

TOWNSVILLE & JAMES COOK UNIVERSITY ROWING CLUB INC.

PO Box 3759 HERMIT PARK QLD 4812

ABN 46 946 063 530



Member's Handbook



All Members are obliged to read and familiarise themselves with the information contained in this handbook, including the Club policies.

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Parts of a Boat

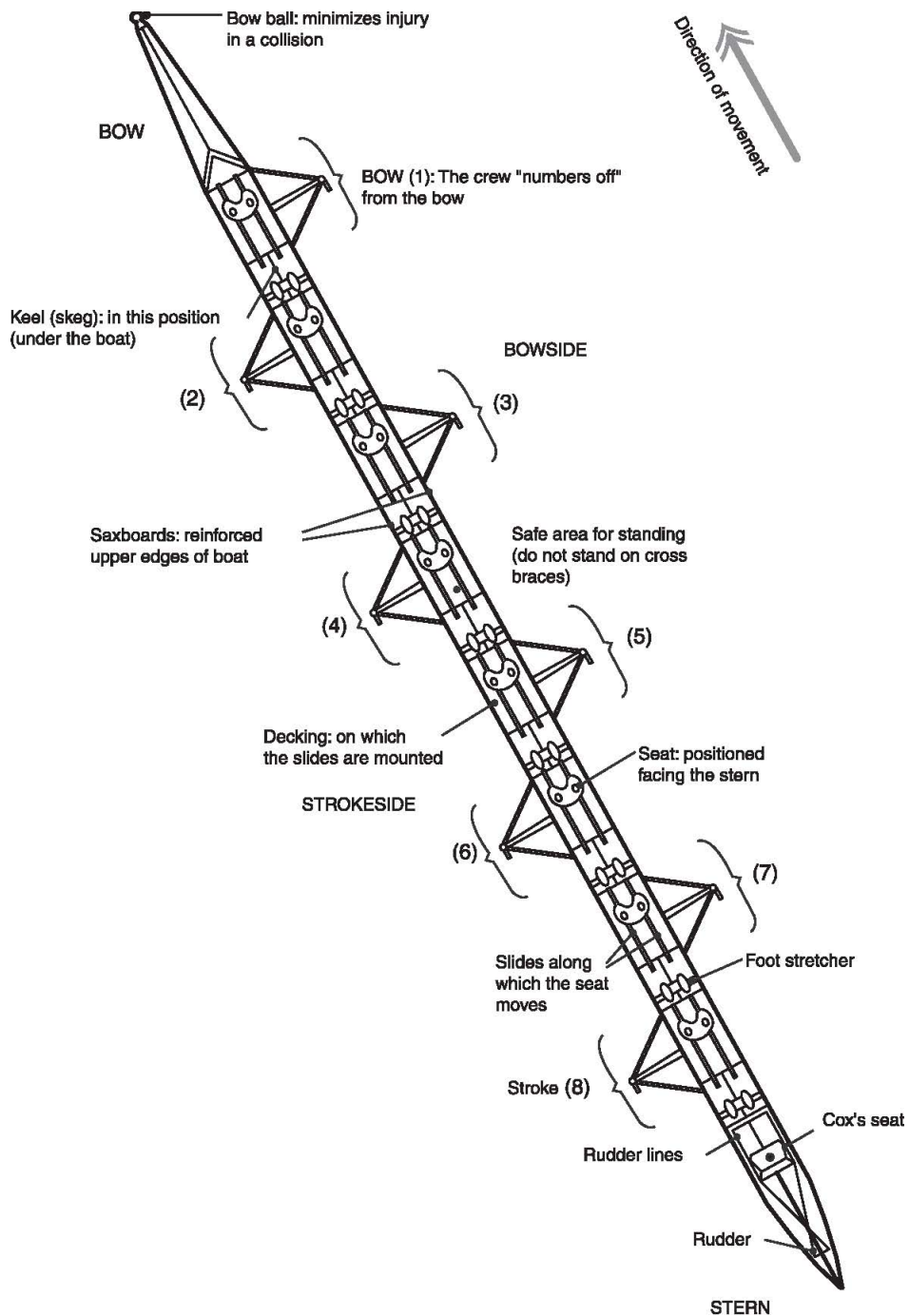
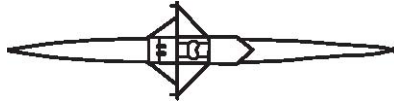


Figure 1 Parts of a boat

Types of Boats

SINGLE SCULL (1X)

'The Single'
1 person with 2 oars



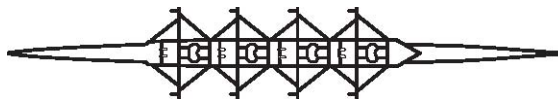
DOUBLE SCULL (2X)

'The Double'
2 people with 2 oars each



QUADRUPLE SCULL (4x)

'The Quad'
4 people with 2 oars each



PAIR

With (2+) or without cox (2-)
2 people with 1 oar each



FOUR

With (4+) or without cox (4+)
4 people with 1 oar each



EIGHT (8+)

8 people with 1 oar each
There is always a cox



Location

The boat shed takes up the lower level of the Riverside Gardens Community Centre, Riverside Boulevard, Douglas. An interactive Google Map of the location can be viewed at <http://g.co/maps/njbpe>



Figure 2 Location

Contact Details

Townsville & James Cook University Rowing Club Inc.
P.O. Box 3759
Hermit Park
Townsville QLD 4812
AUSTRALIA
www.townsvillejcurowing.com.au

Club Legal Status & AGM Date

Townsville & James Cook University Rowing Club is an incorporated body. The Annual General Meeting is held within 6 months of the end of the Club's previous financial year (31 October). The Club's constitution can be found on the web site.

Affiliation with Rowing Queensland

Townsville & JCU Rowing Club is affiliated with Rowing Queensland Incorporated PO Box 575, South Brisbane Qld 4101 tel 07 3846 2711 fax 07 3846 2188 www.rowingqld.asn.au

Club Zootie

Our preferred supplier is VIPER SPORTS

Tel + Fax 02 6254 9672

www.vipersports.com

When ordering, ask for a 'Townsville & JCU Club Zootie'.

- The design is 'Rattler' with no piping.
- The body colour is ink with the 'V' in gold.
- Women may choose the 'Action Back' or 'Regular Back'.



Figure 3 T&JCU Zootie

Size Chart

WOMEN

Xsmall	150 – 160 cm	< 50 kg
Small	160 – 170 cm	50 – 60 kg
Medium	170 – 180 cm	60 – 70 kg
Large	> 180 cm	> 70 kg

MEN

Small	160 – 170 cm	< 55 kg
Medium	165 – 175 cm	55 – 70 kg
Large	175 – 185 cm	70 – 85 kg
X Large	185 – 195 cm	85 – 95 kg
XX Large	> 195 cm	> 95 kg

Membership Classes

The Club has several hundred members - from school-aged rowers to veterans - from beginners to elite rowers - and also non-rowing members. Everyone is expected to contribute to running the club in a range of activities including regatta organisation, boat repair, shed maintenance, coaching, fund-raising and administration.

Membership of the Club consists of the following classes of members:

Rowing Members

Rowing members use Club equipment and facilities and compete at our internal regattas. They may participate in a structured training program and represent the Club at accredited rowing regattas. Rowing members fall under 2 Rowing Queensland categories:

- Competitive Rower - a person competing at Rowing Queensland organised regattas, State and National regattas.
- Recreational Rower - a person who does not compete in Rowing Queensland organised events.

Associate Members

Associate members do not row. They may use other Club equipment for the purpose of assisting with coaching and may participate in, and assist with, all other Club activities. Non-rowing coxes may register as Associate members.

Temporary Members

Temporary membership of up to three months is offered to rowers from other clubs who are visiting Townsville for a short period only. Membership is conditional upon the applicant being able to provide proof of membership of another rowing club. If visiting from another State, temporary members will be required to pay the Rowing Queensland levy. Members in this category will have access to Club equipment classified as being appropriate to their level of experience.

Visitors/Reciprocal Membership

The Club will allow visitors who can demonstrate that they are current members of a rowing club to row several times at no charge. Membership credentials must be first be sighted by a Committee Member. If visiting from another State, visitors will be required to pay the Rowing Queensland levy. For example, this category may apply when rowers are training for competition in composite/intra-club crews.

Life Members

Admission is based on a person who has made a substantial commitment to the Club over a significant period of time. Life Members are elected at a General Meeting, after a recommendation has been made by the Management Committee.

Junior Rowing Members

Junior rowers are under the age of 18 and row outside of the school rowing program (see *Policy 4: Supervision of School-Aged Club Rowers*).

School Program Rowing Members

School program rowers are under the age of 18 years when joining and are sponsored by a School Rowing Program. They use Club equipment and facilities whilst participating in the Club's School Rowing Program and assist with Club activities through their respective school rowing associations.

Learn to Row

Learn-to-row programs are held throughout the year to enable new rowers to learn the fundamentals of the sport before committing to full membership. These programs consist of two supervised coaching sessions per weekend for a period of four to five weeks. Those wishing to continue rowing are required to join the Club in one of the other membership categories within six weeks of completing the program.

Corporate Rowing

The Club conducts corporate rowing programs. These run for five weeks. Participants complete a registration form available from the corporate rowing coaches. The fees paid cover the participants for insurance from Rowing Queensland. However, corporate rowing participants are not Club members.

Fee Schedule

The Club financial year closes on 31 October each year. The membership year runs from 1 January to 31 December each year. The fees are reviewed annually. Fees are not refundable. If extenuating circumstances occur, members may apply in writing to the Management Committee and any refund, if granted, will be assessed on a case-by-case basis. The fee schedule is available on the club website www.townsvillejcurowing.com.au

Registration of Members

Each year rowing members must complete a membership form, which asks for details required for Club administration and insurance. In addition, membership forms are available from the web site: www.townsvillejcurowing.com.au. There are two pages that need to be printed off and completed. The completed forms, together with credit card, cheque or direct deposit payment details, can be placed into the blue mailbox in the boat shed (preferred). Alternatively the completed forms can be mailed to: Townsville and JCU Rowing Club, PO Box 3759, Hermit Park, Qld 4812. Cheques may be enclosed but do not attach cash.

The Club Registrar maintains a database of current members. Membership enquires should be directed to the Registrar in the first instance.

