

B A L L A R A T C I T Y



R O W I N G C L U B

MEMBERS HANDBOOK

2020

Ballarat City Rowing Club

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THANK YOU TO OUR SPONSORS

THE LAKE VIEW HOTEL
EST. 1875

A PROUD HISTORY

Formed in 1870, Ballarat City Rowing Club (BCRC) is one of Australia's oldest rowing clubs. With success at the local, state, national and international level we have a proud competitive history. Situated on the eastern side of Lake Wendouree, the Club has been a focus of rowing in Ballarat for nearly 150 years, including hosting rowing teams during the 1956 Olympic Rowing Regatta.

Ballarat City Rowing Club was formed in November 1870 at a meeting held at Brophy's Hotel on Doveton Street. It was decided to take over the clubhouse of the defunct Alabama Club (est.1864) on the shores of Lake Wendouree. The Club has existed on this original site since but in three different sheds.

1872 saw the first regatta conducted jointly by the Ballarat Rowing Club and the new Ballarat City Rowing Club under the auspices of the Regatta Association on Lake Wendouree.

In 1882 the Club changed its colours for a fourth and final time to the colours we have today – dark navy jersey with white trimming and star, dark blue cap with white cross bar and letters BCRC in white on the front.



Ballarat City Rowing Club members 1899

The Coat of Arms for the Club was adopted in 1928 with the motto PRIMUM SEMPER meaning 'always to the fore'. In 1932 a new clubhouse was commissioned to replace the original shed. The new clubhouse was double story federation style that cost £3000 to build and was the 'best in Australasia'. It was a remarkable achievement by the Club given Australia was then in the grip of the Great Depression.

Tragedy struck in 1950 when the entire shed along with all the boats, memorabilia and 80 years of rowing history burned to the water line. It was a remarkable achievement that the Club was able to rebuild in time for the 1956 Olympics. During the Games, the Club hosted crews from the USA, Italy, Austria, Chile, Cuba, Poland, Sweden, Uruguay and Switzerland.

The 1980s saw City move into its most successful decade of rowing. Under the guidance of coach, Danny Elliott, the Club won five Victorian Rowing Association Premierships, 43 State Championships and ten National Championships.

In 1990 life member Tim Wise became the first Ballarat City rower to represent the Club at the World Championships, and in 1996 Anthony Edwards became the first City rower to represent at the Olympics, winning a bronze in the Men's lightweight double scull at the Atlanta Games. Four years later Rachel Taylor won a silver medal in the women's pair at the Sydney Olympics after beginning her rowing career at City. More recently, junior rower Teagan Blythe was selected to represent Australia at the Junior World Championships in Tokyo in August, 2019.



BCRC Committee 2019-20

President	Sue Peacock
Vice President	Micheal Doust
Secretary	Meg Merrylees
Treasurer	Kathy Lloyd
Captain	Danielle Foley
Vice Captain	Andrew Larsson
Captain of Boats	Josh Davis
General Committee Members	Sharon (Shaz) Waters Sian Blohm

**THE COMMITTEE MEETS ON THE FIRST MONDAY OF EACH MONTH
AND ALL MEMBERS ARE WELCOME TO ATTEND**

Other roles:

Member Protection Officers	Brad Jessup Sian Blohm
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WELCOME

Welcome to Ballarat City Rowing Club. I trust your membership with the Club will be an enjoyable experience, whether on the water in boats training and competing, at regattas, in the boat shed, at the gym, warming up over breakfast at the Lake View or at other club functions such as the annual dinner.

Ballarat City Rowing Club has a proud history from its early days in 1871 on Lake Wendouree where it was within walking distance to where members worked and lived, to our current Shed on the eastern side of the Lake. The Club is one of the oldest sporting clubs in Australia – older than most AFL clubs and it has a rich history of competing rowers and scullers, and winning crews at all levels of rowing (International, National, State, Open age, School, Novice and Masters).

It has survived being burnt down in the 1950s, hosted countries for the Olympics in 1956 when the rowing and kayaking were held on the lake and managed to keep the doors open when the lake was a dust bowl during the terrible drought of the 2000s.

Like most sports clubs, Ballarat City Rowing Club is run by volunteers from the membership, for the membership. As well as your annual club membership payment, the Club raises funds from sponsorship and activities such as Bunnings BBQs, its annual dinner and providing a workforce for rowing regattas. I encourage you to participate in these events; it is a great way of meeting members.

These funds are used to ensure the Club has a modern competitive fleet of boats and oars for you to row with as well as off water facilities in the ergo room. The Club also has an Australian Sports Foundation Fund so if you are unable to be around to contribute to fundraisers in person, please consider contributing in this way.

I encourage you to read this welcome booklet and visit the club website so that you are familiar with the Club's facilities, activities, safety requirements, and the general rules and procedures for competing at Regattas.

If you have any issues with regard to rowing please discuss them with the Club Captain or Vice Captain; any other issues you are very welcome to discuss with me.

On behalf of the Committee, enjoy your rowing and time with Ballarat City Rowing Club, it is a great Club and rowing is a great sport!

Regards,

Sue Peacock
President



RV State Champions 2018 FC8+: Natalie Morgan, Courtney Hay, Kathryn Mills, Sarah O'Brien, Kellie Dunn, Danielle Foley, Claire Boatman, Katelin Cartledge Cox: Holly Dexter

BCRC CULTURE

The Ballarat City Rowing Club Committee wants all of its members to enjoy their involvement with the Club and contribute positively to its operation. Membership of the Club can provide a highly rewarding, low- cost opportunity to gain fun, fitness, competition and friendship.

The Club depends on the voluntary efforts of its members and friends. The Club therefore encourages its members to volunteer to assist with many of the activities necessary to keep the Club operating effectively, and to maintain a strong Club spirit. This may be via helping out on regattas days, coaching, helping to run or contributing to fundraisers, helping with maintenance and/ or repairs at the Club or contributing in areas where your strengths lie. Perhaps you can donate items for raffles or offer to help with cleaning around the shed. Every bit helps.

We expect therefore that any applicants for membership and current members will take this responsibility seriously and contribute their time/talents in whatever manner can best benefit the Club.

