

LEANDER BOAT CLUB ROWING HANDBOOK

Revision 4.0 April 2015



Leander Boat Club – Early Morning by Kathryn Smith



Revision History

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Table of Contents

1	Athletes	4
1.1	Expectations	4
1.2	Athlete Code of Conduct	4
1.3	Athlete Representative	5
1.4	Miscellaneous	5
2	Coaches	6
2.1	Expectations	6
2.2	Coaches Code of Conduct	7
2.3	Education and Certification	8
2.4	Coaching Education Reimbursement	9
2.5	Miscellaneous	9
3	Parents	10
3.1	Parent Expectations	10
3.2	Booster Club	11
3.3	Volunteering	11
4	Practice	11
4.1	Work Ethic	11
4.2	Coach-ability	12
4.3	Practice Attire	13
5	Selection	13
5.1	Eligibility and Divisions	13
5.2	Procedures	18
6	Competition	19
6.1	Travel	20
6.2	Uniform	21
7	Equipment and Facilities	21
7.1	Equipment	21
7.2	The Boathouse and Indoor training	22
7.3	Trailing	23
7.4	Coach's Room	24
7.5	Repair Bench	24
8	Safety	24
9	Staff	25
9.1	Leander Boat Club Organizational Chart	26
10	Club Promotion	26
11	Awards	26
11.1	Awards	26
	Appendix A – Leander Boat Club Volunteer Form	30



1 Athletes

1.1 Expectations

It is expected that athletes continue to show gratitude and respect to their coaches and fellow athletes at all time. Continued effort to improve and be prepared to take on challenges will produce positive results both on the water and off. This handbook has been produced in an effort to have athletes, coaches and all rowing club members understand the policies and guidelines of the rowing club. Athletes need to read and understand this handbook so that they can be prepared for a successful rowing experience.

1.2 Athlete Code of Conduct:

Leander Boat Club supports a philosophy of sport competition that is guided by good sportsmanship, fair play, and a respect for all involved. Therefore all Leander Boat Club members have a responsibility to:

- Maintain and enhance the dignity and self-esteem of others individuals by demonstrating respect for members regardless of body-type, athletic ability, gender, ethnic or racial origin, age, religion, disability, sexual orientation, or economic status.
- Refrain from any behaviour that constitutes harassment i.e. Comments or conduct directed toward an individual or group, which is offensive, abusive, racist, sexist, degrading, or malicious.
- Refrain from participating in (or supporting) behaviour that could be intimidating to team members such as rituals, initiations, or hazing.
- Respect the property of others and not willfully cause damage. Any expense related to property damaged with intent will be the responsibility of the member (or member's parent/guardian).
- Abstain from the use of illegal substances, and performance enhancing drugs. In the case of alcohol, Leander Boat Club has a zero-tolerance policy for under-age drinking. Any under-age drinking will result in swift suspension for an undetermined period of time. For those members of the age of majority, no alcoholic drinking will be tolerated in the downstairs of Leander Boat Club and at Regatta sites.
- Members are expected to appear on-time for all competitions, practices, training-sessions, events, and projects that are assigned to the member or program that the member belongs.
- Members will refrain from unsportsmanlike conduct with any official, regatta volunteer, fellow competitor, parent of member, spectator, and coach such as taunting, refusing to shake hands, or using profane language or gestures.
- Members are expected to dress and take-care of personal belongings in a manner representative of Leander Boat Club with a focus on cleanliness and neatness.
- Follow the directions of all Leander Boat Club coaches and club representatives.

Moving outside of these guidelines could result in the immediate suspension or expulsion of the member. As an athlete with Leander Boat Club it is understood that at all times, safety is the number one concern and all athletes should make themselves familiar with the Leander Boat Club safety book.



Members need to keep in mind that those around him/her are volunteers and help Leander Boat Club because of the positive environment. Members must never take for granted the equipment, coaches, volunteers and infrastructure that is present at Leander Boat Club.

1.2.1 Social Media Code

Leander Boat Club recognizes and supports its members' rights to freedom of speech, expression, and association, including the use of social networks. In this context, however, each member must remember that being a member of Leander Boat Club is a privilege, not a right. As a member you represent Leander Boat Club and you are expected to portray yourself, your team, and the Leander Boat Club in a positive manner at all times. The membership including athletes, coaches, and staff representing Leander Boat Club are seen as role models at Leander BC and in the community, and as leaders, we all have the responsibility to represent the club and ourselves in a responsible and positive manner. All of the above expectations outlined in the Code of Conduct above apply within our social media policy including, but not limited to, bullying/hazing and the negative interaction with opposing teams and/or officials.

Individuals not meeting these behavioural expectations will immediately be dealt with by the Rowing Committee, the Leander Committee of Management, and/or through the federal/provincial legal system depending on the severity and/or nature of the offence.

1.2.2 Apparel Guidelines

Members are expected to dress appropriately for the weather and can expect not to go on-water if dressed inappropriately. Also, all members at all times must have a top that covers their torso from hips to shoulders.

- Cold weather clothing guidelines
- Warm weather clothing guidelines

1.3 Athlete Representative

Annually the Rowing Manager will work with program Lead Coaches to appoint a female and male senior athlete to represent the competitive athletes. In this role the chosen athletes will introduce themselves to all competitive programs and make themselves available to all athletes. This position is in place as an outlet for young athletes who feel they need someone to speak with about a concern. All athletes are strongly encouraged to communicate directly with their coaches; this position is in place as a second alternative only. Names and contact information of the chosen male and female will be sent out to the rowing community.

1.4 Miscellaneous

1.4.1 Equipment use and care

It is the responsibility of the athletes to have oars and coach boats prepared for practice at the time specified by the coach. Care for the equipment is an ongoing process by being aware of surroundings so that boats are not knocked into other obstacles, on and off the water. Continued washing of equipment is a necessary part of being a rower. Take care of the equipment, and the equipment will take care of you.



Every time an athlete gets into a boat they should step in the appropriate place with toes over the edge of the deck and without shoes on. Once in the boat with their water bottle that is covered with a sock, the athlete should double check every nut and bolt in their station. This is also good practice for the coxswain as they also have many nuts and bolts in their station.

After every row a boat should be put on stretchers and rinsed with water (this includes pair/doubles and singles). At the same time the hull should be inspected to look for any new damage.

The athletes also have the responsibility to assemble or prepare the coach boat and motor for their coach. The procedure for this is listed below. Once the practice session is over again it is the responsibility of the athlete to disassemble and remove the coach boat. This should happen after every practice session so that others are not removing the boat in their place.

1.4.2 Coach boat assembly

- Three or more people carefully flip over a coach boat.
- Carry it together, without dragging, and place the coach boat so the stern is just over the edge of the central wooden dock.
- Bring over a motor on a dolly.
- Tilt the motor so that it will go onto the transom of the boat without hitting the ground.
- Tighten the motor bolts so that the motor is tight to the transom.
- Attach the engine safety chain to the boat.
- Place a lifejacket drum, fuel can, and paddles into the boat.
- Shove the boat into the water, holding onto the bow line.
- Tie off the bow line to the wooden dock.

2 Coaches

2.1 Expectations:

Leander Boat Club is grateful to all of the coaches, past and present. It is understood and appreciated that the amount of time that coaches bring to the club is priceless and without those hours the club would not be what it is today.