Medical Condition

Every year a member is required to complete a new Registration form. As part of this, the member is required to answer the question: “Do you have any medical condition that may endanger your safety?” In the event that a yes answer is given, the member will be contacted by the Club Medical Officer (CMO), who will then work with the member to determine what precautions and limitations are required in respect of the member rowing. All discussions between the CMO and the member will remain confidential. The member must follow the advice given by the CMO.

In certain circumstances the member may be deemed by the CMO as not being able to row with the Club. In such circumstances the decision of the CMO is final.

Insurance

Members of the Club are covered by insurance, through Rowing Queensland. A copy of the policy is available from the office or Rowing Queensland. Any Club member who is concerned about the nature of the policy cover should read the policy.

Rowing Queensland has made it clear that Club member RQ registration and associated insurance coverage expires each year on the 31 December. Club members who have not submitted Club Registration renewal forms and associated fee payments to the Club on or before this date are **not permitted to use Club facilities or equipment under any circumstances.**

Non-financial Members

In accordance with the club constitution, members who are non-financial for more than two months are no longer deemed to be members. Persons who are not financial members of the Club are **not permitted to use Club facilities or equipment under any circumstances. This includes friends and relations of members.**

Safety: Risk & Hazard Management

Rowing is a sport in which there is a risk of injury or death being caused to the participants as a result of the environment the sport is conducted in and the equipment used.

Rowing is classified as High Risk (Level 3) by the Queensland Department of Education. This means that the activity has a high risk of injury if the equipment or procedures described in the activity are not employed in the prescribed manner.

The following is a list of the risks inherent in rowing on Ross River between Aplin's and Gleeson's Weirs. Some risks are specific to the stretch of water used and others are generic to the sport of rowing. All members of the Townsville & JCU Rowing Club are required to be aware of these risks and are to act in a manner that minimises these risks at all times. If members are unsure of the nature of any of the risks described below then they must ask a committee member to explain the risk.

Some accidents carry the potential for fatal injury and elsewhere rowers have died as a result of injuries and accidents while rowing.

RISK AND CATEGORY

RISK MANAGEMENT

Drowning

All rowers must sign a statement declaring that they can swim 100 meters fully clothed.

Substantial risk – Fatal

Collision with other craft

Rowers and tinnie operators must keep to the right or bow side of the river at all times (see relevant policy). All tinnie operators must be registered (see relevant policy).

Substantial risk – Serious injury, possibly fatal

Collision with obstacles

Keep away from the bank (branches, stumps and weed).

Substantial risk – Casualty treatment

Weirs overflowing

Substantial risk – Serious injury, possibly fatal

Weirs may be overflowing during the wet season. Keep 200 meters back from the wall when overflowing. If you fall out of the boat near the Aplin's Weir wall and cannot get the boat back to the shore, then abandon the boat and look after your personal safety as a priority.

Collision with weir and bridge structures

Substantial risk – Casualty treatment

Rowers and tinnie operators must avoid the Aplin's Weir wall, the intake structure 30m upstream from the Aplin's Weir and the Nathan Street bridge.

Slipping

Substantial risk – Casualty treatment

Pontoon, creek and boat wash down areas are often slippery. Be sure you are familiar with the current condition of these areas. Request assistance if boat or tinnie handling is required in slippery areas.

Bodily injury from handling boats

Substantial risk – Casualty treatment

Boat rigging and tinnies have sharp edges. Knocks and bruising from impact with boats on and off the water. Watch what is going on and do not stand in traffic areas.

RISK AND CATEGORY

RISK MANAGEMENT

Bike path users

Substantial risk – Casualty treatment

Possible collision with bikes, rollerbladers etc. Using bike path adjacent to pontoon. Look before entering the bike path area.

Heat stroke

Substantial risk – Casualty treatment

Rowers can be exposed to severe sun and must wear sun protection and take sufficient fluids when rowing.

Tinnie movement on the bank down to the creek

Substantial risk – Serious injury, possibly fatal

Uncontrolled tinnie movement down slopes could cause serious injury to anyone struck by them. Persons wheeling tinnies down the creek bank must have a sufficient number of helpers to make sure the tinnie and trolley is under control at all times.

Lifting injuries

Rowing boats require carrying and lifting into and out of the water. Rowers must be familiar with safe lifting techniques. If you are unsure of the weight of a boat then seek advice from an experienced rower before attempting to lift the boat.

Strains, sprains and RSI

Rowing requires a combination of low and high intensity repeated actions and participants are at risk of injury if they are not sufficiently warmed up prior to a session.

Over-exertion

Rowing is an endurance sport and can cause serious or fatal medical conditions to persons who are not fit or have medical conditions that place them at risk. Rowers must consult their doctors if they consider themselves to be at risk.

Cuts & infection of cuts (including *Melioidosis*)

Litter discarded in the creek may include sharp objects. Wear booties or other footwear when launching boats in the creek. Wash cuts immediately.

Direction of River Traffic

N.B. Boats being overtaken give way - but take care with learners!

