

THREE RIVERS ROWING

Team Captain's Manual



CORPORATE ROWING

2009

WELCOME

Experienced and New Captains To the Thirteenth Annual Corporate Rowing League!

At Three Rivers Rowing, we have committed ourselves to making the 2009 Corporate Rowing Season the best one yet and we need your help. Your input is also part of the process of improvement, so please do not hesitate to contact us with any questions, suggestions, or concerns regarding this program.

Three Rivers Rowing
RowandPaddle@threeriversrowing.org

"It is essential to our well-being, and to our lives, that we play and enjoy life. Every single day do something that makes your heart sing."

~Marcia Wieder

Guidelines for 2009 Rowing Season

Team Requirements

- Each participating corporation should field a team of at least 12 to 14 rowers to account for team member schedules. The more on your team, the cheaper it is for everyone!
- All team members must be 21 years of age or older.
- A swim test is required of all participants. Waivers for 2009 must also be updated.
- Specific practices are designated for experienced or intermediate crew. An “experienced crew” has rowers who all have rowed for the equivalent of two full sessions of corporate crew. The intermediate night allows for teams with members of varying abilities.

Team Captain Responsibilities

- Select team practice **day AND time. First-come-first-choice.** (6 teams/per session max.) Please register online and we’ll contact you to confirm your choice.
- Captains are responsible for setting their team’s full-boat lineup prior to practice.
- Captains of incomplete crews should seek rowers from fellow captains prior to getting on the water.
- Captains will oversee post-practice food prep and clean-up (organize their team to do so).
- Captains are responsible for handing in **rosters, waivers and payments** by the first practice of each season. Fees for the entire team are due by the first practice unless special arrangements have been made with TRRA. Please place rosters, waivers and record of payment in a large brown envelope with your team name written on top and give to us at your first practice (or before).
- Roster – **MUST** include names, addresses, emails and phone numbers for all participants!
- If payment is being made by your organization, please supply the contact information of the person who needs to be invoiced.
- Captain must ensure that the team has a coxswain each week and that the cox gets paid (if that is the agreement with the individual).
- Each team will be given a volunteer assignment at the Head of the Ohio in October. Captains are responsible for overseeing the assignment and making sure teammates show up to help.

Logistics

- There will be two summer rowing seasons and a choice of four weekday practices. Each session will feature competitive opportunities.
- Monday and Wednesday nights are for beginners, Tuesday is for intermediate teams and Thursday nights are for experienced teams.

Season One:

Dates: **May 25¹ – July 23**
Weekdays: Monday – Thursday
Times: **First Session, 5:45 – 7:15 PM**
Second Session, 7:30 – 9:00 PM
Cost²: \$1,800 per team (purchases you one 8+)
Regatta³: Heinz Challenge – July 25

¹ There is practice on Monday, May 25th (Labor Day), but if there is a conflict those teams and/or individuals on those teams may come to Wednesday, May 27th for that week only.

² Member Discount if annual dues are paid before start of the season

Savings 1 Session: \$100.00 for ea member on a team (\$50 for student member)

³ Regatta fees not included (entry fees usually \$5-\$15 per rower)

Season Two:

Dates: **July 27 – September 24**
Weekdays: Monday – Thursday
Times: **First Session, 5:45 – 7:15 PM**
Second Session, 7:30 – 9:00 PM
Cost: \$1,800 per team (purchases you one 8+)
Regatta: Head of the Ohio – (Date to be announced)

Team Fees and Captain Discount

TRRA is asking all teams to collect their team fee of \$1,800. This fee reserves one 8-person boat for your team and allows all your members to partake in the post-practice BBQ. It is up to the team to decide how the fee is split between their members. TRRA recommends having at least 12 members and an absolute minimum of 10. Team members will have varying conflicts throughout the summer so there is a need for more than 8 on your team. Teams with 12-14 have been the most successful in fielding 8 rowers consistently each week in past years. Remember that with more members on your team, individual fees go down!

The \$1,800 must be paid at one time (by your first practice). The payment can be any combination of checks, cash and credit card numbers.

TRRA recommends the \$1,800 be split evenly between all participating members except for the team captain. TRRA requires that each team has a captain and there are many expectations for the captains (see the Captain's Manual) in order for the team to get on the water smoothly.

Fee Payment Policy

- Fees for entire team are due before getting on water unless special arrangements have been made.
- An 18% administrative fee will be charged for refunds.
- After the 2nd week of each season, there will be no refunds offered.

Weather Policy

We will never cancel practice on account of weather. In case of lightning, high winds, or other conditions which will prevent us from being on the river, practice will take place indoors. Because weather conditions are both highly localized and ever-changing, the decision to practice on the water is made by the head coach **10 minutes** before each scheduled coaches and coxswain's meeting. The decision may change from the 5:45 to the 7:15 outing.

Alcohol

As in the past, beer will be offered with the post-practice food. We ask in advance that beer bottles be disposed of properly at the **outside** dumpster and that beer consumption is restricted to the lounge and deck due to minors in other rowing programs who will be in the boathouse.

Food/Drinks

- Cooking/clean up schedule will be finalized and sent out before the first practice and will remain posted on the refrigerator.
- It is your responsibility to inform coaches when it is your turn and ask to be off the water 10 minutes early in order to prepare the food.
- Cleanup Tasks include:
 - a) Put away all food and supplies
 - b) Wash all grill utensils
 - c) Turn off grill (both on the grill and shutoff valve by the wall).
 - d) Throw away all trash and take to outside dumpster
 - e) Place all empty beer bottles outside in the recycling dumpster (please do not put empty beer bottles in the blue recycling containers inside)
 - f) Wipe down all tables in the lounge
 - g) Lock refrigerator door
 - h) Vacuum lounge, if needed (located in cleaning closet to the left of front doors)

The Board

The board will again be used in 2009. All captains and coxswains should find the board when they arrive and then check in with your coach. Your team's coach, boat, oars and cox box for the evening will be listed on the board (usually placed close to where the oars are put away). Your team should make sure your oars are out and ready first thing. Your team is not allowed to get "hands on" until you have your 8 rowers and coxswain and you have talked to your coach. Once you have everyone, talk to your coach and you'll be on your way to a great row! Remember that you hold up another team if your team is late getting to the boathouse! Because of logistics this program does not allow anything but 8 person boats to go on the water. Please don't bring 4 people and expect to go in a 4+!

Coxswain

Please instruct your coxswain to arrive at least 15 before your scheduled rowing time. They should check in with your coach for the night and make sure they know what equipment your team will use. Please see the TRRA website for more detail about coxswains.

“Extra” Rowers?

If your team has 12 rowers on your roster it is possible there will be a week that you have 9 people available to row. We welcome you to bring all available rowers down to your practice. Here are some of the options the extra person has for that week (we recommend cycling through the "extra"). That person can:

1. See if another team is short a rower (this happens very frequently).
2. Use the indoor rowing machines and weight room we have at the boathouse.
3. Put on a pfd, get some quick instructions and take a kayak out on the river for a nice tour.
4. Ride in a coaches launch. You won't believe how much you'll learn by doing this until you've done it!
5. Head out on the paths of our beautiful island (Washington's Landing) by foot (walk/jog) and get ready for the BBQ early!

***This program will only run efficiently if teams are committed to showing up on time with all 8 rowers. The problems occur when one boat is missing 1-2 rowers and they are scheduled to go out with another team and a coach in a launch. If both teams are not present and ready to get on the water when the coach is ready, it is a disappointing experience for everyone. Captains, please educate your rowers on the importance of teamwork, rowing is the ultimate team sport, each seat has equal value, every rower's commitment is essential.