In order to maintain a high level of club unity it is expected that all athletes in a program practice at one primary time, with one program Lead Coach and as many Assistant Coaches as are necessary to maintain a safe and effective coaching environment. The program Lead Coach will work with the Rowing Manager and find a suitable time slot for practice and work together to assign equipment for the program. This handbook has been produced in an effort to have athletes, coaches and all rowing club members understand the policies and guidelines of the rowing club. Coaches need to read and understand this handbook so that they can be prepared for a successful coaching experience.



2.2 Coaches Code of Conduct:

Coaches are the frontline of the Sport of Rowing. Coaches are leaders, teachers, administrators, motivators and many other things! With this in mind, coaches must set the example they expect from athletes in behaviour and attitude.

The goals of the coaches of Leander Boat Club are to develop athletes, themselves, and the Sport of Rowing. Coaches are strongly encouraged to engage regularly in educational opportunities whether formal or informal.

2.2.1 Behaviour

- Maintain and enhance the dignity and self-esteem of others individuals by demonstrating respect for members regardless of body-type, athletic ability, gender, ethnic or racial origin, age, religion, disability, sexual orientation, or economic status.
- Refrain from any behaviour that constitutes harassment i.e. Comments or conduct directed toward an individual or group, which is offensive, abusive, racist, sexist, degrading, or malicious.
- Refrain from participating in (or supporting) behaviour that could be intimidating to members such as rituals, initiations, or hazing.
- Abstain from the use of illegal substances, and performance enhancing drugs. In the case of alcohol, Leander Boat Club has a zero-tolerance policy for under-age drinking. At no time provide or promote drinking with minors. Report any suspected drinking immediately to the Rowing Manager upon discovery.
- Appear on-time for all competitions, practices, training-sessions, events, and projects.
- Refrain from unsportsmanlike conduct with any official, regatta volunteer, fellow competitor, parent of member, spectator, and coach such as taunting, refusing to shake hands, or using profane language or gestures.
- Coaches are expected to dress and take-care of personal belongings in a manner representative of Leander Boat Club with a focus on cleanliness and neatness.
- Uphold the responsibility of coaching at Leander Boat Club by bringing unethical behaviour to the attention of the appropriate authority.

2.2.2 Respect

- Recognize the athlete's right to consult with other coaches outside of practice.
- Refrain from intervening inappropriately in personal affairs that are outside the generally accepted jurisdiction of a coach.
- Respect as much as possible the opinions and wishes of athletes when making decisions that affect them.
- Provide athletes with the information necessary for them to be meaningfully involved in the decisions that affect them.
- Not engage in publicly demeaning other Sports or others in sport.



- Practice discretion in public conversation about athletes, coaches, or other stakeholders in Leander Boat Club.

2.2.3 Responsible

- Employ coaching methods that benefit the athlete, provide a safe environment, and are in line with Leander Boat Club, RowOntario, and Rowing Canada Aviron technique.
- Ensure that activities are suitable for the age, experience, and ability of the athlete.
- Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adaptations.
- Demonstrate awareness of the pressures outside of rowing in the athletes life and coach in a positive manner that fosters a positive experience at Leander Boat Club.
- Consider the future health and well-being of the athlete as the first priority when making decisions about an injury and the athlete's return-to-play status.
- Collaborate with other coaches and the Rowing Manager to ensure that an athlete's best interests are being met.
- Know and abide by all Rowing rules and regulations, including alcohol, tobacco, and drug-free policies within Rowing and Leander Boat Club.

As a coach with Leander Boat Club it is understood that at all times, safety is the number one concern. At all times coaches are looking for the hazards of water traffic, water conditions, weather conditions, and the health and well-being of the athletes.

The rowing club has zero tolerance for under-age drinking, theft, bullying, and harassment from any of its members. These actions will result in immediate investigation by the Rowing Manager, Rowing Captain, and parties involved.

2.3 Education and Certification:

The National Coaching Certification Program (NCCP) provides an educational forum for coaches to learn how to coach a particular sport or to enhance their knowledge about the sport. It is expected that all coaches as a minimum have the first level of coaching education from Rowing Canada Aviron (provided by RowOntario) either in the Learn-to-Row or Competitive stream.

Leander Boat Club will book at certification for coaches from RowOntario annually in the winter to ensure that new coaches can meet this training standard for the on-water season.

There are on-going NCCP clinics and the main source for information is the coach.ca website. Other websites available for coaching education information are:

- Coach.ca
- RowOntario.ca
- CoachesOntario.ca
- Rowingcanada.org

Each organization above offers an annual training conference. Some are sport specific such as the RowOntario Training Conference (last weekend of November) or the Rowing Canada Aviron Training



Conference (January). The Coaching Association of Canada and the Coaches Association of Ontario both offer great multi-sport conferences that tend to have bursaries available.

There are other educational opportunities available such as mentoring, attending a National team camp or clinic, and online instruction. Information is available from the Rowing Manager, and the websites listed above.

2.4 Coaching Education Reimbursement

In order to gain reimbursement for coaching education it is recommended that you contact the Club Captain/Rowing Manager prior to paying the registration fee. The rowing club highly endorses club coaches continuing their rowing coaching education however the rowing club must be aware of who is doing so and maintaining that the coaches are not taking advantage of the rowing club.

Minimum qualifications to gain coaching education reimbursement are that the coach has already coached a club season and can say with certainty that they will be coaching a second club season in the following year. Reimbursement will take place after the coach has successfully completed the conference or training.

2.5 Miscellaneous

2.5.1 Equipment use and care

The program Lead Coach and the Rowing Manager will work together to assign equipment to the program. If other equipment is needed then the program Lead coach should approach first the Rowing Manager, and then the Lead Coach of another program if sharing is required.

It is primarily the responsibility of the athlete to care for the equipment but the coach can play a large role in the fine tuning of this process. Be aware of the proper placement of all boats back on the rack, as well as correct placement in and out of stretchers and the water.

Much of the same applies to the care and use of the coach boat and motor; it is the responsibility of the athlete. However, it is good habit to check that they have assembled the boat correctly so that the coach does not get into trouble with problems such as a missing drain plug or the motor is not properly secured to the transom.

Another good habit is to ensure that the athletes take the coach boat out of the water after every practice session. It is not fair to others that would take apart the coach boat in their absence. If a coach feels that a piece of equipment is in need of repair please report it to the Club Manager as soon as possible and tag the equipment with a repair tag.

2.5.2 Coach Boat Use Reminders (ensure you have read the safety manual)

- Stay clear of shore to avoid rocks that will damage the propeller
- Check to make sure that cooling water is flowing out of the back of the motor; weeds can often clog the intake
- Mind your wake; always have an eye for where you are going and where you have been.

Start-up checklist:

- Kill switch toggle is attached to motor and operator there is plenty of fuel in the tank.



- Choke is pulled out all the way, once running push back in $\frac{1}{2}$ way and let idle for a few minutes before pushing in all the way and putting the engine in gear.
- Fuel line is firmly attached and the can lid is slightly open to allow air flow.
- If you have been trying to start the motor repeatedly without success the engine is probably flooded. Let the motor sit for 10 minutes, and try again first with no choke, then with the choke.

