



Parent and Athlete Handbook

Space Coast Crew Boosters, Inc.

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PARENT / TEAM MEMBER HANDBOOK

1. Introduction & Organizational Identity

Welcome This handbook contains rules and guidelines for Space Coast Crew team members, their families and any youth, masters, or associate members. This provides detailed information concerning payment of dues, time commitments, regatta basics, and other relevant topics. In order to ensure everyone understands the expectations for Space Coast Crew's upcoming season, both rowers and their families need to read through the Parent/Team Member Handbook carefully. This is a good resource to answer any questions you may have.

Space Coast Crew is the sport team of Space Coast Crew Boosters, Incorporated, a 501(c)3 non-profit organization, established in 1996 to promote the sport of rowing among Brevard County scholastic students in rising grades 5-12. The team was initially formed in 1989 with 22 young women as a club under the direction of John Harbaugh and head coach Pops Atkinson.

Space Coast Crew started when multiple High School rowing teams in Brevard County came together to share resources and equipment. What started as a collection of multiple teams quickly grew to become one club team. From there, the club grew to add more and more student athletes and competitive programs and divisions including masters rowers. We are committed to teaching rowing while simultaneously using the natural lessons that come with our sport to teach youth how to work hard, be patient, and set goals.

We are a parent run, volunteer organization with a professional coaching staff. We depend on parents, community volunteers, and community donors to operate, manage, and maintain our wonderful programs.

Space Coast Crew Mission Statement To sustain a widely recognized youth rowing program capable of competing on the local, regional, state, and national levels while demonstrating the highest forms of sportsmanship, respect, and responsibility.

Goals and Objectives

- To provide Brevard County students, youth, and masters rowers with the opportunity to participate in the sport of rowing at scheduled practices and in organized rowing events/regattas.
- To provide members with the best possible coaching staff and equipment.

- To provide the opportunity for all crew members to develop the necessary skills to competitively participate in Florida Scholastic Rowing Association (FSRA) and U.S. Rowing sponsored and organized regattas.
- To provide training regarding the safe use of the rowing equipment which is purchased and provided through member dues and fundraising activities.
- To provide a positive environment for all rowers to develop personal skills regarding teamwork, leadership, discipline, and tenacity.
- To foster an environment that promotes integrity, fairness, and honesty.
- To provide all rowers with the opportunity to row on the water, subject to weather and equipment availability and attendance.
- To provide a safe space to row and utilize the boathouse and club facilities. Safety is always considered when planning time on the water, in the boathouse, and with any team activity. Safety includes but is not limited to weather, equipment, athlete swimming or rowing ability,
- To ensure each rower competes in no less than 50% of all scheduled events, provided the individual rower attends 90% of practices, demonstrates a positive attitude, is not the subject of disciplinary matters, and is capable to safely operate rowing equipment. (Note: These are our goals and are not to be held as a contract.)

What is Rowing?

In rowing, boats—also called shells—are divided into two categories, sculls and sweeps. In a scull, each rower has two oars, each about 9.5 feet long. Sculls can be singles, doubles, or quads. In a sweep, each rower has only one oar, 12 feet long. Sweeps come in pairs and fours, with or without a coxswain, and eights with a coxswain.

Racing shells are light and streamlined, made out of a thin carbon fiber composite less than an eighth of an inch thick. For example, an eight (a boat with eight rowers, each rowing one oar) is about 60 feet long, weighs less than 250 pounds, and can carry a crew weighing as much as 1,800 pounds.

The common racing distance for collegiate rowers is 2,000 meters, or about 1.25 miles. Under good conditions, a world-class eight crew can row this distance in less than five minutes at an average speed of just over 13 mph. High school (junior) races are typically 1,500 meters.

Boat Positions There are eight rowing positions in the largest racing shell. Seats 1 and 2 are referred to as the bow pair. This pair is special, as they "set the boat," and rowers in these positions must have smooth and fluid technique. Seats 3, 4, 5, and 6 are referred to as the power, or "engine room" seats. Rowers in these positions must be large and strong. Seats 7 and 8 are referred to as the stern pair. They set the stroke rate for each side of the boat.

The coxswain is the eyes and ears of the boat. The coxswain has to be a good motivator because, once the race begins, the coxswain is the only one who can talk to the rowers. The coxswain must guide the boat to the starting line, steer by giving directions, watch for competing boats, and keep the boat in the proper lane to avoid penalties.

Space Coast Crew utilizes racing shells of every size. Singles, Doubles, Pairs, Quads, Fours, and 8s.

Our Rowing Seasons

- **Summer (June, July):** This is the off-season for SCC team rowing, highlighting our Summer Camp program and Advanced Camps for additional Athlete Development. This is also the time for preparing for next season. There are volunteer opportunities for members and athletes including supporting:
 - Equipment and boathouse maintenance
 - Recruiting for the next season
 - Learn to Row Summer Camp Support

- **Fall (August – December):** Highschool Practice is 5 days a week including Saturdays. For the Middle School, practice is 3-4 days a week. This is the Head Racing season, featuring endurance races approximately 5 kilometers (3.1 miles) in length.
- **Spring (January– May):** Highschool Practice is 5-6 days a week including Saturdays. This is our Sprint or competitive rowing season. Races are usually 1500-meter or the standard 2,000-meter sprints. The season officially ends after the East Florida District Championships for Middle School, while high school rowers continue to State, Regional and possibly National Championships. Select Middle School athletes may be invited to row up for States, Regional, and National Championships.

Specialized Roles

Coxswains: Coxswains must participate in ALL Space Coast Crew workouts. This includes running, erg pieces, weights, group workouts, and anything else the coaching staff deems appropriate. Coxswains must understand what rowers are capable of doing, and there is no better way to learn this than by fully participating in all SCC practices. Additionally, coxswains have the added responsibility of caring for and securing their assigned Cox Boxes, which are valued at \$600.

Captains: Being a Team Captain is an honor that carries many responsibilities. High school team Captains are chosen by the coaching staff and approved by the Board of Directors. Rowers must carefully consider the expectations before accepting this position, as being a Captain requires an additional commitment of time, leading by example, and consistently maintaining a positive, enthusiastic attitude.

The Director of Rowing will provide selected athletes with a Captains' Roles and Responsibilities Agreement outlining all expected duties. The coaching staff reserves the right, with Board approval, to remove a rower from the position of Captain if they fail to uphold the responsibilities outlined in the agreement, or if they are prone to absenteeism or disciplinary infractions.

2. Athlete Expectations & Code of Conduct

2.1 The Power of the Team: Our Shared Commitment

Crew is a unique and rewarding sport built on tremendous teamwork, continuity, and consistency. To create effective boats, our rowers depend deeply on one another's time, energy, and dedication. We strive to support our athletes in balancing their passion for rowing with their academic goals, and we always prioritize student health and scholastic success.

To help our team thrive and reach its full potential, we ask all rowers and parents to commit to the following guidelines:

1. Attendance & Communication

Because your teammates depend on you, every seat in the boat matters. Your seat cannot be held if you are late or miss practice.

- **Advance Notice:** If you know you must miss a practice, it is your responsibility to give the coaches maximum advance notice.
- **Illness & Academics:** If you are sick, please stay home to protect your teammates. Likewise, if you need to prioritize academics, we support you. While credit isn't given for missed days, providing a courtesy heads-up is expected.
- **School-Day Absence:** If you miss school or leave early due to illness, you must inform the coaches well in advance of practice.
- **Impact of Absences:** Unexcused absences or not showing up without warning directly affect boat lineups and regatta participation.

