



2019-2020 HANDBOOK

Attendance Policy

Our expectation is for every athlete to attend each practice throughout the Fall and Spring seasons. We understand, however, that situations arise which cause an athlete to miss practice.

ALL absences from practice and/or competition must be reported to selford13@xaviergators.org
Athletes will not be given a number absences that are allowed.

EXCUSED absence = Coaching staff was informed in ADVANCE via
selford13@xaviergators.org

*When the coaching staff is properly notified IN ADVANCE, ALL absences will be EXCUSED for ANY reason, ie. illness, XCP functions, college visits, ACT/SAT testing, family vacations or social events, etc. This will allow the athlete and their family to look at their academic and social calendars for the year and plan accordingly. Absences due to a prolonged injury or illness must be discussed with the coaching staff on a case- by-case basis.

UNEXCUSED absences will be dealt with as follows:

2 unexcused absences = warning

3 unexcused absences = one week suspension

4 unexcused absences = dismissal from the team

UNEXCUSED absence = Coaching staff was NOT informed in ADVANCE via
selford13@xaviergators.org.

The tentative race schedule will be handed out at the beginning of the fall and spring seasons. The expectation is that each athlete will plan accordingly and make it to every all the practices during the week leading up to the race. Absences will affect boating position. Absences during race week may result in removal from race lineups.

*Coach Shannon will also use WhatsApp for communicating with the team members. This app is in compliance with XCP and Diocese of Phoenix guidelines.

**Practices will be held during Spring Break and attendance will be taken.

***Seniors making OFFICIAL college visits MAY be granted additional EXCUSED absences.

This MUST be approved IN ADVANCE with the coaching staff. Please plan accordingly.

Athlete Code of Conduct

As an athlete, I hereby commit to the following:

- 1.To have fun.
- 2.To learn and respect the rules of rowing.
- 3.To participate as fully and as positively as possible.
- 4.To consistently do my best, give my best effort and prepare myself to advance to the next level.
- 5.To develop my skills and ability to row/cox as an individual AND a team member.
- 6.To consistently be prompt, exhibit a good work ethic and stay focused at all practices, races and other Xavier Prep Crew activities.
- 7.To show respect, fairness, integrity and compassion to my teammates, members of other teams, referees, officials, coaches and parents.
- 8.To not be abusive in any manner, nor will I be subjected to abusive behavior by any rower, coach, parent or official.
- 9.To understand that Xavier Prep Crew is a competitive high school club team and that athletes will be held to high standards with regard to attendance, conduct and performance.
- 10.To live a healthy lifestyle avoiding drugs, alcohol or tobacco products.
- 11.To be responsible for my own actions and recognize that my development as a rower is largely my responsibility.
- 12.To utilize time management skills to keep up with my schoolwork and other responsibilities.
- 13.To understand that my failure to comply with any of the above will have consequences determined by the coaching staff, Xavier Prep Crew Board of Directors and/or XCP administration.

Athlete/Coaching Staff Communication Policy

- 1) All email communication between the athletes and the Coaching Staff must be through their xaviergators.org email or WhatsApp. Coaches are not permitted to return emails from an athlete's personal email account. Athletes should never have access to a member of the Coaching Staff's personal email.
- 2) The Coaching Staff is not permitted to contact an athlete from their personal phone via call or text messaging. (With the exception of WhatsApp)
- 3) Athletes are not permitted to call a member of the Coaching Staff or to send them a text message. In the event of an emergency the athlete should contact their parents.
- 4) One-on-one meetings outside of practice between an athlete and a member of the Coaching Staff are strictly PROHIBITED. If an athlete and/or parent wants to schedule a meeting with a coach this can be done by requesting a meeting through selford13@xaviergators.org
- 5) Group meetings between the Coaching Staff and the athletes outside of regular practice locations/times must be submitted to and approved by the Board of Directors.
- 6) If an athlete is running late to practice they should contact one of the Team Captains, message in the WhatsApp group and/or email selford13@xaviergators.org
- 7) ALL absences MUST be reported to selford13@xaviergators.org by the athlete or the athlete's parent.
- 8) Failure to comply with this policy may result in disciplinary actions and/or removal from the team.

*This policy is in accordance with XCP and the Diocese of Phoenix.

