

# **LVISSA ROWING COMMISSION COACH HANDBOOK**

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## A. Commission Organization

The Secondary School League shall take place in the fall of the school year. (Fall Season of play: first Friday of school year - not later than December 5).

- 1. Leadership Duties of the League:** All schools take a turn to fulfill the Leadership Duties of the League. The Rotation of Leadership for the Commission is as follows: Adjustment to the order should be made, to avoid Commissioner and Vice Commissioner’s schools training at the same site. (each site should have representation). An information file that is maintained by previous Commissioners and the Athletic Coordinator’s office will be made available to new Commissioners.

### **a) Rotation of Leadership for the Commission**

Year	Commissioner School	Vice –Commissioner School
2014-15	No rowing this year	
2015-16	Vic High	GNS
2016- 17	GNS	Parkland
2017-18	Parkland	PCS
2018-19	PCS	Spectrum
2019-20	<del>Spectrum</del> Stelly’s	<del>Esquimalt</del>
2020 – 21	NO SEASON- Esquimalt	Stelly’s
2021 – 22	Esquimalt	<del>Oak Bay</del>
2022 – 23	Oak Bay	St. Andrew’s
2023 – 24	<del>St. Andrew’s</del>	Mt. Doug
2024 – 25	Mt. Doug	Claremont
2025 – 26	Claremont	St. Michaels
2026 – 27	St. Michaels	St. Margarets
2027 – 28	St. Margarets	Reynolds
2028 – 29	Reynolds	Vic High
2029 – 30	Vic High	Lambrick
2030 – 31	Lambrick	Victor Brodeur
2031-32	Victor Brodeur	Artemis

Note: In the event that a school does not have a team or if the team is in early development (has only had a team in place for two years consecutively) in the year that they are supposed to take on their vice-commissioner responsibilities, then they are excused from the rotation and the next school in the rotation will take on the role of vice-commissioner and then commissioner. For example, if Spectrum does not have a team in 2018 or the team is developing, then Esquimalt would take on a vice-commissioner role in 2018 – 2019 and commissioner role in 2019 – 2020. If Esquimalt is unable at the time, then Stelly's will be next. Any school that misses their rotation, will re-enter into the rotation in their third consecutive year of having a team.

### **b) Volunteer Commissioners**

In keeping with general LVISSAA policy, Volunteers may interrupt, but not change the rotation order when they fill in. It is preferred for Commissioners to be in a leadership role for 2 years if possible.

### **c) Commissioner's role**

Details of the commissioner's responsibilities are outlined in the file and also provided in the general LVISSAA Constitution and ByLaws. Support is available from the LVISSAA Athletic Coordinator. The commissioner has an ex-officio position on the GYRS Board to help strengthen the connection between the league and GYRS (new for the 2022 season). Generally the Commissioner is responsible to "chair" one of the last two regattas

### **d) A Vice- Commissioner**

Identified so that they may assist in leadership and be more prepared in the Commissioner's job for the following year. The Vice Commissioner should be participating at a different site than the Commissioner, and should take on organizational duties of at least one Regatta. They should act as a league spokesperson or coordinator, as needed, at their site.

## **2. Meetings**

As with all LVISSAA sports, coaches will gather to plan the season and review rules and procedures. Changes may be discussed. Changes to procedures may be made through consensus, or by vote by schools in attendance at the meetings. Changes to Rowing Commission rules must be dealt with at a November Rowing meeting (AGM), as they must be ratified at the General AGM of LVISSAA. Additional Rowing coaches' meetings may also be called, as required.

## **3. Membership and Decision making:**

- a) Schools participating in the league must declare their intention at the Pre-season Commission meeting scheduled during early May/June, (prior to the

end of the school year— before the new school year. Allowances may be made for late entry schools if space allows.