2. Practice Readiness & Weather

We train to be resilient. **We practice rain or shine**, and sessions are almost never canceled.

- **Gear Up:** Rowers are expected to arrive fully prepared for both rowing and land training. This means wearing appropriate shoes and clothing for both environments. Being prepared with clothing, hats, sunscreen, and shoes is essential. Being unprepared may result in dismissal from that practice and the upcoming regatta.
- **Inclement Weather:** The only factors that keep us off the water are lightning or high winds. If the water is unsafe, we will conduct land training instead.

- **Middle School Weather Policy:** For our middle school rowers, practices may be canceled due to weather concerns and will be rescheduled as weather permits. All middle school weather-related cancellations or reschedules will be announced directly through the team communication app.
- **Cancellations:** In extreme cases where practice must be canceled entirely, the coaching staff will send a notification as soon as possible via the team messaging app. Unless you hear otherwise, always assume practice is on.

3. Schedule Changes

- **Schedule Updates:** The coach will announce any changes to the published schedule as they arise.
- **Regatta Changes:** The Season Regatta Schedule is subject to change with notice. At times, regattas are changed with short to no notice, Space Coast Crew will communicate any changes as soon as possible.
- **Additional Regattas** not on the initial Regatta Season Schedule may result in additional athlete participation charges.

4. Conduct

- **Honoring the Sport:** Crew is a sport of honor and high character. We hold our athletes to an elevated standard of behavior, both on and off the water. A supportive, positive team spirit is essential, and crass language or disrespectful behavior will not be tolerated.
- **Governing Codes:** All members are required to uphold the high standards of integrity and sportsmanship outlined in the US Rowing and Florida Scholastic Rowing Association Code of Conduct, Athlete Behavior Expectations, and the Space Coast Crew Athlete and Member Code of Conduct.

2.2 Space Coast Crew Athlete Code of Conduct

Membership in Space Coast Crew is a privilege. As an SCC athlete, you represent your team, your community, and the sport of rowing. We hold our athletes to high standards of character, sportsmanship, and integrity both on and off the water. Above all, being kind, welcoming, and inclusive to every member of our squad is foundational to who we are.

2.2.1 Team Culture & Character

Our success is built on mutual respect, kindness, and pride in our organization. Athletes are expected to lead by example in their daily behavior:

- **The Power of Kindness:** Being genuinely nice and supportive to your teammates is a core expectation. A positive attitude builds a faster boat and a stronger team.
- **Active Inclusion:** We are one team. No teammate should ever be excluded, left out, or ignored on or off the water. Athletes are expected to proactively welcome everyone into team conversations, boat groups, and activities.
- **Inclusivity and Mentorship:** Foster a culture of community by actively supporting newer or younger athletes. Offer encouragement, share knowledge patiently, and ensure every teammate feels valued, safe, and part of the SCC family.
- **Culture of Respect:** Behave in a respectable manner that brings credit to yourself and Space Coast Crew. Show respect in both actions and words for fellow rowers, coaches, board members, race officials, chaperones, parent volunteers, and all others. Address coaches and parents with appropriate titles (Coach, Mr., Mrs., Ms.).
- **Team Unity:** Recognize the importance of team unity. Cooperate with one another, demonstrate mutual respect, and refrain from criticism of each other in any form.
- **Modest & Appropriate Presentation:** Dress in a modest and appropriate manner that best represents the proud standards of Space Coast Crew.

2.2.2 Athletics & Training Execution

To achieve our team goals, athletes must fully commit to the athletic program and trust the process:

- **Training Commitment:** Attend and participate in all practices, committing fully to the training and racing plan as designed by the coaching staff.
- **Trust the Staff:** Recognize that in determining practice plans and boat line-ups, the coaching staff always acts in the best interest of the entire team.

- **Open Communication:** Discuss questions or concerns related to the rowing program directly and constructively with a member of the coaching staff.
- **Safety and Well-Being:** Report any injury to the coaching staff as soon as possible. Because athlete safety is paramount, the coaching staff reserves the right to withhold an athlete from practice or a regatta if participation would aggravate an injury or pose a safety risk.

2.2.3 Ambassadorship, Stewardship, & Digital Presence

SCC rowers are leaders in the community and caretakers of our shared environment:

- **Community Ambassadorship:** Act as a proud and positive ambassador for Space Coast Crew and the sport of rowing at all times. Exhibit exemplary manners, approachability, and helpfulness to the public; especially during community outreach events, bake sales, and public learn-to-row days.
- **Stewardship of Facilities:** Take pride and ownership in the boathouse, training facilities, and our shared local waterways. Proactively pick up trash, organize stray equipment, and leave every space cleaner than you found it without waiting to be asked. Follow all Boathouse Rules.
- **Representing SCC Online:** When posting on social media or utilizing team messaging platforms, represent SCC with integrity. Ensure all team-related content is respectful, supportive, inclusive, and reflects the proud spirit of Space Coast Crew.
- **Proactive Helpfulness:** Look for opportunities to be useful before, during, and after practice. Whether it is helping a struggling boat class carry their oars, assisting with rigging, or loading the trailer, look for ways to support the squad.

2.2.4 Equipment & Facility Integrity

Our equipment allows us to compete at the highest level and must be treated with absolute care:

- **Equipment Care:** Properly handle and maintain all equipment as instructed by the coaching staff and immediately report any damage to a coach or team captain.
- **Supervision Requirements:** Team-owned equipment may never be taken onto the water without an SCC coach present on the water.
- **Respect for Property:** Taking an associate boathouse member's equipment onto the water without the owner's explicit written permission is strictly prohibited.

Intentional theft of or damage to club or individual property will result in the rower being held financially responsible.

2.2.5. Travel and Curfew Compliance

When traveling as a team for out-of-town regattas or team events, athletes are expected to uphold team safety and focus:

- Strictly adhere to all designated curfews, hotel room boundaries, and instructions given by coaches and chaperones.
- Violating travel protocols is considered a major code of conduct violation.

2.2.6 Conduct Boundaries & Disciplinary Policies

To protect our athletes and maintain a safe, positive environment, Space Coast Crew maintains a zero-tolerance policy for behaviors that compromise team safety, legality, or emotional well-being.

Unacceptable Behaviors

The following actions are clear violations of the Code of Conduct and will result in immediate disciplinary review:

- **Exclusionary & Dismissive Behavior:** Being dismissive, cliquy, unkind, or purposefully non-inclusive toward other athletes—especially newer or younger team members—is completely unacceptable. Mean-spirited behavior, social exclusion, and treating teammates as outsiders will not be tolerated.
- **Bullying, Hazing & Misconduct:** Any behavior that is intimidating, hostile, or offensive. This includes the use of foul or abusive language, bullying, hazing (whether verbal, written, electronic, or physical), or any behavior that violates SafeSport policies.
- **Reckless Behavior:** Acting in a reckless manner that puts the athlete, teammates, or any others at risk for injury.
- **Substance Violations:** Using, possessing, or distributing drugs of any kind—including chemicals, alcohol, steroids, tobacco, vaping products, drug paraphernalia, or any controlled substances—during any club-sponsored event.

Note: The Board of Directors & Coaching Staff reserve the right to perform a drug test on any member suspected of a drug-related infraction. Positive results from unauthorized or illegal drug use are grounds for immediate expulsion from the team.

- **Legal & School Disciplinary Actions:** Facing criminal charges or receiving an expulsion or suspension from school due to violations of school rules and policies.