Chaperone Guidelines

- Chaperones MUST be female.
A Chaperone's main objective is to ensure the safety of each rower.
- Chaperones must have a current driver's license, charged and working cell phone and credit card for incidentals and in case of an emergency.
- Chaperones must follow the directions of the coaching staff.
- Chaperones MUST travel with the athletes to and from the regattas. The club will cover all transportation costs EXCEPT for airline tickets, in some cases.
- Chaperones will share a hotel room with another chaperone; two chaperones per room. The room will be paid for by the club.
- Chaperones must stay in the hotel room provided by the club.
- Chaperones will attend ALL activities with the rowers.
- When a group meal is planned, the team pays for the Chaperone's meal.
- The Lead Chaperone will carry the emergency contact information and health information for the athletes and the First Aid/Travel bag.
- Chaperones are NOT permitted to drink alcoholic beverages at any time while on the trip.
In most cases, two Chaperones for each group, Novice and Varsity, will travel with the athletes.
- All expenses must be submitted within 15 days after the event for reimbursement. An expense report and receipts must be provided.
- The Travel Coordinator will provide specific travel instructions prior to departure.

*All chaperones must comply the the Diocese of Phoenix Safe Environment policy.

Race Host Guidelines

- Race Hosts can be male or female.
- There will be (2) Race Hosts for each event.
- The Race Hosts are responsible for providing the athletes with recovery food and meals at the race site. You will purchase and prepare the food based on the nutritional guidelines and budget for the team.
- Race Hosts do not travel with the team. It is your responsibility to arrive at the regatta location early enough to fulfill the duties set forth by the Head Coach. Your hotel room will be booked and paid for by the team as long as you stay at the same hotel as the team.
- Race Hosts must have access to a car for picking up food and for emergencies.
- You will receive volunteer hours for the number of hours worked. Keep track and submit your hours to the Head Coach.
- All expenses must be submitted within 15 days after the event for reimbursement. An expense report and receipts must be provided.
- Specific instructions will be provided prior to departure by the Head Coach.

*All Race Hosts must comply with the Diocese of Phoenix Safe Environment policy.

Lettering Guidelines

1) **Novice** athletes must meet the following criteria to receive a **JV** letter: -Compete in a **JV** boat at Empire Sprints and/or West Coast Scholastic Championship and/or SW Youth Championship

2) **Novice** athletes must meet the following criteria to receive a **Varsity** letter:

- Compete in a **Varsity** boat at Empire Sprints and/or West Coast Scholastic Championship and/or SW Youth Championship

3) 2nd, 3rd and 4th year rowers must meet the following criteria to receive a Varsity letter: - Compete in a JV or Varsity event at Empire Sprints and/or West Coast Scholastic Championship and/or SW Youth Championship.

*Lettering guidelines may be altered at the coaching staff's direction with advance notice to the athlete(s).

Parent/Coaching Staff Communication General Guidelines:

DO NOT attempt to speak with a member of the coaching staff before, during or after practice. Please follow the communication procedure below. (This policy is consistent with the XCP Student/Parent Athletics Handbook.) Please relay any schedule conflicts to selford13@xaviergators.org well in advance.

Communication Guidelines:

The procedure you must follow if you have a questions or a concern to discuss with a member of the Coaching Staff:

- 1) Send an email to selford13@xaviergators.org with your question or concern.
- 2) A member of the coaching staff will answer the question and/or determine that a meeting between the parent and the head coach and/or a board member should be scheduled.

What a parent can do if the meeting with the Coach did not provide satisfactory resolution:

- 1) Email the Xavier Prep Crew board xcprew@gmail.com to set up an appointment for further discussion of the matter.
- 2) If you still are not satisfied, a meeting with the head coach, the board president or other board member and a member of Xavier College Prep administration will be set up.

Communication you can expect from the Xavier Prep Crew Coaching Staff:

- 1) Philosophy of the coach
- 2) Expectation the coach has for your daughter as well as all the members of the crew.
- 3) Location and times of all practices and competitions.
- 4) Procedures should your daughter be injured during practice or at a competition.

5) Discipline that could result in the denial of your daughter's participation.

Appropriate concerns to discuss with the Xavier Prep Crew Coaching Staff:

- 1) The treatment of your daughter mentally and physically.
- 2) Ways to help your daughter improve.
- 3) Concerns about your daughter's behavior.
- 4) Specific concern in regard to a Coach's expectations. Coaches are professionals. They make judgment decisions based on what they believe to be the best for the crew as a whole. Certain things can and should be discussed with the Coaching Staff. Other things, such as those listed in the following section, must be left to the discretion of the Coaching Staff.

