



Haddonfield Crew
Policies and Procedures
Adopted Fall 2023

Haddonfield Crew Club, Inc. Mission

The mission of the Haddonfield Crew organization is to develop, support, and promote the sport of rowing at Haddonfield Memorial High School in a manner that reflects and is in alignment with the Haddonfield Memorial High School Athletics philosophy, and the ideals of the Haddonfield educational community.

Overview

Crew is a three-season, co-ed sport combining individual performance and teamwork. It is mentally and physically demanding, and requires a major commitment from its athletes to improve their physical and mental conditioning and to work on their technique.

Athletes can participate in either the fall or spring season, or both. Those who participate in both seasons have an advantage. The two seasons combine to form a school year-long arc, bridged in the middle by a winter indoor training season. The focus in the fall is on technical training and physical conditioning, and races are fewer and longer. The winter indoor season builds strength and aerobic fitness through weight lifting and rowing machine (or erg) workouts, and includes a limited number of erg competitions against other teams. Spring season is the main focus of the sport at the high school level, with Olympic-style races in a side-by-side sprint format. Races begin locally and progress to state, regional, national, and international competitions.

Novice athletes focus primarily on conditioning and learning technique, but Haddonfield Crew strives to enter them in races, primarily in events for novices or freshman, as appropriate, when they are prepared for them.

The coaches fully realize the time constraints that come with balancing academics, athletics, and other activities in which our students engage, but it is essential that team members prioritize crew, as they would any other varsity sport. Attending practices is mandatory, with rare exceptions laid out below.

I. CLUB/TEAM ORGANIZATION & SCHEDULE

Structure

Haddonfield Crew Club, Inc. (HCC) is a New Jersey non-profit corporation governed by a Board of Trustees. It is made up of student-athletes, coaches, parents, and guardians of student-athletes on the Haddonfield Memorial High School (HMHS) Crew team (Haddonfield Crew). HCC owns and maintains Haddonfield Crew's equipment, manages Haddonfield Crew's financial resources, and, in coordination with the HMHS athletic director, hires and evaluates coaches and support staff for the team.

Crew is a varsity sport open to high school students who attend HMHS under the direct supervision of the HMHS Athletic Director. Coaches and athletes must comply with all HMHS regulations concerning athletics, academics, and behavior. Haddonfield Crew is also a member of the [Philadelphia Scholastic](#)

[Rowing Association](#) and [US Rowing](#), and all coaches and athletes must comply with rules and regulations promulgated by these bodies (rules available at the links, above).

Schedule

Haddonfield Crew is a three-season sport (fall, winter, and spring), but athletes are not required to commit to participation in all three seasons. The Haddonfield Crew website indicates specific dates, but, generally, Haddonfield Crew's fall season will begin in the first week of school in the fall, and will end, for competitive purposes, between late October and mid-November. After Thanksgiving, winter practice begins and runs into the spring season. Registration for the winter indoor season will open generally in October, and registration for the spring season will open sometime in January.

Practices are held at regular, consistent times during the course of the academic year, with practices typically after school during the week, and in the morning on Saturdays, subject to change based on weather conditions or other schedule adjustments. Based on regatta (*i.e.*, race) schedules, **Haddonfield Crew typically practices during November break, during part of winter break, and during Spring Break.** Note that this is consistent with other varsity sports at HMHS.

The schedule for regattas is more challenging for families and supporters of Haddonfield Crew athletes. While coaches, in consultation with the HCC Board, determine the regattas in which Haddonfield Crew intends to participate before the start of each season, the precise schedule for "race days" is uncertain until a day or two before the regatta. Regatta organizers schedule numerous events involving various boat configurations, and allow event registration to remain open until the week of the regatta. As a result, the schedule of events is not finalized until late in the week of the regatta, after which our coaches are able to determine the schedule for transportation of boats and athletes to and from the regatta location. **Coaches will communicate race times and transportation schedules as soon as they can,** but the reality is that regatta schedules are "last minute" in comparison to other sports, and that is true even without the potential added complication of inclement weather and conditions on the water. HCC appreciates families' flexibility and patience regarding regatta schedules.

