

# Bunbury Rowing Club Members' Handbook



**PULL YOUR WEIGHT**

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## INTRODUCTION

The Bunbury Rowing Club Members' Handbook provides information to all club members that will facilitate the safe enjoyment of competitive and recreational rowing in our club. This includes the objectives of our club, its management, procedures, specific club facilities, services, requirements and risks.

It is vital that all members, new and continuing, understand their responsibilities, the club rules and procedures that all members (and their supporters) are required to follow. This applies to rowing activities, the gymnasium, social activities as well as club management and other club related events.

Please seek further information from the Club Captain and committee members.

## VISION FOR BUNBURY ROWING CLUB

Bunbury Rowing Club aims to be the premier rowing and social club in Western Australia.

Club Core Values:

- To continue the unbroken tradition built by the club since 1921.
- Be recognised for fairness in our core business conduct inclusive of competitive rowing, social standing and dealings with all people and organisations in our local and rowing WA community.
- Encourage maximum participation by individuals and families in both competition and social activities of the club.
- Foster teamwork as the club culture over individual glory.
- Pride in our club's values, achievements, and members.

## ABOUT ROWING

Rowing is one of the most demanding forms of exercise with nearly every muscle in the body being used in the rowing motion. It is also one of the best forms of low-impact, cardio-vascular exercise.

Rowing is a sport that attracts people of all ages and from all walks of life, with the youngest starting at around 13 years of age to 80+ year old veteran rowers who still enjoy the sport.

Rowing can be undertaken individually or as part of a crew. Participation can be on any level you choose for recreation and a form of exercise, for social interaction as part of a crew, for individual challenge and to compete at a local level, or as an elite competitive athlete.

## JOINING BUNBURY ROWING CLUB

In order to apply for membership, an application form with the necessary membership fee can be submitted online or placed in the black box in the boatshed. Application forms are also available on the Club's website or on the Club noticeboard.

Applicants under the age of 18 years must have a parent or guardian sign the application form. Please note that those members registered as a Junior are not permitted to be on BRC premises without adult supervision. Accordingly, no member registered as a Junior will be allowed to obtain a swipe card.

Applications are subject to the approval of the club's committee. Membership fees are refunded if your application is unsuccessful.

## PHYSICAL ACTIVITY READINESS

It is the personal responsibility of each member to ensure their health and fitness is appropriate for the level of athletic activity they propose to undertake.

To be physically prepared to row under Bunbury Rowing Club, members must be able to swim 100 meters in rowing clothes. Members may be required to undertake a swimming test.

Members may be required to satisfy the club as to their health and readiness and/or capability for rowing or use of the club's facilities. This may include but is not limited to a swimming test, rowing capability test or medical examination and report.

Reporting of health conditions that may impact your ability to row or require first aid/emergency medical attention are recommended to be disclosed to the Club Captain and Head Coach. Conditions recommended to be disclosed but not limited to are: asthma, anaphylaxis, other respiratory or cardiac conditions, diabetes and epilepsy.

## **CLUB PROGRAMS**

Our members make Bunbury Rowing Club strong and afford the opportunity for all to achieve success. Challenge yourself and see what you can achieve through our various programs.

We encourage cooperation and teamwork throughout our club and encourage our members to develop attitudes and habits essential for success at the highest level both in rowing and in their personal lives.

### **LEAN TO ROW**

The club introduces new rowers to rowing through a tailored 'Learn to Row' session.

Learn to Row session times will depend on the availability of the rower and coach. Learn to row program may include a combination of the following:

- one-to-one sessions on basic rowing technique and boat/equipment care.
- Session(s) in a crew boat.
- Session(s) on the ergo.
- Six sessions in total with potential for extension to eight sessions at the discretion of the Club Captain or Head Coach.
- You will then join an appropriate squad and be given squad training times.

### **JUNIOR SQUAD**

Our junior squad aims to take athletes aged from 14 years and guide them through a program that will progress each athlete to their personal best. The program aims to develop athletes into the club's open squad.

The program also works with schools to offer opportunities in rowing as part of their sports programs.

We currently offer school based junior programs in Terms 1 and 4 with the potential to continue rowing in our juniors program throughout the year.

### **OPEN SQUAD**

The club's open squad provides an environment for members of all ages who wish to enjoy rowing and racing in a team environment. The object of this group within our club is to provide an opportunity for members of all age groups to compete in the RWA pennant and state championship regatta programs, masters and school based competitions, various international level competitions or social rowing. Members of this group develop fitness and strength and enjoy the benefits that may be gained from working towards a common goal in a team environment. Open squad training is arranged by boat class or gender specific land-based training sessions throughout the week.