Issues NOT appropriate to discuss with the Xavier Prep Crew Coaching Staff:

- 1) Boating position
- 2) Team strategy
- 3) Training program
- 4) Other rowers

As your daughter becomes involved in Xavier Prep Crew she will experience some of the most rewarding moments as she sees the results of her efforts. It is important to understand that there may also be times when things do not go the way you or your daughter had hoped. At these times, a discussion with the Coaching Staff is encouraged. Please follow the above communication procedure.

Parent Code of Conduct

As a parent of an athlete on Xavier Prep Crew, I hereby commit to the following:

1. To have fun.
2. To be as positive, supportive, encouraging and helpful as possible to the program and to every individual involved with Xavier Prep Crew.
3. To assist my daughter/rower/athlete in being prompt, consistent and to fully participate in every aspect of Xavier Prep Crew.
4. To show respect, fairness, integrity, dignity and reasonableness to all involved with Xavier Prep Crew and the rowing community at large.
5. To not be abusive in any manner, nor will I be subjected to abusive behavior by any parent, coach, official or rower.
6. To understand that Xavier Prep Crew is a competitive high school club team and that rowers/ parents will be held to high standards in regard to attendance, conduct and performance. Xavier Prep Crew is not a “you pay you play” sport – there is no guarantee that each rower will be boated for every race.
7. To meet all financial and volunteer obligations in a timely manner.
8. To refer and adhere to the Crew Parent/Coach Communications guidelines (adapted from the Xavier Athletics Dept.).
9. Comply with the Diocese of Phoenix Safe Environment guidelines.
10. To understand that my/our failure to comply with any of the above will have consequences determined by the coaching staff, Xavier Prep Crew Board of Directors and/or XCP administration.

Practice Cancellation Policy

First and foremost, the rowers' safety is the most important and we will never knowingly put them in jeopardy. Secondly, it is rare that we will cancel practice because we should always be able to get some sort of workout done. In the event that we do cancel practice the following procedures will apply:

During school hours:

-An email will be sent to parents and athletes.

-A call will be made to Xavier College Prep to make an announcement about the cancellation of practice.

During non-school hours:

-Exactly the same as during school except the call to Xavier College Prep will be omitted.

Regatta/Travel Policy

These rules were designed to establish a safe and organized environment, while also enabling the team to enjoy themselves.

Travel:

- 1) When flying, bring a photo ID. The airline will not issue a boarding pass without it!
- 2) Each athlete may bring only what she can carry. Some airlines charge a fee for checking bags. The club will not pay checked baggage fees. Do not over pack.
- 3) Once the athletes arrive and meet the team at the designated place of departure they must stay with the team until returned to the custody of their parents at the conclusion of the trip.
- 4) The team will attend Mass, if time permits. All athletes will attend as a team.
- 5) All athletes are expected to act responsibly and be on their best behavior at all times. Cursing or swearing at others on the team is not permitted. Please remember that you represent Xavier College Preparatory and Xavier Prep Crew. Disruptive behavior will not be tolerated. Breaking the rules may result in you not being allowed to travel with the team in the future.
- 6) Any/all medications shall be sent in their original container and marked with the athlete's name. These are to be turned in to the Chaperones. Anyone involved in dispensing medications without permission will be disciplined. This includes over the counter and herbal medicines.
- 7) If there is a situation or severe discipline problem with an athlete she may be sent home at her parent's expense.
- 8) Please bring adequate money and supplies for these trips. You may be responsible for some meals, as directed by the Travel Coordinator.
- 9) All Xavier College Preparatory Handbook rules apply when traveling.

10) Arrivals after some out of town races are late on Sunday evening. You MUST attend school the following Monday morning regardless of arrival time.