- b) To maintain strong leadership from the school perspective, voting rules have been determined by general LVISSAA Rules and are as follows.:

*4.2 These Commissions shall consist of the coach(es) from each participating school. Non-teaching coaches must be accompanied to commission meetings by the teacher sponsor (qualified school sponsor) who has the voting privilege.*

*5.4 Commissioners who are not employed by a member school, or the school district of a member school, must be sponsored by an individual who meets these requirements. The sponsor must attend commission meetings.*

#### **4. Supporting Organizations:**

- a) Training site service providers—provide some coaches and provide and maintain equipment as well as other duties as outlined in the contract that is negotiated between GYRS and the training sites.
- i) Elk Lake – GYRS (Greater Victoria Youth Rowing Society)
  - ii) Gorge Narrows Rowing Club - GYRS partner
- b) Regatta organizational support
- i) October Sprints and LVISSAA Championship Regattas – GYRS provides the on site management and support to the organizing school(s). The regatta committee will take charge of awards, etc

#### **5. Fees for Rowing and Registration**

- a) <http://www.gyrs.ca/registration.html>
- b) All steps of the registration process must be completed before an athlete is allowed to train on the water
- c) Regatta (competition) fees are included in the GYRS registration fees and cover the expenses associated with the competition component of the league.
- d) Registration – Schools must make a team roster and then submit their team rosters to the regatta organizing committee; for each regatta rosters must be kept up to date in Regatta Central
- e) Do not register individuals or rowing teams with the BCSS STARS system, like other school sports.

## 6. Regatta Calendar

Commissioners to ensure facility bookings and sanction documents must be done a year in advance

Event	Timing	2023	2024
October Sprints Regatta	Last weekend in October	October 21/22	October 5/6
LVISSAA Championship	2- 3 week after October Sprints regatta	November 4/5	October 19/20 *odd year because of conflict with 2024 CU's ** additional afternoon of racing November 3
Vancouver Island Invitational Championship Location to "rotate" between sites.	1-2 weeks after LVISSAA Championship.	not held	

## 7. Safety and supervision

- a) A qualified school sponsor who is an adult designated and approved by the Principal of the school in question, must be present at all practices and regattas. Where school district policy dictates, this sponsor must be an employee of the school district concerned. All coaches are encouraged and supported to be certified by Rowing Canada.
- b) All Rowing competitors and coaches shall be governed by the Rowing Safety Rules of LVISSAA and Rowing Canada Aviron, as well as those of their sponsoring societies or clubs. An up to date copy of these rules must be supplied with LVISSAA rules at the beginning of the season and all coaches and athletes are to receive and review the latest versions. All coaches must attend the annual safety review at their respective sites.
- c) All Rowing competitors and coaches shall be governed by RCA's Safe Sport initiative and the Rule of Two guidelines within the Responsible Coaching Movement <https://rowingcanada.org/safe-sport/>
- d) The coach safety boat/athlete ratio must not exceed 1:12 for the crews on the water. As a part of this assignment each school must ensure that all safety boat operators are certified with a minimum of Boat Pro. (required and policed.) Novice crews are recommended to be at a 1:8 ratio.

- e) Schools should not participate unless satisfied that the minimum standards will be met. Although the Community Rowing Clubs provide the majority of direction & expertise, the Commission must serve to ensure schools are participating under similar conditions and that school interests such as safety are front and center.
- f) Swim test – For safety reasons, all Rowers must meet the requirement established by LVISSAA. (ex–swim in clothing, tread water, demonstrate ability to put on life jacket while in the water)
- g) While training, the single rower must have a personal flotation device with them in the shell. They must be under the direct supervision of their coach and must be within 100m of another rowing shell.

## **8. Athlete and Coach Code of Conduct**

- a) Standards of conduct for players and coaches are highlighted in the LVISSAA handbook.  
Conduct in competitions is expected to be no different from conduct in a classroom.
- b) LVISSAA / BCSS rules include information regarding recruitment violations. A primary goal of the athletic association is to provide fair and equal opportunity for all the schools and participants. While students should have the opportunity to participate in extracurricular sports, they should not be directly or indirectly coerced or unduly influenced to enroll in a school outside of their designated school boundary.

