

UNIVERSITY OF QUEENSLAND BOAT CLUB

MEMBERS' HANDBOOK

December 2016



INTRODUCTION

The UQBC Members' Handbook provides information to our members to facilitate the safe enjoyment of competitive and recreational rowing in our club.

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

Changes to this document may be issued from time to time as the need may arise and will be distributed to coaches, posted on the boatshed notice boards and on the club's website.

VISION FOR UNIVERSITY OF QUEENSLAND CLUB

UQBC aims to be a preferred rowing club achieved through the pursuit of excellence, performance at the highest standards and the development of strength and quality of character within our members.

We wish to build and support high quality programs and facilities for the student body, alumni and others. These programs and facilities promote access to rowing, excellence in rowing, and use rowing as a means to foster physical activity, health, leadership, and community engagement.

CLUB PROGRAMS

With an unrivalled fleet of boats and coaching, together with a strong club spirit, we aim to be the rowing club of choice for people living, working and studying in Brisbane.

Our members make University of Queensland Boat Club strong and afford the opportunity for all to achieve success. Challenge yourself and see what you can achieve. We encourage cooperation and teamwork throughout our club and encourage our members to develop attitudes and habits essential for success at the highest level both in rowing and in their personal lives.

The club competes in various club regattas in Queensland/Northern NSW throughout the year. Traditionally, UQBC also competes at the Australian Open and Masters Rowing Championships, QLD and NSW Open Rowing Championships, QLD Masters Rowing Championships and the Head of the Yarra.

High Performance Squad

The High Performance program provides an environment for talented athletes to achieve selection in national teams and compete at World Championships and Olympic Games.

High Performance members are provided with the best equipment, facilities, individual

coaching, training camps and competition opportunities in order to help them perform at the highest level of the sport.

The most recent UQBC National Team members (2016)

Caitlin Cronin (U23 Team)
Kate Rowan (World University Team)
Ellie Parker (U21 Team)
Kelly Drenth (U21 Team)
Wallis Russell (U21 Team)
Ellen Pozzi (U21 Team)
Lily Alton (Junior Team)
Zoltan Shepherd (U23 Team – Coach)
Jennifer Gilbert (U21 Team – Coach)
Ned Draydon (Junior Team – Coach)

High Performance Development Squads

The club's High Performance Development squads target athletes at a Junior (U19), Under 21 and Under 23 Level who are seeking state and national selection. These squads, divided into men's and women's groups, train in conjunction with the High Performance Squad and are expected to complete a full training load throughout the season.

The objectives for athletes in these squads are progression to the High Performance Squad and performance at a podium level in their respective categories at a State, National and International level.

Other Squads

The club runs a range of other squads, providing an environment for members who wish to enjoy rowing and racing in a team environment. The objective of this group within our club is to compete in the various QLD club regattas throughout the season.

This group has enjoyed great success and is a significant contributor to the club's effort to win the QLD points premiership. Members of this group develop fitness and strength and enjoy the benefits which may be gained from working towards a common goal in a team environment.

Learn To Row Program

Our Learn To Row Program provides novices with full supervision and coaching to learn and develop rowing skills. No background is required, and the program covers both technical aspects, as well as river rules, boat handling/maintenance, land training and basic physiological training.

The LTR Program is an eight-week program held from July to September each year.

The Learn to Row Program is followed up with an Intermediate Program, providing coaching and supervision, to allow rowers to build sufficient skill to progress to full club membership. The Intermediate program is a four-month program from September to January.

Masters Rowing Group

The aim of the Masters Rowing group is to allow each member the opportunity to achieve the most they can within the sport.

This is a friendly and relaxed group who enjoy the benefits of competitive rowing. We are keen to take on new members particularly those who wish to return to rowing following time out of the sport.

The Masters Rowing Group typically competes in all boat classes through the summer in preparation for the QLD and Australian Masters Rowing Championships. In addition, the Masters compete in 8+'s at the Head of the Yarra in November.