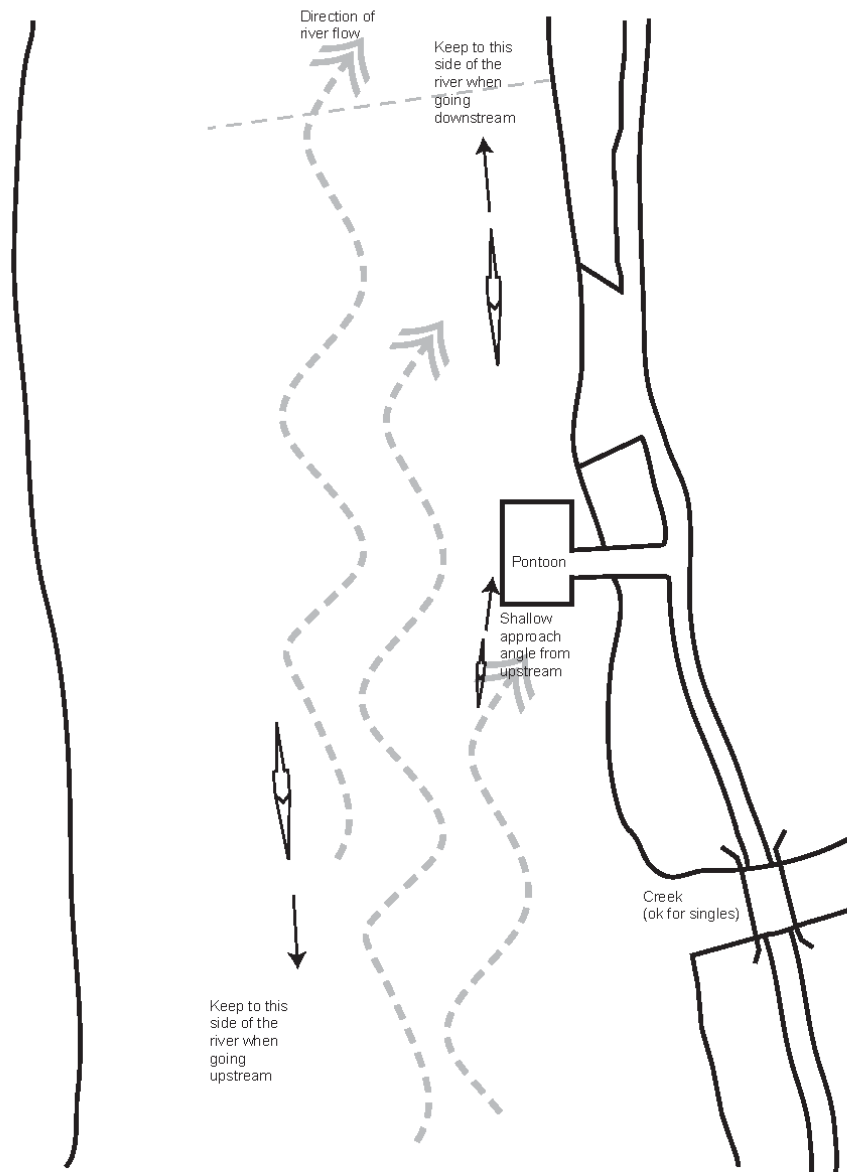


Figure 4 Direction of river traffic

Boat Shed Layout

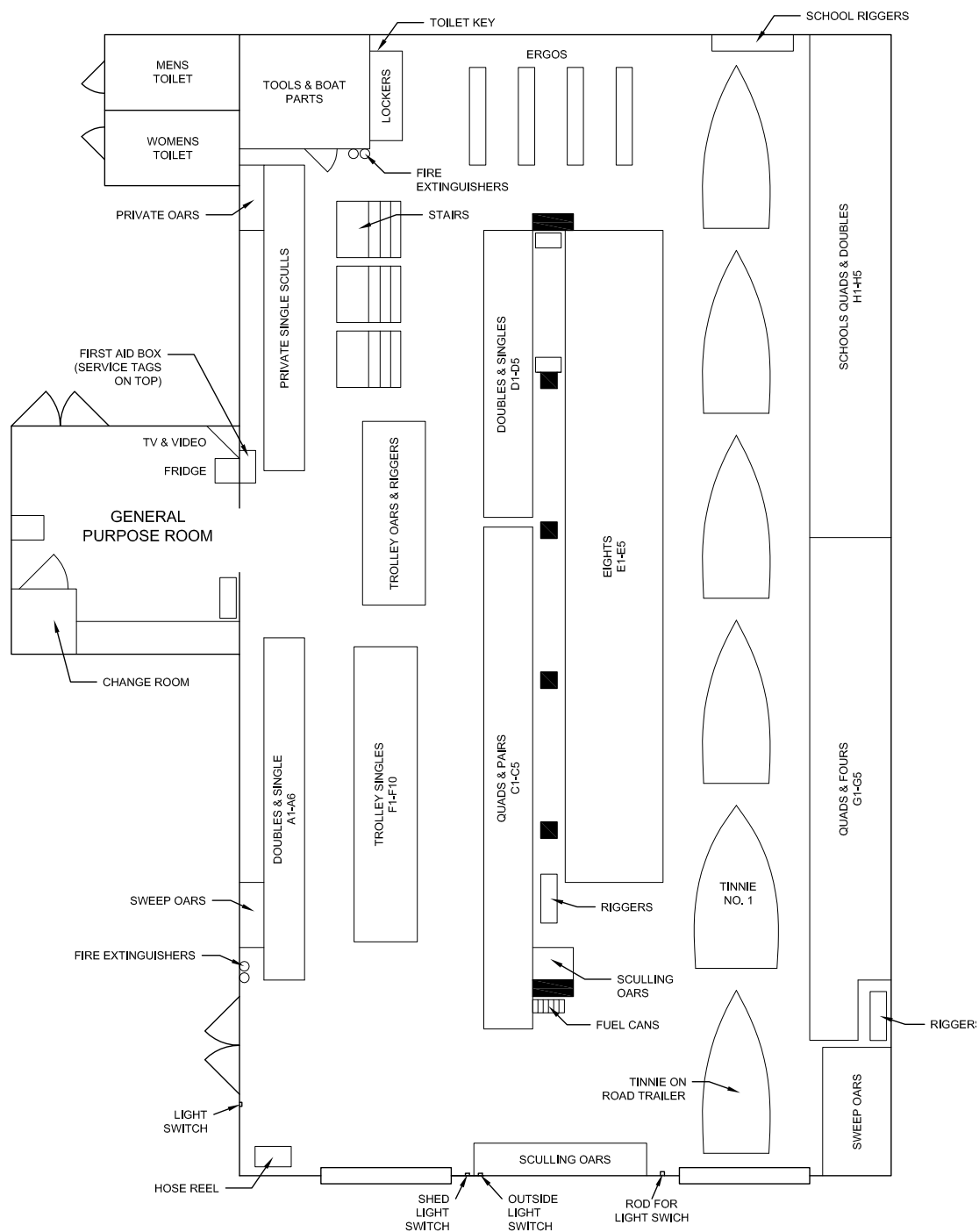


Figure 5 Boat shed layout

Facilities

First Aid Kit

The first aid kit (see Figure 5 for location) is for injuries other than blisters.

Toilets

Public toilets are located outside the boat shed on the river side of the building. These toilets are maintained by Council and locked between sundown and sunrise.

Access to Keys and Boat Shed

Access to the boat shed is via the side door. Financial members of the Club of at least 3 months standing can obtain a numbered security key from the Registrar. There is a key deposit of \$50, refundable upon return. A key register is maintained by the Registrar. The keys are not transferable. Please return your key if you no longer intend to row.

Boat shed Security

- The roller doors are opened by sliding the bolts across. Ensure that they are raised to their full height to allow unimpeded passage of boats carried above the head, and especially the singles trolley. If you are the last to leave, ensure that the roller doors are bolted, the lights and fans switched off, then exit through the side door.
- A Rod for opening and closing the door is stowed to the 'riverside' of the far roller door.
- **The Crew of the last quad, four or eight off the water must put the tinnies away.** The crew of the last boat belonging to the 'roadside' of the shed (i.e. a 4 or 8) off the water is responsible for putting the tinnies back into the 'roadside' bay of the shed and closing the roller door.
- If you are the last person off the water and using the boat shed you are responsible for checking that all gear has been returned to the shed and locking the shed. First check that **all gear, especially tinnies**, (even if not used by you) has been returned to the shed.
- Check that all boats are back in (**especially singles**) and that there are no other Club members in the vicinity of the boatshed before you lock it.
- If there are other Club members still on the water but no one is in the vicinity of the shed, pull down the roller doors (but do not lock). Leave the stretchers on the washdown area. It is a good idea to carry a shed key with you if you row at quiet times.

Hose

When finished washing the boat, roll up the hose.

Ergos

Ergos are available for use by Club members only.

Lights

All boats being rowed in the dark need to be provided with lights. It is the rower's responsibility to have lights for their boat (refer to *Club Policy 10: Boat lights*). Tinnies must also be lit, in accordance with Club Policy 10 and Queensland Maritime Safety regulations.

Pontoon

The pontoon is the property of the Rowing Club. Swimming, diving and fishing from the pontoon is not allowed. Members of the general public may need to be informed that the pontoon is Rowing Club property. Club members have the right to unimpeded use of the pontoon.

Damage Report Cards

Boats require constant maintenance. It is the responsibility of **ALL** rowers to ensure that the boat they are rowing is in good working order. Damaged boats or boats with loose fittings which may result in permanent damage should be reported. Rowers should use damage report cards to alert the Club Captain of the problem and to prevent a damaged boat from being used. Also minor problems can be noted in the boat usage log.

Boat repair occurs once a week and all members are encouraged to attend. Please contact the Club Captain ([link available on the website](#)) if you are able to assist.

An example of a damage report card is shown below. Please describe the damage and its location on the card. (Please note the exact style of the card may change)



Figure 6 Example of a damage report card

Boats

The Club has a range of sweep oar boats and sculls – singles, doubles, quads, fours and eights. Some boats are suitable for beginners; others are reserved for experienced rowers and races. For more details of Club boats see *Club Policy 9: Boat Approval Policy*.

Boat Bookings

A boat-booking officer administers the boat booking system. Contact details are in the boat shed or on the website.

- Rowers wishing to book a boat for regular training sessions are asked to advise the booking officer of their preferred training times, the name of the boat they wish to use, and the names of crew members. The request will be confirmed or alternatives advised.
- The booking will be written on the boat booking board above the sign-in shelf in the boat shed, so that all users are aware of the details (e.g. *A. Rower, Tue 6am-8am*). Please check the boat booking board before using a boat.
- If the person who booked the boat is not in the boat shed on time then their booking will lapse and the boat will become available for use by other Club members. This also applies for crews; if crew members are not all present then another crew may take the boat.
- From time to time all bookings will be removed. Rowers will be notified of this and will need to re-book their times.

- All boats (except Red boats) will be available for casual use when not booked unless otherwise stated. (Some boats are for use under coach supervision only. Others are school or private boats.)
- Rowers who use boats booked by another crew/person or who are found to have made or removed bookings without the agreement of the Boat booking officer will be penalized.
- Repeated infringement of these regulations will result in suspension from the Club.
- Please advise the booking officer when you no longer intend to use a boat booking.
- Bookings will come into effect when confirmed by the booking officer. Please check that your booking has been entered correctly on the boat booking board.
- A booking may lapse if the boat booked has not been used for 3 consecutive weeks.
- Boats may be removed from service to be repaired from time to time. The Club has no obligation to advise members of when this is going to happen, but will try to advise you of planned maintenance. Members will hold their booking while the boat is out of service and the booking will resume when the boat returns.
- The boat booking officer will not take bookings at the boat shed. Bookings must be made via email. (See *Club Policy 5: Boat Booking Times*)
- **Other than Red boats, rowers can access a boat they are approved to row (see *Club Policy 9: Boat Approval*) on a casual basis - provided the boat is not booked at that time. Please check the boat booking board before using a boat on a casual basis.**

Tinnies

The Club has 6 tinnies. All tinnies are stored on the right hand side of the shed (see Figure 5). Tinnies must be wheeled out of the shed and onto the lawn area before boats (quads, fours and eights) can be removed from this side of the shed (there is not enough room to get boats past without inflicting damage.) The largest tinnie is stowed nearest the door.

Use of Facilities

Use of oars

The Club has a collection of sculling and rowing oars. These are mostly carbon fibre with wooden handles. Oars come in different weights, the lighter oars being for competition and the heavier oars for learners and training. Oars on the racks at the back of the shed near the wire cage are for private use.

All boats have designated oars that are clearly labeled; check that you have the correct oars for your boat,

Some oars are owned by the schools. Check the oar rack labels before taking your oars.

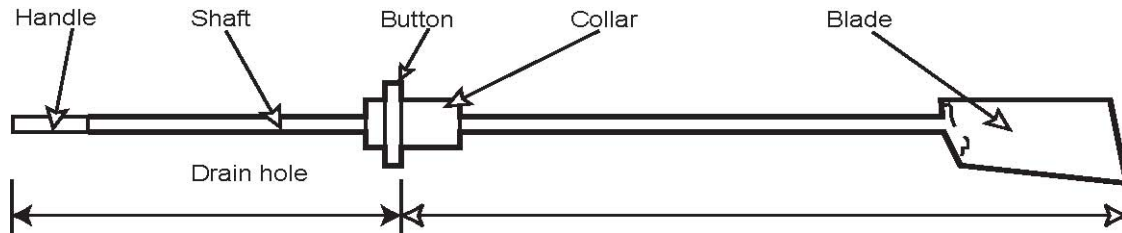


Figure 7 The parts of an oar



Figure 8 Carry oars blade first

Sculling oars

- Sculling oars (Figure 8) come in pairs, weigh between 1.4 kg and 2.0 kg, are about 2.9 metres long and cost **up to around \$700** per pair.

- Each pair in the boat shed is labeled and numbered to help you maintain the oars in their pairs and most look exactly the same as their matching partner. However some pairs are made up of two slightly different looking oars in that they may have different coloured sleeves or shafts. This is because they have been repaired and had parts replaced. Ensure that the handles are the same colour and the numbers are the same when selecting a pair.
- There are three different sizes of handles in the boat shed. The largest size is blue, yellow and white are intermediate sizes and the small size is pink. Rowers with small hands should use oars with pink handles.
- All boats have designated oars that are clearly labeled; check that you have the correct oars for your boat. Please do not break these sets up unless there are no other oars available for rowing.
- **Please make sure you place sculling oars back in the racks in pairs and the quad sets back in sets, with matching numbers facing out.**
- Sculling oars are hollow and can fill up with water. To drain water from oars, find the drain hold, a 1mm hold near the handle, and blow into it to 'pump up' the pressure in the shaft. Then turn the oar over and let the air blow the water out of the hole.

Rowing Oars

- Rowing (sweep) oars weigh between 2.5 kg and 3.5 kg and are about 3.7 metres long and cost **up to around \$600** each. These are sets of pair, four and sets of eight oars in the boathouse. These sets are marked with coloured bands. You may need to use two sets of four oars to make up an eight.
- **Please make sure you replace oars back in the racks in their designated positions.**

Organise your oars and gear first

Carry your oars and gear (water bottle, bandaids etc.) to the pontoon before you carry down your boat so that you don't hold up other boats. The blade is the most vulnerable part of the oar, so carry it in front of you as shown above so that you can see what is happening to it. Stow on the pontoon as shown in the Figure 9. This ensures that people don't trip over the oars, and blades are not damaged by being stepped on.