## B. Eligibility Requirements

Only eligible competitors may compete in regattas.

It is the coaches' responsibility to ensure all competitors are eligible. In addition to the ones listed, there are eligibility requirements regarding full time status, parental permission, etc. Please check with the athletic director to get full LVISSAA rules.

- 1) Students may only represent the school in which they are enrolled as a full time student.
- 2) **Years of Eligibility**  
Students have four (4) consecutive years of athletic program eligibility, starting on the entry date into grade 9.
- 3) **Age groups**
  - a) Senior: students must be under 19 as of December 31st of the current school year, and be in no more than their fifth year of eligibility. A year is considered to be the 12 month period between September of one school year and September of the next school year
  - b) Junior: students must be in grade 9 or 10 and be in no more than their third year of eligibility
- 4) **Transfer restrictions** refer to BCSS Rules, which have been adopted by LVISSAA. The "home school" is established at the beginning of the student-athlete's grade 9 year. Any transfer to another member school, without a corresponding move of residence may result in a Loss of eligibility. Transfer eligibility appeals can be submitted to the LVISSAA executive.  
A LVISSAA committee will review all eligibility applications. As Rowing is not a BCSS sanctioned sport this does not go to a provincial compliance officer.
- 5) **Sport Academies** (LVISSAA Rule 6.19)  
Students who transfer from a member school and enroll in a specific "sport program" outside of their school catchment area, at another member school, will be in-eligible for restricted competition for the school team in that specific sport for the duration of their enrolment in that sport program..
- 7) **Requirements unique for Rowing**  
In the effort to create similar levels of for competition and hence an even playing field, and in order to fairly share the limited resources (equipment and facilities) the League has ruled that:

- a) High School Rowers may not row *school* and *club* during the same season, unless they are registered in a *high school plus* program. Individual cases may be appealed to the Eligibility Committee of LVISSAA.
- b) Individual athletes are limited to 3 “on the water” practices only per week unless registered in a *high school plus* program. Dry land training is not limited.
- c) Athletes training within a club program in preparation to compete at the National Rowing Championships (NRC's) are ineligible to compete in the LVISSAA fall league.

### **8) Registration**

Individual athletes and coaches must register online (more information available from GYRS) Schools must register their team rosters with the Commissioner, on the form provided, and fees must be paid prior to the first regatta

### **9) Appeals**

Appeals for any exception to Eligibility Rules are made to the LVISSAA Executive (not BC School Sports).



## C. Competition Information

### 1) Athlete Classification

**a) Novice:** athletes who have not rowed more than 30 times, (one school season or equivalent) before the start of the season. Novice rowers have not competed in a regatta before the start of their first LVISSAA season. Short learn-to-row programs will not affect Novice standing.

**b) Experienced:** athletes who have training or competition that exceeds the Novice level.

**c) Advanced:** athletes that have competed in regattas other than the LVISSAA regattas (October Sprints and City Championships) shall be considered Advanced. This includes athletes who compete in non-LVISSAA regattas during the LVISSAA season, whether for their school or club. Single scullers are considered Advanced and will have their speed index increased if appropriate.

**d) High School Plus:** athletes who are participating in a high school plus program.

**e) Coxswains:** are classified into the same Novice, Experienced, Advanced categories with the same criteria as rowers, with the exception that advanced rowers who fill in as coxswain for a given race will be considered "experienced".

#### *Alternate descriptions:*

**Novice:** athletes whose total rowing experience before their first LVISSAA season is (only) one of the following may be classified as Novice

No experience	One GYRS Fall program in grade 7 <b>or</b> grade 8	U15 spring season at VCRC/GNRC club	Short learn-to-row program/camp
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**Experienced:** athletes whose rowing experience prior to a LVISSAA season includes any of the following

One or more previous LVISSAA seasons only	First half of a U17 club spring season including some regatta experience	GYRS Fall program in grade 7 <b>and</b> grade 8
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**Advanced:** athletes whose rowing experience prior to a LVISSAA season includes any of the following:

A full spring rowing season including regatta experience January - June	A summer rowing season including any of BC Championships, Canadian Henley, Western Canada Summer Games, Canada Summer games, FISA Junior Worlds, CanAmMex	An equivalent experience in another country
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**Classification Summary**

	<b>Rower</b>	<b>Coxswain</b>
<b>Novice</b>	No experience; one middle school season; some club experience, no regattas	No experience; one middle school season; some club experience, no regattas
<b>Experienced</b>	One previous LVISSAA season; two middle school seasons; one partial U17 club season with regattas	One previous LVISSAA season; two middle school seasons; one partial U17 club season with regattas; advanced rower as cox
<b>Advanced</b>	Full spring club season with regattas; summer season with regattas; two or more LVISSAA seasons; international experience	Full spring club season with regattas; summer season with regattas; two or more LVISSAA seasons; international experience
<b>High School Plus</b>	Currently registered in a club high school plus program	

**2) Regattas**

The season consists of two regattas, the October Sprints regatta and the City Championship regatta.

### 3) Events

The following table shows the events available at the October Sprints and City Championship regattas.

Saturday	Open Double Novice Quad Open Eight
Sunday	Advanced Single* Open Quad Novice Eight

\*A single rower must have had singles racing experience prior to the LVISSAA rowing season.

Each event is run as a league, and each league races three rounds in a day. Each round consists of a set of ranked divisions/races. Each race is a side-by-side sprint. At the end of each round, the top crews from each race are promoted to the division above, and the bottom crews are relegated to the division below.

At the end of each regatta, the results from each event are carried forward to the next regatta, where they are used as the basis for seeding that event.

### 4) Entry Regulations

- a) Athletes may be entered in a maximum of two events, one for each regatta day.
  - a. Coaches should plan their crew composition according to the established rules and to the schedule. The schedule will not be changed to meet the needs of individual rowers.
- b) A school may make multiple entries within a single event, unless specified by the LOC.
  - a. Schools should enter their crews in decreasing speed order (as far as possible). The coach's professional opinion is sufficient to make this determination.
  - b. When making entries in Regatta Central, a school's fastest crew should be given the rank 'A', the second fastest the rank 'B', etc.
- c) A crew in an open event can be any combination of athletes, (including novices) except
  - a. Doubles must have at least one experienced or advanced athlete.
  - b. Singles must have an advanced athlete.
- d) Crews entered in Novice events may have up to 25% non-novice athletes (excluding the coxswain, i.e. 1 in a quad and 2 in an eight)

- a. Crews entered in Novice events may have an experienced or advanced coxswain.
- e) Crew changes may be made once entries have been closed, and up until the start of the race as long as officials have been informed. **No change may be made in a crew which has already raced** in their first race of their event, except in the case of serious illness, injury, family death or accident.

### Notes

- Coaches can change the composition of crews between regattas.
- Coaches are encouraged to create crews based on the best fit for the team and ignore age and gender. The main objective is that each athlete is seated in a crew where she/he will have a good racing experience.
- If a school doesn't have enough experienced and advanced athletes for an Open 8+ or Open 4x we recommend that coaches fill up these crews with Novices (instead of entering Open 2x and Open 1x) to maximize the number of athletes that can race.
- **There is no Exhibition status.**

### 5) Regatta Organization

- **Entry forms.** Before each regatta, the school in charge will send entry information to all schools involved, along with the order of races and any other instructions that will apply for entry via RegattaCentral.
- An entry deadline will be established to allow the LOC sufficient time to plan an appropriate schedule and communicate information to schools in good time.
- Additional entries may be permitted after the entry deadline if the racing schedule does not need to be adjusted. This will be at the discretion of the LOC.
- The racing schedule will be determined by entries and may be adjusted based on discussion and approval at a Rowing Commission meeting.
- LVISSAA events will take priority over any other group that may race during the same time period as the LVISSAA regattas.
- Coaches should check boats prior to racing, especially heel ties and bow balls, and leave boats in good condition for subsequent crews.
- The course layout and race distance may be adjusted by the Regatta Committee, based on discussion at a Rowing Commission meeting. Information on the course must be distributed to schools in advance of each regatta.
- Before the start of racing on any regatta day, regatta organizers may call a coaches meeting to communicate decisions or last-minute reminders.
- If the schedule needs to be adjusted because of bad weather (or other reasons)
  - Rounds of racing may be cancelled
  - The small boat events - the Open 1x and Open 2x - will be the first events to be cancelled.
- The standard RCA process for protests will be followed, including a fee and a requirement of a written submission.