Minimizing wake suggestions:

- Pull away from and come into the dock at slow speeds, just over idle in the dock slip.
- Avoid traveling all the way to the start and the finish areas of the West shore to avoid congestion
- When a crew is approaching a coach boat from behind, point the bow of the shell at the motor, this puts the crew in the 'V' of the coach boat wake.
- Remember that someone is coming up behind you, always!

3 Parents

3.1 Parent Expectations:

Leander Boat Club is a competitive rowing club that also offers recreational rowing programming. Rowing in the top boat is not a right – it is earned through effort, achievement in practice, experience and the ability to get the job done under pressure. Which athlete is in which boat is exclusively the decision of the coaching staff. The coaches practice with your athlete and know their strengths and weaknesses in the sport of rowing. They alone have the right to decide who rows in which boat and when.

Athletes are encouraged to discuss their strengths and weaknesses with their coaches during practice sessions at appropriate times such as during an on water break or on shore. We ask that such discussions be limited to practice times only and not to approach the coaches during a regatta. We also ask that parents avoid the busy areas of the boathouse before and after practice, as well as avoid the dock and compound area. This said, parents are welcome into the boathouse when it is not busy, and at all times feel free to visit the office.

Parents will please not approach coaching staff during regatta days with questions regarding line-up, race strategies, or boating positions. If a parent has a question regarding their rower, please contact the coach to setup a meeting. Discussions will be limited to the rower's performance only; coaches will not comment on other rower's performances and other coach's actions.

The rowing club is grateful to all parents for their numerous ways of contributing to the rowing club. Without parents the rowing club would be short of many volunteers for all aspects of the club. There are many areas in which parents can contribute to the club as well as contribute to the success of their rower.



3.2 **Booster Club**

It is the hope of the rowing club that parents of current and former athletes will organize a booster club in the name of the rowing club to use and maintain this equipment. It would be a great asset to the athletes to have this kind of support and shelter at the away regattas. Any parent that would like to be part of a booster club please contact the Manager.

3.3 **Volunteering**

If the booster club is not for you then below is a list of the many different areas of rowing and regattas that require volunteer assistance.

- Officials
- Dock Marshall
- Safety Boats
- Clerk's Booth
- Finish Line
- Boat Holders
- Official Boat Drivers

Appendix A is a volunteer form that can be filled out and returned so that a person will contact you regarding how you can help at a regatta or at the boathouse.

4 **Practice**

Rowing is comprised of +99% practice, with the rest being time spent racing. It is important for the athlete to understand the goal(s) of each and every practice. The physical, mental, and technical goals are laid out beforehand by the coach. Each athlete should ensure they understand the intensity of the practice to ensure proper pacing and maximum return on their effort. Know that each poor stroke taken erases many of the proper strokes taken beforehand. This emphasis on high quality strokes from the first off the dock, to the end of practice is key in developing technique, avoiding injury, and performing under stress.

4.1 **Work Ethic**

Following are some expectations and challenges regarding work ethic during practice:

- Ensure that you understand the expectations of the program Lead Coach on timeliness. Some coaches prefer to announce arrive-by times, and some prefer to announce dock launch times.
- Give 100% each day. Some days this means pushing a little harder or concentrating a little more than other days, depending on your physical and mental state of fatigue. Still, strive to give maximum physical and mental effort each day;
- Have pride in how hard you and your teammates work. Develop intensity - it can be contagious;



- Push yourself. Only you can make yourself work harder. The coaches can guide and help you, but ultimately you control the level of your intensity;
- Make every stroke a quality one, regardless of whether it is during a time trial or rowing into the dock;
- Strive to be better than you were the day before. Learn something new each day and try new things with patience and an open mind;
- Attempt to perform each drill with precision, regardless if the drill is slow or fast paced, complex or simple;
- Maintain an attitude that allows you to do your best. This includes being patient with yourself and your teammates, remaining positive, and keeping the sport in perspective;
- Know and understand your responsibilities, as a team member, during practice - both on and off the water. Take the initiative to ensure these responsibilities and tasks are fulfilled before leaving or asking to leave.

4.2 Coach-ability

The coaches are here to help you become a better rower and can help you become as good as you want to be. It is expected that you should be active in your own improvement by helping find ways to aid in the process. Practice and training are not things the coaches do to you. Rather, it is something you do to yourself with the assistance and guidance of the coaches. Following are expectations and challenges to meet regarding coach-ability:

- Be respectful of the coaches and listen when they are speaking;
- Know that your coaches are trying to help you improve. They're part of the team, too, so trust in their abilities;
- Be willing to try new ideas;
- Have patience with yourself and your teammates. Allow yourself to make mistakes. Simply strive to improve upon them;
- Ask questions. Use the coaches as a resource. The more informed the team is and the more its members understand rowing, the more successful we will ultimately be;
- Come to practice ready to learn and grow as a person and a rower. Have an open mind and an eager heart;
- Remember that input on your daily rowing performance is not input on you as a person. In turn, remember that input on coaching should be the same. Keep the sport in perspective;

As an athlete it is best not to coach other athletes. Be aware of the difference between coaching and communicating an idea or suggestion to another rower. When in doubt speak to your coach about the difficulties that you feel a fellow athlete may be having.



4.3 Practice Attire

4.3.1 Warm Weather

Practicing in the heat and humidity of July and August requires proper dress as well as proper conditioning. Normal practice would take place in the early morning or in the evening to try to avoid extreme temperatures. However racing will take place in extreme conditions so it is beneficial to sometimes train during peak times of heat and humidity. Below is a list of warm weather gear:

- Snug fitting clothing to wick moisture away from the body;
- The torso must be covered at all times;
- Sunscreen, sunglasses, and a brimmed hat;
- Plenty of water and diluted sport drink – bottles in the boat must be socked or similarly covered

4.3.2 Cold Weather

During the early secondary school season and sometimes training through the winter, rowing takes place in extreme cold conditions. Leander Boat Club has a moderate climate which allows on water training for the majority of the year, but only if athletes dress properly. It is strongly suggested that long tights and long sleeves are worn when the on water temperature drops below 50°F/10°C. Athletes should layer clothing to be able to properly stay warm, warm-up, remove layers as necessary throughout the practice, and then to re-layer in cool-down. Below is a list of cold weather gear:

- Snug fitting long tights and long sleeve shirts to wick moisture away from the body
- Long sleeve shirt that is long enough to stay tucked in, covering the low back at all times
- Outer shell to break the wind
- Toque (and pogies, especially in warm-up/cool-down)
- Plenty of water – water bottles in the boat must be put in a sock or other cover
- Sunglasses

5 Selection

5.1 Eligibility and Divisions

5.1.1 Secondary Schools

Canadian Secondary School Rowing Association (CSSRA)

Seniors: under 19 years of age on 1st January, of the competitive year.

Juniors: Under 16 years of age on 1st January, of the competitive year.

Lightweight for women 59kg events the maximum individual weight is 59kg



Midweight for women 63kg events the maximum individual weight is 63kg

Lightweight for men 66kg events the maximum individual weight is 66kg

Midweight for men 72kg events the maximum individual weight is 72kg

No weight averaging is required.

The minimum weight for coxswains for men and women is 45kg

Scholastic Rowing Association of America (SRAA)

Seniors: Must not have attained the age of 19 years prior to September 1st of the competing academic year.

Juniors: Must not have attained the age of 18 years prior to September 1st of the competing academic year.