Figure 9 Correct placement of oars on pontoon on left, incorrect on right

Oar Damage

The blades of the oars in the quads can de-laminate due to rough handling. The damage mainly happens when rowers get out of time and clash oars. If you are in a boat where this occurs then please stop rowing and untangle the oars. Do not try to force the oars apart. Damage also occurs when the oars interact with the pontoon. When the boat is on the pontoon do not allow the blades of the oars to extend into the space under the step. To avoid this, withdraw the oars on the pontoon side when the boat is on the pontoon.

Stack damaged oars in front of the cage, attach a damage report card and notify the Club Captain of damage (and the circumstances under which it occurred.)

Use of rowing boats

General procedure for launching rowing boats

Crews should establish a routine for launching boats:

Ensure the Boat Usage Log has been filled out before taking out the boat

- Make sure your oars are on the pontoon before taking the boat down
- Organise who is going to row in which position
- If pontoon is busy, put up trestles in the wash down area (Figure 5). Singles can be launched in the creek, take care of the skeg in the shallows
- Boats must not be carried past tinnies. Before boats can be accessed, therefore, tinnies must be wheeled onto the washdown area
- For singles, bungs should be replaced
- At the rack, pull out the rack arms. In a four, two and three go under. Rowers should stand opposite each other. This makes the boat easier to carry. Ensure that the riggers do not make contact with boats in the racks above or below. Carry the boat to the pontoon or stretchers, watching the bow, stern, skeg and riggers (Figures 10 & 11)
- Boats are carried by the saxboards (the reinforced upper edge of the skin)
- Stroke should call instruction
- Boats must not be carried, lifted or lowered by the riggers
- Take care when crossing the bike path to watch for traffic



Figure 10 How to carry a boat at waist level



Figure 11 How to carry a boat on shoulders

Launching from the pontoon

The boat should be carried onto the pontoon so that the bowball is facing downstream (or away from the pontoon if it is to be positioned on the shorter ends). In the case of a double, rowers should also be positioned on the pontoon side of the boat.

- The bow should be positioned so that the skeg is past the end of the pontoon
- Stroke calls for rowers to half roll the boat toward the pontoon (Figure 12). To do this, rowers on the pontoon side must handle the boat by structural members such as ribs, not riggers, foot stretchers or seats. For a quad or four, stroke calls for 2 to go under and then for 3 to go under, i.e. rowers go under one at a time (see Figure 12 for an 8). The end rowers must not go under. Rowers continue to hold the boat by the ribs. Rowers bend one knee and support the boat on the thighs. Stroke then calls for rowers to step to the edge of the pontoon. Slowly move forward feeling for the edge of the pontoon. After ensuring that all rowers are ready, stroke then calls for the boat to be lowered. This should be done by keeping the back straight and bending the knees. The boat is held by the ribs. Placing the boat should be done in one motion.
- Rowers should be aware of other pontoon users, and place oars as quickly as possible. In eights, bow holds the boat and stroke fits the oars first. Otherwise, stroke should do this first and then hold the boat for the others (unless there is a cox). Gates should be swivelled so they are facing toward the stern (away from the bowball, see Figure 1) and the blade should also be cupped away from the bowball.
- Rowers should step into the boat onto the step-plate and not the saxboards, seats or heel cups (Figure 1).
- Rowers should be seated and leave the pontoon as quickly as possible to avoid inconveniencing other rowers. Adjustments, such as moving foot stretchers, putting on socks, sunscreen, lipstick etc. should be made away from the pontoon (or on the stretcher).

- Be aware of tinnies causing waves. Hold the boats to keep them from banging against the pontoon.



Figure 12 Rolling the boat and taking turns going under



Figure 13 Hold on to oars at all times as illustrated on left. Placement of feet when stepping into boat on right

Returning to the pontoon

- Approach the pontoon **SLOWLY**
- Under normal circumstances always approach from **UPSTREAM**
- In the wet season, it may be necessary to approach the pontoon into the current (i.e. from downstream)
- Make sure the angle of approach is shallow (see Figure 14) do not use the pontoon as a brake or deflector. Singles (and some doubles) can back into the pontoon sides, however make sure that other boats do not overhang the sides



Figure 14 How to approach pontoon

Pontoon etiquette

Rowers on the water give way to people coming onto the pontoon. However, rowers should voice their intention to launch and make sure they do so swiftly.

Safe docking

The cox alights first and holds the boat. The cox issues instructions. In a coxless quad, rowers 2 and 4 lean to pontoon side (inside) while 1 and 3 undo outside oars. Rower1 gets out and holds the boat while rowers 2 and 4 undo their outside oar. **Remember that a boat will roll at the pontoon if all crew members lean out at the same time.**

ALWAYS DO UP THE GATES

Putting boats away

- Protect the skeg by making sure that it is past the end of the pontoon. Stroke calls the lifting procedure. The boat must be handled by the ribs and not the riggers, seats or foot stretchers. The boat is lifted, then half rolled toward the pontoon. Stroke calls for rowers to step back. Stroke then calls for rowers to go under one at a time. In a quad, Rowers 2 and 3 go under (the two end rowers do not go under). Rowers should be standing directly opposite each other. Stroke then calls for the boat roll to be continued.
- The boat is then carried away from the pontoon bowball first and onto stretchers
- The boat is washed and rinsed (Figure 15), and gate covers are put back on each gate. This protects both the boat being handled and those around it from damage.
- The boat is then put away – some boats must go into the shed bowball first, while others are put in stern first. The rack number and colour code labels on the boat's shell should face out towards you when the boat is stored. The arms of the racks are pulled out and the boat is placed on the rack so that the rack and colour code labels line up with the rack arm (Figure 16).
- The rowers on the rack side then move out and the racks are pushed in with flat of the hand (to avoid catching fingers)
- For singles, the bungs should be opened to allow the boat to air
- The oars should be put away on the correct rack
- Return of the boat must be noted in the Boat Usage Log



Figure 15 Washing the boats



Figure 16 Lining up the boat on the rack slides

Reporting damage

Damage must be reported by filling a Damage Report Card (see Figure 6) and placing it on the boat in an easily visible position. Inform the Club Captain of the damage, and of the circumstances under which it occurred. Spare Damage Report Cards are kept under the boat booking board.

Reporting of on-water incidents

Club members must advise the Management Committee **immediately** if there is a serious incident on the river involving boats and/or tinnies. Serious generally means an incident involving actual or potential (i.e. 'near miss') significant harm to a person, boat/tinnie or infrastructure. If in doubt, tell the Committee.

In some instances there is a legal requirement for reporting of incidents to Maritime Safety Queensland. The Committee will make assessments of incidents and coordinate lodging of any 'reportable marine incident' submissions.

Use of tinnies

Only Club members who have entered their details and signed the 'Tinnie Register' are permitted to operate tinnies without supervision and are covered by the Club's insurance (see Club *Policy 2: Tinny Register*). Completion of this register confirms that the person is the holder of a 'Recreational Marine Driver Licence' or a 'Recreational Shipmasters Licence' or equivalent, - generally known as a 'Tinnie Licence'. Members must show their licence or a verification certificate to the Club Captain. The Club Captain reviews entries in the Register and initials them.

Electronic licence verification certificates can be purchased online from Queensland Transport (<https://www.service.transport.qld.gov.au/marinelicenceverification/MLvWelcome.jsp>)

The Register is located on the bench outside the multipurpose room. It is a red book and is labeled 'Tinnie Register'.

Tinnie operators should be aware that Queensland Recreational Boating Regulations stipulates that the speed limit is 6 knots within 30m of:

- People in the water
- Boats anchored, moored to the shore or aground
- Pontoon or boat ramp
- Float or structure exhibiting diver below, Code A flag

Remember that 6 knots is equivalent to a brisk walking pace.

The Ross River is designated smooth water. By law, tinnies operating on smooth water must have a signaling device (such as a torch) if they are being used at night (i.e. between sunset and sunrise.)

The Club provides two life jackets and a paddle oar. Please make sure that these items are in the tinnie before you take it out. A lifejacket must be carried for each person in the tinnie. Excess lifejackets can be borrowed from other tinnies only if those tinnies will not be used in the same session. Children under twelve are required to wear a lifejacket at all times. Also check that:

- Bungs are in place
- Fuel container has sufficient fuel of the correct type
- Trolley tyres are inflated

Further information on safety requirements can be found on the websites of Maritime Safety Queensland (www.msq.qld.gov.au) and Rowing Queensland (www.rowingqld.asn.au/licensing-requirements).

Be aware that more than one person is usually required to load a tinnie onto a trolley and pull it up the bank.

The Club has 6 aluminium motor boats (tinnies) and trolleys. There are different sizes and motor types as outlined below.

BOAT TYPE	OUTBOARD	BOAT NO.
Large tinnie	15hp Honda 4 stroke unleaded	No. 1
5 x Stessco 3.5m tinnies	10hp Honda 4 stroke unleaded	No. 2, 3, 4,5 & 6

*Note: Boat and trolley numbers must match.

Noise

Tinnie operators and rowers must be mindful of residents in the suburbs adjacent to the river. The Club has a policy on noise (*Club Policy 7: Management of noise on the river by coaches, coxes and crew*).

Trolleys

Tinnies and trolleys are matched and numbered accordingly. Please make sure that the correct boat is put on the matching trolley, since forcing a boat onto a trolley that is too small will cause damage to the trolley.

Fuel

The Club tinnies use 4 stroke outboard motors. Do not swap tanks unless you are authorised to do so by the Club Captain. The large Jerry cans are filled with unleaded fuel.

Dealing with damage or malfunctions

If there are any problems with the boat or motor then it is the responsibility of the user to complete an 'out of service' tag and tie the tag to the throttle handle of the motor.

Do not use a boat or motor that has an 'out of service' tag attached or is disassembled.

Please remember to replace bungs after you have removed them.

Launching tinnies

Read the following instructions for the care of tinnies:

- Check that there are 2 lifejackets in the boat (and any additional jackets required for passengers)
- Check that there is a bailing bucket in the boat
- Check that the bungs are screwed in, the motor is in the up position and the safety hook is attached to the boat
- Check there is sufficient fuel in the tank
- When wheeling the trailer down to the water edge there **must be enough people assisting to ensure that the boat can be held still** on the steepest part of the bank. More than one person is needed to launch a tinnie
- Juniors shall not wheel the trolleys down the bank to the water without direct adult supervision and assistance
- Do not wheel the trolley down the bank if there are people in the landing area since there is potential for serious injury if someone is hit by a poorly controlled tinnie and trolley
- Unhook the safety hook from the boat only after the boat and trolley are in the water and have come to a rest

Poorly controlled tinnies are dangerous and also lead to damage of both trolleys and tinnies. Anyone found launching tinnies in a dangerous manner will be suspended from the Club for 4 weeks.