Although we are active on the water and compete regularly, we acknowledge that not everyone has the same competitive streak and to this end we also welcome members who would like to take their rowing a little less strenuously. What we do ask is that you consider your fellow members and the good of the Club as a whole in any and everything you do with regards to Club activities.

The Club Committee endeavours to manage the Club efficiently and effectively in the interest of all members.

Statement of Purposes

The purposes of Ballarat City Rowing Club are:

- to identify, support and encourage our members to maximise their potential at all levels of rowing
- to promote the sport of rowing in the community
- highlighting FITNESS, FRIENDSHIP, FUN and TEAMWORK

JOINING BCRC

Prior to rowing at the Club everyone must complete the [Membership Application](#) form to ensure you are covered by our insurance policies.

New rowers are invited to have three (3) rows at the Club, before they must apply for Club membership by completing a [Member Application](#) form and paying the appropriate membership fee.

Member Application forms are available for download on the Club's website and hardcopies can be found in the gym. Completed membership application forms are to be forwarded to the Secretary, with applications received being considered at the monthly Committee Meeting.

As a new member, the Club Captain will contact you for assessment of your rowing abilities before being able to row. You will also be 'inducted' to ensure you understand the workings of the shed and how the Club operates.

Any queries please, contact the Secretary at secretary.ballaratcityrowing.com.

MEMBERSHIP FEES

Membership fees are due at the time of applying for membership, and subsequently on the 1st of July each year. It is the responsibility of each Club member to ensure their fees are fully paid up at the beginning of each financial year.

The fees structure is available on the Club's website or by contacting the Treasurer on treasurer@ballaratcityrowing.com.

Members who have not paid their membership fees at the start of the financial year will not be covered by Club and RV insurances and therefore will be unable to row until such time as they are financial.

Any Member experiencing general financial hardship should speak to the Treasurer to make suitable payment arrangements.

Questions in relation to membership should be directed to the Secretary.

WHAT CAN YOU DO TO HELP YOUR CLUB?

Every Club member is encouraged to volunteer where they can each season. BCRC needs to provide volunteers particularly for regatta days on the Lake to help with bow numbers, finny driving, regatta secretary, boat holders and general runners. Short shifts can normally be accommodated. We also rely on Club members throughout the year for such things as Learn to Row rosters, cleaning the shed including change rooms and toilets and odd jobs.

If you are interested in being a part of the action, please contact any of the Committee members. Help out around the Club house if you can, put your hand up to be a Committee member, assist in the Learn to Row program, become a Coach or junior co-ordinator. Community Clubs need volunteers to operate on all levels; if you have time to assist on regatta days or in general please stick your hand up.

Volunteers wishing to obtain a Working with Children Check to assist with the Learn to Row program or coaching of under 18's should contact the Committee to help with the application progress.



The Club has recently established the Ballarat City Rowing Club Foundation with the Australian Sports Foundation. The Fund will support the ongoing needs of the Club and the local rowing community by enabling Club members and supporters to make **tax deductible donations** towards the improvement and safety of all elements of the Club and its facilities. Specifically, donations to the Ballarat City Rowing Club Foundation will support the costs associated with providing members and the community access leading facilities, equipment, training and coaching.

We are seeking your support to bring our vision to life and to support the ongoing excellence and growth of the Club.

[DONATE HERE](#)

GYMNASIUM

Use of the Club gymnasium is restricted to financial members who pay an active membership fee.

The gymnasium is to be kept clean and tidy at all times. All equipment must be replaced in allocated positions. The failure to leave and maintain the gymnasium in a tidy condition is a safety issue that may contribute to accidents.

All equipment is to be handled with care and respect. All equipment is to be wiped down following use to remove body fluids and other dirt. Ergometers in particular are to be wiped down with a spray bottle and paper towel or rag following use.

The Boat Captain is responsible for gym equipment. As for boats and other rowing equipment, all damage and repair needs to gymnasium equipment are to be reported to the Boat Captain at info@ballaratcityrowing.com

Members operate gymnasium equipment at their own risk. The Club cannot be held accountable for the improper or negligent use of equipment.

Please respect other gym users when selecting your volume and choice of music.

Junior members under eighteen years of age are not to use gymnasium equipment unless they are supervised by an adult.

To the extent practicable, senior members should also not use gymnasium equipment without others in the vicinity, for health and safety reasons.

Members are also asked to fill in the gym log book.



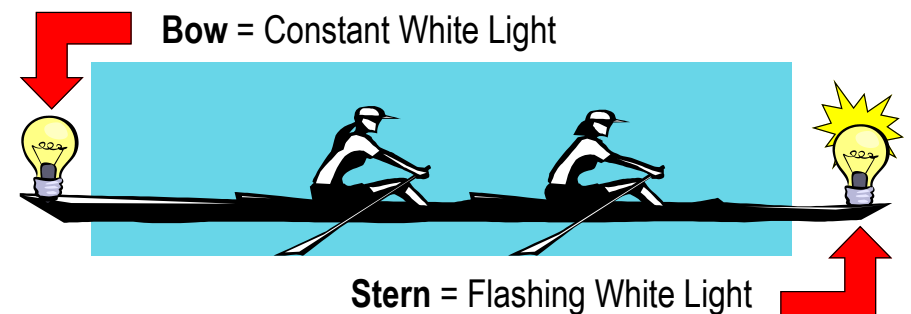
OTHER CLUB POLICIES

The Club has policies covering Member Protection (including harassment), Child safety and boat storage. These are available on Club notice boards or on the [website](#), and members are requested to be familiar with their contents. Members with queries on these matters should speak initially with the Club President.

The Committee may introduce other new policies or change existing policies from time to time, at its discretion. These will be conveyed to members via the newsletter and the website, and by other appropriate means.

Are you visible?

boat lights are **REQUIRED BY LAW**
and must be **AFFIXED** to your **BOAT** between
SUNSET & SUNRISE every day



Do **NOT** attach lights to riggers, hats, pony tails, anywhere on a rower or cox
NO RED LIGHTS
NO ORANGE LIGHTS

BOATSHED SECURITY

Boatshed security is vital to help prevent equipment and personal possessions from being stolen from the Club premises.

The boatshed's ground floor door into the boat bays must be closed at all times of the day and night to prevent unauthorised access. Please make sure the door locks when you are exiting the shed.