II. LEADERSHIP

HMHS Athletic Department

Crew is a varsity sport at HMHS during the fall, winter and spring seasons, and is supervised by the HMHS athletic director.

Coaches

A list of current coaches will be provided in the information packet and online at the start of each season.

Board of Directors

A list of current board members will be provided along with contact information in the information packet and online at the start of each season.

Team Captains

Once appointed by the coaches, the list of captains will be provided to all athletes and parents and posted on the team website.

III. COMMUNICATIONS BETWEEN HADDONFIELD CREW AND FAMILIES

Club Website

<http://www.haddonfieldcrewclub.org>. The Board will attempt to keep the website current with meeting dates, links and directions to regattas, fundraising events, links to sites of interest, photos, and other appropriate information.

Club E-mail

At the start of each season, the Board will establish email lists for parents, athletes, and coaches. These lists will be for the exclusive use of HCC, and cannot be distributed or used for any purpose other than club business.

Club Mailing Address

P.O. BOX 303

HADDONFIELD, NEW JERSEY 08033

Please use this address for mailing all paper forms and checks for payment.

HMHS Athletic Director Contact Information

For all issues regarding coaching or any serious matter regarding student participation in Haddonfield Crew, please contact the HMHS athletic director, Lefteris Banos: lbanos@haddonfield.k12.nj.us; 856-429-3960, extension 1.

IV. COMMUNICATIONS WITH COACHES

Haddonfield Crew currently uses the web and mobile device app, TeamSnap, to communicate practice and regatta schedules, and other time-sensitive information regarding the team. HCC **strongly** encourages athletes and families to use TeamSnap to stay up-to-date on Haddonfield Crew happenings, especially as to last minute changes to practice or regatta schedules. HCC also uses email to communicate with Haddonfield Crew families, generally regarding less urgent information, such as registration deadlines and volunteer opportunities.

With regard to any issues that athletes may have with coaches, athletes and parents are directed to review the Haddonfield School District document [Parent-Coach Communication Guide](#), which is available at the link above, and, in addition, on the Haddonfield Athletics website.

While the Board of Trustees is involved with the hiring of any and all coaches and, along with the HMHS Athletic Director, the evaluation of coaches, the Board of Trustees does not get involved in conflicts between athletes or their families and the coaching staff. These issues should be handled directly with the coaching staff or directed to the attention of the HMHS Athletic Director, in accordance with the terms of the district Parent-Coach Communication Guide, linked above.

Coaches have different styles of communications and preferences. The preferences of the head coach and assistants will be communicated to parents and athletes prior to each season.

In addition to other duties, the team captains are expected and encouraged to communicate issues, both specific and general, to the coaches, and an athlete should feel free to express a concern to the captains.

V. BUDGET

Each season the Board of Trustees estimates the HCC budget based on past seasons and anticipated revenues and expenses, and determines registration fees to meet the budget. This varies depending on the number of athletes and the number of regattas attended. Spring seasons cost more than fall because there are more regattas. The majority of HCC's expenses relates to the general expenses of running the club and participating local regattas, including such items as coaches' salaries, transportation, any debt service, lease payments, boat, equipment and boathouse expenses – collectively "Club General Expenses." The remaining budgeted expenses relate to the expenses of overnight regattas, registration fees and feeding and housing athletes at overnight regattas ("Regatta Expenses").