Administrative Responsibilities

- **Duty to Self-Report:** Athletes, or their parents/guardians, must proactively notify the coaching staff or the SCC Board of Directors within 48 hours if the athlete receives a school suspension, school expulsion, or faces any criminal charges. Failure to promptly disclose this information may result in immediate dismissal from the team.
- **Anti-Retaliation:** Athletes must not retaliate against, intimidate, or harass any teammate, coach, or volunteer who reports a violation of the Code of Conduct, including reports of bullying, hazing, or SafeSport concerns. Any form of retaliation is strictly prohibited and will be treated as a severe disciplinary infraction.

Accountability & Enforcement: Failure to follow this Code of Conduct or engaging in behavior that disrupts team unity and safety, will not be tolerated and will trigger the disciplinary review process outlined below. To maintain a safe and productive environment, the coaching staff has the authority to implement immediate interventions on the spot (including immediate dismissal from a practice session) to stop poor behavior. Formal and long-term disciplinary actions will be handled in accordance with the Disciplinary Policies section at the discretion of the coaching staff and the Board of Directors.

2.3 Athlete Disciplinary Action

2.3.1 Responsibility & Reporting

The coaching staff is primarily responsible for identifying infractions, addressing misconduct, and administering disciplinary actions. However, maintaining a safe, respectful, and positive environment is the responsibility of the entire Space Coast Crew community.

- **Club-Wide Reporting:** All board members, parent volunteers, team members, and associates are encouraged and expected to report any concerning behavior or violations to the coaching staff so it can be properly addressed.
- **Assessment:** The coaching staff—and, when necessary or for severe infractions, the SCC Board of Directors—will evaluate reported incidents to determine the appropriate level of response and resolution.

2.3.2 Minor Disciplinary Actions Coaches determine if a rower's behavior warrants a minor disciplinary action. These include, but are not limited to:

- Verbal warning
- Extra or alternative workout
- Make-up practice
- Written or verbal apology

2.3.3 Major Disciplinary Actions Numerous minor infractions taken in the aggregate, repeat violations, or actions rising to the level of severe or criminal behavior will result in major disciplinary action. These include:

- Loss of water privileges for a specified time
- Loss of race privileges
- Suspension from the team
- Expulsion from the team

2.3.4 Implementation and Appeals Coaches reserve the right to impose disciplinary actions when they deem appropriate, including during a regatta or other organized event.

- **Notification:** Coaches must inform the Space Coast Crew (SCC) Board of Directors and the rower's parent(s) either verbally or in writing *before* taking any major

disciplinary action. When possible, in cases involving potential suspension or expulsion, notice will be provided to the parent(s) before notifying the rower.

- **Rebuttal:** When allegations of misconduct are presented, the rower will be afforded an opportunity to respond. Coaches will consider this rebuttal before making a final decision on whether disciplinary action is warranted.
- **Appeals:** Any disagreement with the implementation of disciplinary actions should be appealed directly to the SCC Board of Directors.

2.4 Disciplinary Privacy & Minor Confidentiality

Confidentiality Notice: To protect our athletes and families, all disciplinary investigations, discussions, and records regarding minor athletes are strictly confidential. No details, names, or records regarding the discipline of a minor will be included in public board records or public meeting minutes, even if the infraction results in a formal suspension or permanent removal from the team.

2.5 Weather Policy

We practice rain or shine, and practice is almost never canceled.

- The only conditions that will keep the team off the water are lightning or high winds.
- If we cannot safely practice on the water, land training will be conducted.
- Unless told otherwise, assume there is practice. In the rare event of cancellation, the coaching staff will send notice as soon as possible via the team messaging app.
- Middle School practice may be cancelled for weather, and will be rescheduled with make up days as possible. All changes will be communicated in the communication app.

2.6 Prioritizing Your Time

Rowers must be aware of how much time it takes to meet scholastic requirements and must balance their own time. We strongly recommend prioritizing your life in the following order:

1. Family
2. School Studies
3. Crew
4. Other

2.7 Guests

Guests are not permitted at practice. With prior coach approval, and the appropriate waivers and guest registration, trial athletes are allowed at limited practices. Trial athletes are only eligible for a 2-week trial period. After that, athletes must request to join the team or no longer attend any practices.

Athletes should report any guests to coaches immediately.

2.8 Swim Test

All new team members must pass a swimming test. Rowers who previously completed camps with SCC and the required swim test are not required to repeat it, but rowers are required to keep a copy of their swim test. Test(s) to be determined by the Coaches and approved by the Board of Directors. For the child's safety, if he/she does not pass the test(s), they will not be permitted to participate in crew.

2.9 Cell Phone Policy

Use of cell phones is not permitted by team members during practice. This is a safety issue since rowers can easily be distracted from the dangers of rowing. Places to store cell phones are provided to rowers. They are asked to leave their phones in that storage once they have arrived at practice. They can retrieve their phones at the end of practice. No exceptions. A rower found in violation of this policy will be subject to minor disciplinary action. Habitual or repeat violations will be addressed as a major disciplinary action. In the event of an emergency where a rower must use their phone, the rower must secure permission from one of the coaches before doing so.

2.10 Attendance Policies & Definition of Absences

Attendance at 90% of all practices is required. Failure to consistently attend practice may affect a rower's boat placement and regatta participation. Rowers must tell their coach ahead of time if they plan to miss practice.

Penalties for absences: Rowers who are absent from practice on 3 different occasions during any two-week period, regardless of whether they have given advance notice, will be dealt with as follows: removal from current boat/seat, not allowed to row at practices, and not allowed to row at regattas. If a team member misses 5 consecutive days without contacting the coach, it will be deemed the team member has quit.

2.11 Practice Preparedness & Attire

- Athletic attire must be worn for all practices (no jeans).

- Appropriate running shoes for land workouts must be worn (no flip-flops).
- At all regattas, unisuits will be worn as intended (over shoulders) at all times. No bathing suit tops at practice or at regattas.
- Rowers must be dressed appropriately and ready to participate at the start of practice. As a matter of safety, rowers may not leave practice until dismissed by the coach.

2.12 Varsity Lettering Requirements

Lettering for the high school team athletes is not guaranteed for all participants. Participants are required to maintain 90% attendance at practices (95% for captains). Additionally, missed regattas can affect lettering. The following requirements shall apply in order to receive a letter:

1. Maintain a 2.0 or higher GPA throughout the year. Note: Your cumulative GPA will be checked each 9-week grading period at the coinciding booster meeting. A 2.0 is required to letter.
2. Maintain school attendance in accordance with Brevard County requirements. School attendance will be checked every 9 weeks. Excessive school absences which jeopardize a rower's academic standing will result in:
 - a) Removal from current boat/seat
 - b) Not allowed to row at practice
 - c) Not allowed to row at regattas
 - d) Temporary suspension from the team until academic standing has been restored.
3. All rowers must complete the entire rowing season in order to be eligible to receive a letter. If a rower quits before the end of the season, they also forfeit all awards and other entitlements.

It is the coach's decision, subject to the Board of Directors' approval, to award letters based on outstanding effort or accomplishments during the season. Anyone not receiving a letter will be awarded a certificate of participation provided they have not quit and have satisfied the other requirements outlined above.

2.13 Complaint Procedure

Rowers should address issues/complaints related to the team or teammate(s) directly with their coach or the Director of Rowing.