This squad can also cater for athletes at the club who wish to train and race at a competitive club level. Training and competition is balanced between boat classes with an emphasis on developing strong team boats and providing opportunities for coxswains.

We are keen to take on new members particularly those who wish to return to rowing following time out of the sport.

For further information on any of these programs and enquires on joining the squads please contact the club captain.

## CODE OF CONDUCT

At the Bunbury Rowing Club, we expect athletes to strive to reach their potential and encourage them to participate in the sport of rowing. It is expected that the rowing experience will be enjoyable to the athlete, provide an opportunity for them to develop individual skills while learning the values of good sportsmanship, team play, competition, loyalty and dedication. Participation in rowing is a privilege and not a right for our athletes.

Stay positive and look for ways to improve our Club. If you have an idea, suggestion or feedback, please contact your coach and/or committee. Your feedback is always appreciated, and your contribution to developing our Club is always welcome.

We expect athletes to represent their school, region, community, and the club with dignity, respect and good sportsmanship. All athletes and general club members are expected to abide by the Code of Conduct as set out below:

### **Purpose**

The purpose of this Code of Conduct (Code) is to outline the type of behaviour that is encouraged by the Bunbury Rowing Club Inc (BRC). This is the behaviour that BRC is seeking to promote and adopt by its members and supporters. Within this Code are some examples of behaviour deemed by the Committee as unacceptable and/or conduct unbecoming and not in the interest of BRC and the promotion of its objectives.

### **Key principles**

- (a) BRC strives to operate in an environment where people show respect for others and their property. Respect is defined as consideration for another's physical and emotional wellbeing and possessions to ensure no damage or deprivation is caused to either.
- (b) BRC strives to provide an environment that is fair and non-discriminatory. Non-discriminatory is defined as every person is given a fair go and given equal opportunity in accordance with BRC rules and the law.
- (c) BRC strives to provide an environment free of harassment. Harassment is defined as unwelcome, offensive, abusive, belittling or threatening behaviour or language that has the effect of intimidating, offending or humiliating a person. Harassment may be verbal, written, visual or physical in nature.
- (d) BRC members agree to acknowledge and comply with this Code and should disciplinary be required due to a breach of the Code, action will be taken as set out in the BRC Model Rules.

BRC is an organisation which relies and strives itself upon a strong volunteer base, by which every member is encouraged to participate in developing and maintaining our club community and culture through abiding by our motto "Pull Your Weight".

### **Key elements**

All members are bound by the code agree to:

- (a) Not act in a manner unbecoming or contrary, in the interests of BRC.
- (b) Treat people involved in rowing with courtesy, respect and proper regard for their rights and privileges as a member.
- (c) Treat another person's property with respect and due consideration of its value.
- (d) Respect the decisions of the BRC committee, coaches and rowing officials.

- (e) Demonstrate a positive commitment to BRC, Rowing WA and Rowing Australia's policies, rules and procedures.
- (f) Not misuse funds or property belonging to another party.
- (g) Respect the confidentiality of information, which comes to them in the course of their duties.
- (h) Uphold and not injure or compromise, the standing and reputation of rowing and BRC.
- (i) Respect the law and customs of the places they visit including foreign countries in the name of rowing.

#### **Examples of unacceptable behaviour and/or conduct unbecoming**

The following are examples of behaviour, which after investigation by the BRC Committee, that such behaviour has been deemed to be unacceptable behaviour and /or conduct unbecoming and not in the best interests of the sport.

- (a) 'Sledging' other club members, rowers, officials or event organisers. Sledging is a statement that is deemed to denigrate and/or intimidate another person.
- (b) Excessive use of alcohol and acting in a way that becomes a public nuisance or creates a public disturbance.
- (c) Causing damage or depriving of another person's property whilst on BRC property or when representing BRC or Rowing WA.
- (d) Sexual relations between a coach, manager or support staff and a rower who is less than eighteen years of age, irrespective of the wishes and desires of that rower are forbidden.
- (e) Behaviour that is deemed as harassment or discriminative in nature – sexual, cultural, spiritual, verbal, physical or otherwise.
- (f) Failing to co-operate with club members, crew, coaches and the BRC Committee.

#### **Coaches**

Coaches are required to hold the following:

- (a) Mandatory Working with Children Check with a copy held by BRC Committee.
- (b) Completed accredited coaching courses with Rowing WA or Australia.
- (c) Coaches must be registered with BRC to coach, with copies of certification held by the BRC Committee.

BRC Coaches are required to abide by the Code and conduct themselves as role models for the members of the BRC. Coaching conducted on the property of BRC will be in the name of BRC and the program details tabled at BRC Committee meetings.

