



Riverfront Rowing Policies and Procedures

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Introduction

Through rowing Riverfront athletes learn the skills needed to pursue greatness in all aspects of life. In order to achieve this, and to provide the best and safest experience to all of our members and participants, we follow the policies and standard procedures described below, subject to updates as needed:

I. Safety Policy

Rowing, like any outdoor activity, contains certain risks due to inclement weather, water conditions, and other factors. The safety and well-being of our athletes, participants, volunteers, coaches, staff, and equipment is our top priority. All coaches are responsible for reading and signing the Athlete Protection Policy. Please read and become familiar with our full [2019 Safety Policy](#) to understand how we, and you, can best mitigate these risks.

II. In Case of Emergency

- a. Procedure: In any emergency situation, please follow these steps
 - i. Make sure that you and any involved individuals are in a safe location
 - ii. Address any immediate hazards to personal safety to the best of your ability
 - iii. Call 911
 - iv. Call Director of Rowing Bryan Pape – (860) 985.4309
- b. Guidelines
 - i. When in doubt, call 911. It is better to report what turns out to be a non-emergency than to delay reporting an emergency
 - ii. Make sure that immediate safety concerns are addressed first – get athletes out of the water, attempt to control bleeding, find a warm location, etc. before worrying about phone calls
 - iii. If multiple potential responders (coaches, uninvolved and calm athletes, etc.) are available, divide the action steps above and make clear who is responsible for each item
 - iv. Do not attempt to do something for which you are unqualified; do what you can do safely and successfully, leave the rest to professionals

III. Boathouse Opening and Closing

- a. Standard Procedure

The boathouse is considered open to members during the hours that Riverside Park is open to the public. When scheduled practices extend past normal park hours the boathouse remains open for the duration of the practice.

The lead coach for every practice session must be on site no less than 15 minutes before the scheduled start of practice to ensure that the gate and the boathouse are open. Opening and closing the park will be coordinated

between Riverfront Rowing, the Riverfront Rangers, and Riverfront Outdoors/Adventure program. Unless otherwise specified it is the responsibility of the lead coach or last coach out of the facility to check that all doors are closed and the park gate is locked when practices extend past dark. Athletes attending end of day practices are expected to leave in a timely manner to facilitate closing the park.

b. Cancellation and Rescheduling

Riverfront Rowing reserves the right to cancel practices, in the interest of safety, when necessary. Reasons for cancellation include unsafe travel conditions to/from the boathouse, an inability to access the facilities (ice, flooding, etc.) or a combination of unsafe river conditions AND insufficient indoor space to run a practice. While Riverfront Rowing may choose to cancel practices separately from other organizations' decisions, it will usually cancel youth practices when Hartford Public School after school activities are cancelled for weather (key exception: rain). As a rule, adult practices will be cancelled when youth practices are cancelled; the exception is if the weather event which caused cancellation of youth practice has ended AND any cleanup has been completed at least 90 minutes prior to the scheduled start of adult practice. In the event that it is determined that practice needs to be cancelled:

- i. Notice will be provided to all participants via preferred method of contact (text message or email) no less than 90 minutes before scheduled practice start time
- ii. Participants for morning (7am start time and earlier) practices will be notified no later than 9pm the night before their scheduled practice
- iii. Make up sessions will be scheduled if at all possible.
 1. Winter classes will have a scheduled make up on Friday during the same time of day as the regular practice
 2. On-water classes will be rescheduled if and when make-up times are available
 3. Athletes may join a session with a different but similar class if the rescheduled session does not fit their schedule

IV. Expectations

a. Practices

- i. Will be safe, productive, and fun
- ii. Will be run by a Riverfront Rowing coach
- iii. Will begin and end at their scheduled time. Practices will not be delayed for tardy participants, nor will they be extended to make up for delays during the session. Cool down, stretching, and equipment clean-up will be completed within the allotted time.
- iv. The purpose and intention of each session will be clearly and explicitly laid out prior to practice, and progress towards that intention will be reviewed at the end of the session.
- v. The goals and intentions of the practices are designed to meet the needs and abilities of the athletes and their program type.

- b. Races
 - i. Athletes on competitive teams are expected to participate in all of their team's events unless prior written notice is provided.
 - ii. When traveling, all athletes and coaches will have a travel plan including a full travel roster, who is driving, a schedule of races as provided by the race organizers, a meeting time and location at the race site, and an anticipated departure time at the end of racing.
- c. Other Rowing Events
 - i. Head of the Riverfront Regatta
 - 1. Athletes and coaches will plan to be available all day, from set up through clean up
 - 2. When not racing, athletes and coaches will expect to be helping with the operation of the regatta; roles will be assigned either through coaches or directly by the Regatta Directors
 - 3. All participants and families will remember that while the venue is our boathouse, we are hosting crews from all over. Attitudes, language, and attire will be a positive representation of Riverfront Rowing as a program and Riverfront Recapture as an organization
 - ii. Other (Away) Races
 - 1. Athletes and coaches are responsible for knowing their race schedules, and being available (if at all possible) for all races for their team
 - 2. When traveling as a team, all travelers will arrive at the boathouse (or other meeting point if scheduled) a minimum of 15 minutes prior to scheduled departure time
 - 3. All youth participants will travel with the group unless a different arrangement is specifically agreed upon with their coach.
 - 4. All participants will plan to meet the trailer back at the boathouse to unload and re-rig, at the discretion of the coaches and staff
- d. Coaches
 - i. Will arrive and be dressed and ready to go prior to the scheduled start of practice
 - ii. Will treat all athletes and coworkers in a respectful, professional, and appropriate manner (refer to Athlete Protection Policy)
 - iii. Will be treated respectfully by their athletes and coworkers
 - iv. Will prioritize safety first
 - v. Will create a fun environment for learning and training
 - vi. Will teach to the athletes' individual needs and ability to perform; will modulate intensity and movement impact to be appropriate for athletes' age and current ability

