



# Robinson Crew Boosters Club 2018-19 Registration Requirements

## Step 1: REGISTER ONLINE

GO TO: [www.robinsoncrew.org](http://www.robinsoncrew.org), click on the red "REGISTER NOW" button. From a mobile device, select "More" from the menu bar, then choose "Team/Register".

Please select the appropriate category to register your Novice Rower or Returning Rower.

Registering online will put your rower onto the Robinson Crew Roster as well as into our automated email notification system. Please make sure you provide an accurate email account where you want to receive PAYMENT NOTIFICATIONS (from Intuit Quickbooks Invoicing) as well as our weekly QUICK CATCHES and periodic email notifications from the Program Director and club. After your rower is on our roster, you will receive an invoice for the first installment payment from Quickbooks.

2018-19 participation fee is \$800.00 per student-athlete. Novice rowers will incur an additional \$105.00 uniform fee. The full fee may be paid at registration or per the installment schedule.

### Installment schedule:

- Pay initial installment of \$300.00 no later than the end of the regular registration period on Wednesday, November 14, 2018
- 2<sup>nd</sup> installment of \$250.00 is due no later than Friday, December 14, 2018
- 3<sup>rd</sup> and final installment of \$250.00 due no later than Friday, February 15, 2019
- \$105.00 Uniform Fee (novices only): Paid at time of 1<sup>st</sup> installment (November 14, 2018)
- Late registrations will be accepted upon approval. Payment at time of late registration will include the initial \$300.00 payment plus any additional payments for which the deadline has passed.

## Step 2: COMPLETE REQUIRED FORMS

Links for required forms are included in this document. Forms can also be found on the team website under "Team/Register".

**ALL FORMS MUST BE COMPLETED IN FULL TO BE ACCEPTED, WITH ALL REQUIRED SIGNATURES BY PARENT/GUARDIAN AND ROWERS!!**

**PARTIALLY COMPLETED PACKAGES WILL NOT BE ACCEPTED**

1. **TWO** signed copies of the Emergency Care Information Form.  
[https://www.fcps.edu/sites/default/files/media/forms/se3\\_0.pdf](https://www.fcps.edu/sites/default/files/media/forms/se3_0.pdf)
2. Fairfax County Public Schools Participation Policy  
<https://s3.amazonaws.com/files.leagueathletics.com/Text/Documents/21529/82290.pdf>
3. HS Weight Room Permission <http://files.leagueathletics.com/Text/Documents/21529/58586.pdf>
4. Assumption of Risk Communicable Disease Form <http://files.leagueathletics.com/Text/Documents/21529/59254.pdf>

### Step 3: COMPLETE CONCUSSION EDUCATION TRAINING ONLINE

Concussion Education training is required by FCPS for at least one parent or guardian and each rower every year.

NOTE - If you have completed this training for another sport during the 2018-19 school year, the Athletic Office will have that information on file. GO TO: <https://www.fcps.edu/activities/student-athletics> . Click on the links to complete the trainings.

THIS MUST BE COMPLETED BEFORE YOUR ROWER WILL BE ALLOWED TO PARTICIPATE ON THE WATER (FOR "GREEN DAYS" AND/OR FOR SPRING ON THE WATER PRACTICES).

### Step 4: SUBMIT YOUR SPORTS PHYSICAL FORM TO THE STUDENT ACTIVITIES OFFICE ("ATHLETIC OFFICE")

1. Complete VHSL Athletic Participation/Parental Consent/Physical Examination form under "forms" on the Robinson Crew website. <http://www.vhsl.org/doc/upload/smac-ppe-20160404.pdf>
2. The physical must be completed *after* May 1, 2018.
3. **Turn form into the Student Activities Office** - Write "CREW" on the top of the form.
4. It is strongly recommended that you keep a copy in your files.
5. No athlete will be permitted to participate in any aspect of crew until a new physical form is on file in the Robinson Student Activities Office and approved by an Athletic Trainer.

### Step 5: REVIEW OF ROBINSON CREW BOOSTERS CLUB REFUND POLICY, SERVICE HOUR REQUIREMENTS AND FUNDRAISING REQUIREMENTS

- **RCBC Refund Policy:** A written refund request must be either emailed or mailed to a RCBC Board member and/ or coach. The letter must include:
  - a. Name of the rower
  - b. Name of the responsible party
  - c. Reason for the withdrawal and refund
  - d. Date of the withdrawal

The amount of the refund will be calculated as follows:

- Prior to the first Friday before Winter Conditioning and Training (no later than Friday, November 16, 2018), all registration fees paid to date with the exception of a \$25.00 processing fee will be refunded.
- After the first Friday of Winter Conditioning and Training but prior to January 1, 2019, all registration fees with the exception of a \$250.00 RCBC Membership Fee and a \$25.00 processing fee will be refunded.
- After January 1, 2019 but prior to the first Friday of the Spring Sports Season (no later than Friday, February 22, 2019), all registration fees with the exception of \$250.00 RCBC Membership Fee, \$200.00 Winter Training Fee, and \$25.00 processing fee will be refunded.
- After the first Friday of the Spring Sports Season, no refund requests will be accepted.
- Failure to pass the Swim Test will result in a refund of funds paid to date, less the \$250.00 RCBC Membership Fee, a prorated winter training fee of \$100.00, and a processing fee of \$25.00.