Lightweight boys shall weigh no more than 150 lbs.

Lightweight girls shall weigh no more than 130 lbs.

No weight averaging is required.

Coxswains are not required to weigh in.

5.1.2 Club

Women

Junior B (Under 17) Women – Athletes that choose this program are female, have rowed at least one season with their high school and will NOT turn 17 years of age during the current calendar year. Coxies must follow the same age requirements but can be of either sex.

Junior A (Under 19) Women - Athletes that choose this program are female, have rowed at least one season with their high school, are at least 17 years old but will NOT turn 19 years of age during the current calendar year. Coxies must follow the same age requirements but can be of either sex.

Senior B (Under 23) Women - Athletes that choose this program are female, have rowed at least one season with their high school or university, are at least 19 years old but will NOT turn 23 years of age during the current calendar year. Coxies must follow the same age requirements but can be of either sex.

Senior B (Under 23) Lightweight Women - Athletes that choose this program are female, have rowed at least one season with their high school or university, are at least 19* years old but will NOT turn 23 years of age during the current calendar year. Athletes that choose this category recognize that they must weigh less than 59kg (130lbs) during the Royal Canadian Henley Regatta. Coxies must follow the same age requirements but can be of either sex.

*Younger athletes that meet the weight requirement should discuss their participation with the age appropriate program head coach before attending a practice with the lightweight program.

Senior A Women - Athletes that choose this program are female, have rowed at least one season with their high school or university, and will turn 23 years of age or greater during the current calendar year. Coxies must follow the same age requirements but can be of either sex.

Senior A Lightweight Women - Athletes that choose this program are female, have rowed at least one season with their high school or university, and will turn 23* years of age or greater during the current



calendar year. Athletes that choose this category recognize that they must weigh less than 59kg** (130lbs) during the Royal Canadian Henley Regatta. Coxies must follow the same age requirements but can be of either sex.

*Younger athletes that meet the weight requirement should discuss their participation with the program head coach.

**Those athletes that are interested in competing in the 52kg weight class should also select this program.

Competitive Female Masters – People that choose this program are female, will turn 27 years of age or greater during the current calendar year, are training consistently and are competing during the current calendar year. Age categories are described as of the current calendar year.

Competitive Female Master Age Categories			
A – 27 to 35	B - 36 to 42	C - 43 to 49	D - 50 to 54
E - 55 to 59	F – 60 to 64	G – 65 to 69	H – 70 & over

Men

Junior B (Under 17) Men – Athletes that choose this program are male, have rowed at least one season with their high school and will NOT turn 17 years of age during the current calendar year. Coxies must follow the same age requirements but can be of either sex.

Junior A (Under 19) Men - Athletes that choose this program are male, have rowed at least one season with their high school, are at least 17 years old but will NOT turn 19 years of age during the current calendar year. Coxies must follow the same age requirements but can be of either sex.

Senior B (Under 23) Men - Athletes that choose this program are male, have rowed at least one season with their high school or university, are at least 19 years old but will NOT turn 23 years of age during the current calendar year. Coxies must follow the same age requirements but can be of either sex.

Senior B (Under 23) Lightweight Men - Athletes that choose this program are male, have rowed at least one season with their high school or university, are at least 19* years old but will NOT turn 23 years of age during the current calendar year. Athletes that choose this category recognize that they must weigh less than 72.5kg (160lbs) during the Royal Canadian Henley Regatta. Coxies must follow the same age requirements but can be of either sex.

*Younger athletes that meet the weight requirement should discuss their participation with the age appropriate program head coach before attending a practice with the lightweight program.

Senior A Men - Athletes that choose this program are male, have rowed at least one season with their high school or university, and will turn 23 years of age or greater during the current calendar year. Coxies must follow the same age requirements but can be of either sex.

Senior A Lightweight Men - Athletes that choose this program are male, have rowed at least one season with their high school or university, and will turn 23* years of age or greater during the current calendar year. Athletes that choose this category recognize that they must weigh less than 72.5kg** (160lbs) during the Royal Canadian Henley Regatta. Coxies must follow the same age requirements but can be of either sex.

*Younger athletes that meet the weight requirement should discuss their participation with the program head coach.



**Those athletes that are interested in competing in the 64kg weight class should also select this program.

Competitive Male Masters – People that choose this program are male, will turn 27 years of age or greater during the current calendar year, are training consistently and are competing during the current calendar year. Age categories are described as of the current calendar year.

Competitive Male Master Age Categories

A – 27 to 35	B - 36 to 42	C - 43 to 49	D - 50 to 54
E - 55 to 59	F – 60 to 64	G – 65 to 69	H – 70 & over

Coxswains

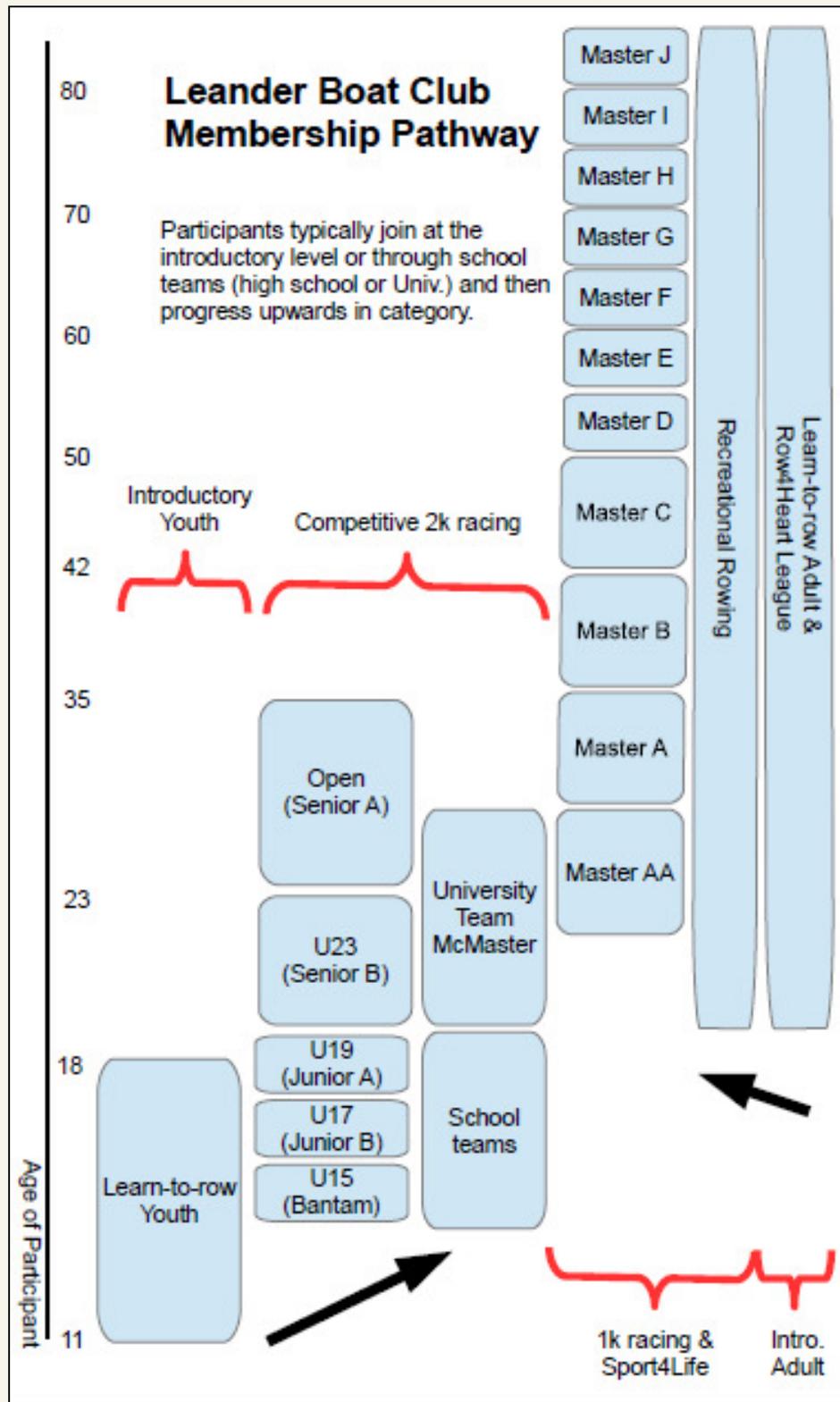
Those that are interested in coxing for a particular program first must meet the age requirements, unless participating with a master's crew. Second, the coxswain must meet with the head coach of the program to see if there is a need for a coxswain and if he/she fits with the program.