Use of pontoon

Tinnies are not to be moored at the pontoon.

Reporting of on-water incidents

As per the 'Reporting of on-water incidents' advice in the 'Use of rowing boats' section above, members must advise the Management Committee **immediately** if there is a serious incident on the river involving boats and/or tinnies.

Boats and equipment going to Regattas

Request for use of club boats at away regattas

Prior arrangement with the Club Captain must be made before any equipment and boats leave the shed. The following requisition form must be submitted to the Club Captain, identifying boats and equipment to be taken away.

See the Equipment Checklist section of this handbook.

Use of Trailer

The Club has a large trailer for transport of boats. Only vehicles of sufficient size are to pull the trailer, this generally means large four-wheel drives. The Club Captain is to be contacted for approval of vehicle to be used.

The trailer is lit in accordance with regulations, which because of the size of the trailer means there is a very heavy drain on the car electrical. A fuse of 20watts (or greater) is required for the trailer lighting circuit to avoid the inconvenience of repeatedly blown fuses. There is a trailer bag with various items that must accompany the trailer.

Items include:

- Flags, wheel brace and other items.

See Club Policy 3: Boat transport & travel and Policy 6: Boat transportation)

Loading of trailer

When loading the trailer at the shed and when leaving the regatta venue, a checklist needs to be carefully completed.

See the Equipment Checklist section of this handbook.

Running the Club

Club Members' Obligation to Club

The Club is reliant on the voluntary input of members and supporters to run its day-to-day activities. All members are expected to participate and nominate an activity including:

- Administration
- Boat repair & maintenance evenings
- Fundraising
- Pontoon supervision & maintenance
- Regatta communications
- Regatta organising
- Transport to regattas
- Boat shed maintenance
- Catering
- Coaching
- Pickup and delivery
- Working bees
- Public relations
- Regatta officials
- Newsletters etc.

As well as:

- Keeping the boat shed and pontoon area neat and tidy
- Reporting damage to equipment
- Reading this handbook and Club policies!!

Club's Obligation to Rowers

Providing:

- Clear rules and guidelines for the use of its facilities
- Rowing Queensland Insurance
- Competitive events for members
- Boats in a safe and serviceable condition
- Club operation according to its rules of incorporation

Equipment Checklist

The checklist below can be used for:

- Equipment booking requests by schools
- Making trailer packing lists for away regattas
- As a basis for constructing boat allocations for crews at regattas
- For inventorying activities

Townsville & James Cook University Rowing Club Equipment Checklist

Delete equipment not required

Leaving						Returning			
Boat / Boat Type	Weight Class	Riggers		Oars	Seats	Riggers		Oars	Seats
		Scull	Sweep			Scull	Sweep		
Single Sculls									
Marys	(80kg)								
Darter	(80kg)								
Duck!	(85kg)								
Catch Me	(80kg)								
Inspiration	(100kg)								
David Blair	(90kg)								
Moth	(90kg)								
Oardacious	(85kg)								
Catch Up	(75kg)								
Steve Clarke	(85kg)								
Scullduggery	(95kg)								
Ann Chalmers II	(75kg)								
Daphnia	(75kg)								
Toxotes	(100kg)								
Allen Key									
Double Sculls / Pairs									
Geoff Williamson	(75kg)								
Christine	(85kg)								
Zone	(85kg)								
Delfin	(80kg)								
Charles Spry	(80kg)								
Bruce Barrett	(90kg)								
Serendipity	(95kg)								
Nick Kuchin	(95kg)								
Colin Balfour	(85kg)								
Two Up	(80kg)								
Perfect Pair	(70kg)								
Chris Cotterell	(90kg)								
Coxless Quads									
Graham Ward II	(75kg)								
Barbara Gillet	(70kg)								

Coxed Quads									
<i>River Queen</i>	(80kg)								
<i>True North</i>	(85kg)								
<i>Sid Brischetto 2</i>	(85kg)								
<i>N. W. Cairns</i>	(90kg)								
<i>Simon Law 2</i>	(75kg)								
Eights									
<i>Ravenscraig</i>	(75kg)								
<i>Wilderness</i>	(75kg)								
<i>The Dane</i>	(90kg)								
<i>Spirit of Townsville</i>	(100kg)								

Sweep Oars

		Leaving	Returning
Men's			
Croker	8 - 373 cm		
Driessigacker	8 - 373 cm		
Driessigacker	4 - 373 cm		
Driessigacker	4 - 373 cm		
Croker	2 Adjustable		
Croker	2 Adjustable		
Women's			
Croker	8 Adjustable		
Driessigacker	8 - 367 cm		
Driessigacker	4 - 368cm		
Driessigacker	4 - 368cm		
Croker	2 Adjustable		
Croker	2 Adjustable		
Other Equipment			
Cox Box -1			
Cox Box -2			
Cox Box -3			
Cox Box -4			
Boat cover <i>Ann Chalmers II</i>			
Boat cover <i>Colin Balfour</i>			
Boat cover <i>Perfect Pair</i>			
Boat cover <i>Two Up</i>			
Tent old			
Tent new			
Tent pegs and mallet			
Regatta tool box			
Regatta spares box			
Blue boat trestles (pair)*			
Green boat trestles (pair)*			
Small silver boat trestles*			
Boat straps*			
BRO Box 1			
BRO Box 2			

* Quantity required

Club Policies

Policy 1: Private boat and property (*covers private boat storage*)

Policy 2: Tinnie register

Policy 3: Boat transport and travel

Policy 4: Supervision of school-aged Club rowers

Policy 5: Boat booking times

Policy 6: Boat transportation

Policy 7: Management of noise on the river by coaches, coxes and crew

Policy 8: Approval of life membership

Policy 9: Boat approval

Policy 10: Boat lighting

Policy 11: Coxed boats

These are set out in the following pages

TOWNSVILLE & JCU ROWING CLUB POLICY		
Issue No: 2	PRIVATE BOAT AND PROPERTY	Number: P1

Policy 1: Private boat and property

1. Purpose:

The purpose of this policy is to ensure the requirements related to private boats and property stored at the club or transported by the club trailer are documented.

2. Definition:

A *private boat or property* is equipment owned by a club member or other party, not by the club.

3. Application:

Applies to all privately owned property stored or transported by the Club.

4. Policy:

4.1 Background

It is club policy not to encourage the storage of private boats or property in the boat shed as this reduces the amount of rack and other space available for boats and equipment that can be rowed or used by a wide variety of club members. Private boat storage will be preferentially allocated to the most successful competitive rowers in the club.

If the club requires private boats to be removed to make space available for club boats, then the Committee will select the boats that are owned by non-competitive rowers or at the least successful competitive rowers and request their removal.

4.2 Application for storage:

The owner is to make application to the Committee for storage of a boat or equipment. The Committee will determine the current capacity of the shed and the nature of the boat or equipment and will advise whether the boat or equipment can be stored.

In the event that storage is approved, the owner is to fulfill the other requirements outlined below.

The agreement to store is on a month-by-month basis. In the event that storage becomes a problem, the Committee can ask an owner to remove the boat or equipment with one month's notice.

The decision of the Committee is final and cannot be appealed.

TOWNSVILLE & JCU ROWING CLUB POLICY		
Issue No: 2	PRIVATE BOAT AND PROPERTY	Number: P1

4.3 Costs of Storage:

The costs of storage, if any, will be determined by the committee from time to time and notified to owners.

4.4 Transport of boats:

The club will only transport boats and equipment to club supported Regattas (see Policy P3) if space is available on the trailer.

The trailer may be borrowed by members to transport their private boat, provided the trailer is not needed for club business.

4.5 Private boat and equipment owner obligations:

In the event that the owner is a club member and that club membership fees are in arrears, the Committee may ask the owner to remove the boat or equipment immediately without the one month notice period. In any event the boat or equipment will be removed after one month. The boat or equipment owner will complete an Agreement with the Club (Form No. 3 “Agreement between the private boat or equipment owner and the club”).

The boat or equipment owner will have no recourse to the club in the event of fire, theft or damage no matter how caused.

4.6 Club Obligations:

The clubs’ obligations are limited to providing, if agreed, storage of the boat or equipment on a month-by-month basis. The club may charge a storage fee for storing private boats or equipment.

Approved By: Graham Ward on behalf of the Committee Title: President Date: 20 February 2012 Signature:
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TOWNSVILLE & JCU ROWING CLUB POLICY		
Issue No: 2	TINNIE REGISTER	Number: P2

Policy 2: Tinnie register

1. Purpose:

The purpose of this policy is to ensure all persons driving or supervising a tinnie are licensed and approved by the Club.

2. Definition:

A *Tinnie* is an aluminum power boat.

3. Application:

Applies to all operators and passengers using Club tinnies.

4. Policy:

The Club has a duty of care to ensure that the Clubs tinnies are operated with a licensed person present in the tinnie at all times.

All persons licensed to use a Tinnie and wishing to operate a Club Tinnie are required to complete the Tinnie Register at the Club. Licence or licence verification certificates must be shown to the Club Captain. The Club Captain reviews entries in the Register and initials them.

Completion of the Tinnie Register confirms that the person is the holder of a 'Recreational Marine Driver Licence' or a 'Recreational Shipmasters Licence' or equivalent, generally known as a 'Tinnie Licence'.

Only those who have entered their details and signed the 'Tinnie Register' and been approved by the Club Captain are permitted to operate tinnies without supervision and are covered by the Club's insurance.

No person who has not completed the Tinnie Register is to operate a tinnie without a person present in the tinnie who has been registered in the Tinnie Register.

Licensed tinnie drivers under 18 years of age must be under the direct supervision, and always within view, of a coach/supervisor as per *Policy 4: Supervision of School Aged Rowers*.