## 6) Speed Index

Each athlete is assigned an Athlete Speed Index determined by their LVISSAA category.

- Advanced athletes have completed a competitive club season
- Experienced athletes have completed two LVISSAA seasons but no competitive club season.
- Second Year Novice athletes have not completed either two LVISSAA seasons or a competitive club season.
- Novice athletes have not completed either a LVISSAA season or a competitive club season.
- Senior athletes are in grade 11 or 12
- Junior athletes are in grade 9 or 10

<b>2023 Speed Index</b>	<b>Women</b>	<b>Men</b>
<b>High School Plus</b>	4	5
<b>Senior advanced</b>	3.2	4
<b>Junior advanced</b>	2.3	2.8
<b>Senior experienced</b>	1.6	2.8
<b>Junior experienced</b>	1.6	2.6
<b>Senior novice (second year)</b>	1.3	2.6
<b>Senior novice</b>	1.3	2.2
<b>Junior novice (second year)</b>	1.3	2.2
<b>Junior novice</b>	1	2.2

The speed index of a crew is the average of the speed indexes of the athletes in the crew (excluding the coxswain). Speed Indexes are used to seed new boats and as the basis for award categories.

## 7) Seedings

The October Sprints Regatta will be seeded using the final results from the previous year's City Championships regatta without applying a progression.

The City Championship Regatta carries on from the October Sprints Regatta. The first races of this regatta are defined by promotions and relegations from the last races of the

previous regatta, i.e. progressions are applied to the final round of racing from the October Sprints Regatta

- a) If a school has fewer boats/crews in an event than during the last regatta, the lowest ranked boats (by race placing) will be removed and the crews below will move up.
- b) If schools enter more crews in an event than during the last regatta, the additional boats will be added, in decreasing speed index order, at the bottom of the event.
- c) Coaches should attempt to give their fastest crews the highest ranking. If a school has multiple crews in an event, they should be entered in order of their final position results (and after applying the progression) of the previous regatta.

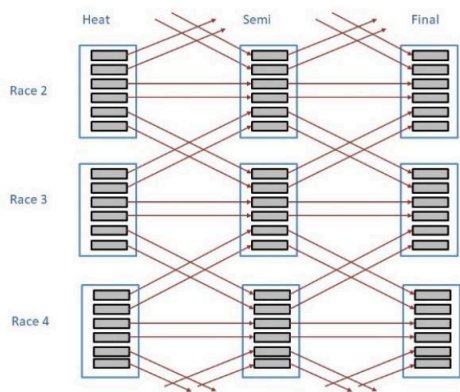
## 8) Progressions

The progression model for each event will be selected by the LOC, depending on the number of crews in an event, race times and the number of rounds of racing.

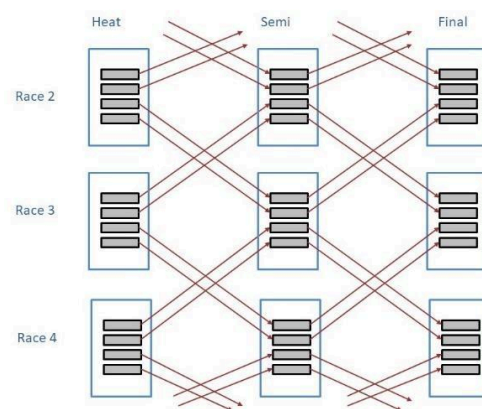
- Different events can use different progression models.
- An event can have different progressions in different regattas.