Crews from UQBC also compete in international competition such as the World Rowing Masters Regatta and the World Masters Games.

For further information on any of these programs and enquires on joining the squads please go to our website www.uqbc.org.au or email secretary@uqbc.org.

ABOUT ROWING

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

Rowing is a sport that attracts people of all ages and from all walks of life, with the youngest starting at around 13 years of age to 70 and 80 year old veteran rowers who still enjoy the sport.

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

ESPRIT DE CORPS OF UQBC

We aspire to have a strong community feel between our members. Our intention is to improve the experience for all our members (UQ students, other youth rowers and masters) and increase the involvement and contribution to the club for the benefit of that community.

In other words – provide a second family to members with the intention to support

them, where possible, in various aspects of their life.

The club sees the following values as fundamental for the interaction between all people associated with the club. These values are the foundation for the “esprit de corps” that the club is striving for.

- Desire to support other members in all their endeavours within the limits of practicality.
- Respect for others and their property
- Honesty
- Courtesy
- Pursuit of excellence
- Enthusiasm

JOINING University of Queensland Boat Club

All new membership applications are considered by the Board on a case-by-case basis taking into account factors including, UQ affiliation, boat resources, squad vacancies, high performance potential etc.

Prospective members may be required to undertake an on-water assessment to evaluate safety and competency. UQBC expects a high level of independence and sufficiency from all members. Applicants who do not satisfy the competency requirements are invited to apply for UQBC Learn to Row and/or Intermediate Program.

If you are interested in joining UQBC, please email secretary@uqbc.org to discuss.

PHYSICAL ACTIVITY READINESS

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

To row from UQBC members must be able to swim 100 metres in rowing clothes. Members may be required to undertake a swimming test.

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

CODE OF CONDUCT

UQBC’s general standards of conduct and behaviour apply to all categories of members of the club.

In addition to this it is the responsibility of every member to familiarise themselves with

and to comply with the Rowing Qld Code of Conduct and Rowing Australia Code of Conduct available at the Rowing Qld website <http://www.rowingqld.asn.au>.

ILLICIT DRUGS IN SPORT

UQBC endorses the Rowing Australia Illicit Drugs in Sport Policy, details of which are available on the Rowing Australia website.

It is the responsibility of members, parents and coaches to ensure they are familiar with the Rowing Australia Illicit Drugs in Sport Policy details of which can be found on the Rowing Australia website.

Further details including lists of prohibited medications and other substances can be found on the Australian Sports Anti-Doping Agency website www.asada.gov.au.

Legitimate therapeutic use of a prohibited substance may be granted under a Therapeutic Use Exemption (TUE). If in doubt consult your doctor.

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

USE OF CLUB EQUIPMENT

The Captain of Boats co-ordinates the use of boats and oars. Equipment priorities may be changed from time to time.

To Reserve a Boat

You may request boats by emailing captain@uqbc.org. Current allocations can be found on the website. Allocations are issued on a rolling basis and failure to exercise those allocations will result in the boats being reallocated to other members. Where possible we will try to satisfy members' requests, however due to the competing demands for our resources this may not always be possible and compromises may be necessary.

Boat and Oar Categories

RED	Restricted use. Can only be used by allocation at the discretion of the Captain of Boats or Head Coach at any time.
YELLOW	By allocation. Available for use by members of all squads but only by allocation and with permission of the Captain of Boats.
GREEN	Available for use by members of all squads. Reservation by UQBC allocation system required.
BLACK	Private boat

For a list of available boats and the current allocations, see the club website.

Please check the Equipment Allocation List before taking out boats. It is your responsibility to confirm that equipment is not allocated prior to your use. The

preferred method is to request a standing allocation for set days to avoid conflicts.

Please return boats and oars to the same rack you took them from.

Under no circumstances should members use a privately owned boat or oars without the owner's consent.