TOWNSVILLE & JCU ROWING CLUB POLICY		
Issue No: 2	TINNIE REGISTER	Number: P2

<p>Approved By: Graham Ward on behalf of the Committee</p> <p>Title: President</p> <p>Date: 20 February 2012</p> <p>Signature:</p>

TOWNSVILLE & JCU ROWING CLUB POLICY		
Issue No: 3	BOAT TRANSPORT & TRAVEL	Number: P3

Policy 3: Boat transport & travel

1. Purpose:

This policy details how the costs associated with transporting boats to regattas will be funded.

2. Definition:

Boat: Rowing boats and associated equipment (such as oars)

3. Application:

Applied to all club members.

4. Policy:

4.1 Tow car and trailer:

Where a vehicle is towing the club trailer the club will cover the cost of fuel, oil and motoring incidentals for the vehicle. The club will also pay to the driver a per diem to cover normal accommodation expenses. The per diem is to be set by the committee.

4.2 Boat Transport Fee:

All competitors competing at the regatta, for which the boats have been transported to, shall fund the cost of the boat transportation. Competitors who equally share the driving of the transport vehicle shall be exempt from the boat transport fee.

Competitors will pay to the club a seat fee to cover the boat transportation costs. The committee will determine the seat fee applicable.

Once all the boats have been returned to the club boat shed and all transportation costs have been realized, the seat fee will be determined.

The total fee to be paid by each competitor will be determined as: Seat fee plus shared cost of transport.

4.3 Private Vehicles:

The club will not provide assistance with the cost of transporting club boats on a private car where the tow vehicle and club trailer is also attending the regatta.

TOWNSVILLE & JCU ROWING CLUB POLICY		
Issue No: 3	BOAT TRANSPORT & TRAVEL	Number: P3

4.4 Drivers and passengers' obligations for donated tow vehicles:

Where a sponsored vehicle is being used the following conditions will apply:

- The car must be returned with the same amount or more fuel than when it was picked up
- The car must be returned clean and tidy, inside and out
- Any damage must be reported to the sponsor and where possible, must be rectified by the club before returning the vehicle
- The person returning the vehicle must personally thank the sponsor
- If the vehicle is going to be returned later than scheduled the sponsor must be informed of this before the scheduled return time

<p>Approved By: Graham Ward on behalf of the Committee Title: President Date: 20 February 2012 Signature:</p>

TOWNSVILLE & JCU ROWING CLUB POLICY		
Issue No: 4	SUPERVISION OF SCHOOL AGED CLUB ROWERS	Number: P4

Policy 4: Supervision of school-aged Club rowers

1. Purpose:

The purpose of this policy is to set rules and guidelines for schools rowing, coaching and supervision of school aged Club rowers and for boat usage by school aged Club rowers. These rules will ensure that each school aged Club rower has a responsible person overseeing their rowing activities and that this person is deemed responsible for the safety and conduct of the school aged Club rower whilst the rower is using Club equipment.

2. Definition:

School aged Club rowers are rowers who have not yet turned 18 years old and who may or may not be attending secondary school.

Direct Supervision means that the supervising coach/supervisor is always within view and in control of the crew or rowers they are supervising when the crew or rower is using Club equipment in the Clubhouse, on the pontoon or on the water.

Supervisor/coach is the person registered as responsible for the safety and safe conduct of a school aged rower. If the supervisor/coach is under 18, they must be under the direct supervision of a supervisor/coach who is 18 years or older and who is present at the River.

3. Application:

Applies to all Club members under 18 years of age including:

- Schools program rowers during the schools rowing program, and
- Rowers participating in a school managed rowing program at any other time of the year.

4. Policy:

4.1 Nominating a supervisor/coach

School aged Club rowers must be training under a Club-recognised coach or supervisor. Before school aged Club rowers use Club equipment the supervisor/coach must request permission from the Head Coach that they can be the nominated person responsible for the school aged Club rower.

The Head coach shall record the name of the school aged Club rower and the name of the supervisor/coach in a book set aside for this purpose.

TOWNSVILLE & JCU ROWING CLUB POLICY		
Issue No: 4	SUPERVISION OF SCHOOL AGED CLUB ROWERS	Number: P4

All rowers must book boats using the Club boat booking procedure if they wish to reserve a boat for a regular training session. The booking must be done by the coach/supervisor, not by the school aged Club rower.

4.2 Training

School rowers may not train without direct supervision under any circumstances

Direct supervision may be carried out from the cox's seat if the supervisor does not have a tinnie licence. However that supervisor may only supervise the crew that they are coxing.

If the coach does not arrive for training the crew cannot go out unsupervised.

4.3 Boat usage restrictions

There are some boats that School aged Club rowers may not book or row. Refer to the *Boat Approval* Policy No. 9. The Head Coach/Club Captain can lift these restrictions for crews training for away regattas.

4.4 Tinnie failure during school training sessions

In the event of the breakage of a motorised tinnie, the schools using the boats at that individual training session must share the remaining tinnies equally. One coach may offer to cox/coach his/her crew or use the ergometers for that training session.

4.5 School equipment bookings

Boats required for the schools rowing program should be booked as a bulk school booking through the Boat Booking Officer.

4.6 Access to replacement equipment

If a boat becomes unavailable because of breakage, the schools that have booked boats in the affected time slots must share the remaining boats systematically so all schools maintain equal usage of boats.

School Rowing Season

The competitive school rowing season will be over Terms 2 and 3 ending at the State School Championships in September. Term 1 is a preparation period i.e. Learn to Row.

TOWNSVILLE & JCU ROWING CLUB POLICY		
Issue No: 4	SUPERVISION OF SCHOOL AGED CLUB ROWERS	Number: P4

4.7 Term 1 rowing

Students from Years 8-12 may do learn-to-rows (LTR) and/or orientation days in Term 1 to prepare them for the competitive season beginning in Term 2. Any school wishing to do so must forward a proposal to the T&JCU Rowing Club in advance of starting such a program, to seek Committee Approval.

4.8 Full Club members (school-aged)

Full Club members (school-aged) have the right to row over the whole year providing there is a supervisor/coach present at all times. Full Club members are rowers who pay the full annual club membership at the start of the year directly to the club.

4.9 Equal Access

Each school has equal access to boats over the competitive season of rowing. Subsequently the number of training sessions each crew at each school is allocated by their school affects the number of students each school can manage in their program. Training allocation times and adequate coach supervision are the indicators as to the number of rowers each school can manage.

4.10 Training proposals

The T&JCU Rowing Club Management Committee needs to approve each school's training proposal, as handed in through the Schools Liaison Officer. If any school does not meet the criteria for training times or coach supervision, the T&JCU RC will inform the school of the inadequacy and the school is obliged to reassess and resubmit their schedule before the specific training times under question are allowed to proceed.

4.11 Liaison Officer

Communication between the Club and individual Schools needs to occur through the Club's Schools Liaison Officer. Any problems must be raised with the Club immediately, in writing, through the nominated Schools Liaison Officer.

4.12 Forms and Fees

Full Club member rowers are expected to pay their fees and hand in their forms directly to the Club. Term rowers are expected to pay their fees and hand in their forms through their school. Fees from the school must be paid within 30 days of invoicing. Fees are non refundable. The Fee Schedule for T&JCU Rowing Club and Forms can be found at our website www.townsvillejcurowing.com.au

TOWNSVILLE & JCU ROWING CLUB POLICY		
Issue No: 4	SUPERVISION OF SCHOOL AGED CLUB ROWERS	Number: P4

Forms must be submitted **prior** to any training commencement – **NO FORM, NO ROW!**

All coaches/supervisors must be registered with the Club and provide a membership form.

<p>Approved By: Graham Ward on behalf of the Committee Title: President Date: 20 February 2012 Signature:</p>

TOWNSVILLE & JCU ROWING CLUB POLICY		
Issue No: 4	BOAT BOOKING TIMES	Number: P5

Policy 5: Boat booking times

1. Purpose

The purpose of this policy is to ensure the various classifications of members within the Club have select times when they get priority access to boat bookings.

2. Definition:

The membership is divided into the following *classifications* for the implementation of this policy.

<i>Open</i>	Open to all members, first in first served
<i>18+ Years</i>	Rowers who are 18 or more years old or who are 17 years old and in tertiary education
<i>Schools</i>	School rowing program, paying by the term and not a full Club member
<i>Club</i>	Members who are not term-paying school program rowers

3. Application:

Applies to all Club members.

4. Policy:

4.1 Background:

The club has divided the available rowing hours in a week up into segments during which the different classifications of rowers have boat-booking priority.

TOWNSVILLE & JCU ROWING CLUB POLICY		
Issue No: 4	BOAT BOOKING TIMES	Number: P5

4.2 Priority booking times:

Priority Booking Class					
	MORNING		MIDDAY	AFTERNOON	
DAY/TIME	Until 7:30	7:30 – 9:00 9:00 – 10:30	10:30 – 3:30	3:30 – 5:15	5:15 onwards
Monday	Club	Open	Open	Schools	18 yrs+
Tuesday	Club	Open	Open	Schools	18 yrs+
Wednesday	Club	Open	Open	Schools	18 yrs+
Thursday	Club	Open	Open	Schools	18 yrs+
Friday	Club	Open	Open	Schools	18 yrs+
Saturday	18 yrs+	18 yrs+	Open	Open	Open
Sunday	18 yrs+	18 yrs+	Open	Open	Open

Note: The “Schools” classification operates for terms 2 and 3 only and reverts to “Open” for all other times.

Any non-schools rower/crew who is training to compete at away regattas has boat booking priority over all other rowers/crews for bookings before 7:30am on weekdays. If more than one Club circuit rower/crew requires a boat then that person/crew with the most recent and numerous away regattas has priority. The Head Coach in consultation with the Club Captain is the final arbitrator and decides all ambiguities and may over ride the policy in special cases.

Any rower who wishes to row in a time slot that is not their classification’s designated priority booking time, may do so as long as the boat they wish to use is not required by a person from the time slot classification. Rowers may not book a boat in a time slot that is not set aside for their classification. The Club recognises two exceptions to this rule. One is that the schools may book boats Monday – Friday am, during the Club priority time. Similarly, a Club rower may book a boat during the school times, but that booking will also be cancelled if the boat is required for the Schools.

Boats required for a Learn To Row program can be booked over all other bookings at the discretion of the Head Coach. Corporate rowing overrides all crew boat bookings.

TOWNSVILLE & JCU ROWING CLUB POLICY		
Issue No: 4	BOAT BOOKING TIMES	Number: P5

Any crew of a boat taken out of service for repairs cannot book another boat regardless of their priority class unless the boat booking officer is directed to book the boat for them by the Head Coach/Club Captain.