While the Haddonfield Board of Education covers certain transportation and insurance expenses, it does not provide direct funding for other Haddonfield Crew expenses. Instead, HCC's funds come from three sources:

1. Rowers' fees ("General Assessments");
2. "Travel Assessments" to cover the Regatta Expenses discussed above; and
3. Fundraising and Donations

Overnight regattas are typically regattas that boats need to qualify to compete in based on the results of the local regattas, so it is difficult to budget for these. As such, Travel Assessments will be set at least one week prior to most events. Since Travel Assessments cover third party costs and need to be paid in advance, they are non-refundable unless a paid substitute can be found. HCC reserves the right to not allow an athlete to participate in regattas or use the club's equipment if the General Assessment or Travel Assessment are not paid in a timely fashion.

VI. FEES

Fees are determined each season based on the budget. See the "Register + Shop" tab on the Haddonfield Crew website for current Fees, and any discounts or early payments. Fees may be paid online, or mailed to Haddonfield Crew Club, PO Box 303, Haddonfield, NJ 08033. All checks should be made payable to Haddonfield Crew Club. Except for an early payment and additional rower discounts, fees are not prorated or refundable, and are due as shown on the HCC calendar.

Payment Due Dates

All dues must be paid according to the fee schedule. Prior to fee deadlines, email reminders will be sent to all parents. If a payment is not received on the due date, payment or an arrangement for payment with the HCC Treasurer must be made within 72 hours after the deadline; if not, the rower will be considered inactive and not allowed to participate in practice or competitions. A \$25 assessment will be made on all fees received after the due date. Athletes cannot register for the following season until the previous season is paid in full.

Refunds

Refunds of seasonal General Assessment fees (less a \$75 registration fee) will be given if a student decides rowing is not for them during the first two weeks of practice. Notice of withdrawal from Haddonfield Crew must be received in writing (email is acceptable) by the club treasurer before practice begins in the third week (effectively, by 3pm on the Monday of the third full scheduled week of practice) or no refund will be given.

Fundraising

HCC strives to provide a number of fundraising opportunities to help keep the cost of rowing as low as possible to families. Rowing fees (General and Travel Assessments) usually cover the full operating cost for the rowing season. Additionally, HCC conducts fundraisers to provide new and updated equipment and other capital improvements. It is expected that all athletes and their families participate in some fashion in HCC fundraisers, however monetary contributions are **not** required.

VII. TEAM RULES

Baseline Rules

1. Each athlete is expected to be at every practice. If an athlete is consistently absent from practice, then they may be dismissed.
2. If an athlete is injured, they are expected to attend practice until such time as the coach says they may stay home. They are expected to attend all team meetings. Depending on the nature of the injury, assistance on Haddonfield Crew matters may be assigned to an injured athlete.
3. Absence from practice because of a test or paper is unacceptable. This may seem harsh, but all student-athletes have an academic load to carry. Your load is not any different. Managing your time is part of being a team member.

4. Athletes are expected to attend team functions on time.
5. Consumption of alcohol, tobacco, or other drugs is explicitly prohibited.
6. An athlete should never leave a team function until dismissed by a coach.
7. If an athlete has a negative impact on the team, that student may be suspended or dismissed from the team.

Attendance

Excusable reasons for missing practice or a regatta are:

1. Serious illness/injury.
2. Academic obligations previously scheduled by HMHS, including PSAT, SAT, or ACT, or all-school or class-wide school functions such as dances or the senior trip.
3. Religious holidays.
4. Family emergencies.
5. For seniors, and consistent with applicable NCAA and IRA rules, up to five official recruiting visits to colleges.

Because of potential impacts on other members of the team, athletes and/or their families should give as much advance notice as possible to the coach regarding any of the above reasons for an athlete's absence. Any other planned absences should be discussed with the coach in advance, and approval or disapproval are solely at the coach's discretion.

Punitive Measures

Any athlete with an unexcused absence from practice will participate in the following practice upon their return at the discretion of the coach. Athletes who have more than three unexcused absences over the course of the season will risk jeopardizing their seat both at practice and in regattas, at the discretion of the coach.

