

New York State Scholastic Rowing Association

Scholar/Athlete Team Award Program
Nomination Materials and Instructions

FALL 2009



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NYSSRA Mission Statement:
To aid, encourage, foster, support and promote
the development and growth of rowing
as a scholastic sport in New York State.

www.nysrowing.com

Scholar/Athlete Team Award Program Nomination Form Instructions

Head Coach or Team Rep:

1. Contact information

- Enter the team or club name and the name and contact information for the Head Coach. Who will serve as the single contact person for the NYSSRA Scholar/Athlete Team Award Program? Provide their name and contact information. This person will be contacted to acknowledge receipt of forms, confirm data, receive award materials and for other correspondence.

2. List rowers on Team Roster

- A minimum of 9 rowers is required to be considered for Scholar/Athlete Team recognition. All rowers listed must be eligible Varsity competitors with the exception of injured rowers.
- On the Team Roster list the rowers and their grade in alphabetical order. List boys and girls teams separately with the exception of female coxswains on a boys' team. Note that they are coxswains and list them on the Varsity Boys' roster. **Check your rosters carefully. After nomination forms have been processed no additional rowers may be added.**
- If your team contains rowers from more than one school, use one nomination form per gender per school, answer yes to the "Multiple Schools Team" question and indicate how many rosters you will be submitting. Rosters will be merged by the SATAP Committee.
- Indicate verification of rowers' eligibility with **the signature of the Head Coach or Athletic Director** at the bottom of the form.

3. Submit Nomination Forms and Instruction and FAQ Sheets to schools for GPA data

- Submit the Nomination Forms, instruction sheet and FAQ sheet to the appropriate school officials for them to record each rower's GPA earned during the season marking period(s). (Most schools use the 1st quarter for the fall season and the 3rd quarter for the spring season.)

School Officials:

1. Add GPA data for the season during which the athlete rowed (Ex.: Fall – 1st quarter, Spring – 3rd quarter.)

- Round the GPA earned during the season marking period to the nearest thousandth. (92.1258 = 92.126, 91.6742 = 91.674). Do not report cumulative GPAs for the year or years in high school. Do not send transcripts.
- If letter grades are reported, convert to number grades as follows:

A+ = 100	B+ = 88	C+ = 78	D+ = 68
A = 95	B = 85	C = 75	D = 65
A- = 92	B- = 82	C- = 72	D-/E/F = 0
- Do not use weighted grades when computing GPAs.

2. Verify accuracy of GPAs

- Indicate the accuracy of rowers' GPAs with **the signature of the principal or appropriate school official** at the bottom of the form.

3. Submit Nomination Form

- Please return the nomination form by mail, email or fax by the appropriate deadline, listed below.

<u>Submission Options</u>	<u>Deadlines</u>
By mail: NYSSRA Scholar/Athlete Team Award Program c/o Connie Trigger 2208 Grand Boulevard Niskayuna, NY 12309	Fall: 1st Friday in December Spring: 3rd Friday in May <ul style="list-style-type: none"> • Nomination forms may be submitted after deadlines. However, processing may be delayed.
By fax: (518)381-4508	<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>Remember to include with your submission a \$10 processing fee for each boys' or girls' team nominated. Make checks payable to NYSSRA SATAP.</p> </div>
By email NYSSRAscholars@gmail.com	

Frequently Asked Questions

1. I am going to be the contact person, not the head coach. Should I still list his/her name?

Yes. The names of qualifying teams' head coaches will be included in press releases announcing Scholar/Athlete Teams.

2. Whose address should I put down?

List the name of the individual who will serve as the contact person for the Scholar/Athlete Team Award Committee. List the email to be used for acknowledging receipt of forms, confirming data, and other correspondence. List the address to be used for shipping awards materials whether that is the head coach or someone else.

3. How should rowers be listed on the Nomination Form? Do I list the boys' and girls' teams together?

Boys and girls teams are nominated separately and should be listed on separate Nomination forms. Rowers should be listed in alphabetical order, with a separate form for each school (for multi-school teams) and gender with the exception of female coxswains on boys' teams. Those girls should be listed on the boys' roster, labeled as coxswains. Check your roster carefully – once a Nomination form has been processed additional rowers may not be added.

4. We are a club with students from a number of high schools. Are we eligible?

If you have at least 9 rowers on your boys' team or 9 rowers on your girls' team in 10th, 11th or 12th grade you are eligible. For each school fill out a Nomination form listing only the boys OR girls who attend that school. Send the Nomination forms to the corresponding schools. The schools will add the GPA information for their students, send in the forms and the committee will merge the rosters.

5. Can I nominate a single rower?

No. This is a team award, requiring a minimum of 9 rowers per team. Boys and girls teams are nominated separately.