## **GRIEVANCE PROCESS**

Any grievances between a member of the club and any other member, coach or Committee member, should follow the resolution process below:

- Firstly: discuss the issue with the person it concerns;
- Second: if the previous step does not help resolve the issue, or the complainant does not feel comfortable dealing with the person it concerns themselves, the Club Captain must be approached to act as mediator;
- Lastly: if the Club Captain, is unable to help resolve the issue, the BRC President may be consulted to act as mediator.

## **MEMBER MISBEHAVIOUR**

Rowing WA has the ability to impose fines on the club in the event of non-adherence to regatta rules; the Bunbury Rowing Club reserves the right to fine the rower(s) who defame the Club at regattas and events.

If a member does not adhere to the Club rules he/she will have sanctions imposed on them by the Committee. Such sanctions may be imposed actions to the Committee, suspension or expulsion from the club.

## DISMISSAL / OR CANCELLATION OF MEMBERSHIP

Should a member cancel their membership or be dismissed at anytime, they may be entitled to a pro-rata refund of what they have paid in fees for that year. Rowing WA fees included with registration will not be reimbursed. The approval of the application for refund will be decided by Committee majority.

## ILLCIT DRUGS IN SPORT

Bunbury Rowing Club endorses the “*Rowing Australia Illicit Drugs in Sport Policy (2015)*”, details of which are available on the Rowing Australia website. ([www.rowingaustralia.com.au/wp-content/uploads/2015/02/RA-Illicit-Drugs-Policy-Final.pdf](http://www.rowingaustralia.com.au/wp-content/uploads/2015/02/RA-Illicit-Drugs-Policy-Final.pdf))

It is the responsibility of members, parents and coaches to ensure they are familiar with the Rowing Australia Illicit Drugs in Sport Policy.

Members found to have breached the RA anti-doping policy will be dealt with under the Club’s Code of Conduct.

## USE OF CLUB EQUIPMENT

The Club Captain coordinates the use of boats and oars. Equipment priorities may be changed from time to time.

**To Reserve a Boat:** you may request equipment through the Club Captain. Members who row according to a regular schedule may request equipment be allocated to them on a continuing basis.

**Boat and Oar Categories:** Boat and oar categories are divided into three categories which will determine what equipment you may be entitled to use. The club captain will have final say on who can use what equipment depending on the following:

- Rowing experience;
- Rowing grade; and
- Training level.

**Please refer to appendix A**

**Adjustments to club boats and oars.** Rigging of club boats is set to orthodox settings which are suitable for use by any of our members. Members are asked not to make changes to slide positions (through the work) or feet height without first consulting our coaches. This is important because if changed it may take the next person considerable time to reset to its usual position.

**If club equipment is damaged** or is unserviceable for any reason, please report the problem to the Club Captain. Email full details of the boat, including dinghy’s and the problem to [boats@bunburyrowingclub.com](mailto:boats@bunburyrowingclub.com) This is essential so we can arrange repairs and efficiently manage our fleet.

## BOAT STORAGE

### CLUB BOATS

The primary purpose of the club boat shed is for the storage of club owned equipment and as such, club owned equipment has priority at all times.

Boats which receive the most regular use shall be stored at the lowest practicable level within the storage system. This is to maximise safety for personnel, ease of handling the equipment and to minimize potential equipment damage. Boats utilised less regularly will be stored at the next available lowest level with non-used boats being stored at the highest level.

Boats which are no longer suitable for BRC use shall be disposed of by way of sale or other means to facilitate optimum boat storage management.

## **PRIVATE BOATS**

Club members seeking space for additional boats or first time storage must seek Club Captain's approval for storage space in writing and prior to purchase. Such approval shall be at the Club Captain's discretion and will be granted on a 'case by case' basis only if space is deemed to be available. Storage space is at a premium and club boats will receive priority over new private applications.

Once permission for storage is granted, Captain to determine where the boat will be stored in the shed.

Members need to be a full member or family membership to be able to store a private boat. A storage fee will be charged yearly along with an optional insurance fee. Private boats storage approvals are not transferable between members.

Replacement/ upgrading of member boats that already enjoy storage approval will have such approval extended to the replacement boat. The boat being replaced must be removed from club storage prior to the new boat being given access to the facility. Storage approval in these circumstances is transferred to the replacement boat.

Space for transporting of private boats on BRC trailer for use at regattas will be granted on the following conditions:

- Priority on the BRC trailer will be given to transporting club boats, and
- Should the private boat be granted space on the BRC trailer, that the private boat can be accessed for use by club members at the regatta.