Minimum weight requirements for coxswains are:

Minimum weight of an athlete coxing a female crew is 50kg.

Minimum weight of an athlete coxing a junior male crew is 50kg.

Minimum weight of an athlete coxing a male crew is 55kg.





5.2 Procedures

5.2.1 Ergometer Racing

At the beginning of the summer and fall competitive seasons an ergometer racing day will be scheduled for all athletes to participate in. The summer ergometer race will be 2000m and the fall race will be 6000m (developing athletes might be suggested to complete a 4000m race). In order to be considered for selection an athlete must have completed the erg race for that season. If an athlete is unable to race on the scheduled day that athlete and their program Lead Coach will arrange for the race to be completed on another day.

5.2.2 Skill Assessment

As a method of ranking athletes in the program, the coach(s) will conduct skill assessment of each athlete. This will consist of assigning a number rank to each athlete in the order of which the coach(s) believe the athlete falls. For example to rank 12 athletes, the coach(s) would assign the ranking of one to the athlete that they feel is the most skilled of the group and 12 to the least skilled athlete. If working with sweep athletes it would be beneficial for the coach to rank port and starboard athletes separately. Using the same example of 12 athletes, the starboards would be ranked one to six and same for the ports.

Once the assessment is complete coaches should be setting up quick meetings with each athlete to explain the results. This is an excellent opportunity for the athlete to learn what parts of their stroke need improvement and how to go about progressing in the program.

5.2.3 Seat Racing

After the ergometer race and skill assessment the coach(s) will have a good idea as to who will be eligible for seat racing. There are no set rules as to how many athletes can or cannot be put into seat racing. However, the less people there are, the easier it is to get concrete numbers on who is best moving the boat. At this time a seat racing matrix will be set up by the program Lead Coach in conference with the Rowing Manager. For sculling boats, singles and/or doubles will be used. For sweep boats, pairs and/or coxed fours will be used. If using coxed fours, coxswains should be instructed to only steer and give feedback on stroke rate.

Seat racing varies between the summer and fall due to the distance raced. In the summer season if time allows 1500m is the suggested distance for seat racing. In the fall it would be ideal to use a long distance course such as 3000m or 4000m again, time permitting. For both seasons, the longer the distance used in seat racing the more accurate an assessment can be made on which athletes will be better for success.

Seat racing is a necessary part of a competitive rowing program at Leander Boat Club. Seat racing is a big part of the selection process but it does not finalize the process. Coaches reserve the right at any time and for any reason to make changes in the boat. There are dates that are outlined annually to determine when the majority of the selection process will be completed so that fine tuning of boats can take place to prepare for major regattas.

5.2.4 Ergometer Racing Standards

These are suggested standards for the program Lead Coach to consider when deciding how many athletes will be put into the seat racing matrix. This is represented by the time under the heading 'selection'. The time under the heading of development represents those athletes that should be



strongly considering developing their skills/fitness before taking part in selection. For senior athletes this number indicates that the athlete should be strongly considering developing their skills/fitness level.

These numbers are produced because as much as the rowing club wants to have everyone row, safety, coaches, and equipment don't always allow that to happen. Those that fall under the category of development might be asked to train in the recreational program or with groups appropriate to their fitness.

5.2.5 Coxswain

The selection of the coxswain is just as important to the success of the boat and program as athlete selection is. Seat racing two or more coxswains against each other brings forward a wide range of variables, more so than athlete seat racing. If coxed fours were used in seat racing during athlete selection coxswains should have been instructed to only steer and give feedback on stroke rate. Athlete response to a coxswain should not be a part of athlete selection. Therefore, coxswain selection comes from the following:

- Communication with the coaching staff;
- Organization and preparedness;
- Submitted race recordings and practice recordings (responsibility of the coxswain);
- Ability to motivate the athletes;
- Athlete feedback.

The coxswain seat is just as important as all other seats in the boat and will be filled as such. Leander Boat Club takes coxswain preparation seriously and all previous athlete expectations should be embodied in the coxswain.

6 Competition

Competition/racing for any crew boat is to be made by the program Lead Coach in through the Rowing Manager (except in the case of Head of the Charles Regatta). All entries for Junior's, including singles are to be made by the program Lead Coach through the Rowing Manager. All privately owned singles may make entries without consent/notification of the Rowing Manager, though it is encouraged to communicate with the program Lead Coach and Rowing Manager.

Only members in good financial standing with Leander Boat Club will be allowed to compete in regattas.

A list of regattas for the year will be generated in the winter and posted. Seasonal dates and deadlines will also be posted for regattas.

Guidelines for entries (summer):

All competitive junior athletes are entered in a minimum of one race per regatta, with the exception of Royal Canadian Henley Regatta. Those juniors that are of a higher skill level might race in two events at a regatta. These are guidelines and special circumstances might arise that allow for additional racing, especially if it results in adding a race for an athlete that does not have an event.

Seniors and U23s are not guaranteed a race entry as they must earn the entry through strong commitment and dedication to the program and the club. Once this is demonstrated, athletes might be able to get two race entries plus entry into a dash event. Outstanding circumstances might also allow for further racing, such as a history of straight finals in a certain event.



Guidelines for entries (fall):

All competitive junior athletes are entered in a minimum of one race per regatta pending regatta caps and queues. Those juniors that are of a higher skill level might race in two events at a regatta. These are guidelines and special circumstances might arise that allow for additional racing, especially if it results in adding a race for an athlete that does not have an event.

Seniors and U23s are not guaranteed a race entry as they must earn the entry through strong commitment and dedication to the program and the club.

Other regattas:

Other regattas might have unique entry circumstances such as English Henley and Head of the Charles.

High School and McMaster University must coordinate all entries with the Rowing Manager well before entry deadlines to ensure trailer space is available.