Responsibility for locking the main front door Monday to Saturdays is with our upstairs tenant. Those who wish to access the shed on Friday afternoons and Sundays will need a key.

It is the duty of the last person leaving the shed to turn off all the lights and make sure all the roller doors are down and the chains are looped over to prevent them being opened from the outside.

ACCESS CODE & KEYS

Once membership has been accepted, you will be given the code to access the inner door to the boat bays.

Front door keys can be issued (for entry to the boat shed) to any member who is regarded as responsible and experienced in the operation of the Club equipment and the boatshed generally.

After receiving a key request, the decision to grant an key to the boatshed will be made by the Club Executive, after notification by the Treasurer of the applicant's membership status. A \$40 deposit will apply, to be paid prior to the issue of the key. This fee will be set by the Committee and may be changed periodically at the Committee's discretion.

MEMBERS WITH AN ALLOCATED KEY ARE RESPONSIBLE FOR ITS SECURITY

All keys are the property of the Ballarat City Rowing Club Inc, and are to be returned to the Club if a member ceases to become a member, or if the member no longer requires access.

RV GOOD COXSWAIN PROGRAM

The [Rowing Victoria Good Coxswain Program](#) is designed to ensure that all individuals who cox a rowing crew have a minimum level of knowledge before taking on the responsibility of being a coxswain. The program covers a range of topics including competition, safety, training techniques and responsibilities, and is beneficial for all coxswains regardless of age or experience.

It is a requirement under all Club and School Safety Management Plans (SMP) that individuals engaged in coxing a crew are accredited under the Rowing Victoria Good Coxswain Program. Failure to comply with this may result in a fine being issued by the waterway manager (Parks Victoria, etc.) or Transport Safety Victoria. Additionally a crew who competes at a regatta with a coxswain that is not accredited will be relegated to last place and an accredited coxswain substituted, in order to allow the crew to continue.

Additionally, a coxswain must also satisfy the Club's Safety Officer, or crew coach that they are physically capable of coxing the boat, have adequate vision and hearing, and meet the minimum swimming requirements.

WELCOME TO ALL COXSWAINS

Question

Are you a **GOOD** Coxswain?

Answer

Not yet? But you soon will be!

You have progressed to this point by:

- ✔ attending the Good Coxswain Level 1 Course
- ✔ undertaking the Good Coxswain Logbook
- ✔ reading the Good Coxswain Booklets

Are you ready to become a Good Coxswain?



GO →

BOATSHED PROTOCOLS

Before going on the water each and every time you row, you **MUST** complete the boat log adjacent to the gym door including:

- the name of the boat you are taking
- the names of all your crew
- your coach's name and contact number
- your departure time and estimated return time
- you must tick or mark yourself in when you return

COMPLETING THE LOGBOOK ENSURES THE CLUB KNOWS WHERE YOU ARE AND WHICH BOATS HAVE BEEN TAKEN OUT AND NO-ONE IS LOCKED OUT OF THE SHED!

Review the boat booking system on the whiteboard to view the availability of Club boats. Boats may have already been booked for use. Times for boat use during peak times are set out by the Club Captain. If after 15 minutes past the time a boat has been booked for, the members have not taken the booked boat, then the boat may be used by another member.

Wear appropriate clothing that takes into account the weather and time of year.

WEATHER IMPLICATIONS

Strong winds and poor weather can be dangerous to rowers. Boats are NEVER to be rowed in the following conditions:

- when >30kmh winds are predicted; or
- if lightning is in the immediate vicinity

BOAT & EQUIPMENT HANDLING RULES GENERAL

Members must take **extreme care** in the handling of boats inside and outside of the shed to avoid damage to boats and other equipment.

All boats shall be washed or sponged and chamois dried before being returned to their rack. This should be done to the outside and inside of the boat. Drying is important as boats and equipment last longer in a dry environment. Abrasive pads or cloths are not to be used on boats or oars, unless under the direction of a member of the Committee. Be vigilant. If winds are strong, do not leave a boat outdoors on the slings unless being held down by one or two crew members.

It is the duty of all members to check that rowing shoe heels in boats being used are held down by laces that do not permit the heel to lift more than 70mm off the foot stretcher, and that the release of the shoes can be operated with one hand.

Check your equipment is safe including:

- bow ball fitted
- heel safety straps on foot stretcher and tied down
- sealed bow and stern compartments
- seats move freely
- riggers are firmly in place
- gates on swivels close and secure properly
- all other moving parts are tight and in good working order



HANDLE WITH CARE

SELECT A LEADER

The crew assembles in the boatshed and self-selects the leader, usually the cox, stroke OR the most experienced member of the crew.

CLEAR THE WAY

The leader should ensure a clear way. This may include shifting a speed boat, the singles rack or another boat left on trestles; and shall include setting up trestles if the boat is not going straight onto the water.

HANDS ON AND FOCUS

Crew goes to approximate seating position and awaits order from leader who before calling lift shall announce any further obstacles likely to damage the boat. (In the case of a double or pair the position to lift is approximately half-way along the bow or stern deck: i.e. 2 metres in from either end of the boat). Tub boats are best with four people.

LIFT

The leader calls 'lift'; the boat should rise only 2cm off the rack.

OUT & LOWER OUTSIDE EDGE

The crew **slowly** shifts the boat outwards, lowering the outer edge about 75mm so as not to be close to the pins of a boat above.

LEADER CALLS

'Full arm length' or 'elbows' or 'shoulders' or maybe 'half arm or 45 degrees'. The crew positions the boat when clear of the racks and walks out of the shed, taking care not to turn the boat until completely clear of the shed door. Roll onto the trestles or walk straight to the water.

At water's edge the Leader makes the decision whether to roll or toss the boat depending on experience and strength of crew as well as weather conditions on the lake. Always turn the boat so that the hull faces the wind.

If tossing with some inexperienced members, the Leader should explain the procedure and instruct the crew to hold the boat up a little longer.

If rolling at water's edge, the leader or the experienced members make sure the people holding the boat are suitably placed along the boat.

LAUNCH

Proceed to the water, bending legs to lower the boat and keeping the boat level. It should be placed in the water without wetting the outside riggers and ensuring the centre of the hull, particularly the **FIN IS CLEAR** of the pontoon.