One of the following progression models will be used:

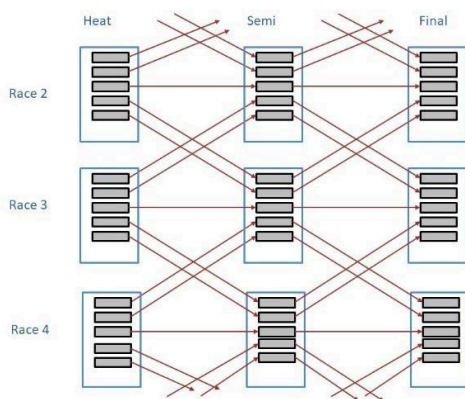
- **Regular Progression:** the two fastest/slowest crews are swapped.



6 boat races

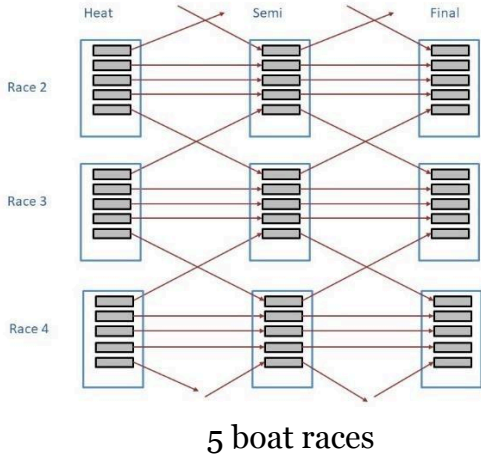
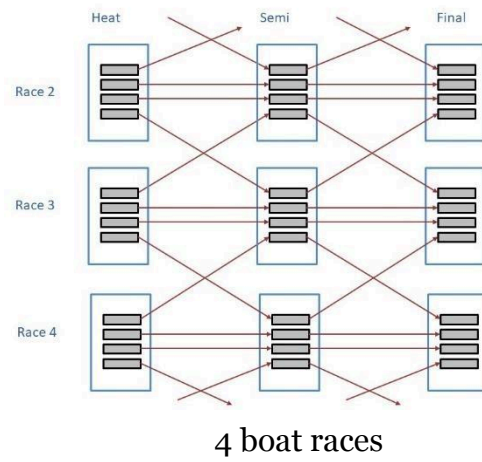
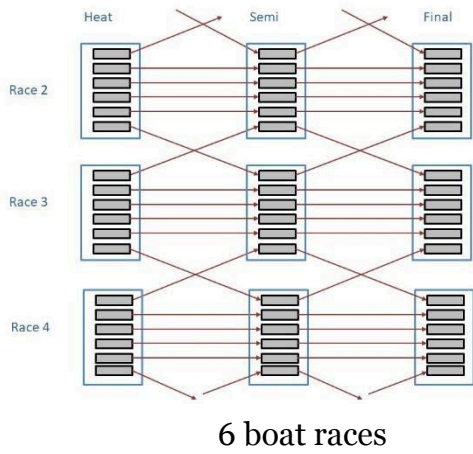


4 boat races



5 boat races

- **Conservative Progression:** only the fastest and slowest crews are swapped.



Lane assignments are determined by the progression. Higher ranked crews in a race are given centre lanes.



## 9) Speed categories

1. A **Speed Category** is a Crew Speed index range independent of event or the number of boats
2. Each event will be divided into Speed Categories based on the speed indices of crews.
3. The category boundaries are subject to change as we accumulate data.

<b>Speed Category</b>	<b>Crew Speed Index Range (2023)</b>	<b>Approximately corresponds to</b>
F	3.3-5.1	Advanced Men, Experienced Men
E	2.6-3.29	Advanced Women, Second year Novice Men
D	2.4 - 2.59	Novice Men Second year Senior Novice Women Experienced Women
C	2.0-2.39	Mixed Novice crews
B	1.4-1.99	Second year Junior Novice Women First year Senior Novice Women
A	1-1.39	First Year Junior Novice Women