Hotel:

- 1) All athletes MUST stay with the team at the designated hotel.
- 2) All athletes must eat together for all meals and adhere to Xavier Prep Crew's dietary guidelines.
- 3) Once room assignments are made they cannot be changed. Please refer to the Rooming List Policy. Room swapping is NEVER permitted.
- 4) NO smoking, alcohol or drug consumption.
- 5) Disruptive behavior, running/screaming in hotel hallways or excessive noise in rooms will NOT be tolerated.
- 6) There are to be no male visitors in the hotel room at any time, Male visitors will be allowed in the hotel lobby or other public area at the Chaperones' discretion.
- 7) If you decide to watch a movie in your room you are responsible for the charge. PG13 or lower ONLY.
- 8) Phone calls prior to 10:00 PM ONLY...this includes cell phone calls. If you have an emergency contact your Chaperone immediately.
- 9) If there is a situation or severe discipline problem with an athlete she may be moved to another room, to a Chaperone's room or sent home at her parent's expense.
- 10) Rowers are not permitted under any circumstance to go to a Coach's room without a Chaperone in attendance.

Race Site:

- 1) Stay with the team! Always have another teammate with you. If you need to go anywhere you must get permission from the Chaperones. NO exceptions.

- 2) Check in with Chaperones at appointed times.

- 3) All athletes will arrive at the events at the designated time and remain at the event until dismissed by the Coaching Staff and/or Chaperones, including local regattas.

- 4) Do not change out of your uniform after your race. When you do change you must adhere to the Xavier Prep Crew Uniform Policy.

- 5) Please bring to the race site a small backpack with everything you will need for the day. The weather can change so be prepared. Be mindful of the whereabouts of your belongings at all times.

- 6) When a Xavier Prep Crew boat is launching or racing all team members are to be present and supporting the team.

- 7) Good sportsmanship is part of rowing. Please be respectful and courteous. Especially encourage other Arizona crews. Please follow Xavier College Prep etiquette at all times. Remember, your behavior reflects upon Xavier College Prep and Xavier Prep Crew.

Parents:

- 1) Volunteer parents must have completed the Safe Environment training as directed by Xavier College Prep and the Diocese of Phoenix. Safe Environment procedures must be followed.

- 2) The ability of Xavier Prep Crew to travel is dependent on Chaperone and Race Host volunteers. If the sufficient number of Chaperones/Race Hosts have not signed up (2) weeks prior to the departure date the trip may be cancelled.

- 3) Parents attending the regattas should not drink alcoholic beverages in front of the athletes. If you are eating dinner with the team, alcohol consumption is discouraged.

- 4) Parents staying in the same hotel as the team are not permitted to visit their athletes' rooms and the athletes are not permitted to visit or sleep in their parents' rooms.

- 5) Arrivals after some out of town races are late on Sunday evening. Please make arrangements to meet your daughter for pick up in a timely fashion.

- 6) Parents are responsible for informing the Board President of special dietary needs, medical issues and/or any other matters that will significantly impact travel or regatta attendance. The Board President will pass the information along the appropriate individuals.

Rooming List Procedure

Rooming selections for travel trips will be made as follows:

Four athletes per room (2 double or queen beds per room, in most cases)

In the Fall every Novice will be in a room with a Varsity member

Room assignments will be chosen at random

Room assignments will change for each trip

Room assignments will be announced upon arrival at the hotel

When the team is traveling, under NO circumstances can a rower change rooms. The Rooming List must be adhered to for safety reasons. The chaperones must know who is in which room in case of emergency. It is of the UTMOST importance that the chaperones know precisely where each rower is located.

Should a rower's parent be staying at the same hotel, the rower is NOT permitted to stay with the parent. Parents traveling with the team are not permitted to visit any of the athletes' rooms.

The athletes are NEVER permitted to visit a member of the coaching staff's room.

Xavier Prep Crew Scholarship

QUALIFICATIONS

Applicant's grades must be in good standing per the Xavier College Prep Athletic Handbook. Applicants must be in good standing with the Dean's office.

If the applicant is a returning rower, all Xavier Prep crew fees must be current and participation requirements must have been met for the prior year.

GUIDELINES

An athlete may apply for and receive a scholarship, which will be credited toward annual dues. Full scholarships are not available.

Funds are first dispersed to applicants receiving need based assistance from Xavier College Prep. Additional funds, if any, are then dispersed to applicants not receiving need based assistance from Xavier College Prep.

The scholarship is not transferable from year to year.

Scholarships are awarded at the sole discretion of the Xavier Prep Crew Board of Directors based on the number of applicants, applicant eligibility, available funds, and/or extenuating circumstances.

The Xavier Prep Crew Scholarship Application Part I and Part II must be accompany the Registration Packet, including the completed ACH Debit Authorization Form. Scholarship applicants will not be subject to ACH billing until after they have been notified of their scholarship application decision, no later than September 15, 2019.