6.1 Travel

Travel to and from regattas is the responsibility of Masters, Seniors, and U23 athletes for all regattas. Junior athletes are responsible for their own transportation for non-overnight regattas. Coach bus, van transportation, or parent car pool will be organized for overnight regattas for Juniors, especially fall regattas. Athletes should reread section 1.2 Athletes Code of Conduct as this also applies to bus and hotel behaviour. When traveling with a team to an away regatta or at anytime, random bag checks might be done by coaches. As athletes are being dropped off at the bus, coaches will ask parents to do one last bag check. This is a necessary step so that inappropriate items are not being transported over the border.

6.1.1 Athlete Race Day Guidelines and Etiquette:

- Boats must be strapped down at all time, whether you are rigging, de-rigging, storing between races or overnight.
- Shirts must be worn at all times regardless of gender; torso covered.
- Bring oars down to the dock or oar trees prior to race and return them either to the trailer or bay after each race even if your crew is racing again later that day.
- Be quick and courteous on the dock.
- Be respectful of competitors, coaches and officials.
- Wait until all boats have past the finish line before returning to the dock.
- All boats must be strapped to the trailer and communicate with your coach before departing from the regatta site.

6.1.2 Coach Race Day Guidelines and Etiquette:

- Work with each other, look for coaches in need;
- Supervise the rigging of your program's assigned shell;
- Work together to ensure every boat has the best race possible;
- Check boat before each race launch;



6.2 Uniform

The official race uniform of Leander Boat Club is a fire engine red top and black bottoms. It is an honour and a privilege to wear the Leander Boat Club crest and colours. The red top will have the club crest in white with the block letters LBC underneath. No other uniform is to be raced in while representing Leander Boat Club. Violation of the uniform code can result in suspension. Through warm seasons the uniform of the rowing club is a singlet and black bottoms or unisuit. During cooler seasons the uniform is a long sleeve shirt with black bottoms.

Trading of the uniform is permitted, provided you have already raced or have another to wear for competition. Take care of them, and please take them home and wash them before the next race (as they tend to get put in gym bags after racing and not taken out until the next race!)

7 Equipment and Facilities

7.1 Equipment

All club equipment is assigned to athletes and coaches by the Rowing Manager. Each season a new equipment allocation list will be created and posted in on the information boards at the front of the bays. Equipment is assigned to groups or crews based on the following in no particular order:

- Competitive level
- Need
- Boat speed
- Proven effort
- Availability

Seasonally, certain programs have priority over equipment due to the competitive schedule. These programs have 'right of first refusal' on equipment allocation. At the beginning of a season equipment will be allocated by the Rowing Manager in coordination with the programs running that season. Near the end of the season adjustments might be made by the Rowing Manager in coordination with the program Lead Coaches to maximize equipment usage.

- Spring: High School crews
- Summer: Club crews
- Fall: McMaster University
- An exception to these allocations is the Masters program. During Masters training times the Masters have priority over equipment. An exception might be made in coordination with the Masters Coach(s) and the Rowing Manager near Championships.

7.1.1 Boats and Oars

The rowing club owns a variety of boats and oars. Through generous donations and support from the Trillium fund over the years, and working closely with area high schools the rowing club has one of the best fleets of shells in Ontario.

Please read the Leander Boat Club – Boat Purchase Policy for how new shells are purchased.



New boats will be white in colour with rowing club pin stripping on the bow deck, and Secondary School pin stripping on the stern deck. Certain exceptions may apply, such as the purchase of a former national team boat. New club owned or cost shared Concept 2 oars coming into the club will be painted club colours.

It is in everyone's best interest to help to maintain the equipment as best as possible. Please report any concerns about equipment, such as damage or loose parts, and use the damaged equipment tags available near the doorway between the offices and the boat bays. After every row please wipe down or wash the boat. It is the hope that the club will continue to add to the fleet instead of needing to replace boats due to unnecessary disrepair.

7.1.2 Private Boat Storage

Club members have the option of storing their private single in the boathouse or on outdoor racks for a rental fee. This option is only available if there is a rack open for use. If there are no open racks then a name will be put on a waiting list until a rack becomes available. The waiting list is created based on a first come, first serve basis.

Racks are made available for those that intend on using their boat. Storage is for those whose boats are used 3 times a week or more between June and September. If a boat rack is deemed misused for the year by the Rowing Committee, then the owner will be notified of loss of rack in November to give time for alternate storage to be arranged. Leander Boat Club can accommodate some permanent storage for unused shells (please contact Rowing Manager).

If you are interested in obtaining a rack for your single or are considering buying a single contact the Rowing Manager well ahead of purchase to inquire about rack availability. The rowing club will not store boats that arrive unannounced. Time is needed to properly make accommodations for private singles. Privately owned boats other than singles are not considered for storage inside the boathouse.

Racks are also available for storage only purposes and will therefore not allow easy access to the boat. In this case the rigger might need to be removed from the boat.

7.2 The Boathouse and Indoor training

7.2.1 Cleaning the Boathouse

There are two major boathouse clean-up days: Spring opening and winterization. These dates will be determined early in the year and posted. The major clean-up days require full membership turn-out so that it can be completed in a timely manner.

Every season programs are assigned boathouse chores so that the boathouse can be kept clean and tidy on a regular basis. However, it is everyone's responsibility to look after our boathouse so please do your part to pick up loose trash, clothing, and water bottles.

7.2.2 Ergometers, Tank, and Bikes

Ergometers, tank, and bikes are the property of Leander Boat Club (with the exception of 4 McMaster University ergometers currently stored and used at LBC). Use of the cardio fitness equipment by programs will be assigned at the beginning of each season and posted with the equipment schedule. Ergometers are to be carefully maintained. If the coach wishes to use the ergometers outdoors, they must be wheeled and carefully exit the boathouse so as not to damage the erg's legs. Ergs should be wiped down with cleaning solution before and after each use, including the rail, seat, handle, and area



below the rower. Handles should be stored in the fully returned position against the cage to keep the resistance firm. Any damaged should be reported to the Rowing Manager immediately.

7.2.3 Fitness Room

As with the cardio fitness equipment, use of strength and conditioning areas by programs will be assigned at the beginning of each season and posted with the equipment schedule.

7.3 Trailering

For away regattas trailer(s) will have to be loaded and driven to the regatta site. The Rowing Manager will provide information that includes when the trailer(s) will be loaded, which trailer(s) and boats will travel, and when the trailer(s) should be unloaded by.

7.3.1 Truck and Trailer Drivers

Only experienced trailer drivers shall be permitted to drive the truck and trailer to the regatta site. If interested in gaining experience in driving the trailer, the Club Captain/ Rowing Manager can take you out with an empty trailer to familiarize you with how it is done. Short or local trips such as St. Catharines and Welland will be the best way to get to know trailer driving. Longer trips, such as Boston and Philadelphia or farther require a co-pilot with trailer driving experience so that the driving can be shared.

A detailed list of all club owned boats will be provided for all cross border trips. It is recommended by United States Customs that driver(s) pull over and declare all boats and equipment before entering into the United States. This is the responsibility of the driver(s) if they so desire.

The truck is not to be used as a mode of transportation for Junior athletes to or from regattas/events.

Athletes, especially junior/high school athletes can be a distraction to the driver of the truck and trailer. Only Senior athletes might make the trip with the driver as a spotter (secondary set of eyes).

