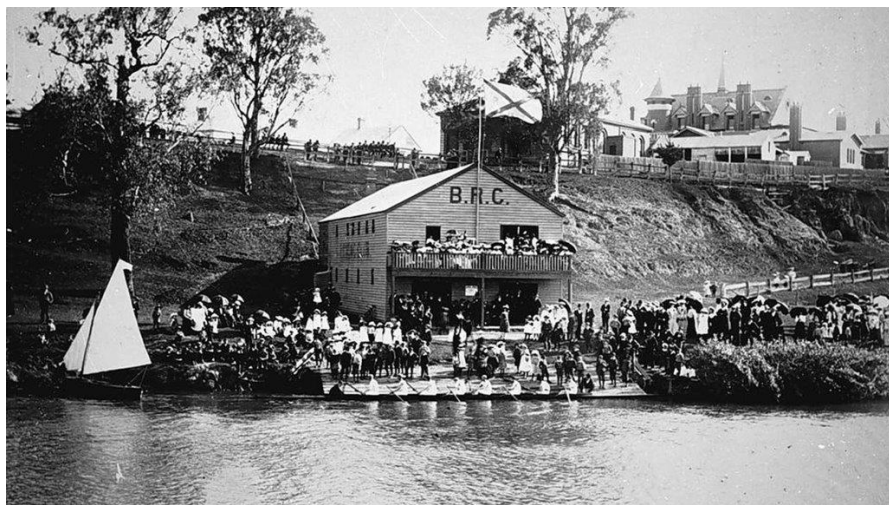




Bairnsdale Rowing Club Inc.

PO Box 823,
BAIRNSDALE VIC 3875

MEMBERS HANDBOOK



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INTRODUCTION

Welcome to the Bairnsdale Rowing Club (BRC), established in 1872. The Bairnsdale Rowing Club is a vibrant and energetic club, whose members enjoy the sport of rowing on the beautiful Mitchell River. Members can enjoy access to all club facilities and have the opportunity to row either competitively or for recreation.

The club is administered by a committee, elected by members at the Annual General Meeting each September. The club's operation relies on the services of volunteers; no one is paid for their service.

Funds are raised to buy equipment and improve facilities for members by holding various functions and activities during the year. All members are expected to assist with fundraising activities.

The club holds its own regatta – The Head of the Mitchell Regatta annually around September / October.

The rowing season culminates in a Presentation Night, when a series of awards are presented to rowers and club-persons for outstanding achievement and participation.

POLICIES

BRC policies are available in the members area of the BRC website: bairnsdalerowingclub.com.au. Please familiarise yourself with our policies.

COMPETITION ROWING

BRC usually participates in a range of Rowing Victoria (RV) regattas during the season.

These regattas provide opportunities for both male and female crews to compete in open divisions at beginner, intermediate and master's levels, as well as age-based rowing events for our junior rowers. Crews interested in competing will be matched with a coach who will provide instruction so every rower can participate and enjoy rowing to the level that they aspire. If you are interested in competing, please make contact with your Captain.

In order to represent the club at regattas, you will need to purchase a BRC uniform. From time to time the club will take requests and place a bulk order. Alternatively, you can order directly through our suppliers at any time, Details are on the BRC website: bairnsdalerowingclub.com.au.

Each competitor is responsible for his or her Rowing Victoria Competition Fee which is an annual fee as well as seat fees for each event he or she rows in.
You will not be registered to compete until your competition fee is paid.

You will receive an invoice from the Club for payment of regatta seat fees (usually immediately after the event)

Competitors must assist with boat loading/unloading for each regatta that they participate in. Boat loading for regattas is usually conducted the night before the regatta. Boats are rigged on arrival and de-rigged after their last use at the regatta. Rowers will be shown how to assist with these tasks. To say the least – many hands make light work in this case.

RECREATIONAL ROWING

BRC also offers recreational rowing for those who are not sure how much time they can commit to rowing and don't want to compete. Club members are available to assist in instructing beginners. (NOTE: You must be a full Adult or Junior member or enrolled in a Learn 2 Row program to use BRC equipment).

JUNIOR ROWING – 12 to 18 years of age

BRC proactively promotes rowing within the Bairnsdale community with Learn to Row programs held throughout the year. We are involved in Rowing Victoria's School Rowing Development Program and plan to take crews to RV regattas held throughout Victoria and ultimately to the Victorian State Schools Rowing Championships.

Children under 12 years of age are able to cox boats and may be allowed to row at the Captain's discretion. The Captain will determine if the child is physically fit and mature enough to handle a boat. All children under the age of 12 must at all times be accompanied by a Club official (a coach or committee member) or Parent or Guardian when on or near the water. Junior rowers are entitled to use the gym equipment, but must be supervised by an adult.

BRC COMMITMENT TO CHILD SAFETY – For further information refer to Child Safety Policy & Procedure and Child Safety Code of Conduct

All children who are a part of BRC have a right to feel and be safe. The welfare of children in our care will always be our first priority. BRC has a zero tolerance to child abuse. The Club aims to create a child safe and child friendly environment where children feel safe and have fun and the Club's activities are always carried out in the best interests of the children. Child protection is a shared responsibility. Everyone who participates in our activities is responsible for the care and protection of children and reporting child abuse.