Team/Boat Selection Policy

JV/Varsity:

JV/Varsity team selection is solely at the coaching staff's discretion. Selection will be based on the following: prior year attendance, attitude, coachability, effort; physical condition and erg score.

Mandatory practices, for attendance purposes (See Attendance Policy), will begin the first school day after September 1.

The coaching staff reserves the right to suspend and/or dismiss an athlete from the JV/Varsity team at their discretion at any time.

Coxswains must be willing to row. If you are a coxswain and there is not a coxswain seat available during practice, you will be expected to row. Coxswains are not guaranteed a coxswain seat for competitions.

JV/Varsity team members are not guaranteed a boat position for all competitions. If you are not boated for a competition, travel to that competition is at the coaching staff's discretion.

Novice:

All first year rowers will be invited to join the Novice team for the Fall semester.

Mandatory practices, for attendance purposes (see Attendance Policy), will begin the first school day after September 8.

The coaching staff reserves the right to suspend and/or dismiss an athlete from the Novice team at their discretion at any time.

Coxswains must be willing to row. If you elect to train as a coxswain and there is not a coxswain seat available during practice, you will be expected to row. Coxswains are not guaranteed a coxswain seat for competitions.

Novice team members are not guaranteed a boat position for all competitions. If you are not boated for a competition, travel to that competition is at the coaching staff's discretion.

Novice team members may be asked to compete in a JV or Varsity boat at the coaching staff's discretion.

Boat Selection

Boat Selections are made based on an athlete's "body of work." In the same way that the ability of a rower to move a boat is not determined, for example, by ONLY her erg score, boat and seat selection will depend on ALL of the following:

- CONSISTENCY of performance, attendance, attitude
- CONTINUED IMPROVEMENT in fitness, strength, erg score, technique, power to weight ratio
- PREPARATION for successful practice and competition (eating, hydrating, sleeping, time management)
- COACHABILITY, or the desire to be coached and the willingness to immediately absorb changes
- TEAMWORK in all settings among all athletes

*Boat Selection is always at the sole discretion of the coaching staff.

Uniform Policy

All Varsity and Spring Season Novice athletes will be REQUIRED to purchase the following:

JL Racing Uni
JL Racing Sleeves
JL Racing Hat or Visor

All athletes will be REQUIRED to purchase the following:

Xavier Prep Crew Warm-up Shirt
Xavier Prep Crew Travel Polo
Grey Track Pant

All uniforms items must be purchased through Xavier Prep Crew. Athletes are required to purchase these items during the allotted ordering period.

Travel/Regatta Uniforms Guidelines:

✓ **While traveling by bus or air, all athletes must wear the approved Xavier Prep Crew Travel Polo, grey Under Armor Track Pants and lace-up athletic shoes. Athletes may also wear the Xavier Prep Crew sweatshirt or JL Splash Jacket over their Travel Polo. NO exceptions....the Travel Uniform guidelines will be strictly enforced.**

✓ **While unloading/rigging at local and travel regattas all athletes must wear Xavier Prep Crew Travel Polo with spandex shorts (minimum 5" inseam) or Grey Under Armor Track Pants. They may also wear the JL Splash Jacket and Pants and/or Xavier Prep Crew Warm-up Shirt.**

✓ **During warm-ups/practice at local and travel regattas athletes must wear Xavier Prep Crew Warm-up Shirt and black spandex (minimum 5" inseam), JL Racing uni/sleeves or a combination thereof. Unless otherwise approved by the coaching staff.**

✓ **If athletes choose to put a shirt on after racing while still in the boat it MUST be the Xavier Prep Crew Warm-up Shirt or matching shirts pre-approved by the coaching staff.**

✓ Athletes may only wear the JL Racing Hat or Visor as headwear during races, or matching hats/visors pre-approved by the coaching staff.

✓ Unis must be worn as intended AT ALL TIMES.

✓ Please use discretion when dressing for meals, outings and/or mass while traveling.

Practice Guidelines:

✓ Athletes are free to wear their own practice attire. However, spandex must be minimum 5" inseam. Loose fitting clothing is discouraged. Work out gear should not be made of cotton.

✓ Athletes are expected to bring running shoes, socks, flip flops and a refillable water bottle to ALL practices.