General procedures for trailering:

- The trailer will not leave the compound until boats are securely strapped;
- Check and recheck the strapping of your boat before leaving the compound;
- Oars are placed closer to the truck, blade end closest to the truck, riggers at the other end;
- Check for where your boats should be placed on the trailer;
- All boat parts travel with the trailer, do not bring parts in a private car;
- Make sure that Cox Box wiring is secure so it does not dangle from the boat during travel;
- Make sure that all vent caps are closed;
- Either bungee seat into boat or take seats out and place them in trailer;
- Place stretchers in the back of the truck after de-rigging boat;
- Find straps and slings in repair area at the back of the singles bay;
- There should only be one set of oars per boat in the trailer. If you are sharing a boat with someone, share oars as well. There is not enough room in the trailer for everyone to bring their own oars;



- Return slings and straps to the repair area when de-loading trailer after regatta;
- Trailer must be unloaded the day after the trailer returns to the compound, even if you are not practicing that day;
- Ensure that everything that your crew used loading the trailer is taken out and put back in the proper place;
- Stretchers should be returned to the boathouse not left outside.

7.3.2 Transporting Non Leander Boat Club Boats

Transporting boats other than those that are Leander Boat Club, a fee will apply to offset costs, including Secondary School shells not jointly owned by Leander BC. This applies to all transport including to regattas or to a manufacturer for repair. Contact the Rowing Manager for current travel fees. All private shells must provide proof of insurance before being trailered; this only needs to happen once annually and must be presented to the Rowing Manager.

7.4 Coach's Room

The Coach's Room is located between the Manager's Office and the Men's Changeroom. Each Secondary School program and Club program will be assigned a locker space yearly. As well, there are common spare parts located in the room for coaches to stock tool boxes with or replace missing parts on shells. As well, the cox boxes, lights, and radios are stored in this room.

This room can get chaotic and messy regularly. Please take the time once in a while to organize a part of the room to help keep it in order. If you notice that common repair item, such as ¼ 20 nuts, is getting low please inform the Rowing Manager. With your help we can keep the Parts Room well stocked at all times and relatively organized!

7.5 Repair Bench

The repair bench is run and operated by the Rowing Manager and the Boatman. It is the boatman's responsibility to see to it that as best as possible, the repair area is stocked so that boats can be repaired quickly and accurately. The boatman will work directly with the Rowing Manager to see that boats and the boathouse are maintained and if necessary repaired as best as possible. During the summer months a summer student will be hired to assist the Boatman and Rowing Manager with chores.

At all times the repair area is off limits to everyone except for those that have keys to the cupboard/drawers. All athletes and coaches are not to be in the repair area looking for parts etc. Most spare parts can be found in the Coach's room. If other parts are required contact the Boatman or Rowing Manager.

8 Safety

Leander Boat Club is dedicated to being a leader in safety in the sport of rowing.

The well-being of our Rowing Club and membership is dependent on the health and safety of our workforce whether it be volunteer or employee. The Officers and Management of Leander Boat Club promise that every precaution reasonable in all circumstances will be taken for the protection of all



workers and volunteers. No job is to be regarded so urgent that time cannot be taken to do it in a safe manner. The welfare of the individual is our greatest concern.

Leander Boat Club is also committed to preventing the accidental loss of any of its resources and physical assets.

In fulfilling this commitment to protect both people and property, management will provide and maintain a safe and healthy work environment, in accordance with industry standards and in compliance with legislative requirements, and will strive to eliminate any foreseeable hazards which may result in property damage, accidents, or personal injury/illness.

We recognize that the responsibility for health and safety is shared. All employees and volunteers will be equally responsible for minimizing accidents within our facilities, on the Hamilton Harbour, and at regatta sites. Safe work practices and job procedures will be clearly defined in the Leander Boat Club Safety Handbook for all stakeholders to follow.

Accidental loss can be controlled through good management in combination with active membership involvement. Safety is the direct responsibility of all managers, employees, and volunteers.

All management activities will comply with company safety requirements as they relate to planning, operation and maintenance of facilities and equipment. All employees will perform their jobs properly in accordance with established procedures and safe work practices.

To this end, **Leander Boat Club has generated a 'Safety Handbook' to guide all stakeholders in safe operations at Leander Boat Club.** This is a living document, but the most recent version will be available at leanderboatclub.ca and in the Rowing Manager's Office.

9 Staff

Leander Boat Club is organized into 3 main levels of management; The Committee of Management, Rowing Committee, and Coordinator/Coach levels.

Each level of management reports to one individual. The Committee of Management reports to the President. The Rowing Committee reports to the Captain. The Coordinators/Coaches report to the Rowing Manager.

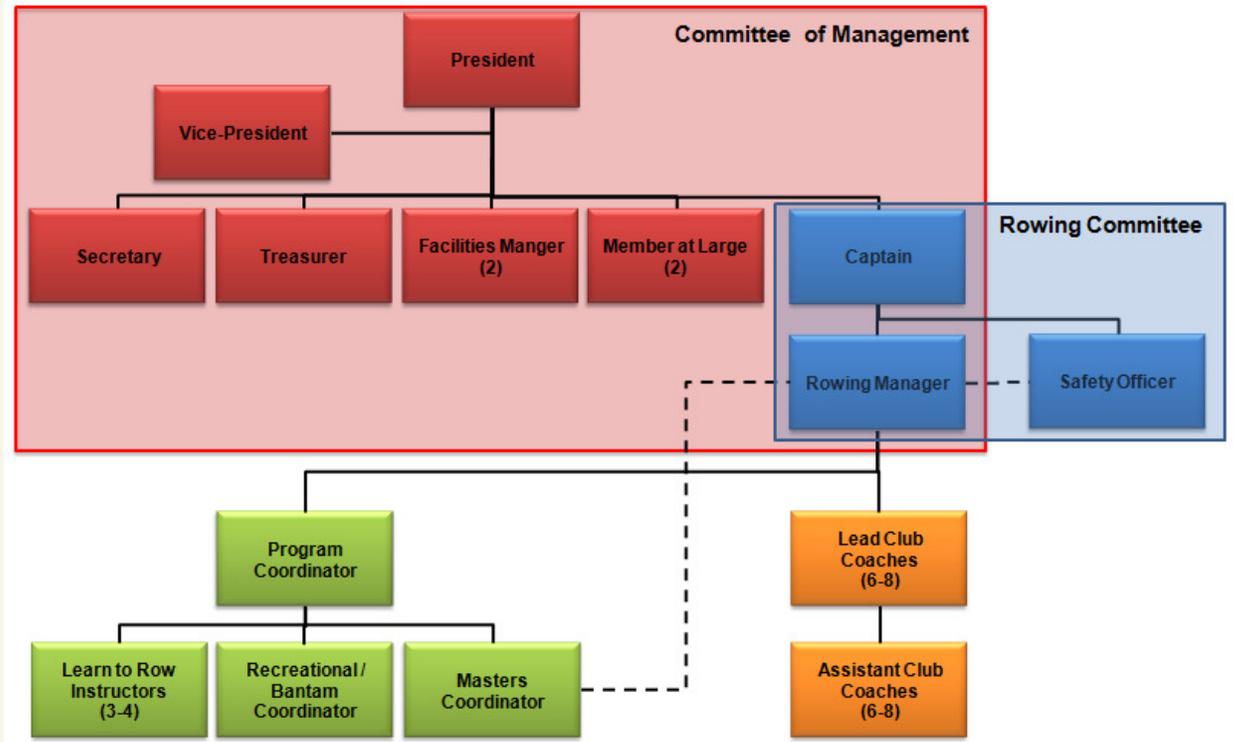
Leander Boat Club is continually working to improve communication and coordination between all stakeholders. To this end, it is important that information relevant to each position is properly relayed or reported to ensure efficient and effective operations.