If the rower does not feel the situation has been rectified, or if the concern involves a member of the coaching staff, the rowers, with his/her parent/guardian, should contact the Conflict Resolution Committee, or the SCC Board of Directors.

3. Parent & Member Code of Conduct

As a volunteer-run organization, Space Coast Crew (SCC) relies heavily on the dedication and support of our families. However, to maintain a safe, positive, and highly functional environment for our athletes, coaches, and volunteers, all parents and adult members must strictly adhere to the following Code of Conduct.

Rowing is a team sport that requires a deep commitment not only from the individual athlete but also from their families. We recognize that without family support, an athlete would not be able to attend practice, let alone contribute to winning regattas. While we know this is a tremendous undertaking, we ask parents to carefully review our Mission Statement and these guidelines. Please take the time to discuss this document with your rower, as we require your full agreement to the following terms.

This list includes, but is not limited to, the following provisions:

3.1 General Guidelines & Team Perspective

- **Organizational Health & Volunteer Recognition:** I will recognize that Space Coast Crew is a 501(c)(3) non-profit organization managed by dedicated volunteers. I understand that the long-term health of the club relies on every member acting in a respectful, cooperative manner at all times.
- **Focus on the Athlete:** I will remember that rowers participate to enjoy the sport and that the experience is for the student-athletes, not the adults. I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my rower.
- **Supportive Engagement & Respect for Decisions:** I commit to being a supportive and positive presence, rather than a disruptive one. I recognize that it is of the utmost importance to uphold and support the club's established policies and procedures. Furthermore, I agree to respect and abide by the final decisions made by the coaching staff and the Board of Directors, even if I personally disagree with them.
- **Volunteer Expectations & Reliability:** I commit to fulfilling my family's volunteer obligations in meaningful, helpful, and complete ways. I understand that the organization relies on these commitments to function. If I am unable to meet a scheduled volunteer obligation, I will provide full communication to the appropriate coordinator or Board member as far in advance as possible so alternative arrangements can be made.

- **Respect & Inclusion:** I will ensure that my rower and I treat all athletes, coaches, officials, parents, board members, chaperones, volunteers, and spectators with kindness and respect, ensuring that no one is excluded regardless of race, creed, color, religion, sexual affiliation, or ability.
- **Safe Environment:** I will demand a sports environment for my rower that is free from drugs, tobacco, and alcohol, and I will refrain from their use at all regattas and practice sites.

3.2 Practice, Competition, & Cultural Boundaries

- **Sportsmanship:** My guests and I will be positive role models and encourage sportsmanship by showing respect, courtesy, and positive support. We will not engage in any kind of unsportsmanlike conduct such as booing, taunting, refusing to shake hands, or using profane language or gestures.
- **No Sideline Coaching:** I will refrain from coaching my rower or other rowers during practices and competitions unless specifically requested to do so by a coach.
- **Facility Boundaries:** I will respect the boundaries established around the equipment and boathouse, understanding this is primarily a safety and liability issue. I will extend this same respect to the equipment and facilities of other teams.
- **Protecting Athlete Privacy:** I will respect the privacy of all youth athletes. I will never share sensitive, personal, or confidential information about any athlete—including, but not limited to, medical conditions, academic standing, mental health, or disciplinary actions—with other members, parents, or the public. Violations of this nature may be immediately considered a major infraction.
- **Preserving Team Culture & No Malicious Gossip:** I will refrain from sharing criticisms of the coaches or the Board of Directors with my rower, other rowers, or parents, as this displays disrespect and encourages a negative culture. I will never intentionally share false, misleading, or unverified information regarding the team, other members, or leadership. Sharing false information will be considered malicious gossip and a severe violation of this Code of Conduct.

3.3 Leadership Interaction, Grievance Remediation, & Communication

- **Appropriate Confrontation & Meeting Protocols:** I will never question or confront coaches at practices, competitions, or other team events. If I need to speak with a coach or a Board member, I will schedule the meeting in advance at an agreed-upon time and place. I will never collude to surprise or ambush a coach or Board member

with an unannounced meeting, nor will I bring additional, unannounced parents or members to a meeting.

- **No Harassment of Leadership:** I will not harass, intimidate, or aggressively confront Board members, coaches, or volunteers under any circumstances.
- **Zero Tolerance for Retaliation:** I will not retaliate against, ostracize, or unfairly target any athlete due to a disagreement or conflict with their parents or guardians. Additionally, I will not retaliate against Board members, coaches, or other families if I am dissatisfied with a leadership decision or the outcome of a grievance.
- **Constructive Remediation:** If I have a dispute or file a grievance, I commit to working constructively and cooperatively with the Board and coaching staff to remediate the issue through official channels, rather than creating division within the team.
- **Fostering Independence:** I will encourage my rower to speak directly and courteously with the coach if he/she is having difficulties in training/competition or cannot attend practice.
- **Routine Inquiries:** For routine clarifications (e.g., training schedules, nutrition), I will contact the coach via the team's messaging app, respecting that coaches have other occupations and respond during reasonable hours. I will do my best to review information sent to me before asking questions.
- **Digital Boundaries:** I understand that the use of team addresses, phone numbers, and email addresses is solely for the purpose of disseminating necessary team information. Use of this contact information for personal matters, business solicitations, campaigning, or unsolicited mass communications is strictly prohibited.
- **Maintain Constructive Communication:** All interactions in the group chat must remain respectful, direct, and supportive. Passive-aggressive behavior, snarky remarks, sarcasm, or underhanded comments are strictly prohibited. If you have a grievance, please address it privately and constructively with the administrators.
- **Meeting Inquiries:** Prior to general booster meetings, questions for the Board must be submitted to the official Board email address. Questions asked verbally at general or parent meetings that are not able to be fully answered in real time must also be followed up with an emailed question to ensure they are documented and answered in a timely manner.

3.4 Governance & Volunteer Confidentiality

- **Governance & Club Decisions:** While we value the input of our community, membership in Space Coast Crew does not grant members the authority to make or participate in organizational board decisions. Members are welcomed and encouraged to share feedback, suggestions, or information with the leadership team by using the designated club communication email. However, final decision-making authority regarding club operations, policies, and governance rests solely with the Board of Directors and the coaching staff.
- **Volunteer, Committee, and Board Member Confidentiality:** Volunteers, committee members, and Board members serve in highly trusted positions that are vital to the success of Space Coast Crew. Because these roles often require access to sensitive organizational data, financial records, or athlete information, all individuals serving in these capacities are required to sign a Non-Disclosure Agreement (NDA).
- **Access Revocation:** The Board of Directors reserves the right, at its sole discretion, to remove or revoke a volunteer's access to club information, digital platforms, and facilities at any time. Failure to adhere to Space Coast Crew conduct policies will result in an immediate loss of access. Furthermore, any violation of the NDA will be considered a severe violation of this Code of Conduct and will be subject to immediate disciplinary action.

3.5 Misconduct, Accountability, & Expulsion

- **Supporting Discipline:** I will support the coaches and chaperones when they deem that rowers require discipline. If I believe the discipline is unreasonable, I will express my concerns first to the Director of Rowing and then to the Board of Directors via formal channels, without interfering in the moment.
- **Financial Leverage vs. Club Privilege:** I recognize that membership in this association is a privilege, not a right. By paying my rower's dues, I am supporting the club, but paying these costs does not entitle me to be involved in decisions regarding staffing, financial decisions, club/team activities, business practices, governance, board decisions, competition schedules, training methodology, placement in boats, travel, regattas, or expenses. These decisions are the sole province of the coaches, the Director of Rowing, and the Board of Directors.
- **Consequences & Accountability:** Failure to abide by these guidelines may result in my rower and/or family being expelled or refused membership from the SCC team. I

am accountable for the actions of all members of my family and our guests. The Board of Directors may issue verbal or written warnings at its discretion, but warnings are not a prerequisite prior to immediate expulsion for severe violations.

