 Forms

Parents are responsible for completing and submitting all required forms for participation. Forms should be delivered to the "Crew" mailbox in the MHS Activities Office or mailed to the Club's P.O. Box (McLean Crew Club, PO Box 7104, McLean, VA 22106-7104).

The following forms can be downloaded from the Club's website at: [www.mcleancrew.org/forms.html](http://www.mcleancrew.org/forms.html).

MANDATORY FORMS	Purpose	Due
Team Registration Form #1	Registration to join MCC with important contact information	Upon joining
Fees and Volunteer Points Commitment Form #2	Indicates what level of fees and points the family is committing to MCC	Upon joining
Parent/Student Consents/Waivers/Understandings Form #3	Required to join MCC – consents/waivers/understandings - please read carefully	Upon joining
2010 US Rowing Waiver Form #4	Required by VASRA to participate	Jan 2010
Emergency Contact A copy of the Form submitted to McLean High School may be used for this purpose Form #5	Required by MCC and MHS to enable the coaches to act in case of an emergency	Upon joining
Athletic Physical/Parental Consent/Physical Examination Form #6	Required by the VHSL and MHS; includes the Athletic agreement, physical, insurance, and emergency contact information. Must be turned in to participate in any MHS Athletics. MHS will not accept any other physical form or attachments.	Upon joining
Field Trip Driver's License and Vehicle	Required by FCPS for parents and	Upon joining



Insurance Information Form #7	students who transport students in personal or leased vehicles to meetings, fundraisers, practices or regattas, both local and away.	
Swim Test Form #8	To enable a rower/coxswain to demonstrate his/her ability to swim.	Prior to getting on the water (whether a shell or launch)

<b>Additional Forms</b>		
Additional required forms will be provided to participants before the event. 2010 US Rowing Waiver will be required in January.		