THE RETURN

The return to the boatshed is the opposite to the above points EXCEPT the boat should be washed down and always dried off with a chamois. Wiping the boat inside should occur regularly, particularly the slides.

Before return to the rack, give special attention to CLEARING THE WAY and FOCUS

**It's not the load
that breaks you down,
it's the way you carry it.**

**Take your time
– GO SLOW –
when handling boats.**

DAMAGE

Note that you should take pictures of the damage sustained by a boat as soon possible after the incident has occurred. These images are needed for purposes including claiming insurance and so are very important.

You must also record the incident and damage sustained in the repair log book which sits alongside the boat log.

All repair and maintenance is the responsibility of the Committee. No repair or repair related maintenance is to be conducted by general members, without the written or verbal approval of the Committee or the Boat Captain.

HOW TO CARRY A BOAT

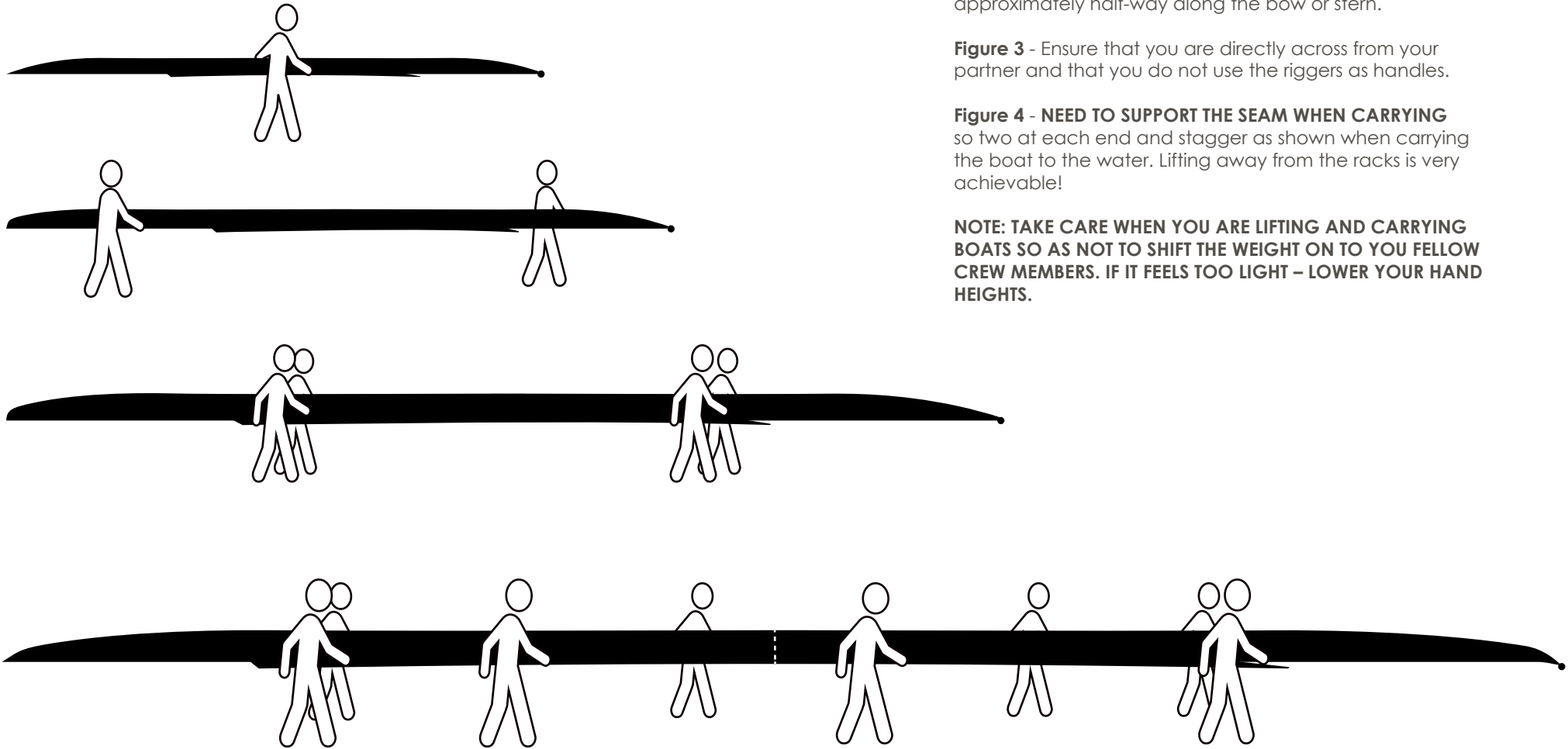


Figure 1 - To carry a single scull, handle the boat from the centre.

Figure 2 - To carry a bouble or pair, the position to lift is approximately half-way along the bow or stern.

Figure 3 - Ensure that you are directly across from your partner and that you do not use the riggers as handles.

Figure 4 - **NEED TO SUPPORT THE SEAM WHEN CARRYING** so two at each end and stagger as shown when carrying the boat to the water. Lifting away from the racks is very achievable!

NOTE: TAKE CARE WHEN YOU ARE LIFTING AND CARRYING BOATS SO AS NOT TO SHIFT THE WEIGHT ON TO YOU FELLOW CREW MEMBERS. IF IT FEELS TOO LIGHT – LOWER YOUR HAND HEIGHTS.

SAFETY

Members are required to provide assurance that they can swim 50 metres clothed in normal type rowing training attire.

- when rowing in a single scull, it's a good idea that you go with a group
- if the boat is sinking, the cox/stroke will instruct the crew to take hold of oars or swim to the water's edge, whichever is more appropriate. The crew will then number off to ensure everyone is present once on the water's edge

Capsize occurs more frequently in single sculls than in any other boat class, and can pose a difficult challenge to recover from. It is important to ensure that shoe heels are tied down properly, correct quick release straps are in place and correct foot plates and foot stretchers are fitted to the boat you are using.