Availability of private boat storage space will be reviewed on ongoing basis and remains dependent on ongoing storage requirements for club boats.

## **OTHER BOATS**

Storage of private and/or associate clubs non-rowing boats and equipment may be facilitated by the Bunbury Rowing Club. Such approvals, if given will be reviewed annually with new twelve months extensions granted on the basis of available space and compliance with all current BRC membership requirements.

## **SAFETY AND RISK MANAGEMENT**

The clubs' committee is concerned about the personal safety of our rowers on the water, as well as the need to minimise the risk of damage to equipment.

We expect and rely on everyone – members, coaches, staff, guests, juniors and adults, rowers and coxswains alike – to use common sense in their approach to safety on the water.

### **ON THE WATER**

Follow the club's rules regarding safe rowing behaviours, boat lights and safe navigation:

- If in doubt about whether or not something is safe, assume it isn't.
- Know your capabilities and those of the people with whom you are rowing.
- Always consider the current weather conditions before going on the water.
- Be sun safe.

### **DO NOT ROW IF:**

- There are electrical storms about (e.g. lightning / thunder).
- The weather is stormy or squally.



- The waves have “white caps”.
- There is thick fog.
- Other extreme temperature conditions.

## SAFE NAVIGATION

Errors in steering and rowing on the incorrect side on the inlet are the primary cause of accidents.

Rowers, coaches and coxswains must keep on the left hand side of the inlet and beware of moorings, jetties, navigation beacons and posts, mangroves and other water users at all times.

## BOAT LIGHTS

The Bunbury Rowing Club has the “No Light, No Row” rule to adhere to marine safety requirements. This has been done in the interests of members’ safety. The purpose of this rule is to improve the visibility of rowing boats to other river users.

Members must provide their own lights and batteries. Appropriate lights are available from marine shops or through the Internet.

### **Bunbury Rowing Club Minimum Standard for Navigation Lights on Rowing Shells**

- Constant white light visible all around which must be firmly attached to the boat on the deck or canvas at the bow end of the boat. Additionally, rowers may add a light clipped onto the back of the bow rower to increase visibility.
- Lights must be of sufficient brightness to be visible at a distance of one kilometre.

## COACHING AT BUNBURY ROWING CLUB

Members with coaching accreditation, are encouraged to provide coaching for other club members on a voluntary basis. If you are able to assist with coaching please discuss your availability with the Club Captain and Head Coach.

All BRC coaches must:

- Have a current Working with Children’s Check, WA Skippers Ticket and competent at administering first aid.
- Maintain a reasonable standard of coaching and behaviour.
- Comply with any rules that govern the use of the waterways.
- Be considerate of the physical ability and skill level of the athletes they propose to coach.
- Be an active or life member of the club.

All coaches at Bunbury Rowing Club (other than staff coaches) must be members of the club. No person and/or member are to be paid to coach other than by prior arrangement approved by the committee.

## USE OF COACHING BOATS

Club coaching boats can only be used for purposes related to the club’s programs. Exceptions may be made, but must be approved by the committee or Club Captain. In addition, people using our coaching boats must do so in compliance with WA Maritime regulations.

Any person driving a coaching boat must have a current WA Waterways boat driver’s licence (or equivalent interstate licence). Club staff coaches and volunteer coaches must provide a photocopy of their current licence for the club’s records.

- Boats must be operated safely at all times.
- Keep a constant all around lookout; don’t just focus entirely on your crew.
- Keep a safe distance from your crew so you can avoid them if they stop without warning.

- If approaching a crew or a person in the water you must do so with care to avoid any possibility of injury from the propeller.
- You must not reverse towards a person in the water.
- Boats do not have brakes. Reverse gear is for going astern not for stopping.
- Avoid shallow water; running aground will damage the motor.
- Be courteous to other rowing crews, where possible minimise your wash.
- Take care when bringing the boat out of the water, particularly when putting boats on the trailers.
- Wash and put boats away if you use them.
- Report any damage or other problems on an Equipment Repair form available in the boatshed. This is essential to ensure our equipment is kept in good order.

## CLUB MERCHANDISE

A range of Bunbury Rowing Club clothing is available to purchase online via The Regatta Shop. This includes zooties, polo shirts, caps, jackets and a range of other items.

More information can be found on our Club's website.

## OUR GYMNASIUM

Our gymnasium is located within the boatshed.

The following rules are to be observed by ALL users of our gymnasium facility.