4. Financial & Volunteer Commitments

4.1 Financial Obligations

4.1.1 Season & Registration

- **Fiscal Year:** The SCC fiscal year begins on July 1st and ends on June 30th of the following year.
- **Cost Structure:** Financial commitments are kept as low as possible through a combination of dues, advertisement sales, and fundraising. The specific financial breakdown is outlined at registration.
- **Funding Allocation:** These funds are necessary to facilitate equipment purchase and maintenance, coaches' compensation, transportation, insurance, regatta fees, boathouse utilities, and other miscellaneous expenses inherent to conducting SCC business.

4.1.2 Dues & Late Fees

- **Payment Schedule:** Dues incorporate a one-time payment or monthly installment payments as explained in the online registration documents at spacecoastcrew.org.
- **Late Fees:** Monthly dues not remitted by the **15th of each month** are subject to a **\$15 per week late fee** until the installment is paid in full.
- **Suspension:** Failure to meet the payment schedule without making prior arrangements with the SCC Board of Directors may result in the suspension of the athlete until payment is made.
- **Refund Policy:** Registration, dues, and all fees paid are strictly **non-refundable**. In the event of an unforeseen season disruption, the Board of Directors will review financials to determine if any adjustments can be made.

4.1.3 Equipment & Property Liability

- **Normal Wear & Tear:** Rowing equipment and infrastructure maintenance is highly expensive. Because each team member contributes to normal wear and tear, the Board of Directors holds each rower accountable for their portion of operational maintenance expenses.
- **Property Abuse:** Abuse of property and/or equipment will result in direct, out-of-pocket repair or replacement expenses for the responsible family.

4.1.4 Additional Out-of-Pocket & Travel Expenses

- **Travel Costs:** Additional out-of-pocket expenses include hotel accommodations for overnight regattas, bus transportation, and associated travel expenses (such as gas and tolls if driving).
- **Apparel:** Optional purchases include SCC jackets, hats, spirit shirts, polo shirts.
- **Regatta Unisuits:** Matching team unisuits are required for all regattas. The team provides an opportunity to purchase these before the season begins. While pre-ordering is highly recommended, the team makes every effort to maintain an inventory of extra unisuits for athletes who join late.
- **Optional Regattas:** Throughout the season, there may be opportunities to be selected for regattas or events that are not included in the regular regatta season. All event and regatta fees must be paid directly by the attending athletes, though team fundraising opportunities will be made available to help offset costs. Fundraising policies will apply. Parents of the rowers for the event will be expected to take a leading role in any fundraising for the events.
- **Post-Season Fees (Nationals):** The Youth National Championship is not an included regatta. All Nationals fees must be paid directly by the attending athletes, though team fundraising opportunities will be made available to help offset costs.

4.2 Service Hours Commitment

Space Coast Crew is a parent-volunteer-run organization and cannot function without volunteer support. In addition to financial commitments, each family is responsible for a specified number of volunteer hours per rower in fundraising and/or community service activities.

4.2.1 Hour Requirements

- **High School Families:** Required to perform **25 volunteer hours per rower** between August 1st and May 1st.
 - *Regatta Requirement:* At least **5 of these 25 hours** must be served directly at regattas.
 - *Buyout Option:* Families may choose to pay **\$20 per hour** for any hours not served.
- **Middle School Families:** Required to perform **10 volunteer hours per rower**.

- **Donation Substitutions:** Hours may be substituted with appropriate item donations, which must be arranged in advance with the Volunteer Coordinator.

4.2.2 Tracking & Deadlines

- **Self-Reporting:** Parents are responsible for reporting their hours online via the team's volunteer management platform on a monthly basis. Hours will be approved by the event committee. Physical sign-in sheets and a dedicated email address are used as a system of checks and balances.
- **City Reporting:** Hours are encouraged to be reported no less than monthly to assist SCC with its mandatory reporting to the City of Indian Harbour Beach.
- **Mid-Year Penalty:** If at least half of your annual volunteer hours are not fulfilled by **December 31st**, that half of the year's buyout fees (\$20/hr) may be billed to the rower's account. This fee will be credited back once those hours are completed.

4.2.3 Eligible vs. Ineligible Hours

- **What Counts:** Opportunities include working on administrative committees, regatta tent setup, staffing the food tent, maintenance days, and various other tasks. A full list of opportunities is located in the volunteer section of the team app and will be frequently communicated by the Board.
- **Remote Options:** There are many administrative duties that do not require volunteers to be onsite or work within a specific timeframe. Contact the Volunteer Coordinator if you are unsure how to fulfill your hours.
- **What Does NOT Count:** Because volunteer hours are expected to support the entire team, hours will **not** be counted for carpooling or driving individual rowers to regattas.

4.2.4 FSRA Mandatory Shifts & Fines

- **State Championships Requirement:** In addition to standard SCC team volunteer requirements, the Florida Scholastic Rowing Association (FSRA) mandates parent volunteers from every participating team at both the Sculling and Sweeps State Championships in April.
- **Regionals and Nationals Volunteer Requirement:** Regattas such as Regionals and Nationals also require teams to provide event volunteers. Parents of athletes attending these regattas are responsible for determining who will volunteer for the event.

- **Mandatory Shifts:** If your rower participates in either state event, you must anticipate volunteering for an FSRA-assigned shift.
- **Fines: Any financial fines incurred by SCC from the league for failing to meet our mandatory volunteer slots will be passed down directly to the families who failed to participate.** If your rower participates in either event, you must anticipate volunteering for a shift.

4.3 Rower Community Service & Team Events

- **Athlete Opportunities:** As good community members, rowers will be given opportunities to participate in team-building, maintenance, and fundraising events (e.g., picnics, retreats, car washes, maintenance days, Summer Learn to Row camps, and row-for-free days).
- **Volunteering for community events:** SCC may provide opportunities for athletes to volunteer for greater community events such as marathons, clean ups, and community fairs.
- **Communication:** Times and dates for these events will be announced through team emails, the team messaging app, and/or the head coach.
- **School Credit:** Hours earned by athletes during these events may be recorded and signed off to satisfy their specific school community service requirements, but these hours **will not** be tracked toward the family's operational Space Coast Crew volunteer commitment.

5. Health, Safety & Emergency Protocols

Insurance Liability

Space Coast Crew does not purchase medical insurance for its rowers or coaches. Rowers are not covered for medical costs through SCC while engaged in activities associated with the organization.

Compliance & Memberships

- **FSRA Compliance:** SCC is a member of the FSRA and complies with its guidelines. Rowers must submit required documents by the specified deadlines. Non-compliance risks the rower's ability to participate in regattas.
- **USRowing Compliance:** All rowers must hold a USRowing Membership and agree to the digital waiver. A "Basic" Membership is required; however, if your rower participates at Regionals, you will need to upgrade to a "Championship" membership.