CAPSIZE RECOVERY

Should your boat capsize:

- stay with your boat because it is buoyant and can be used as a flotation device
- if the boat has sunk, an oar can be used instead
- hold on to the boat, and regain composure by taking a few deep breaths to prepare yourself to re-enter the boat. put your feet down and see if you can stand as there are many parts of the lake which are relatively shallow
- if you are not far from an accessible bank or landing, it may be possible to swim to the bank with the boat where you could re-enter the boat with help from your coach

To get back into the boat from the water when the boat is upright, follow these instructions (single or two rowers):

- move to the stroke side of the boat and place the stroke side oar closest to you, across the boat
- reach across the boat and retrieve the bow side oar
- position your body so that your right side is against the stroke side rigger and your left side is against the stroke side of the boat
- place your left hand on the bow side gunwale of the boat
- with your right hand, take hold of both oar handles in the centre of the boat
- push the seat back with your left hand, hoist your torso up onto the deck of the boat swinging around so that you are sitting on the deck with both legs dangling in the water on the stroke side of the boat, all the while holding both oar handles with your right hand
- sling your left leg over the bow deck hanging both feet in the water straddling the boat – do not hang your feet inside the riggers

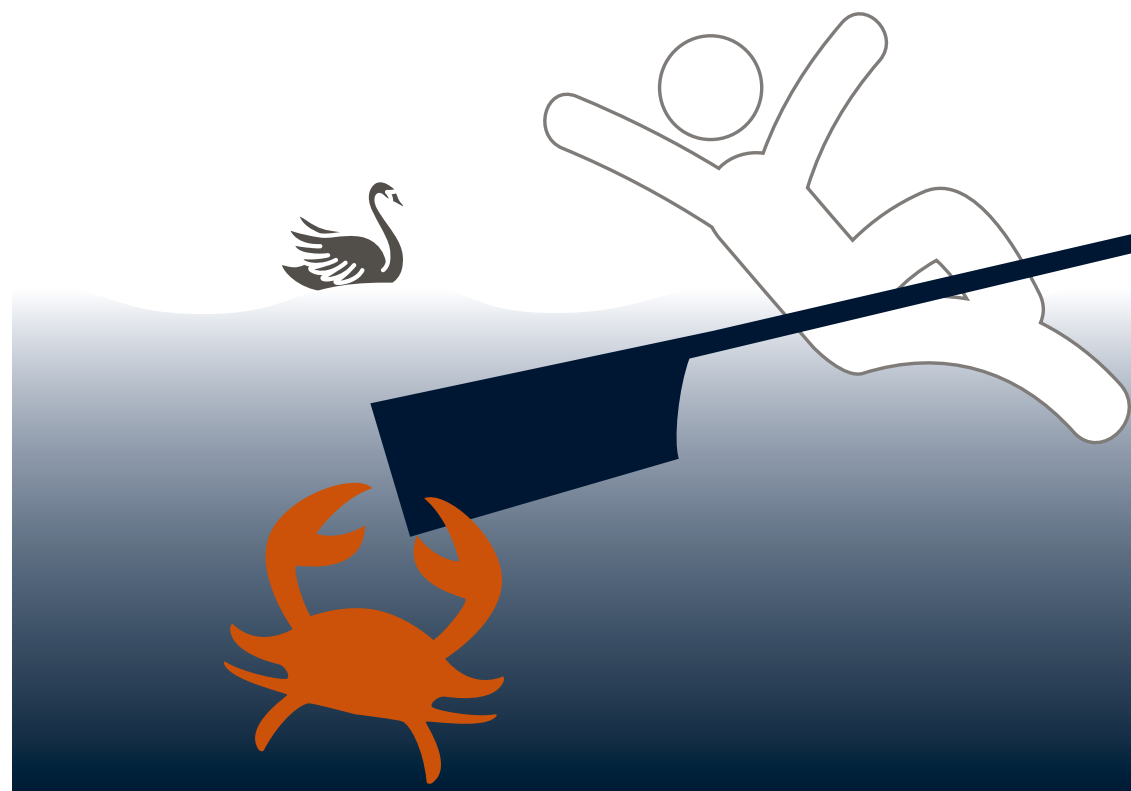
- find your balance
- reposition yourself on the seat, place your feet back into your shoes
- get your breath back, and now you're ready to go!

Follow this [link](#) and watch the video about getting back into a single scull.

Occasionally, rowers can be pushed from the boat as a result of their oar 'catching a crab' and hitting the rower in the ribs. The force of the oar can be enough to throw the rower from the boat, and can sometimes result in injury. In this event, rowers need to execute extreme caution and work together as a team to ensure that their fellow rower returns to the water's edge or the boat safely.

If a rower is thrown from the boat:

- 'CHECK THE BOAT'
- locate the position of the rower, and ask if the rower is hurt. If the rower is hurt and needs assistance, the coach will help the rower from the water using the flotation device being carried
- the coach should provide initial first aid and call for help if required
- the cox/stroke should ensure that the remaining rowers are in seat positions and are able to return to the landing/staging area
- if the rower is uninjured and is able to return to the boat, the crew will stabilise the boat allowing the rower to re-enter the boat



LAKE WENDOUREE

Lake Wendouree's prestigious world renowned reputation was established with the hosting of the 1956 Summer Olympics rowing events.

The lake has been restored to its former glory, following recent years of drought, and has successfully hosted premier state, national and world regattas.

The 2000m rowing course, dredged to 2.1 m in depth, supports distance rowing and is ideal for rowing camps and competitions.

Ballarat is home to a strong local rowing fraternity with two thriving clubs, including the 150-year-old Ballarat City Rowing Club, and local schools keeping alive the city's proud rowing tradition. It may also be interesting to note that Ballarat has the highest rowing demographic per capita in Australia.