Physical Preparation

Developing the strength and mastering the technique needed to move the boat through the water efficiently and quickly requires many hours of drill, exercise, and practice both on the water and on land. Although rowing is a low-impact sport that offers a whole-body workout, and although the coaching staff takes all precautions to keep the sport as safe as possible, rowing is not without risks. Athletes and their parents must be aware that minor injuries (*e.g.*, sprains, strains, scrapes, blisters), as well as less-frequent but more serious injuries can occur. Parents and their athletes are required to sign a waiver form acknowledging these risks and giving permission for their child to participate. More detailed information on HMHS student-athlete policies and procedures can be found in the Haddonfield Memorial High School Athletic Registration Documents.

VIII. PRACTICE EXPECTATIONS

Practices

Attending practice is mandatory. Practices generally are scheduled Monday thru Friday in the afternoon, and Saturday early mornings, at Cooper River Boathouse, weather permitting. Practices may be scheduled before school at times, particularly to avoid conflicts with school-wide activities such as dances. Winter and foul-weather practices will be at HMHS (see below). Team members are expected to show up no later than 10 minutes prior to practice. In other words, exactly on time is considered late. There is always one day off per week, subject to adjustment based on the regatta schedule.

If you become sick during the day, or if another unexpected conflict arises, please notify the head coach ASAP by their stated preferred communication method.

All practice and competition schedules are dependent on the weather. On-water activities may be suspended in the event of lightning, high winds, or extreme temperatures (under 38 degrees). Even in inclement weather, athletes should report to the boathouse unless otherwise notified. Decisions regarding practice cancellations are made as early as possible, and will be disseminated via TeamSnap.

Athletes are expected to adhere to all Cooper River Boathouse rules and regulations. These include: no plastic disposable water bottles (bring a water bottle and use the refilling water station in the locker area), parking in the adjacent parking lot downriver from the boathouse (not in the lot on either immediate side of the boathouse), and leave the facilities and bathrooms cleaner than you found them.

IX. BOAT SELECTION

There are several criteria all coaches use when selecting athletes for boats, all of which contribute to how boats are seated: skill and fit, fitness level, commitment, and attitude.

Skill and fit in boat

The coach will consider an athlete's technical skill and how well they fit in with the boat.

Fitness level

Fitness level is assessed through various tests. These tests include actual competitions (seat racing), a series of long endurance tests, a series of short erg tests, and any other test deemed necessary. It is true that ergs don't float, but test results give coaches an idea of athletes' physical and mental fitness.

Commitment and attitude

Coaches may also consider athletes' attendance and attitude toward other athletes and coaches.

X. COXSWAIN SELECTION AND EVALUATION

Overview of Coxing

Coxing is a critical and essential component of a rowing team, and is given its own set of selection criteria, both for current coxswains and those wishing to attain the role. Haddonfield Crew places a high degree of responsibility and expectation on its coxswains.

The coxswain (pronounced “cox’n”) is every bit as important to the team as the rowers, and has as mentally demanding a task as the rowers have physically. They are responsible not only for safely steering the boat, but must also give valuable feedback during practices, and motivation and tactical advice during races. Physically, coxswains are typically around 120 lbs for women’s boats and around 125 lbs for men’s. Coxswains are generally 5’3” or shorter. Small is a distinct advantage in this case, and sought after. Mentally, the coxswain needs to have a strong, positive, communicative, poised, and intelligent demeanor. They are required to multi-task constantly, and are ultimately responsible for the safety and well-being of both their crew and their boat.

The coxswain has a tremendous amount of responsibility, but, because of that, they hold a special place on the team. There is a symbiotic relation between rowers and cox in that, the better each can perform, the better the other will perform for them. Crews and coxswains often have a fierce loyalty for one another, and develop a sense of trust and respect for one another that is somewhat unique in athletics.

As with rowers, development of a good coxswain is a gradual process and it takes several seasons for the cox to fully come into their own. Successful coxswains are those who continually seek out knowledge of their sport and ways to improve themselves, are self-motivated, open-minded, highly communicative, and are able balance peer feedback with an all important self-confidence.