COXSWAINING

Coxswains are responsible for steering boats and providing commands, directions and encouragement to rowers. It is very important that you pay attention to the cox at all times and follow their directions. Coxes are often

young people who deserve respect and thanks for giving up their time to cox your crew.

For competition, coxes must have completed a Good Coxswain course and be registered with Rowing Victoria. The club will facilitate this.

While the club endeavours to provide coxes this is not always possible, recreational rowers, in particular, may need to make arrangements for someone to cox their boats, or take turns coxing.

NON ROWING/VOLUNTEERING

All aspects of the club management and coaching are done by volunteers. Volunteers who have direct supervision with junior members require a Working With Children Check . Register your involvement with BRC via this link: <http://www.workingwithchildren.vic.gov.au/> (there is no fee for this).

Bairnsdale Rowing Club is very much a family club – we welcome non-rowing/volunteer members who are interested in joining. Membership forms must be completed, no fee applies.

(Non rowing/volunteer Membership does not include the use of the gym or rowing equipment).

BECOMING A MEMBER

Several options are available to register for new or renewal of membership

1. Via our website – online registration or renewal option
2. download a form from our Website
3. hard copies available from Club office.

If completing a hardcopy return completed forms with your money in an envelope and place in the Committee locker. Adult and junior members have access to the club's facilities and equipment plus Rowing Victoria affiliation.

As a condition of membership you must

- Supply a photocopy of a proof of age document which is a compulsory requirement of Rowing Victoria.(This could be a Licence, Passport, Birth Certificate or Student ID).
- Provide a current personal email address (compulsory requirement of Rowing Victoria). If the member is under 18 years of age, a current personal email address of a parent/guardian must be supplied.

- All rowers and beginners must be in good health and able to swim a minimum of 50 metres in light clothing and tread water for 3 minutes.
- Give the Rowing Club permission to ring an ambulance on your behalf in the case of an emergency.
- BRC will register your member application with Rowing Victoria. You must accept their terms and conditions when received by email. Please read carefully.
- BRC uses photos and images of members for promotional and coaching purposes. Please advise your Captain if you do not wish any images of you / your child to be used.
- Members and visitors must complete the **Emergency Contact Details** form before rowing or undertaking land training.
- All members are expected to assist with maintaining equipment and facilities, fundraising and events.

DRESS CODE

In the interest of rower safety and to prevent hazardous circumstances arising, the following dress code applies to all individuals participating in rowing training and/or competition with the Bairnsdale Rowing Club.

For training:

- Loose clothing is a hazard! Long and loose shorts will get caught in the slide and loose shirts can sometimes snag the oar handle as it comes close to the body.
- Rowers and coxswains (and coaches when on water) will wear sensible fitness training clothes with sufficient layers, especially in cold weather. Rowers, coxswains and coaches should also comply with BRC's Sunsmart policies.
- Socks are recommended for hygiene and for the prevention of blisters.

For competition:

- Club uniform.
- If competing in a crew, all crew members must wear all the same hats or headbands (in club colours – available from the club) or no hats/headbands at all.

TRAINING TIMES – daylight hours between dawn and dusk.

Training times where we endeavour to have supervision/coach on the water are:

- Saturday 7:00am – 11:00am

- Juniors weekdays from 4pm

Training times are subject to change. Please refer to the Club website and your Captain for details about current training times.

GYM RULES

- No children under the age of 12 are allowed in gym area without supervision.
- All members must have permission to use gym equipment and be following an approved program.
- Use of mobile phones, including texting, is discouraged in gym area.
- All equipment in the gym is for gym use only and is not to be used as a toy or playground.
- Please use your towel to wipe down equipment after use.
- No food or drink other than water is permitted.

USE OF BOATS – For further information refer to Boat Usage Policy & Procedure

General

BRC has a range of training and racing boats. Before taking out a boat, you should check with the Club member who is responsible for boat allocation during that session. This is usually your Captain.

Listen to your cox at all times, he or she is your eyes in the boat moving forward.

Visitors may use BRC boats and other equipment under supervision for a maximum of two (2) sessions, before being required to join as a member or sign up for a Learn to Row program.

It is strongly advised that single scullers train on the water with other crews, or be under supervision. Single sculling at times when not under supervision and when no other club crews are on water is discouraged. If members choose to ignore this advice, they do so at their own risk

Before and after every outing:

- a) Sign out in log sheet found at the front of the shed, sign back in on the same log sheet.
- b) Ensure any equipment to be used is not marked in any way indicating in need of, or under repair.
- c) Check equipment eg. Riggers are secure, seat wheels function smoothly, foot stretchers are secure, heel release mechanisms are effective, slides are aligned, wing nuts are secure and hatch covers are tightly closed.

- d) Check rudder-lines, steering mechanism, rudder and fin. Check the boat has a firmly attached bow ball (white rubber ball of at least 4cm diameter).