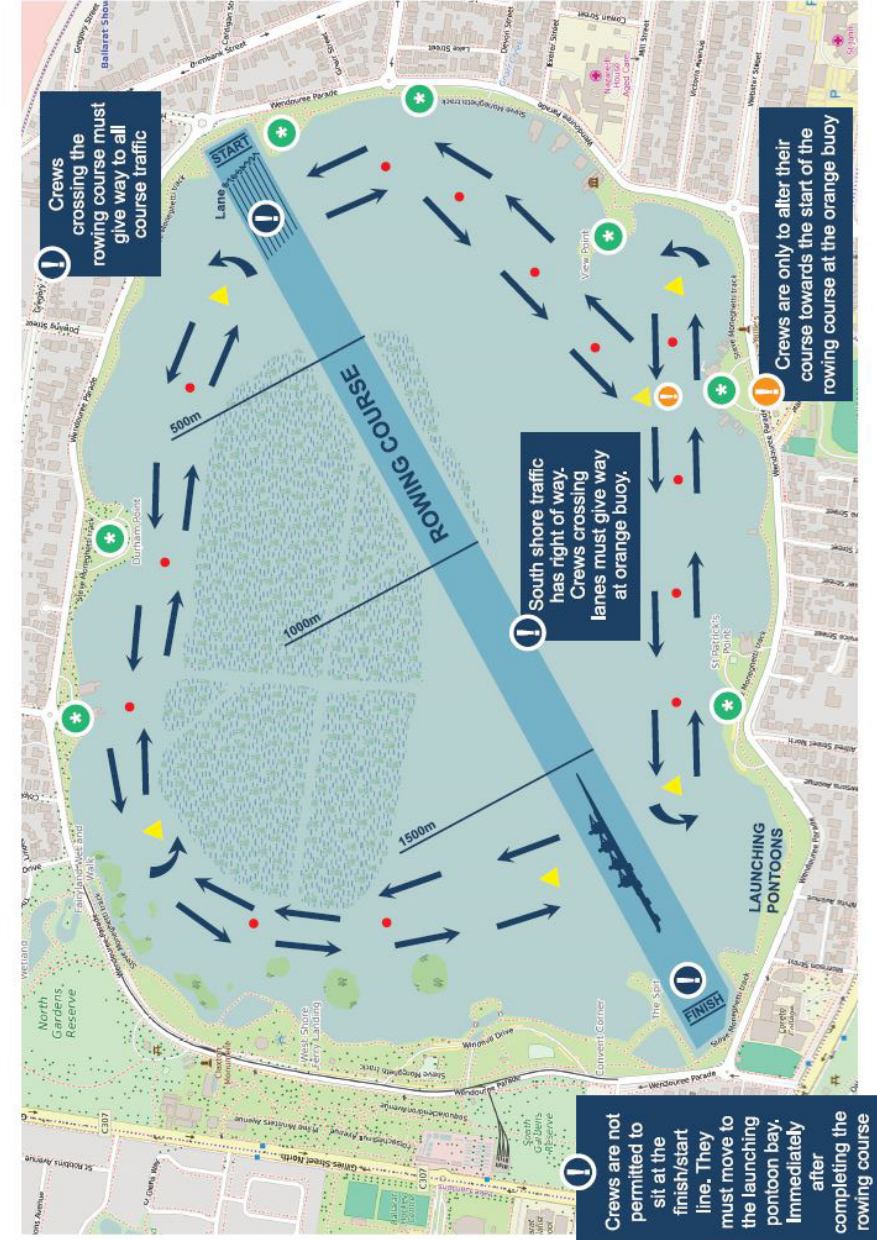
New permanent water sources ensure Lake Wendouree will continue to be a world-class rowing course, with water levels carefully managed and maintained at primary quality.

Spectators enjoy spectacular views from four foreshore extensions, with excellent vantage points of the last 150 m of the course and the finish line.

TRAFFIC FLOW & RULES (YEAR-ROUND)

- a 20 m break in buoy line at approximately 250 m and 1750 m (established paddle boat crossing) as indicated by yellow channel markers are the **ONLY** official course crossing zones for crews wanting to row the circular pattern. (Distance training)
- **CREWS USING THE CIRCULAR TRAINING PATTERN MUST GIVE WAY AT CROSSING POINTS TO CREWS ROWING ON THE BUOYED COURSE ONE DIRECTION 2000 M START - FINISH**
- crews and coaches must be 50m from the shore at all times. This is particularly important in areas where land based fishing may occur
- crews are not permitted to sit at the finish line. They must move to the launching pontoon bay immediately after completing the rowing course or return to the start as indicated
- different rules operate on the lake on regatta days. Members need to be aware of these rules prior to competing in regattas, or rowing on regatta days. On other days the lake may be closed for fishing competitions or yachting regattas

LAKE WENDOUREE TRAINING - TRAFFIC RULES ROWING - 7 DAYS



TRAINING
2000 METRE COURSE

DOWN COURSE
Lanes 4, 5, 6, 7 & 8

CLEAR
Lane 3

RETURN LANES
Lanes 1 & 2

NO STOPPING ON COURSE!



OTHER ITEMS:
Crews returning to their shed must give way to all other traffic.

When travelling on the rowing course, slower crews should move to the outside lanes and should limit the distribution to other users caused by doing exercises/drills and/or stopping.

Crews and coaches must be 50m from the shore at all times. This is particularly important in areas where land based fishing may occur

BOAT AND BOATSHED MANAGEMENT

All queries regarding handling and management of the boatshed, boats, and rowing equipment are to be directed to the Boat Captain.

The boatshed contains Club boats and privately owned boats. No privately owned boat rightfully housed by the Club will be moved without consultation with the owner.

BOAT ALLOCATION POLICIES

Club policy is that the Club's newest boats are retained for crews in training for regatta racing.

Generally:

- young members have preference from September to Easter inclusive
- Master members have preference from after Easter to 1 June
- younger members who may be training for National or International Competition will have preference along with Masters in April to June

BOAT ALLOCATION IS THE CLUB CAPTAIN'S RESPONSIBILITY

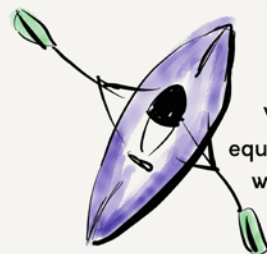
WORKING WITH CHILDREN CHECKS & TWO-UP POLICY

All coaches, paid or unpaid, are to provide the Club with current Working With Children check documents. The Club holds copies of these available to anyone who enquires.

The Club has a 'two-up' policy when it comes to juniors which prohibits one-on-one coaching or supervision of junior members. That means if one coach is present, two or more juniors are required. Or two or more coaches if only one junior is rowing.

Ballarat City Rowing Club is a Child Safe Sporting Club

To all our young members, we are keeping you safe in the following ways.



We check our equipment so that it won't cause you injuries.



We respect your privacy. We'll keep information about you private and safe.



