



Robinson Crew and Robinson Crew Booster Club 2017-18 Registration Requirements

Step 1: Register and Pay Online

GO TO: www.robinsoncrew.org, click on the red REGISTRATION button on the right-hand side or go to "Team / Register."
From a mobile device, select "More" from the menu bar, then choose "Team/Register".

2017-18 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 end of the regular registration period on Friday, November 17, 2017
- 2nd installment of \$250 is due no later than Friday, December 15, 2017
- 3rd and final installment of \$250.00 due no later than Friday, February 16, 2018
- \$105.00 Uniform Fee (novices only): Paid at time of registration
- Late registrations will be accepted. 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 forms are included in this documents. Forms can also be found on the team website under "Team/Register", or you can pick up a packet at the October General Membership Meeting.

You must legibly complete and sign the following forms:

1. Four signed copies of the Emergency Care Information Form.
https://www.fcps.edu/sites/default/files/media/forms/se3_0.pdf
2. Robinson Secondary Parental Authorization and Acknowledgement of Risk
<http://files.leagueathletics.com/Text/Documents/21529/58584.pdf>
3. Fairfax County Public Schools Participation Policy
<https://s3.amazonaws.com/files.leagueathletics.com/Text/Documents/21529/82290.pdf>
4. HS Weight Room Permission <http://files.leagueathletics.com/Text/Documents/21529/58586.pdf>
5. Assumption of Risk Communicable Disease Form <http://files.leagueathletics.com/Text/Documents/21529/59254.pdf>

Step 3: Complete Concussion Education Online Verification Program

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 2016-17 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.

Step 4: Submit your Sports Physical Form to the Athletic Trainers via the box in the Robinson Student Activities 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, 2017.
3. Turn form into the Athletic 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 Athletic Office and approved by an Athletic Trainer.

Step 5: Review of Robinson Crew Booster Club Refund Policy, Service Hours Requirement, and Fundraising Requirement.

- ***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 of Winter Conditioning and Training (no later than Friday, December 1, 2017), 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, all registration fees with the exception of a \$250 RCBC Booster Club Fee and a \$25.00 processing fee.
 - After January 1 but prior to the First Friday of the Spring Sports Season (no later than Friday, February 23, 2018), all registration fees with the exception of \$250.00 RCBC Membership Fee, \$200 Winter Training Fee, and \$25.00 processing fee.
 - 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 payments to date, less the \$250 RCBC Membership Fee, a prorated winter training fee of \$100, 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 fine equal to \$15 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. 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 and text to the team members.
- Service hours may be earned by team members, family members of team members and friends of team members. 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.

- ***Fundraising Requirements:*** All student-athletes participating in the Robinson Crew program are mandated to participate in the 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. Only one (1) day's participation is required. Any participation on the second day will earn the team member service hours.

Occasionally, a rower/coxswain will be unable to attend either day due to a prior school or family commitment. The team member must inform the TAG DAY Coordinator and their Head Coach of this conflicting commitment prior to the event's dates. The Head Coach will arrange for the rower/coxswain to make up their missed commitment by assisting with various tasks around the boathouse.

LETTER WRITING: Letter writing consists of team members sending letters to friends and family members soliciting donations. Every novice team member is required to send 10 letters and every returning team member will be required 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.

It is understood that not everyone may be comfortable mailing donation request letters to friends and family therefore as described above a team member may opt out of participating in exchange for a fee. The novice member opt-out fee is \$100, and the returning member opt-out fee is \$50.

Participation in crew practice is contingent upon your completion of ALL the 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 will be collected either in 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 all members of Robinson Crew are required to participate in the Letter Writing fundraiser as outlined in Step 5 of this document.
5. _____ I acknowledge that all rowers are required to participate in the TAG Day fundraiser held in January or February. Rowers are sent out in teams with a parent to solicit funds. This event is typically held on a Saturday and Sunday from 8am to 3pm. You must attend at least 1 day. Attendance on a second day will earn 1 service hour per hour volunteered.
6. _____ **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, 2018. 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 per service hour or the rower will be unable to participate in practice and regattas.**
7. _____ I acknowledge that all Novice rowers are required to pass a swim test prior to practicing on the water. The swim test will be conducted by the Swim Test Coordinator and the Program Director prior to on-the-water training.
8. _____ I acknowledge that student athletes participating in select events (such as Nationals or Stotesbury Cup) will incur additional expenses to cover the cost of these events.
9. _____ 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.**

I. Step 6: Submit all forms by Friday, November 17, 2017.

Forms may be submitted to the Robinson Athletic Office, mailed to Robinson Crew Boosters Club, VP of Membership, P.O. Box 7086, Fairfax Station, VA 22039, or turned in at the October or November GM meetings.

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: _____