Medical Clearances, Injuries, & Medication Administration

- **Swim Test:** All new team members must pass a swimming test determined by the Coaches and approved by the Board of Directors.
- **Required Forms:** All online forms (including physicals and EKGs) must be completed before any athlete is allowed to participate in any SCC activity. Team members missing waivers will not be allowed to practice or compete.
- **Injuries:** Space Coast Crew reserves the right to require any rower who incurs an injury requiring a physician's care to have the written approval of a physician prior to returning to participation.
- **Medications:** Coaches must be notified of all medical conditions and required medications at all times, including asthma inhalers or Epi-pens. First aid administered by SCC adults will not include the administration of any medications unless adults are appropriately trained with the specific medication and child. All emergency lifesaving measures will be taken.
- **Fees:** Any fees resulting from a late submission of athlete documents by parents will be the responsibility of the parents.

Emergency Action Plan

- **Public Statements:** In case of a serious accident or crisis, NO public statements, including social media posts, should be made. All inquiries should be referred to the SCC Board of Directors.
- **Major Injury/Illness:** The adult in charge will contact 9-1-1, follow standard first aid, and notify parents/guardians and the SCC emergency contact.
- **Weather/Fire:** In case of fire, flood, storm, or severe lightning, the adult in charge will move the rowers to a safe location and determine when conditions are safe for travel. Personal safety takes priority over equipment safety.
- **Accidental Death:** The adult in charge will contact 9-1-1, retain a responsible adult at the scene to ensure surroundings are undisturbed, and notify the SCC emergency contact to handle family notification.
- **Intrusion/Lost Athlete:** The adult in charge will contact 9-1-1 immediately, remove the group from the scene if safety is in question, and organize a search team if a athlete is lost.

6. Regattas, Team Travel & Events

6.1 Regatta Expectations & Logistics

Regattas are ALL DAY events requiring immense pre-planning, organization, and logistics.

- **Attendance Conflicts:** Inform coaches immediately if the athlete cannot attend a race due to schedule conflicts.
- **Advance Information:** Director of Rowing will make Regatta information available to the club with as much advance notice as possible. Please look out for communication from the Director of Rowing in advance of the Regatta for important details.
- **Arrive as a Team, Depart as a Team:** Upon arrival, rowers will help rig the boats and set up the tents. All team members will help de-rig boats and load them onto the trailer. **NO TEAM MEMBER WILL BE PERMITTED TO LEAVE UNTIL THIS IS DONE AND DISMISSAL HAS BEEN GIVEN BY THE COACH.**
- Athletes are expected to be at the Team Tent or the Boat Trailer area unless released by their coach.
- **Boat Lineups:** Lineups are based on demonstrated rowing skills, attendance, leadership, and a positive attitude. Categories include 1V, 2V, 3V, Novice, and Middle School.

6.1.2 Spectator Guidelines: What to Expect

- Parents should expect an early start and be prepared for a full day outdoors. SCC parents typically set up tents and bring tailgating chairs.
- Races are short (5–8 minutes). Due to course logistics, parents usually only see rowers for a short part of each race near the finish line, and there can be long gaps between events.
- Races are weather dependent; there are changes to the schedule with no notice. Generally, there is an event resource to view race times and updates to the schedule. This is specific to each regatta.
- Interaction with your rower will be limited. Rowers rotate between racing, resting under the tent, and preparing teammates for races.
- Rowers are expected to stay until all races are completed; awards are distributed, and equipment is packed up.

- Parents are not permitted to be at the boat trailer during regatta times.

6.1.3 Venues & Transportation Boundaries

- Parents are ultimately responsible for transporting rowers to races.
- Rowers are not permitted to travel to, or from, an out-of-town regatta without a parent, designated chaperone, or team transportation. This applies to athletes regardless of age. Athletes are not permitted to drive themselves to an out-of-town regatta. Regattas at the C-54 canal are considered in-town, and athletes may drive themselves.

6.1.4 Training, Conditioning, & Race Day Nutrition

- Sleep two days prior to a race is the most important.
- Diet should be low in sugar. The night before and the day of a race, avoid greasy foods, sugared cereals, caffeine, and high-fat dairy.
- Drink plenty of water all day, every day.
- Rowers should be awake and active at least three hours before their race.
- The Space Coast Crew Food Trailer is available at most regattas as long as there are volunteers to operate it. The intent of the Food Trailer and Team Tent is to provide a meal for athletes on site at regattas.
- Parent and Spectator meals may be available to prepurchase if there are enough volunteers for the Food Tent operation.

6.1.5 What to Bring

- **Athletes:** Hat, sun shirt, sunscreen, bug spray, books/cards to pass the time, pillow/blanket, dry change of clothes, food, water bottle.
- **Parents:** Folding chairs, binoculars, cooler with water and snacks, pop-up tents for shade where permitted.

6.2 Optional and Post-Season Regattas

Occasionally, select regattas occur throughout the season that are open to only a limited number of rowers based on selection or qualification. These events, as well as post-season championship travel, require a separate financial and volunteer commitment.

- **Parent-Funded Structure:** These specific regattas are entirely parent-funded. All associated entry fees, travel, lodging, and logistical expenses must be paid directly

by the participating athletes and alternates. These costs are not included in regular annual club dues.

- **Fundraising Expectations:** While the club will provide team fundraising opportunities to help offset these out-of-pocket costs, it is the direct responsibility of the selected athletes and their parents to lead, organize, and actively participate in these fundraising efforts.
- **Leadership and Decision-Making Authority:** The Director of Rowing and the Board of Directors will identify all logistics, entry requirements, and associated expenses for these events. The coaching staff and Board retain final decision-making authority regarding boat lineups, event entry, travel schedules, and all operational logistics.
- **The Regionals-to-Nationals Commitment:** By entering the Regional Championship regatta, families agree that if their athlete's boat qualifies for the USRowing Youth National Championship, the athlete will attend and the family will cover the travel and entry costs. If your athlete is unavailable for the Nationals trip, please notify the coaching staff before Regionals so they can plan the lineups accordingly.

Important Note: Because the Youth National Championship is an earned, post-season event, all associated fees and travel expenses are paid exclusively by the attending athletes and alternates. Ensure your family is prepared for this financial and travel commitment prior to the start of the Regional championship cycle.

6.3 Club and Team Events

6.3.1 Team Breakfasts

Team breakfasts are a wonderful tradition and an essential part of our athlete team building off the water.

- **Frequency and Timing:** We aim to host these breakfasts monthly throughout the rowing season, as our schedule and venue availability allow. They are typically held simultaneously with our in-person parent meetings, making it convenient for the whole family to participate in club activities at once.
- **Contributions & Volunteer Hours Policy:** These events are largely community-driven and supported by participant donations. While we are incredibly grateful for the generosity of our community, please note that **food donations and time spent organizing, setting up, or participating in Team Breakfasts do not count toward your mandatory club volunteer hours.**

- **Sponsorship Opportunities:** Team breakfasts are open for official sponsorship! If you know of a business, individual, or organization that would like to sponsor a breakfast and be recognized for supporting our athletes, please notify the board. Approved sponsors will be given dedicated time to speak with the membership during the event.

6.3.2 Parent Meetings

Active parent involvement and clear communication are vital to a successful season. Our parent meetings are the primary venue for discussing club operations, regatta logistics, and organizational updates.

- **Attendance:** We strongly encourage all parents to attend these meetings in person. It is the best way to stay informed, connect with other parents, and support the team.
- **Questions and Agenda Items:** We want to ensure your questions are answered accurately and thoroughly. If you have specific questions for the coaches or the Board of Directors that you know you would like to ask, **please email them to us prior to the meeting.**
- **Why Advance Notice Matters:** Submitting your questions early allows the board and coaching staff adequate time to research the information or formally add the topic to the meeting agenda for a productive and structured discussion.