- **RCBC Service Hour Requirement:** *To defray program costs, all student athletes, with support of friends and family, must meet minimum service hour requirements or pay a fee equal to \$15.00 per unmet service hour.*

- Each novice team member is required to accrue 25 service hours prior to the deadline. Any family

with more than one (1) novice only needs to earn 20 service hours per team member.

- Each experienced team member is required to earn 75 service hours prior to the deadline.
- The maximum number of service hours a family is required to accrue is 150 service hours regardless of the number of team members participating in a single season.

#### Calculation

- One (1) hour volunteered equals one (1) service hour unless specifically stated otherwise on the Service Hour's Schedule.
- Service hour credit may be given for requested goods donations. Service hour credit will be calculated at the rate of one (1) service hour per each estimated \$10.00 in good's value. For example, if you donate an estimated \$10.00 worth of bananas you will earn one (1) service hour.
- Service Hours for cash donations are also calculated on the rate of one (1) service hour per each \$10.00 donated. This is used when calculating the number of service hours earned for securing sponsorships for the Round Robinson 5K.
- Service hours earned via purchases made thru the Scrip program are calculated at the rate of one (1) service hour for every \$10.00 RCBC receives from the program in rebate. For example, a \$100.00 card to a retailer may earn a return of 5% or \$5.00 so the purchaser will earn ½ service hour. The Scrip Coordinators carefully track the earnings of each purchaser and report them to the Service Hour Coordinator monthly.
- Service hours will not be awarded to volunteers in the case of an event cancellation provided the cancellation occurred a day in advance. For example, school closures where notification is sent out well in advance of an afternoon practice.
- Service hours will be awarded in the event of a last minute or same day cancellation. For example, the coach may cancel practice due to weather. This decision is typically made mid-morning the day of the practice and notification is sent out via email, text, and/or via the SLACK app to the team members.
- Service hours may be earned by team members, family members and friends. To ensure proper crediting of the service hours earned, every volunteer must sign in and properly designate the team member for whom they are earning the service hours at the time of the service hour event. Hours may not be given away to other rowers after the event has passed and there is a maximum of 10 total hours, per service hour year, that may be given away by a family to a single rower.

#### • **Fundraising:** *RCBC sponsored Tag Day and Letter Writing Fundraisers.*

**TAG DAY:** TAG DAY involves the student athletes going out into the Robinson community to solicit funds. The team members go out in groups of 2 or more with a parent volunteer driver as a chaperone. The groups go door to door requesting financial support for the program. With over 5,000 students attending Robinson the community is very large and contacting each home is only possible with a large number of team member participation.

This event is typically held on a Saturday and Sunday during the month of January or early February. All rowers are encouraged to participate in one of the tag days. Any participation on the second day will earn the team member service hours.

**LETTER WRITING:** Letter writing consists of team members sending letters to friends and family members soliciting donations. Every novice team member is asked to send 10 letters and every returning team member is asked to send 5 letters. Student-athletes may send additional letters to earn service hours. Novice members may send up to 10 additional letters and returning members may send up to 20 additional letters. Each additional letter will earn the athlete 1 service hour credit. Specific details regarding the letter writing fundraiser will be provided in the winter.

**Participation in crew practice is contingent upon your completion of ALL of the required steps in registering for the Crew team.**

**Step 6: Acknowledge each of the following obligations by initialing on the line and sign below.**

1. \_\_\_\_\_ I acknowledge that rower fees of \$800.00 will be collected either in full or per the installment agreement outlined in Step 1 of this document.
2. \_\_\_\_\_ I acknowledge that each rower is required to have a complete uniform consisting of a unisuit and long sleeve top. Uniforms will be ordered in January by the Uniform Coordinator. Novice rowers will be charged an additional \$105.00 uniform fee as part of the initial registration payment. Each Novice rower will be measured by the Uniform Coordinator to ensure proper fitting. Any Experienced rower needing a uniform piece should contact the Uniform Coordinator as soon as possible.
3. \_\_\_\_\_ I acknowledge that Coaches will hold mandatory practices during school holiday and weekends, including Spring Break.
4. \_\_\_\_\_ I acknowledge that the participation of all members in RCBC fundraising activities is vital for the financial feasibility of the program.
5. \_\_\_\_\_ **I acknowledge that all experienced members of Robinson Crew must earn 75 service hours and all Novice members must earn 25 service hours by February 15, 2019. Service hours are earned either by volunteering time or donating items requested for events. Unearned service hours must be purchased at the cost of \$15.00 per service hour or the rower will be unable to participate in practice and regattas.**
6. \_\_\_\_\_ I acknowledge that all Novice rowers are required to pass a swim test prior to practicing on the water.
7. \_\_\_\_\_ I acknowledge that student athletes selected to participate in select events (such as Nationals or Stotesbury Cup) will incur additional expenses to cover the cost of these events.
8. \_\_\_\_\_ I acknowledge that the coaches may choose to offer attendance at other non-scheduled regattas and those regattas, if not held on the Occoquan, may incur an additional expense.
11. \_\_\_\_\_ **I acknowledge that all registration requirements must be met prior to a team member's participation in any aspect of Crew.**

**Submit all forms by Wednesday, November 14, 2018.**

**Completed packets will be collected at the October 10<sup>th</sup> and November 14<sup>th</sup> General Membership Meetings. See Quick Catches and/or Robinsoncrew.org for meeting times and places.**

*By signing below, I indicate that I have read, understand and agree to the terms of participating in the Robinson Crew program.*

Student-Athlete Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_