Please ensure that all equipment is washed and **returned to it's rightful place**, including oars. All equipment must be washed even if another crew wants to take the equipment out straight after you.

RULES OF THE RIVER

Waterway Navigation

- Marine Law applies to rowers and coaching boats.
- Always boat off and return to the landing stage in an upstream direction.
- Always look out regularly for other river users and water craft. They may NOT know normal navigation rules.
- Learn and be familiar with international conventions of PORT and STARBOARD.
- Always keep the bank closest to your bowside – as your crew approaches bends in the river, always be particularly alert to any crews that may be coming from the opposite direction.
- Only turn your boat when visibility is good in both directions.
- Do not stop your boat where it is obscured from view by other boats and ensure when you do stop your boat that you are as close to the bank as safety permits.
- At bridges, the crews travelling downstream have right of way.
- Do not panic if a crew is coming toward you, call out in a clear voice, identifying the crew as best you can (e.g. by type of boat). Call out to boats that seem to be unaware of your presence and getting too close: "LOOK AHEAD!"

BOAT DAMAGE

In the event of any damage to BRC boats or other equipment being discovered, one of the Captains, the Coach or the Equipment Officer must be notified and the issue should be recorded on the maintenance board at the front of the rowing shed. If damage is such that you feel the boat is unsafe it is to be labelled as needing repair using large writing on a note fixed to it and tape wrapped around it if available.

Health & Safety – For further information refer to Health & Safety Policy & Procedure and COVID Info tab at the BRC website: bairnsdalerowingclub.com.au

Members will comply with all government directions on COVID safety and the Club COVID Safe Plan.

Members will be vigilant around the club shed. They will alert others to a potential hazard immediately and report it to the BRC Safety Officer as soon as practicable.

Members will avoid leaving items where they can become a trip or injury hazard.

Members will be aware of the likelihood of traffic on the road next to the shed. Always look for traffic in both directions before walking from the shed to the pavilion, before crossing between the shed and parked cars and before moving a boat onto the roadway

The club shed is in a somewhat isolated location. All members are advised not to train or be at the club shed on their own.

Through its annual affiliation with Rowing Victoria and Rowing Australia, BRC and its members have insurance cover for Public and Products Liability, Professional Indemnity and Sports Injury/Personal Accident.

If there is an emergency, phone 000 as soon as possible. The BRC first aid kit is located on the front wall of the shed. If you use an item from the kit, please notify the BRC Safety Officer.

SECURITY – For further information refer to Security Policy & Procedure

Personal belongings

- Members will be responsible for the security of their own personal belongings.
- Lockers are provided in the shed for members' use on a first come first served basis.
- Members may use their own padlock or use one provided by the club if available.
- Empty lockers are to be left unlocked so that others may use them.

Shed Security

- The shed should never be left unlocked if there are no members present.
- Members who row regularly and require a key to open the rowing shed, may request a key from the Committee.
- The Club will keep a register of all members in possession of a shed key.
- Members will be required to pay a deposit of \$50 on receipt of a shed key, refundable on return of the key.

Howitt Park Pavilion

- The key to open the Pavilion (providing access to toilets and change rooms) is kept in the filing cabinet in the shed.
- Members must ensure the Pavilion door is locked after use.
- Members must ensure the key is returned to the filing cabinet as soon as possible after use so that others may use it.

PRIVACY – For further information refer to Privacy Policy & Procedure

- BRC will only collect personal and health information that is required for its activities.
- Information will only be used for the purpose for which it was collected.
- Information will be securely stored.
- Information will be destroyed if it is no longer needed for any purpose.

FEES – For further information refer to Finance Policy & Procedure

Membership - renewable annually in July via our website.

All membership fees include RV recreational rowing administrative and insurance fee.

Other costs –

- Competition Fees set by Rowing Victoria
- Seat Fees per Regatta race entry
- Club Regatta fee (money used to cover costs for towing and / or support coach's meals and accommodation. Fee is per person per regatta)

It is preferred that fees are paid online at the time of renewal/registration. Fees can also be paid by cheque / cash or by EFT

Bairnsdale Rowing Club

BSB: 033-203

A/c N° 459074

Ref: Surname and First Name & or Invoice #

Receipts will be issued if payment is made by credit or issued when payment has been receipted in system.

If an invoice has been requested and not received please check your spam mail or contact the Treasurer (bairnsdaleRC@gmail.com).

DUTY ROSTER – SHED

Month	Group
July	Men
August	Women
September	Junior – Boys
October	Junior – Girls
November	Men
December	Women
January	Junior – Boys
February	Junior – Girls
March	Men
April	Women
May	Junior – Boys
June	Junior - Girls

Duties

- Vacuum carpet – Erg area
- Sweep shed
- Remove rubbish
- General clean up

All members are expected to participate with maintaining the rowing shed. Please speak with your captain if you are unable to assist during the month allocated to your group.

The club is also rostered to clean the Howitt Park Pavilion. Members will be advised of roster months. A working bee is generally planned to coincide with the designated months.