Adjustments to club boats. Rigging of club boats is set to orthodox settings which are suitable for use by any of our members. Heights may be adjusted on riggers if necessary. However members are asked not to make changes to any other settings without first consulting the COB or Head Coach.

If club equipment is damaged or is unserviceable for any reason, please report the problem to the Captain of Boats promptly. You may be asked to complete an Equipment Repair Form. This is essential so we can arrange repairs and efficiently manage our fleet. The boat must not be rowed, even if allocated to you, if the problem will be exacerbated by it being used.

If you are involved in an accident you must complete an Incident Report Form immediately and if necessary assist the COB, Board Member or Head Coach in assessing potential risks and completing an insurance claim. See section titled 'Accidental Damage to Boats and Equipment' for further detail.

SAFETY AND RISK MANAGEMENT

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

We expect and rely on everyone – members, coaches, staff, guests, juniors and adults, rowers, scullers, and coxswains alike – to use common sense in their approach to safety on the water, particularly in situations that are not specifically covered by policy or procedure.

Members have a responsibility to advise the Safety Officer or a Committee Members of hazards that they have incurred or noticed around the shed.

Failure to follow safety policies and procedures is a very serious matter and may be grounds for suspension of member privileges or expulsion.

On the Water

Follow the club's rules regarding boat lights and safe navigation.

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

DO NOT row if

- There are electrical storms about (e.g. lightning / thunder).
- The weather is stormy or squally.
- The current is very strong eg from a flooding event
- There is debris in the water that may cause damage to club boats
- There is thick fog.
- It is extremely cold or hot.
- If the Captain of Boats advises that the shed is closed to rowers.

Full safety and risk policy is attached. See Appendix A

SAFE NAVIGATION

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

Our Safe Navigation policy and procedure is intended to provide guidance so that all members are aware of the most common risks and how they can be avoided or mitigated.

The policy is attached in Appendix B and applies to all members steering coxed and coxless boats including single sculls. Adherence to these procedures is mandatory.

Please read these procedures and ensure they are followed. All members of a crew are equally responsible to ensure these procedures are followed to ensure the safety of the crew.

Rowing boats must operate in the outer third of the river nearest to either of the banks, and always in the direction with your bowside closest to the bank.

City Cats and powered vessels operate in the centre third of the river.

Brisbane City Cat Ferries

Members are asked to give particular attention to avoiding situations which may affect the operation of the ferries.

Rowers should be aware that at certain CityCat terminals (on our reach), yellow marker buoys are set 100 metres either side of the terminal to establish exclusion zones.

1. CityCat *docking*

- If a rowing boat is between the yellow buoys (detailed above), then the CityCat must wait for the rower to exit the 100 m zone before progressing to dock.

- If a CityCat is within the yellow buoys, the rower must stop outside this 100 m zone and wait for the CityCat to dock.
- Once the CityCat is docked, the rower can progress through the safety zone quickly. A minimum distance of 13 m of separation between the rowing boat and a docked CityCat is to be maintained when passing between the yellow buoys.

2. CityCat *departing*

- CityCats must give way to rowing boats currently between the yellow buoys.
- Rowing boats must determine, prior to entering the exclusion zone, whether or not the CityCat is about to depart. If so, the rowing boat is to stop before the yellow buoy to allow the CityCat to depart.

Under no circumstances are rowers or coaches to navigate under pontoon or terminal gangways.

Crossing the River

Rowers will need to cross the river at their turnaround point and as they approach the pontoon for docking.

Crossing the river must occur via the shortest possible route, generally straight across, NOT at an oblique angle. The rower must continue to keep a proper lookout while crossing.

Incidents or Near Misses

Members are asked to report near misses with ferries, motor boats, other crews, or other river users to the Captain of Boats.

If you are in any doubt as to any of the points raised in this section please discuss the matter with the Captain of Boats or one of the club's coaches.