6.3.3 Fundraising Events

Fundraising is essential to the success of our club, and it truly takes the effort of our entire membership to reach our goals.

- **Participation:** Please keep a close eye on the team calendar for upcoming fundraisers. The success of these initiatives depends heavily on member participation and spreading the word throughout our community.
- **Social Media Support:** One of the easiest and most important ways you can help is by engaging with us online. Please take a moment to **like, comment, and share** our social media posts regarding fundraising events. This simple action significantly boosts our reach, helping us get our message in front of a much larger audience of potential supporters and donors.

- **Connections:** If you have personal or professional connections with businesses, organizations, or individuals who may be interested in providing financial support or sponsorships, please share that information with the board.

6.3.4 Holiday Party

Our annual Holiday Party is a festive gathering where we encourage families to bring everyone along to celebrate the season together.

- **Format:** This is a large, family-focused event typically held at an offsite location and organized as a big potluck. It is incredibly fun for everyone involved and a great way to celebrate our community!
- **Planning Committee:** Bringing this highly anticipated celebration to life requires a dedicated planning committee. Organizing this event is just as much fun as attending it, and we welcome anyone who wants to help make the night special.
- **Volunteer Hours Policy:** Please note that time spent organizing on the committee, attending, or preparing food for the Holiday Party **does not count toward your mandatory club volunteer hours.**

6.3.5 CROM

"CROM" is a fun, "Prom-adjacent" evening designed to give our club members a night out together, typically held near the end of the rowing season.

- **Event Status:** Please be aware that **CROM is entirely a parent-run initiative and is not an official Space Coast Crew event.**
- **Volunteer Hours Policy:** Because this is an independent, parent-led gathering, time spent planning, setting up, or chaperoning CROM **does not count toward your mandatory club volunteer hours.**

6.3.6 End of Year Banquet

The End of Year Banquet is one of our largest and most important gatherings. It is a time for the entire club to come together to celebrate the season's achievements, honor our graduating seniors, and recognize the hard work of our coaches, athletes, and dedicated volunteers.

- **Planning Committee:** Due to the scale of the banquet, a dedicated planning committee is required to make it a success.

- **Volunteer Hours Policy:** Because this is a major official event, **volunteer hours do count** for time spent on the planning committee, setting up, or working at the banquet.

6.3.7 Other Events

While this handbook covers our major annual gatherings, Space Coast Crew is an active club with a dynamic schedule.

- **Ongoing Scheduling:** Throughout the season, various other events, activities, and meetings not explicitly outlined in this section will be scheduled.
- **Stay Informed:** Because our calendar can evolve as new opportunities arise, it is incredibly important to pay close attention to all official club communications.
- **Watch the Calendar:** Please keep a close eye on the team calendar. Regularly checking the calendar and reading club updates ensures you and your family won't miss out on important announcements, schedule adjustments, or new opportunities to get involved.

7. Club Culture and Community Guidelines

7.1 Code of Conduct & Disciplinary Procedures

Failure to follow both the letter and spirit of SCC's rules, expectations, and community principles—whether by athletes or parents—can result in disciplinary action.

- **Coaching vs. Board Authority:** The Head Coach has full authority and discretion to discipline rowers based on their judgment of conduct violations, and those decisions are final. However, any decision regarding the suspension or expulsion of an athlete or family will be made exclusively by the Board of Directors. The parent or guardian of any rower under review for suspension or expulsion will be contacted before a final decision is rendered. If a parent or guardian is under review for expulsion, the decision will be communicated to the parent or guardian directly. The Board of Directors reserves the right to act swiftly with egregious violations of the code of conduct.

7.2 Disciplinary Action Matrix

To ensure that discipline is handled appropriately and proportionally, the coaching staff and the Board of Directors retain full discretion to evaluate the context and severity of any

incident. The following tiers serve as a flexible framework. Board of Directors and the Director of Rowing reserve the right to bypass lower-level interventions and immediately impose severe actions if warranted.

Formal disciplinary actions will be communicated to the member via email from the Board of Directors.

7.2.1 Athlete Disciplinary Matrix:

Including but not limited to:

- **Level 1 (Minor):** Tardiness, incorrect attire, minor unsportsmanlike behavior, failure to properly store cell phone. *Potential Actions:* Verbal/written warning, extra workouts, make-up practice, apology.
- **Level 2 (Moderate):** Chronic absenteeism, disrespect toward coaches/teammates, minor safety lapses. *Potential Actions:* Formal communication with parents, removal from current boat/seat, restriction from upcoming regattas.
- **Level 3 (Severe):** Bullying/hazing, theft, possession of drugs/alcohol, severe safety breaches. *Potential Actions:* Immediate removal, financial restitution, indefinite suspension, expulsion without a refund.

7.2.2 Parent & Member Disciplinary Matrix:

Including but not limited to:

- **Level 1 (Minor):** Code of Conduct Violations, Sideline coaching, entering restricted boathouse areas. *Potential Actions:* Verbal/written reminder of guidelines, restrictions from facilities, restrictions from volunteering in trusted positions.
- **Level 2 (Moderate):** Code of Conduct Violations, Confronting a coach, board member or volunteer, public criticism of staff, unsportsmanlike conduct. *Potential Actions:* Formal written warning, temporary restriction from attending SCC practices or regattas.
- **Level 3 (Severe):** Code of Conduct Violations, Harassment of coaches/officials, SafeSport violations, intoxication at events. *Potential Actions:* Immediate removal from premises, expulsion of the family/rower without a refund.

7.2.3 Board Authority and Additional Sanctions

The Board of Directors is entrusted with the critical responsibility of protecting Space Coast Crew, its athletes, and the organization as a whole. To ensure they can effectively act

in the best interest of the club and preserve a positive culture, the Board reserves the right to implement disciplinary sanctions not explicitly outlined in the matrix above.

- **Immediate Revocation of Membership:** The Board retains the absolute authority to immediately revoke the membership and participation privileges of any member, athlete, parent, or specific individual whose actions are deemed detrimental to the club's environment or safety.
- **Confidentiality:** Disciplinary actions and sanctions will remain strictly confidential and will only be communicated directly to the impacted individual. Details regarding sanctions will not be disclosed to the broader membership unless there are pressing organizational, legal, or safety-related reasons that necessitate disclosure.

7.3 Conduct, Conflict Resolution, & Grievance Procedures

7.3.1 Expectations for Conduct & Conflict

- **Commitment to Civility:** All family members, rowers, and their guests are expected to follow the Space Coast Crew (SCC) Code of Conduct. Conflicts or concerns must be resolved with grace, respect, and understanding, without ever resorting to hostility or violence.
- **Rower Accountability:** Parents and guardians are expected to hold their rowers accountable to the specific guidelines laid out in the SCC Rower Code of Conduct.

7.3.2 Reporting Misconduct (Chain of Command)

If you believe there has been misconduct on the part of one or more rowers, coaches, parents, or other individuals, you must abide by the following situational guidelines for issue resolution:

A. During Team Trips

- **Immediate Reporting:** Any misconduct occurring during team-brokered travel or trips must be reported immediately to a member of the SCC Board of Directors.
- **Resolution:** The Board of Directors holds the responsibility for investigating the issue and will involve coaches and other SCC board members as necessary.

B. During Daily Practices & Other Team Activities

- **Urgent Issues:** Report the misconduct directly to the coach immediately if it requires attention at that exact moment.