4.3 Updates:

From time to time the Club will adjust the allocation times to reflect the changing number of members in each of the classifications. However the policy will always favour the Club member classifications that pay full Club fees at the beginning of the year.

4.4 Rigging:

Any person/crew that re-rigs a boat is responsible for and must de-rig the boat after each session. Failure to do so will result in the cancellation of that person's/crew's boat bookings.

Approved By: Graham Ward on behalf of the Committee Title: President Date: 20 February 2012 Signature:
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TOWNSVILLE & JCU ROWING CLUB POLICY		
Issue No: 3	BOAT TRANSPORTATION	Number: P6

Policy 6: Boat transportation

1. Purpose:

The purpose of this policy is to ensure that the Club's boats and equipment are transported to and from away regattas in a safe, responsible and timely fashion.

2. Application:

This policy relates to the use of the Club's Trailer and tow vehicles to transport Club and private boats and equipment.

3. Definitions:

Trailer means the Club's boat trailer, which is a specially designed trailer for transporting rowing boats.

Tow vehicle refers to a motor vehicle used to pull the Trailer

4. Policy:

4.1 The Trailer:

Description of Trailer

- The Trailer weighs approximately 1200 kg unloaded
- The trailer has extensions that can be used to add additional vertical space for carrying loads
- Trailer heights (from the ground) are approximately:
 - No extensions, unloaded: 2.4 m
 - Extensions fitted, unloaded: 2.9 m
 - When loaded with boats the height may increase by up to 3.35 m
- Trailer heights are stenciled onto the body of the Trailer for easy reference
- Dual axle, one spare

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4.2 Trailer Use – Boat Priority

The Trailer is to be used for the transport of Club boats and other boats approved by the Club Management Committee. If there is insufficient room on the Trailer for Club boats and School or private boats, then Club boats will take priority, unless the Schools or the private owners consent to the use of their boat by the Club. Boat allocation for the Trailer must be arranged with the Club Captain well in advance of the loading of the Trailer.

4.3 Loading of the Trailer

Organization of boat loading on the Trailer

- Owing to requirements related to the Trailer overhang (see next paragraph), a plan must be made of what boats are going to be loaded onto the Trailer, and where they will be stacked BEFORE loading commences.

Allowable Trailer overhangs

- Under Queensland Transport Regulations relating to trailers fully loaded rowing boat trailers (including the Club Trailer) exceed the maximum allowable dimensions, in terms of rear overhang and also forward projection and in some cases the maximum total combined length (car plus Trailer). However, a guideline has been released that provides a way for over dimensional rowing trailers to comply with the relevant parts of the Vehicle Regulations (*Guideline for Special Use Trailers Carrying Dragon Boats, Gliders, Rowing Sculls and Yachts* available at www.tmr.qld.gov.au/~media/3c1dc39c-7d70-455a-a2de-b4ea9ba428d8/pdf_guideline_for_special_use_trailers_carrying_dragon_boats_etc_form_26_v1_june_2011.pdf).
- It is essential that the Trailer be loaded correctly to ensure that the allowable overhangs described in the Guideline are not exceeded.
- It is the responsibility of the tow vehicle driver to be familiar with the Guideline and to ensure that the dimensions are not exceeded and that towing occurs in a compliant manner. QT inspectors will fine drivers and Trailers will be prohibited from roads if the towing dimensions are exceeded. The Club will not reimburse drivers for fines incurred.
- The rear overhang of 5.5m is measured from the centre of the dual axles to the outer most projection. This means that fours and quads have to be loaded on the top of the Trailer to minimise the rear overhang. These boats must be loaded such that the bow of the boat extends forward no more than 1.2m past the tow hitch. This should allow

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the aft end of the boat to project no more than 5.5m from the centre of the axle group. These dimensions need to be measured every time the Trailer is loaded.

- Cradles may be used for the single sculls and in some cases doubles. These cradles must be mounted in the centre racks of the Trailer.

4.4 Preparation of boats for loading onto the Trailer:

- Riggers must be removed from the boats. The rigger bolts must remain in the boat, bolted in place with the bolts turned around so that the head of the bolt is on the outside of the boat. Riggers must be individually numbered and bundled together to ensure ease of re-assembly.
- If available, use boat covers. Please check before placing the boats on the Trailer.
- There is a toolbox full of tie downs located in the cage in the shed. Use the tie downs for securing the boats to the Trailer.
- All seats in the boats must be removed from the boat before loading onto the Trailer.
- Oars should be carefully loaded into the tray of the Trailer. Do not place heavy items on top of oar blades.
- Riggers are to be placed in the Trailer and must be securely tied.
- Stretchers are to be placed in the Trailer and must be securely tied.

4.5 Towing the Trailer:

The outermost boats (and those further-most projecting) must have a red or yellow flag at least 450mm square attached to the rear of them.

At nighttime the Trailer must have the following additional lights:

- Side marker yellow lights must be hung at intervals no greater than 2m along the outer sides of the shells of the outermost boats.
- A pair of rear red clearance lights must be fitted to the rear of the outer shells.

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Travel is not permitted within the area bounded by Coolangatta in the south, Ipswich in the west, and Tewantin in the north, and the Central Business District of any other city between the hours of 6.00am to 9.00am and 4.00pm to 7.00pm, Monday to Friday inclusive.

The *Guideline for Special Use Trailers Carrying Dragon Boats, Gliders, Rowing Sculls and Yachts* applies to Queensland roads. Be aware that if the Trailer is towed interstate alternative regulations and guidelines may apply.

4.6 Tow Vehicle

Description:

- The tow vehicle must be capable of towing the Trailer and its load. Therefore, the mass of the Trailer must not exceed the recommended towing capacity of the vehicle. The Trailer weighs approximately 1200kg unloaded. Long wheelbase four-wheel drives would likely be the most appropriate vehicle.
- Ensure the down force on the tow ball of the tow vehicle does not exceed the tow bar specifications.

Transport Regulations prohibit the transporting of any rowing shell on top of a conventional vehicle. The total length of the car and boat exceed the maximum permitted.

Drivers must have a break from driving at least every 3 hours. It is recommended that there be two drivers in the vehicle. It is essential that drivers have had previous experience at towing Trailers.

See also Policy 3: Boat Transport and Travel.

<p>Approved By: Graham Ward on behalf of the Committee Title: President Date: 20 February 2012 Signature:</p>

TOWNSVILLE & JCU ROWING CLUB POLICY		
Issue No: 2	MANAGEMENT OF NOISE ON THE RIVER BY COACHES, COXSWAINS AND CREW	Number: P7

Policy 7: Management of noise on the river by coaches, coxswains and crew

1. Purpose:

The purpose of this policy is to set rules governing the management of noise on the river coming from coaches communicating with crews, coxes communicating with crews or rowers communication amongst themselves and the use of motorised aluminum dinghies. These rules will ensure that all club coaches and all club rowers behave in a way that is lawful and responsible on the river and adhere to EPA regulations regarding noise and the use of motorized craft prior to 7:00am on a weekday morning and 7:30am on weekends.

2. Definitions:

Voice amplifying devices means any device either powered or unpowered that amplifies the voice in order to enhance verbal communication over distance. Cox boxes are not included within this definition.

Emergency situation means any situation where the health or safety of any user of the river or any member of the public is threatened or possibly could be threatened.

3. Application:

Applies to all Club members, including schools members.

4. Policy:

4.1 Use of amplifying devices:

No coach, cox or rower may use a voice amplifying device on the river prior to 7:00am weekdays or prior to 7:30am on Saturdays or Sundays.

No coach, cox or rower may use a voice amplifying device at any time on the river when that device is pointing at houses which are visible and are located within 100 metres of the water's edge.

Any coach, cox or rower using a voice amplifying device must take into consideration who else is being affected by the noise generated and at all times try to direct the sound away from people and houses.

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4.2 Communication on the river:

Any coach, cox or rower wanting to communicate with another boat on the river prior to 7:00am weekdays and 7:30am Saturdays and Sundays must stop their boats adjacent to each other, switch off the motor if applicable, and communicate without shouting or excessive noise. The exception is an emergency situation.

Any cox communicating with a crew prior to 7:00am weekdays and 7:30am Saturdays and Sundays should preferably use a cox box within the boat and should not do so by shouting, except in an emergency situation. Cox boxes are designed for communication within the rowing boat and should be operated at volumes appropriate to this purpose and to the time of day.

Coaches should wherever possible communicate with their crew through the cox and therefore ensure that the cox is properly trained and properly briefed prior to commencement of the rowing session.

4.3 Use of aluminum dinghies (tinnies)

All Club members are reminded that legal speed on Aplin's weir for motorised craft is 6 knots. The Club and the regulating authorities accept that rowing operations cannot be carried out in a safe manner without that legal speed being exceeded from time to time.

Aluminium dinghies (tinnies) must not be driven on the river at full speed at any time except in an emergency situation.

The motors on aluminium dinghies must not be revved up or "gunned" at any time when maneuvering or turning, except in an emergency situation.

Coaches must ensure that they either maintain direct contact with crews on the river from the time they leave the pontoon or must instruct crews to wait at a particular point to allow the coach to catch up.

All users of Club aluminium dinghies are responsible for ensuring that they make minimal noise and travel at as a low speed as it is reasonably possible on the river.

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Approved By: **Graham Ward** on behalf of the Committee
 Title: **President**
 Date: **20 February 2012**
 Signature:

TOWNSVILLE & JCU ROWING CLUB POLICY		
Issue No: 2	LIFE MEMBERSHIP	Number: P8

Policy 8: Life membership

1. Purpose: To recognise outstanding contributions of individuals.

2. Definitions:

Life Membership is the ultimate award the Townsville & JCU Rowing Club can bestow on a member.

3. Applications:

Generally, this recognition would be for an ongoing contribution to Club life and Club activities over a considerable period of time (at least 10 to 15 years). However, in exceptional circumstances it may be recognition of an extraordinary contribution over a shorter period that resulted in a highly significant benefit to the Club.

4. Policy:

In awarding Life Membership the Club is recognising the outstanding contribution of an individual to the Club's development, operation and wellbeing. Overall, the nature of an individual's contribution could range across all areas of volunteer activity within the Club, not simply membership of the Management Committee, and the emphasis would be on consistent, ongoing contribution over time.