Selection

Athletes will be offered the chance to cox entirely at the coaches’ discretion. Athletes who are positive, mature, confident, outgoing, calm communicators, and vocal may be considered as potential coxswains. Coxswains will be continuously evaluated on a number of technical and social factors, and their continuance in the role will be assessed at the end of each of their initial three seasons.

It is generally not encouraged for team members to both row and cox regularly. On occasion, if our coxswain ranks are limited, the team may have need for a rower to cox, and will likely do so only during practices.

XI. CAPTAINS

Each academic year, captains for each gender are selected by the coaching staff. These individuals are picked for their leadership and positive mentality, as well as for having strong interaction and communication skill with their teammates. Generally, those selected are individuals who have had a lasting and noticeable effect in previous seasons, and are given the honor and responsibility of the captaincy for these attributes.

Captains are expected to lead their teammates by example and by conveying the occasional command of the coaching staff. They are to be liaisons to the coaches, mentors to novice athletes, and supporters of the entire team.

XII. VARSITY AWARDS

To letter, an athlete must race in the team's designated top priority boats in at least half the races of a season. The head coach will announce the priority boat(s) for regattas in which the V8 is not the priority. Seniors in at least their 4th season will also earn a letter. The head coach may choose to give a letter to an outstanding athlete such as a superspare, injured V8, or person who could be V8 but helps the team more in a different boat.

XIII. TRANSPORTATION

Haddonfield Crew does **not** arrange for transportation for the athletes to/from practice, but, with the exceptions discussed below, will arrange for bus transportation for the athletes to/from regattas. Where budget permits, for events held on the Schuylkill River, HCC will also arrange for limited bus service for families and other spectators. The bus typically runs in a circuit from HMHS to the location of the HCC Food Tent (see details below). There will be no separate transportation charge for athletes or riders.

For regattas on the Schuylkill, athletes will be scheduled on buses according to the start time of their races. An approximate bus schedule will be communicated prior to the regatta with the race schedule, but, as noted above, it is usually the case that the schedule cannot be distributed more than a day or two before a regatta.

For regattas on the Cooper River, athletes will be responsible to provide their own transportation and be given a time to check-in to prepare for their race.

For events at more distant locations, such as the fall Head of the Charles River regatta in Boston, or the winter indoor erg competition in Ocean City, NJ, athletes again will be responsible for their own transportation.

Captains and coxswains are responsible to be sure all athletes are present before the bus leaves or present at the designated check-in point on time.

XIV. FAMILY VOLUNTEER ACTIVITIES

Haddonfield Crew cannot exist without the help of athlete family volunteers. Families are expected to be involved throughout the season, and are required to perform service for HCC each season. Volunteering has a direct, tangible, and positive impact on athletes' experience as a member of Haddonfield Crew.

Volunteer activities include:

1. Holding an office on the Board.
2. Coordinating or working at the Haddonfield Crew food tent.
3. Coordinating or assisting with fundraisers.
4. Coordinating ordering uniforms and merchandise.
5. Hosting team dinners.
6. Helping with regatta-wide volunteer duties for certain events.
7. Coordinating the end-of-season team banquet.
8. Coordinating travel for out-of-town regattas.

BOARD OF TRUSTEES AND OFFICERS

At the annual meeting of the HCC membership, the members shall elect the officers of the corporation as follows: a president, a vice president, a secretary, a treasurer, and such other officers with such titles and with such powers and duties as may be deemed necessary by the Board of Trustees. See the HCC By-Laws for additional information about the duties and expectations for Board of Trustees members and officers.

COMMITTEES

HCC depends on family and community volunteers to support all activities of the organization. In addition to the elected Board positions of President, Vice President, Secretary, and Treasurer, each year the Board will seek committee heads and committee members for the following areas:

Apparel and uniforms
 Equipment
 Events
 Food Tent
 Fundraising
 Marketing and Public Relations
 Recruitment
 Social Media
 Website

Apparel and Uniforms

This committee coordinates the ordering of team uniforms and other apparel throughout the year. Volunteers will also help with ordering and selling Haddonfield Crew merchandise and “swag.”