- **Non-Urgent Issues:** Report the misconduct immediately *after* the activity concludes.
- **Preferred Communication:** For reporting after the fact, communication must be submitted via email or through a personal message on the team’s official messaging app.
- **Resolution:** The Director of Rowing will manage the issue and involve other coaches, board members, or parents as required.

C. Misconduct Involving a Coach

- **Direct Escalation:** Any misconduct committed by a member of the coaching staff must bypass regular channels and be reported immediately and directly to the SCC Board of Directors.

7.3.3 Formal Grievance Procedures

The SCC Committee maintains an official grievance policy to handle unresolved or serious disputes. If you feel that an issue is not being given appropriate attention through the regular chain of command, you may escalate the issue by filing a formal complaint.

How to File a Grievance

1. Locate the official **Grievance Form** on the Space Coast Crew website.
2. Complete the form in its entirety.
3. Email the completed form directly to the Conflict Resolution Committee at: **crcchair@scc-boosters.org**

Committee Review & Timeline

- **Simple Matters:** The Conflict Resolution Committee aims to respond to each submitted grievance within **14 days** for straightforward issues.
- **Complex Matters:** If a matter requires a thorough or deep investigation, response times may be delayed beyond the standard 14-day window.

When only adults are involved, grievances must be filed within 90 days of a perceived offense. Grievances may be filed up to a year after an event if a minor is involved. Grievances should be filed in a timely manner.

7.3.4 Privacy & Public Disclosure Policies

- **Confidentiality of Enforcement:** The process of investigating and following up on allegations is strictly a private matter between the accused party, the coaching staff, and the Board of Directors. Unless the outcome directly and physically impacts you or your specific rower, you will not be advised further on the disciplinary actions taken.
- **Public Findings:** Grievances and their subsequent findings may be made public, but *only* after a formal investigation has concluded and official findings have been reached.

7.3.5 Good Faith Filing and Abuse of the Grievance Process

- **Requirement of Good Faith:** The grievance process is designed to resolve legitimate conflicts and maintain a safe, fair environment for all members. Grievances must be filed in good faith and based entirely on factual, credible information.
- **Prohibition of Weaponization:** The grievance process may not be used as a tool to harass, retaliate against, or intentionally damage the reputation or standing of any member, athlete, coach, or board member.
- **Violations and Penalties:** Filing false, malicious, or intentionally wasteful (vexatious) grievances is a direct violation of the Space Coast Crew Code of Conduct. If an investigation reveals that a grievance was filed under false pretenses or solely to cause harm, the individual who filed it will be subject to immediate disciplinary action, up to and including suspension, revocation of membership, or removal from eligibility for leadership positions.

7.4 Social Media Policy for Rowers and Parents

SCC understands that social media is an important part of how athletes connect and supports the responsible use of social media to showcase athletic growth and team pride. However, your online presence reflects not just you, but your teammates and SCC as a whole. Violations of these principles may result in disciplinary action from coaches or the Board up to and including suspension or expulsion from the team.

Social Media Policy is a separate document.

7.5 Team Communications & Digital Platforms

Official communication is disseminated via the SCC Website (sccboosters.org), Team E-Mail, the Team Messaging App, and official social media pages.

7.5.1 Member Privacy & Communication Restrictions

The use of team rosters, directories, addresses, phone numbers, and e-mail lists is strictly reserved for official Space Coast Crew (SCC) operations. **Member lists shall not be used for any personal or business processes whatsoever.**

To protect the privacy of our members and maintain the focus of our digital platforms, using team contact information or communication channels for unauthorized personal matters, business solicitations, or unsolicited mass communications is **strictly prohibited**.

This restriction explicitly includes, but is not limited to:

- **Campaign & Advocacy Messages:** Members may not distribute political campaign materials, electioneering messages, lobbying efforts, or personal advocacy communications to the membership body.
- **Non-Crew Related Events:** Team channels may not be used to promote personal, community, or third-party events, fundraisers, or activities that are not officially sanctioned by SCC. Members may ask permission to share something to the club, and may do so after written approval.
- **Unsolicited Communication:** Unsolicited outreach to other members through team channels for non-crew-related matters is completely prohibited.

7.5.2 Permitted Peer-to-Peer Communication

- **Crew-Related Messaging:** Members are permitted to message one another individually or in small groups within the official Team Messaging App, provided the communication is strictly for crew-related purposes (e.g., coordinating carpools, regatta logistics, or practice schedules).
- **Mutual Consent Exception:** This policy is not intended to restrict private friendships. Mutually approved parties—members who have consensually agreed to share contact information or connect socially—are welcome to communicate as they wish regarding personal or private matters outside of official SCC channels.

7.5.3 Appropriate Channels for Grievances & Complaints

- **Proper Escalation:** Official complaints, grievances, operational concerns, or interpersonal conflicts must be directed through the proper organizational channels first. These matters should be presented directly to the appropriate **Head Coach, the Conflict Resolution Committee, or the SCC Board of Directors.**

- **Prohibition of Digital Public Airing:** Under no circumstances should complaints, grievances, or disputes be initiated, aired, or debated within the Team Messaging App, group email threads, or any other public or group communication channels. Using group platforms to broadcast grievances disrupts team harmony and is strictly prohibited.

7.5.4 Prior Approval Requirement

If a member wishes to share information regarding an outside event, community initiative, or special notice that they believe benefits the club, they must submit a request and obtain **explicit, prior written approval** from the SCC Board or Administration before any mass communication is distributed. Unauthorized messaging, misuse of member data, or public airing of grievances may result in a review of communication privileges or membership status.

7.5.5 Team Communication & Code of Conduct Policy

Our team communication platforms are designed to foster a positive, supportive, and collaborative community. To maintain this environment, all members and athletes are expected to adhere strictly to our established Code of Conduct.

Violations and Enforcement

- **Message Moderation:** Unkind, disrespectful, or inappropriate messages may be deleted by an administrator at any time.
- **Violation Notifications:** If a message is removed or a policy is breached, the responsible member may be notified of the violation.
- **Immediate Suspension:** Access to any team communication app may be suspended if a violation—or suspicion of a violation—occurs.
- **Access Restrictions:** Depending on the severity of the situation, a member or athlete may have their privileges downgraded to "**read-only**" access or restricted entirely to **email-only** communication.

Note: Maintaining a respectful digital environment is vital to the success and unity of our team. Compliance ensures everyone stays connected and informed.

8. Appendices & Resources

Committee Descriptions

Committees are funded through the budget and draw support from family, friends, and the community. Opportunities include:

- **Maintenance:** Boat House Maintenance, Boat Repair, Trailer Maintenance, Launch Motor Service, Erg Repair, Cox Box Repair, Tent Maintenance, Paint/Stripe Oars.
- **Rowing Events:** Parent Learn to Row, Summer Camps, Regattas and scrimmages.
- **Dinners / Socials:** Welcome Back Picnic, Team Breakfasts, Christmas Party, Awards Banquet.
- **Fundraisers:** Schedule Fundraisers, support and organize fundraisers.
- **Food Tent & Transportation:** Plan Meals, Organize Food Tent Helpers, Oversee Tents Up & Down, Food Trailer Packing, Food Trailer Towing.
- **Marketing & Publishing:** Contact Area Media, Signs / Banners, Team Apparel, Community Supported Yearbook.

This Handbook is in addition to the Space Coast Crew Boosters Bylaws, the Coaches and Board Standard Operating Procedures and any additional Formal Policies and Procedures created and maintained by the Space Coast Crew Boosters Board of Directors.