- vii. Will be ready and able to explain the purpose of the practice, as well as answer questions from athletes regarding why and how things are done
 - viii. Will receive verbal permission from the athlete prior to physical contact. Contact will only be initiated by the coach for the purpose of teaching or demonstrating rowing skills, positions, and movements
 - ix. Will not otherwise initiate physical contact, and will end physical contact initiated by athletes in an appropriate and timely manner
 - x. Will dress as professional coaches: shirt and either shorts, pants, or skirts required. No bare torsos or spandex outer layers.
 - xi. Will report any concerns regarding athlete health, safety, or well-being
 - xii. Will not drink while coaching; will not drink or use drugs that cause impairment prior to coaching.
 - xiii. Will avoid the locker room during any time junior athletes may be using it; separate changing areas will be available for coaches.
 - xiv. Will track athlete attendance, making note of any athletes in attendance but not on the regular roster.
 - xv. Lead coaches will send a brief explanation for the practice plan to all assistant coaches helping with that session at least 90 minutes prior to the start of that session
 - xvi. Set and follow reasonable and consistent qualifications to race for your team(s)
 - xvii. Fill out an incident report any time there is an on-water collision, injury, or any other occurrence that requires medical or other emergency attention
- e. Athletes
- i. Will treat teammates with respect; will listen to and respect all coaches and coxswains
 - ii. Will be on time for all practices; being on time requires being physically present AND dressed and ready in time for the scheduled start of practice
 - iii. If and when an athlete will be unavoidably late (or absent) for a practice, advanced written notice must be provided to the coach if the conflict is known in advance. In the case of last minute emergency (less than 90 minutes before practice) the coach should be alerted by call or text.
 - iv. Athletes are expected to ensure that they have completed their registration prior to the first practice of a new season/session. Athletes without signed waivers (those under the age of 18 require a parent or guardian signature) will not be allowed to participate in any athletic activity.
 - v. Be open to trying new methods, learning new skills, and making changes
 - vi. Pack/prepare appropriately for each session: bring water, a snack for after practice, a hat and sunglasses and/or sunscreen on sunny days,

- winter hat, long spandex and other warm layers on cold days, a change of clothes if likely to get wet.
- vii. Dress appropriately for practice: spandex or other shorts that will not get caught in the tracks, shirts sized appropriately to not get caught in the tracks or on the handle.
 - viii. All athletes are expected to wear a shirt at practices, races, and while on the grounds of the Riverfront Boathouse
 - ix. Be willing to ask questions – coaches are there to help you learn
 - x. Expect to understand the purpose of each practice, and assess your individual/team success in working towards that purpose
 - xi. No talking (except for coxswains) while carrying boats
 - xii. Understand the qualifications to be eligible to race for your program.
 - xiii. Additionally, recognize that representing Riverfront Rowing in a race is both a privilege and a responsibility, contingent on positively representing RRI during and outside of team activities.
- f. Parents and Families
- i. Treat coaches, staff members, and athletes with respect
 - ii. Ask questions when you have them
 - iii. It is the responsibility of parents and guardians to make sure that youth athletes are registered prior to the first practice of a new season/session. Athletes without signed waivers will not be allowed to participate in any athletic activity.
 - iv. Allow your athlete to be his or her own primary advocate when concerned about lineups, performance, etc.
 - v. When expressing concerns, go to your athlete's head coach first, then follow up with Director of Rowing Bryan Pape (bpape@riverfront.org) if you feel that your concern is unresolved.
 - vi. Respect the participants' space at races and practices; wait for athletes to be dismissed or parents to be invited before approaching the trailer, boat bays, etc. Parents are always welcome under the Riverfront Parent Tents

V. Contact Information

- a. Director of Rowing
Bryan Pape: bpape@riverfront.org (860) 985.4309; office (860) 713.3131 x314
- b. Assistant Director of Rowing, Head Boys' Coach, Masters Men Head Coach
Jonathan Near: jnear@riverfront.org (860) 985.2133
- c. Head Girls' Coach, Masters Women Head Coach
Justin Watson: JWatson@riverfront.org (860)324.2013
- d. Recreational Rowing Head Coach
Becca Likar rebecca.likar@gmail.com 860.334.1718

VI. Additional Resources

For new participants, families of new participants, or anyone else looking for a little bit of background on this sport please refer to our Rowing FAQ. For best practices and guidelines for safety both on and off the water, please see our 2019 Safety Policy. Both documents can be found on our homepage at www.riverfrontrowing.org.