BOAT LIGHTS

The Board has adopted a policy on the use of boat lights, which exceeds the minimum requirements of Maritime Safety QLD. This has been done in the interest of members' safety.

The purpose of this policy is to improve the visibility of rowing boats to other river users.

As a condition of the use of the club's facilities, the following minimum standard for navigation lights applies. This requirement applies to all boats which are launched or recovered from the club's premises and which are used on the water between sunset and sunrise.

UQBC Minimum Standard for Navigation Lights on Rowing Shells

- Two flashing white lights, which together give 360 degree visibility.
- The lights must be firmly attached to the boat on the deck or canvas at either end of the crew compartment.
- Lights must be of sufficient brightness to be visible for two nautical miles (3.7kms).

The following lights are not acceptable and must not be used:

- Strobe lights.
- Small directional LED lights.
- Lights attached to the rower's body, head, hat or other clothing.
- Torches or other lights which do not display an all-round (360 degree) white light.
- Red or yellow lights of any type.
- Lights which are not visible at a distance of 2km.

Suitable lights for club boats are provided by the club.

Members using private boats must supply their own lights.

The standard Maritime Safety QLD regulation for navigation lights applies to all motor boats which are used to coach UQBC crews or athletes.

It is the responsibility of all club members and staff to ensure that the correct lights are used. Breaches of the policy must be reported to the Club Captain or Head Coach.

To convey the seriousness of this matter to all members and staff, the following consequences will be applied to those people who fail to display the correct lights

Members:

First occasion – Written warning.

Second occasion – A fine of \$100 per seat (i.e. single scull \$100, 8+ \$800). The member or members concerned will be automatically suspended from the club until the fine has been paid.

Coaches:

First occasion – Written warning

Second occasion – Suspension from the club for one month.

Subsequent breaches will be dealt with under the club's general rules.

BOAT USE LOG BOOK

A representative from each crew is required to complete an entry in the Boat Use Log Book PRIOR to rowing on the river. Once the crew has returned from the row, you must also 'sign off' on the register.

This log book is located behind the oar storage racks between Bays 3 & 4. This requirement is not enforced for members of squads which are overseen at all times by a Squad Coach.

Rationale

- This is a requirement of our Safety and Risk Management Policy.
- The club needs to know who is on the water, in which boats and when
- The club can monitor optimal utilization of its fleet by reference to this record
- It is a courtesy to other rowers who may be wanting to lock up the shed to know who may still be on the water.

GETTING ON AND OFF THE WATER

The pontoon can be very busy at peak times and members are asked to apply the “two minute rule” and take less than two minutes to get on or off the water.

Members who continually break the two minute rule may be required to avoid getting on or off at peak times.

Pontoon Priority

Crews or scullers training as part of a designated squad and under the supervision of a club coach may, from time to time be afforded priority access to the pontoon to ensure the squad is kept together. Members are requested to give way if requested to do so by a club coach. **This privilege is not to be abused by serial late comers.**

Pontoon Procedure

- All boats must set off from the pontoon in an upstream direction (bowball to the right as you place the boat on the water)
- When returning to the pontoon, boats must approach the pontoon against the direction of the tide

ROUTINE BOAT CARE AND MAINTENANCE

At the completion of each row, the boat must be sponged and washed with soapy water inside and out, and then rinsed off with clean water.

Moving parts, especially seat slides and rigger gates are to be given special attention. Buckets, sponges, boat detergent and hoses are provided at the shed for this purpose.

Reporting required maintenance

It is the responsibility of the crew rowing a particular boat to pay attention to the condition of the boat and to report any breakages or necessary repairs to the Captain of Boats. Some repairs may be able to be done by the crew members using their own practical skill and common sense.

For maintenance requiring specialist attention, please notify the Head Coach and/or Captain of Boats immediately, providing full information on the maintenance required, the reason for the maintenance and any other pertinent information.