The only social media we'll ever use is the Ballarat City Rowing Club Facebook page. If we need to contact you, we'll call or email your parents.



We don't condone bullying and won't play favourites. We'll support everyone to achieve their sporting goals.



You won't ever be left alone. We have a two-up policy, which means you'll always have two people looking out for you.



We respect difference, do not discriminate, and want you to be comfortable being yourself.



Your coaches have signed-up to a child safe culture and understand the rules we have in place to keep you safe.



We have Member Protection Officers who you can talk to about any of your concerns or ideas for increasing safety at the Club.

BOAT TRANSPORT

The following must be followed in the loading and unloading of boats, as damage and loss of boats or injury to persons can easily occur.

The organising of the towing vehicle/trailer and the driver will usually be done by the Club Captain or a person nominated by the Committee. They will set loading and unloading times and boat positions.

At least 50% of each crew shall be in attendance at all loading and unloading. If a single sculler cannot be present he or she shall nominate a stand-in person, authorised to load or unload on his/her behalf.

It is the responsibility of crews to:

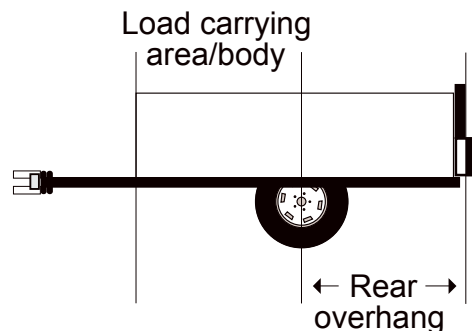
- de-rig their own boat and to tie down seats. (Note: seats are not to be removed for boat travel)
- load and tie down their own boat
- load their own riggers and oars into the trailer

Load boats from the top down and from the inside out. All boats must be strapped down immediately once they are placed on the trailer to avoid the possibility of being forgotten. In addition, the top deck and inside boats are more conveniently fixed down as placed in position.

- the top deck of boats must have straps on all racks (ie. 3 straps for '4's)
- if sectioned '8's are loaded, a strap must be fixed to prevent the tapered boat from sliding out of position

No boat should project more than 1.2 m over the back of the trailer.

- all '4's are to be loaded as far forward as practical, while allowing for the vehicle to turn
- all other boats are to be loaded as far back as possible but not exceeding 1.2 m overhang



Rear overhang limits and operating conditions apply to towing rowing shells. Accordingly, a [Gazette Notice](#) has been published to allow trailers transporting rowing shells to exceed the regulatory rear overhang limit. This information bulletin sets out the new rear overhang limit and operating conditions for these trailers to ensure the equipment is transported safely.

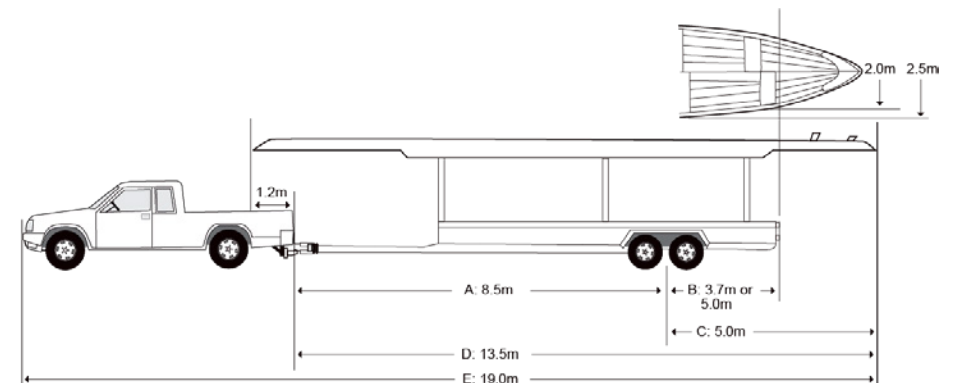
This notice or a legible copy must be carried by the driver of the vehicle towing the trailer at all times when operating under this exemption and be produced when requested by a member of Victoria Police or an Authorised Officer of the Roads Corporation.

RED FLAGS ARE TO BE FIXED TO THE REAR END OF BOATS OVERHANGING THE TRAILER AND RED FLASHING LIGHTS NEEDS TO BE FIXED WHEN TRAVELLING BETWEEN SUNSET AND SUNRISE

Table 1: Dimension limits covered under the Gazette Notice for laden trailer

Dimension	Limits
Width	2.5 m
Height	4.3 m
A: Coupling to rear overhang line	8.5 m
B: Rear overhang of trailer as constructed	3.7 m for water devices or 5.0 m for glider trailers
C: Rear overhang of trailer with load	5.0 m*
D: Length of laden trailer (A + C)	13.5 m
E: Length of laden combination	19.0 m
Front projection from the tow hitch	1.2 m

* Beyond the rear overhang of 3.7 m the load must not be more than 2.0 m wide.



BOAT STORAGE

The Boat Captain is responsible for the allocation of storage space for all boats (i.e. both Club and private boats).

PRIVATE BOATS

The Committee shall endeavour to rack as much rowing equipment as reasonable, given appropriate space. Priority is given to BCRC rowing equipment.

Members should check on the availability of storage space with the Boat Captain prior to purchasing a rowing equipment, as storage in the boatshed is not guaranteed by the Club. Requests for rowing equipment storage should be in writing to the Committee.

Where private boats are stored or racked is at the discretion of the Committee, having taken into consideration factors such as the Club's own requirements, the type of rowing equipment and the amount of usage by the owner, the ease by which members need access to rowing equipment subject to health and fitness, and any other reasonable and relevant factors.

Storage will only be granted on signing an agreement and paying an annual storage fee over and above annual subscription. The storage fee is set by the Committee each year.

Transport of rowing equipment to and from any regatta or Club activity is the responsibility of the owner; neither the Club nor the Committee is obligated to make transport arrangements for private rowing equipment.

The Club is not responsible for damage to or loss of private boats. Owners of private boats are therefore responsible for all insurance cover for their boats. The Club may allow private boat owners to insure their boats at a cheaper rate under the Club's insurance policy but this is at the discretion of the committee and subject to the boat storage policy being met.