The award of Life Member should be exclusive, difficult to attain and held in great respect by all members of the Club.

Any club member/s can nominate any other club member for consideration as a Life Member.

The nomination will be in writing to the Management Committee and include a brief rationale as to why the individual nominated is considered worthy of this recognition.

The nomination would then be considered and investigated by the Management Committee over at least a 3 month period. When the Management Committee has come to a decision it would then advise the nominator as to whether Life Membership for the person nominated would be taken to a General Meeting or the next Annual general Meeting, or the reasons why the Committee considered it not appropriate at the time.

The significance and importance of Life Membership should be a part of the Management Committee's deliberations along with the consideration that the number of Life Members should not exceed 1% to 2% of the total Club membership.

TOWNSVILLE & JCU ROWING CLUB POLICY		
Issue No: 2	LIFE MEMBERSHIP	Number: P8

<p>Approved By: Graham Ward on behalf of the Committee</p> <p>Title: President</p> <p>Date: 20 February 2012</p> <p>Signature:</p>

TOWNSVILLE & JCU ROWING CLUB POLICY		
Issue No: 2	BOAT APPROVAL	Number: P9

Policy 9: Boat approval

1. Purpose

The boat approval policy is designed to ensure that the club boats are used by appropriate persons, with appropriate skill levels, for appropriate purposes and at appropriate times.

The Club recognises that not every boat in the shed is appropriate for every club member to row, and that some system of appropriate allocation of equipment is required.

Rowers are advised that all boats have weight restrictions and prior to use of any class of boat this limitation needs to be considered. (Refer below special conditions)

This policy is to be read with reference to the role description for the Head Coach of the Townsville & JCU Rowing Club.

2. Definitions:

Club boats are **classified** for the purposes of this policy into three (3) levels: Green, Yellow and Red. There are two (2) additional classes of boats: Black and Blue.

Green boats: are available for use by any club member at any time; subject to normal boat booking provisions and any special conditions placed on the boat (see below). See below for approval process for rowers.

Yellow boats: are available for use by approved rowers only at any time; subject to normal boat booking provisions and any special conditions placed on the boat (see below). See below for approval process for rowers.

Red boats: are available for use by approved rowers only and by specific booking. These boats are not to be rowed on a casual basis, and must always be pre-booked. See below for booking and approval process for rowers.

Black boats: are Private boats. NOT to be used unless by permission of owner.

Blue boats: are School boats. NOT to be used by unless by approval.

Special Conditions: some boats may have special conditions, such as weight restrictions, placed upon them. These conditions are to be recorded on the rack arm of the boat and must be complied with at all times.

TOWNSVILLE & JCU ROWING CLUB POLICY		
Issue No: 2	BOAT APPROVAL	Number: P9

3. Applications:

All Club Members.

4. Policy:

4.1 Approval process for rowers

To be eligible to use a yellow or red boat, rowers must have been assessed by the Head Coach, who may recommend to the Club Captain that the rower or rowers be approved to use this level of boat. The Club Captain will maintain a register of “Approved Rowers”.

The Head Coach will use criteria such as the ability of the rower(s) to safely take the boat onto and out of the water, their overall skill level and their reasons for wanting to access this level of boat in making his or her recommendations to the Club Captain.

If the Club Captain believes that the Head Coach’s recommendation for approval of a rower or rowers should NOT be accepted, the matter is to be referred to the Club Management Committee for decision.

4.2 Visiting/Temporary rowers

Rowers visiting Townsville who are members of another Club in Australia are eligible for Temporary Membership of Townsville & JCU Rowing Club. Temporary members have the same rights of access to appropriate levels of boats as general club members, and must use the same approval process to access yellow or red boats. The Head Coach/Club Captain may make a booking on their behalf.

4.3 Use of boats by approved rowers

Yellow Boats: A rower or rowers who have been ‘approved’ by the above process are eligible to row any yellow boat, subject to the normal boat booking provisions. For crew boats, at least 50% of the persons rowing the boat at any time must be ‘Approved Rowers’.

Red Boats: Specific conditions apply to the use of different classes of red boats:

- *Single sculls:* Red single sculls are available for use by Approved Rowers who have been specifically approved by the Head Coach. The Head Coach will use criteria such as the rower’s level of skill and their reasons for wanting to access this level of boat in making his or her recommendation to the Club Captain.
- *Doubles/Pairs:* Red doubles/pairs are available for use by crews who have been specifically approved by the Head Coach. The Head Coach will use criteria such as the crew’s level of skill and their reasons for wanting to access this level of boat in making his or her recommendations to

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the Club Captain. In the case of pairs rowing, the ability of the crew to manage the boat's steering will also be assessed.

- *Coxed Quads and Fours:* Red quads and fours are available for use by crews who have been specifically approved by the Head Coach. The Head Coach will use criteria such as the crew's level of skill and their reasons for wanting to access this level of boat in making his or her recommendations to the Club Captain.

Approval for the use of these boats is for the whole crew. However, if at least 3 of the 4 nominated rowers is present, a fourth rower may fill in, provided that they are themselves an 'Approved Rower'. Coxswains of an approved crew should have an appropriate level of skill and experience, and the ability of the nominated coxswain(s) may be taken into account by the Head Coach in making his or her recommendation for crew approval.

- *Coxless Quads and Fours:* Red coxless quads and fours are available for use by crews who have been specifically approved by the Head Coach. The Head Coach will use criteria such as the crew's level of skill and their reasons for wanting to access this level of boat in making his or her recommendations to the Club Captain. The ability of the crew to manage the boat's steering will also be assessed.

Approval for the use of these boats is for the whole crew. However, if at least 3 of the 4 nominated rowers are present, a fourth rower may fill in, provided that they are themselves an 'Approved Rower'.

School crews will not be approved for this class of boat.

- *Eights:* Red eights are available for use by crews who have been specifically approved by the Head Coach. The Head Coach will use criteria such as the crew's level of skill and their reasons for wanting to access this level of boat in making his or her recommendations to the Club Captain. In general, approval will be granted to crews training for competition at inter-club, State or National level, for a set time period leading up to these competitions. In each case the Head coach will consult the crew coach and Club Captain.

Approval for the use of these boats is for the whole crew, however if at least 6 of the 8 nominated rowers is present, other rowers may fill in, provided that they are themselves "Approved Rowers".

Coxswains of an approved crew should have an appropriate level of skill and experience, and the ability of the nominated coxswain(s) may be taken into account by the Head Coach in making his or her recommendation for crew approval.

TOWNSVILLE & JCU ROWING CLUB POLICY		
Issue No: 2	BOAT APPROVAL	Number: P9

4.4 Boat Booking Process:

Red Boats cannot be rowed on a casual basis; they must always be pre-booked. Yellow boats may be rowed casually or by booking.

Approved Rowers wishing to book a **yellow or red boat** must contact the Bookings Officer to request a booking for the boat.

The Bookings Officer will check the register of approved rowers to determine the ability of the nominated rower(s) to access the requested boat.

In the case of a request to book a red boat, the Bookings Officer will contact the Club Captain/Head Coach to confirm that specific approval has been granted for the use of the boat by the nominated rower(s).

Approved By: Graham Ward on behalf of the Committee Title: President Date: 20 February 2012 Signature:
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TOWNSVILLE & JCU ROWING CLUB POLICY		
Issue No: 2	BOAT LIGHTING	Number: P10

Policy 10: Boat lighting

1. Purpose

The purpose of this policy is to ensure that any Club boat on the water in hours of darkness is appropriately lit, for the safety of personnel and equipment.

2. Definition

N/A

3. Application

Applies to any person in a Club tinnie or rowing boat on the water after sunset or before sunrise. Members should be aware that afternoon rowing sessions that commence in daylight may conclude after sunset.

4. Policy

4.1 Background

There is a legal requirement for any boat on the water after sunset or before sunrise to carry and show appropriate lighting.

4.2 Tinnies

Tinnies are to show a single white light visible through 360 degrees.

This light will be provided by the Club and mounted on the rear transom of each tinnie, on a short pole. The light will be powered from the tinnie motor. It is the responsibility of the user on each occasion to ensure that the light is operational.

4.3 Rowing boats

Rowing boats are to show a single WHITE forward-facing light visible through at least 180 degrees and a single RED rearward-facing light visible through at least 180 degrees.

Lights are to be provided by Club members.

Lights should preferably be mounted on the boats rather than on the person of rower(s), however either is acceptable provided that lights are clearly visible.

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<p>Approved By: Graham Ward on behalf of the Committee</p> <p>Title: President</p> <p>Date: 20 February 2012</p> <p>Signature:</p>

TOWNSVILLE & JCU ROWING CLUB POLICY		
Issue No: 2	COXED BOATS	Number: P11

Policy 11: Coxed boats

1. Purpose

The purpose of this policy is to ensure that, where a boat is set up to be coxed, it is not rowed without a coxswain.

2. Definitions:

N/A

3. Application

Applies to all Club members and school rowers in any Club quad scull, four or eight.

4. Policy

4.1 Background

Rowing boats larger than doubles/pairs are large and unwieldy objects that require steering, either by a coxswain or by a rower if the boat is fitted with a suitable steering mechanism. Rowing a boat without appropriate steering capability gives rise to a greater risk of damage to equipment or Club members.

4.2 Eights

Under no circumstances are Club eights to be rowed without an appropriately experienced cox.

4.3 Quads/Fours

(a) Coxless

A quad or four that has been fitted with a self-steering mechanism (coxless quad/ four) may be rowed by Club members according to the boat booking policy appropriate to that boat.

School crews may not row a coxless quad/four.

(b) Coxed

A quad or four that is set up for coxswain steering (coxed quad/four) must carry an appropriately experienced cox.

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Notwithstanding the above, a Club crew under the supervision of the Head Coach may row without a cox at the Head Coach's discretion. Such approval is for a single occasion only.

School crews may not row a Club coxed quad/four without an appropriately experienced cox.

4.4 Coxswains

It is expected that inexperienced coxes will initially be subject to the guidance and supervision of a coach and/or experienced rowers in their boat.

Coxes should gain experience in coxing quads or fours before attempting to cox an eight.

If there is any doubt as to the capability or experience of a cox, the Head Coach should be contacted for guidance and/or advice.

Approved By: Graham Ward on behalf of the Committee Title: President Date: 20 February 2012 Signature:
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