6. Why does the Team Roster need to be signed twice?

To verify that the rowers listed are eligible competitors in grades 10, 11 and 12 and that the GPA information is valid. Nomination forms missing either signature will not be processed.

7. What do I give the school?

Provide to the appropriate school official this booklet with nomination materials, instructions and FAQ with the team roster filled in and appropriate signatures provided. Make copies of the Nomination form if you are nominating more than one team.

8. As a school official, what GPA information do I provide?

GPA's should be from the period during which the student was rowing, not cumulative grades for the year or high school career. Schools typically use the 1st quarter GPA for the fall and the 3rd quarter GPA for the spring. If your school does not provide quarterly grades, interim grades or information provided by teachers may be used to determine a GPA. GPA's should be provided on a 1 – 100 scale, to three decimal places. Do not send transcripts.

9. How is the GPA information used? I'm concerned about privacy.

First, GPA information is viewed only by the SATAP chairperson. Rosters received from school officials, including those created by merging rosters for multi-school teams, are sorted by GPA. The top 9 GPA's on each team are averaged to determine the Team GPA. Teams with GPA's of 90.000% or above qualify for Scholar/Athlete Team status. For each qualifying team a list is created of the students whose GPA's are used to determine the Team GPA, plus any additional students with individual GPA's of 90.000% or above, and reordered alphabetically with GPA information removed. This list is then sent to the head coach or contact person to use for distributing award materials. A waiver template is available if school officials require parental permission to release GPA's to NYSSRA. It is suggested that this waiver be included in registration materials if your school requires it.

10. What do teams that qualify as NYSSRA Scholar/Athlete Teams receive?

Students with the top 9 GPA's, plus any students beyond that group who have individual GPA's of 90.000% or above, receive NYSSRA Scholar/Athlete pins. (To facilitate the distribution of pins, a list of those students is resorted alphabetically and provided to the team's head coach or contact person, with GPA information removed.) Qualifying teams receive a NYSSRA Scholar/Athlete Team Award certificate. Press releases are sent to newspapers listed on Nomination forms. A list of qualifying teams is displayed on the NYSSRA website. Qualifying teams will be announced approximately 2 weeks after the deadline.

11. I missed the deadline! Is it too late?

No. Nomination forms may be submitted after the deadline but it can't be guaranteed that they will be processed by the end of the school year or in time for end of the season banquets, award ceremonies, etc. It is suggested that rosters be sent to school officials well in advance of the deadline for a quicker turn around. Also, once a Nomination form has been processed additional rowers may not be added.

12. What is the cost of participating in the Scholar/Athlete Team Award Program?

A processing fee of \$10 per team is required. If you are nominating both a girls and a boys team a total of \$20 is due. This fee helps to offset the cost to NYSSRA of the program. Nomination forms will not be processed until fees are received. Fees are not refunded if your team does not qualify.

Still have questions?

**Contact NYSSRA SATAP Committee chairperson Connie Trigger:
(518-381-9407, nyssrascholars@gmail.com)**

New York State Scholastic Rowing Association Scholar/Athlete Team Award Program Nomination Form

Team/Club name*: _____ () Boys' Team **OR** () Girls' Team

Head Coach: _____ Email: _____

Contact person, if not head coach**: _____ Email**: _____

Address**: _____ Phone: _____

Local newspaper: _____ Team website: _____

* List name as it should appear on NYSSRA Scholar/Athlete Team Award Program certificate and in press releases.

**This contact information will be used for acknowledging receipt of forms, confirming data, sending award materials and other correspondence.

Head Coach:

- Please print the names and grades of rowers in alphabetical order on the team roster below.
- If additional space is required, duplicate page 2 of this form.
- If your team is composed of rowers from more than one school, please use a separate sheet for each school and gender and indicate how many rosters total you will be submitting.
- List boys' and girls' teams separately.

School Official:

- Please enter the GPA of each rower listed on this team roster using a 1 – 100 scale.
- Round GPA numbers to the nearest thousandth. (92.1258 = 92.126, 91.6742 = 91.674).
- If letter grades are reported, convert to number grades as follows:

A+ = 100	B+ = 88	C+ = 78	D+ = 68
A = 95	B = 85	C = 75	D = 65
A- = 92	B- = 82	C- = 72	D-/E/F = 0
- Do not use weighted grades when computing GPAs.

Team Roster for athletes attending: _____
(Name of school and/or district)

	Student name	Grade (10-12)	Grade point average				
1	Smith, Taylor	12	9	0	.0	0	0
2					.		
3					.		
4					.		
5					.		
6					.		
7					.		
8					.		
9					.		
10					.		
11					.		
12					.		
13					.		
14					.		
15					.		