If a member does not use their rowing equipment for an extended period of time without satisfactory explanation of the circumstances, and the space is required for the Club's fleet or other private rowing equipment, then the Committee may choose to relocate the rowing equipment.

It is the responsibility of private rowing equipment owners to maintain their equipment in a suitable condition that does not constitute a hazard to others using BCRC equipment and facilities.

ANY DECISION TO PERMIT THE STORAGE OF PRIVATE BOATS WITHIN THE BOATSHED MAY BE REVERSED AT THE DISCRETION OF THE COMMITTEE

REGATTA ENTRY & ATTENDANCE

[Rowing Victoria](#) (RV) sanctioned regattas are held from September to late May of each year. The Committee determines which regattas the Club attends and will publish this early in the financial year.

ELIGIBILITY

To enter regattas and race for BCRC, all crew members must be financial and competitive members of the Club. If you are not sure of your membership status, please check with the Secretary.

SUBMITTING ENTRIES FOR A REGATTA

Regatta Entries are submitted to Rowing Victoria (RV) using the Rowing Manager system (RM). This system is used to submit and manage regatta entries and contains all necessary contact and personal information required to support entries. Members must submit their regatta entries to the Club's Captain, who then records the entries in RM where they are validated and authorised before inclusion in the applicable regatta's program.

As a result of this system, the internal BCRC regatta entry deadline is always 4-5 days prior to the RV published deadline. This allows time to correct any errors, omissions, eligibility, identification or approval issues as well as ascertaining boat availability and trailer space requirements. Any entries submitted after RV's regatta entry deadline must be approved by the Club Captain and RV. Any such entries will incur a late entry payment fee (an additional seat fee).

HOW TO ENTER

First you should check what events are available at the regatta (check on [Rowing Manager](#)). Make sure all proposed crew members are available and eligible to race in the selected event, are financial and are willing to compete.

When you know the event you wish to enter, and have your proposed crew, please submit your crew entry to the Club Captain including the following information.

REGATTA:

EVENT:

CREW MEMBERS (in full please) listing from Stoke to Bow:

COXSWAIN: NO TBAs please!!

COACHES:

ALL MEMBERS ENTERING A REGATTA SHOULD DOUBLE CHECK THEIR ENTRIES ON RM. PLEASE CONTACT THE CLUB CAPTAIN IF YOU ARE UNSURE HOW TO DO THIS.

ATTENDING REGATTAS

Members should familiarise themselves with the Rules of Racing which can be found [here](#).

Members are also expected to abide by the [Code of Behaviour](#) not only within the confines of the Club but also when attending any regatta.

IN SHORT, ALWAYS BE KIND AND COURTEOUS TO EVERYONE THAT IS ATTENDING AND RESPECT THE UMPIRE'S DECISION

SEAT FEES

Members who compete at regattas are required to pay entry or 'seat fees'. If you enter a crew into a race and then scratch after the cut-off date you are still liable to pay the seat fee. Also if the regatta is cancelled you still have to pay your seat fee as RV will bill the Club regardless. The Treasurer will issue you an invoice so please be prompt in paying seat fees plus trailer fees (which go towards petrol costs for whoever has volunteered to drive the trailer). If you do not pay, the Committee may deem that you will not be eligible to enter into further regattas.

BCRC RACING UNIFORM

The BCRC racing uniform is navy, white star and white trimmings. Each member of the Club competing in a RV Event shall wear the racing uniform and other garments must all be identical in design and colour – this includes hats, ribbons and long socks! Fines may apply if this is not followed and payment will be the responsibility of the crew.



TRAINING

Training at BCRC changes with the seasons. The best way to stay informed is to follow the BCRC Facebook page and you may also request to join the BCRC Facebook Training group.



FIRST AID

First Aid kits are located on the wall outside the gym area – left as you enter. All injuries should be reported to the Committee for action to be considered against the cause ie: slips, trips or falls. Injuries should also be recorded in the Accident Register on the red clipboard located under the First Aid Kit.

DRUGS & ALCOHOL

As with all sports competitive and non-competitive, drugs are unacceptable and many are illegal. For the current list of banned drugs see the [World Anti-doping Code International Standard Prohibited List](#). Alcohol whilst not prohibited is acceptable on a social basis, in moderation and with due consideration of any juniors who may be attending such social situations. Where this is the case we support following the guidelines of the [Goodsports Program](#).

SMOKING IS PROHIBITED IN OR AROUND THE BOATSHED

ENVIRONMENTAL CONDITIONS

We recommend that all members carry water bottles when training as fluid replacement is very important particularly in hot weather. Make sure you wash your water bottle regularly and **do not** share bottles.

SUNSMART

We have adopted the Sunsmart Policy and recommend that members:

- always use sunscreen (this is provided at the shed)
- wear hats and sunglasses (individuals to supply own)
- wear protective clothing (long-sleeve tops)

Sun protection is recommended when the UV INdex is 4 or higher, you need to take into account the reflection from the water which adds to the UV Index. It is very easy to get burnt on the water and as it is often windy, this also adds to the UV Index, increasing the risk of sun damage.

At regattas members are reminded to supply their own sunscreen and before and after racing wear such protective clothing as is appropriate. The Club has a shade shelter that is taken to regatta's for the use of members.



MEGAPHONES

Lake Wendouree is situated in a residential zone therefore the Environment Protection (Residential Noise) Regulations 2018 apply.

Megaphone prohibited hours of use:

Monday - Thursday	before 7 am and after 10 pm
Friday	before 7 am and after 11 pm
Saturday and public holidays	before 9 am and after 11 pm
Sunday	before 9 am and after 10 pm



RV State Champions 2019 FD2X: Teagan Blythe and Charlotte Ashley

USEFUL LINKS

Ballarat City Rowing Club
ballaratcityrowing.com

Rowing Victoria
rowingvictoria.asn.au

Rowing Australia
rowingaustralia.com.au

Regattas
vic.rowingmanager.com

NOTES

Preparation of the Members Handbook

Ballarat City Rowing Club would like to thank the following people who have contributed to the development of this handbook:

Kate Elliott
Kathy Lloyd
Sue Peacock
Sian Blohm

**Ballarat City Rowing Club acknowledges
the traditional owners of the land
– the Wadawurrung people –
and the lake on which we row**



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