Equipment

The equipment committee supports the procurement, maintenance, and upkeep of all equipment needed by the team. This includes Haddonfield Crew’s boats and oars; launches (the gas-powered boats

from which the coaches instruct the team on the water); boat trailers; and food tent trailer (or “chuck wagon”).

Events

The events committee organizes and helps facilitate team events, including, but not limited to the annual banquet, family events, team dinners, and arrangements for out-of-town regattas.

Team dinners will be held the evening before select regattas. They are for athletes only. Attendance is strongly recommended but not required. The host family is expected to be responsible only for providing the venue, and others may bring food and drinks, potluck style. Host families that decide, instead, to provide food and/or drinks to the athletes may request reasonable reimbursement from HCC, or, alternatively, request a receipt from HCC for their tax deductible charitable donation to Haddonfield Crew.

Food Tent

For each local regatta, Haddonfield Crew will have a food tent where families and friends can meet, eat, cheer and congratulate athletes returning after races. Feel free to bring chairs, blankets, dogs, binoculars, or bikes. Dress for river conditions that are often colder, windier, and muddier than other places.

The food tent committee plans and coordinates the operation of the food tent for the season, which includes ensuring that there is sufficient food for all athletes, families, and friends, and that any athlete allergies or other dietary restrictions are accounted for in menu planning. The committee will communicate the location of the food tent to athletes and families by the morning of each regatta.

In addition, volunteering for the food tent for a specific regatta is an easy way for families to meet their volunteer service commitment. Families will be directed to sign up online for specific Haddonfield Crew food tent tasks, including shopping for ingredients or supplies; advanced preparation of entrees or sides; transportation of the chuck wagon to/from a regatta; tent set up or breakdown; cooking/serving/cleaning/organizing during the regatta; or cleaning of utensils, etc. prior to the next regatta. The food tent committee will follow up with all volunteers through email and/or announcements during the week leading up to a regatta.

There is no charge for the food tent, which is available to all athletes, families, and fans. Reimbursement for food or supplies purchased for the food tent is available from HCC, but any volunteer that chooses not to seek reimbursement for purchases of food or supplies should request a receipt from HCC for their tax deductible charitable donation to the organization.

Fundraising

The fundraising committee establishes goals and carries out activities to raise funds to help insure the financial viability and stability of the organization. This includes Haddonfield Crew sponsorships and

fundraising activities. Recent fundraisers conducted by HCC include the Dawgs of Haddonfield contest, the ergathon, and Severino's family meal sales. A calendar of fundraising activities for the forthcoming year should be established prior to the fall season, and will be communicated to families.

Marketing and Public Relations

The marketing and PR committee helps to develop marketing strategies and tools, and develop and hone innovative ideas for HCC. The committee works with the President to help identify possible marketing opportunities, best practices, and lessons learned on communications plans, materials, media strategy, and social media.

Recruitment

The recruitment committee focuses on building awareness of Haddonfield Crew in both the Middle School and High School to ensure athlete interest and continuation of the program.

Social Media

The social media committee works with the other committees to communicate the activities of HCC to the public. Responsibilities include regularly posting updates, announcements, and pictures to the team's social media accounts (*i.e.*, Facebook, Instagram, etc.), and inviting athletes to contribute posts. The committee should also work with the HCC Secretary to be in contact with the district to suggest posts on their accounts (*e.g.*, HMHS Athletics, HSD), and post to relevant public sites (*e.g.*, "Haddonfield Parents" on Facebook).

Website

The website committee supports the design and updates of the team's website, haddonfieldcrewclub.org. This includes providing regular updates to registration pages and links, and working with the Board of Trustees and all committees to make sure pages that support or communicate HCC activities are updated, accurate, and functional.