The following organizational chart is provided to help understand the structure of Leander Boat Club.

Furthermore, updated email contacts for Board Members and staff can be found outside the Rowing Manager's office.



9.1 Leander Boat Club Organizational Chart



10 Club Promotion

It is expected and understood by all coaches that the secondary school program promotes the athletes to participate with the summer and fall club programs at Leander Boat Club. All high school athletes are welcome to participate with the club program.

11 Awards

11.1 Awards

Leander Boat Club is dedicated to recognizing all of our members' accomplishments in rowing and our community. For external award opportunities please speak to the President, Captain, or Rowing Manager. All external award nominations must be approved by the Committee of Management to ensure qualified applicants and avoid duplication if necessary.

For internal award nominations please see the section below on Leander Boat Club Annual Awards.

Awards are presented to recipients at the Leander Boat Club Annual Awards Dinner.



Nominations for each award should be sent to the Club Manager/Rowing Captain in November. Any Club member can send in a nomination for an award with the recipient being decided by the Awards Dinner Committee in consultation with the Program Lead Coach(s).

The Volunteer of the Year award winner will be decided by the Rowing Manager in consultation with the Committee of Management.

Certain criteria must be met for an award to be given:

- A minimum of three athletes in the *age group* for the category being considered is required.
- Consideration will be made to look at the entire calendar year, including participation with a Secondary School and University rowing team, but with emphasis on the Club summer season and Royal Canadian Henley Regatta.
- National team athletes that are registered with the rowing club are not to be considered for the award, only those that actively participate within the club program in St.Catharines are eligible.
- Coxies will not be considered for the program awards as they have their own award of Coxie of the Year.
- A single sculler is considered a crew and therefore can be considered for Crew of the Year honours.

11.1.1 Outstanding Oarswomen and Oarsman award criteria:

- Outstanding results at competitions both on the water and on the ergometer
- Outstanding results for the rowing club as well as for the school that they represent
- Positive leader amongst fellow program athletes
- Positive leader amongst entire rowing club, being a positive example to the younger athletes
- Athlete's history with the club.
- Personal sacrifices made for the betterment of the program and the rowing club
- Responsible behaviour at all times during regattas, practice and when representing the rowing club
- Respectful at all times of coaches, volunteers, teammates, competitors, officials, spectators, equipment and environment
- Committed to the improvement and progress of the program and the rowing club through hard work, determination and perseverance
- Participation in program and rowing club activities outside of day to day training, such as volunteer opportunities and fundraisers (turkey roll, club clean-up days, high school regatta)
- Participation with national or provincial team selection

11.1.2 Junior athlete award criteria:

- Outstanding results at competitions both on the water and on the ergometer
- Outstanding results for the rowing club as well as for the school that they represent



- Positive leader amongst fellow program athletes
- Seeks out and/or appreciates the advice of senior athletes
- Personal sacrifices made for the betterment of the program
- Responsible behaviour at all times during regattas, practice and when representing the rowing club
- Respectful at all times of coaches, volunteers, teammates, competitors, officials, spectators, equipment and environment
- Committed to the improvement and progress of the program and the rowing club through hard work, determination and perseverance
- Participation in program and rowing club activities outside of day to day training, such as volunteer opportunities and fundraisers (turkey roll, club clean-up days, heart-and-stroke, etc.)
- Participation with national or provincial team selection

11.1.3 Recreational Rower of the Year

- Positive leader amongst fellow program athletes
- Seeks out and/or appreciates the advice of board of directors
- Personal sacrifices made for the betterment of the program and club
- Committed to the improvement and progress of the program and the rowing club through hard work, determination and perseverance
- Participation in program and rowing club activities outside of day to day training, such as volunteer opportunities and fundraisers (turkey roll, club clean-up days, heart-and-stroke, etc.)
- Provides mentorship to new rowers to the Recreational program.

11.1.4 Coxswain award criteria:

- Outstanding results at competitions both on the water and on the ergometer
- Outstanding results for the rowing club as well as for the school that they represent
- Positive leader amongst fellow program athletes
- Positive leader amongst entire rowing club, being a positive example to all athletes
- Personal sacrifices made for the betterment of the program and the rowing club
- Responsible behaviour at all times during regattas, practice and when representing the rowing club
- Respectful at all times of coaches, volunteers, teammates, competitors, officials, spectators, equipment and environment
- Committed to the improvement and progress of the program and the rowing club through hard work, determination and perseverance
- Participation in program and rowing club activities outside of day to day training, such as volunteer opportunities and fundraisers (turkey roll, club clean-up days, heart-and-stroke, etc.)



- Participation with national or provincial team selection

11.1.5 Masters athlete award criteria:

- Outstanding results at competitions both on the water and on the ergometer
- Positive leader amongst fellow program athletes
- Seeks out and/or appreciates the advice of club coaching staff
- Personal sacrifices made for the betterment of the program and club
- Responsible behaviour at all times during regattas, practice and when representing the rowing club
- Respectful at all times of coaches, volunteers, teammates, competitors, officials, spectators, equipment and environment
- Committed to the improvement and progress of the program and the rowing club through hard work, determination and perseverance
- Participation in program and rowing club activities outside of day to day training, such as volunteer opportunities and fundraisers (club clean-up days, heart-and-stroke, etc.)

11.1.6 Volunteer award criteria:

- Positive leader amongst fellow program athletes
- Seeks out and/or appreciates the advice of board of directors
- Personal sacrifices made for the betterment of the program and club
- Committed to the improvement and progress of the program and the rowing club through hard work, determination and perseverance
- Participation in program and rowing club activities outside of day to day training, such as volunteer opportunities and fundraisers (turkey roll, club clean-up days, heart-and-stroke, etc.)

11.1.7 Crew of the Year award criteria:

- Outstanding results at major on water competitions; Henley, Ontario Championships, Independence Day, SCRC Invite, WestSide Invite, HOOCR and Wednesday morning time trials and others will be used.
- The crew sets an example for the entire rowing club
- The crew demonstrates outstanding sportsmanship within and without the club
- Committed to the improvement and progress of the program and the rowing club through hard work, determination and perseverance

11.1.8 Other awards not nominated by membership:

- Secondary School Crew of the Year
- President's Award
- Life-time Member Award
- University Cup Award.



Appendix A – Leander Boat Club Volunteer Form

Please **PRINT** information. All completed forms are to be submitted to the Rowing Manager

Name:	
Address:	
Home Phone:	
Cell Phone:	
Email Address:	
Area of Interest	<input type="checkbox"/> Coaching <input type="checkbox"/> Fundraising <input type="checkbox"/> Club Leadership <input type="checkbox"/> Building / Repair <input type="checkbox"/> Boat Repair <input type="checkbox"/> Event Planning <input type="checkbox"/> Regattas <input type="checkbox"/> Transportation <input type="checkbox"/> Other _____
Any Special Skills or Certifications	