- All equipment to be returned to its original location after use. Please return all weights to racks after use.
- Please do not drop weight plates and dumbbells between sets.
- Please strip the weights off power-lifting bars after use.
- Gymnasium to be maintained in a clean and tidy state.
- Equipment breakages to be recorded in the back of the Gym Register.
- All injuries that require medical attention are to be reported immediately to the club captain.
- Junior members use of the gym facility must be under supervision, instruction and guidance of the Junior Coaches.
- Shirts and athletic shoes must be worn at all times.
- Rowing suits may be worn whilst on the ergometers but must be pulled up.
- You must use a towel on weights benches and machines to dry perspiration. Cloths are available to wipe seats and handles of ergometers after use.
- No spitting!

Adherence to the above rules together with appropriate and proper use of the gymnasium is the responsibility of all users. Compliance is for your benefit and will assist greatly in the running and management of our club facility.

Our coaches can assist you with a suitable training strength and conditioning program.

From time to time use of the gym may be restricted to designated squad members to facilitate programmed sessions. Details will be posted on the whiteboard in the boat shed.

## BOATSHED SECURITY

- The last person leaving the club must ensure that all doors and bays are closed and locked.
- Please pull down roller downs when out on the water.
- Before setting the security alarm, ensure gym, bathroom and shed are clear of any members.

## REGATTAS

### RACE ENTRIES

A procedure will be agreed and documented by the Captain setting out how various groups of members lodge race entries. Race entries fees are charged to members' accounts on a per Regatta basis and must be paid within the nominated timeframe.

### CLUB UNIFORM

To ensure we present a positive image of the club at regattas please follow these guidelines:

- Clean and tidy appearance.
- Wear club uniform around the regatta. All club merchandise is available via The Regatta Shop.
- BRC racing zootie must be in good condition.
- If you wish, you may wear a white undershirt – no other colours are permitted.
- Only white hats may be worn.
- Compete with respect and courtesy to other competitors.

### TROPHY PRESENTATIONS

It is expected that BRC crews will attend the presentation ceremony, or advise the regatta officials if they are unable to do so.

### BOAT LOADING AND UNLOADING

Boat loading and unloading for each regatta is the shared responsibility of all members who are participating in the regatta. Everyone's co-operation is required. Each member is responsible for rigging and de-rigging of their equipment ready for loading.

A date and time for boat loading as well as a trailer plan will be put up on the white board prior to regattas.

### REGATTA FINES

Fines are imposed by Rowing WA during races for the following reasons:

- Racing without the correct bow number
- Racing out of uniform
- Missing the race start or not scratching.

Fines imposed by Rowing WA for a boat not having a bow number, missing the race start or not scratching will be paid for by the whole crew in the boat for that particular race.

Fines imposed by Rowing WA for a rower not being in correct uniform will be paid for by the rower(s) at fault.

### BREAKAGES/COLLISIONS

Boat and clubhouse damage must be reported to the Club Captain as soon as possible after it happens. If the damage is deemed by the captain or Committee to be an accident, the club will bear the initial cost of the repair.

If the damage is deemed by the captain to be purposeful or due to a lack of reasonable care, the person/s responsible will be invoiced by the Treasurer for part of, or all off, the cost of the repair (for insurance claims you will be expected to pay the excess).

You are also expected to take ownership of the repair by:

- notifying the Club Captain
- discussing the best arrangement to repair the damage
- make arrangements to repair the damage
- notify the Club Captain of the completion of the repair

## **VOLUNTEER WORK**

Members are asked to commit to voluntary work to assist in the running of the club. This may include coaching, subcommittees, boat maintenance, acting as RWA Boat Race Official, corporate rowing, running the club's regatta, various busy bees, and cooking a meal on Friday nights. Volunteer activities of a minimum ten hours per week allows for a discounted membership fee. Please refer to fee schedule on BRC website.

Our member's contribution is essential for our club to be successful and is a vital and enjoyable aspect of being a member of our club.

## **FUNDRAISING**

Fundraising for individuals or teams have traditionally been problematic at the club and there has always been some level of unhappiness with the distribution of these funds.

The Bunbury Rowing Club has therefore mandated that the only fundraising that can be endorsed by the club will be funding that benefits the club as a whole. Examples of funding may be for building projects, equipment, boats, maintenance or to supplement the annual approved budget.

The club will support individuals fully to apply for the various scholarships available through government agencies.

A Committee Member will be appointed as the Funding Manager and will actively pursue the following funding avenues through sub committees and volunteers:

- Sponsorships
- Grants
- Fundraisers
- Bequeaths

## **SOCIAL**

Bunbury Rowing Club has a great social scene. The club bar is open every Friday night from 5.30pm. Each member can sign in up to 3 non-members; just ask for our visitors' book that is located behind the bar.

To keep up to date with all the social events happening at the club, follow the clubs Facebook page or sign up for our newsletter.