ACCIDENTAL DAMAGE TO BOATS AND EQUIPMENT

If you are unfortunate enough to be involved in an accident of any kind, whether you are to blame or not, you must follow the process outlined below.

1. An incident report must be completed by the crew(s) and witnessed where appropriate. The exact events must be agreed by all parties including any other crews from other clubs that may have been involved.
2. UQBC will arrange for a quotation(s) to repair damaged UQBC boats. This may involve transportation of the boats(s) to the repair shop. Any logistical costs associated with boat transportation will need to be agreed and passed on.
3. Based on the quoted amount, and which party is at fault, one of a number of things will happen after the quotation has been received.
 - a. If the quotation exceeds the amount of the insurance policy excess, and a UQBC crew was deemed to be at fault, UQBC will process an insurance claim. The UQBC crew at fault is required to pay the excess amount. This currently stands at \$500.
 - b. If the quotation is less than the insurance excess and the UQBC crew was at fault, then the crew will pay for the repair as per the relevant invoice.
 - c. If the UQBC crew was not at fault, regardless of the cost of the quotation, then the other party will be required to cover all costs.
 - d. Costs incurred by UQBC members will be invoiced by the Treasurer.

When completing the incident report, it is essential that you include your name, contact phone numbers and email addresses, your version of events, the date and time of the incident and any weather conditions including visibility and stream flow, using sketches and photographs where appropriate.

The incident/accident report form is located in a plastic sleeve at the front of the Log Book folder. Place the completed form in an empty sleeve in the front of the Log Book.

It is ESSENTIAL to contact the Captain of Boats or Head Coach as soon as practicable by email or by phone if possible.

Refer to Appendix C for a copy of the form.

STORAGE OF PRIVATELY OWNED EQUIPMENT

The Club has adopted a policy on the storage of privately owned equipment, which is attached in Appendix D. This policy also applies to the transport of privately owned equipment on the club's boat trailer. Storage of equipment is subject to the terms of

that policy.

In summary:

- Members seeking to store privately owned equipment must apply to do so in writing to the Captain of Boats prior to bringing your equipment to the club.
- All privately owned boats are to be clearly labelled with the owner's name and contact phone number.
- Equipment is stored entirely at the member's own risk. The club will not be liable for damage or loss howsoever arising. The club does not insure these private items. We recommend members obtain their own insurance.
- Due to the demand for storage of private sculling boats (particularly those which can be stored in readily accessible positions), private equipment must be regularly used.

See Appendix D for details.

MEMBERS' PREFERENTIAL USE OF DONATED BOATS

This policy applies to crew boats purchased by private donors and owned by the Club.

The Club becomes the owner of the boat immediately it is housed in the shed. Ownership remains with the Club whether the donor remains a member or not.

The donor/s will have access to the boat under a Shared Use Agreement (if applicable). The boat shall be utilized by the Club for the use of nominated Club crews (when not used by the donor), taking into account the degree of excellence of the crew in relation to the standard and condition of the boat. The donor shall have the right to make submissions and suggestions as to the use of the boat but the final decision shall rest with the Executive Committee.

The boat shall be insured and maintained by the Club as one of its fleet.

MEMBERS' PREFERENTIAL USE OF PRIVATE BOATS

This policy applies to crew boats purchased and owned privately by club members (as distinct from being donated).

These boats are not insured by the club.

Members may elect to make their private boats available for use by other members.

If this arrangement is made formally with the Board, then the boats are placed on the Club Boat Allocation register and given an Allocation Category (i.e. green dot). This category is determined by the boat owners and the Captain of Boats.

The Club recognizes the generosity of members making their private boats available for Club use, and may provide a waiver of storage fees in return for the boat being made

available. This will be negotiated on a case-by-case basis and formalized accordingly. The uptake of any offer and the provision of any discounts or waivers is at the sole discretion of the Board.

If a club crew causes damage to a private boat, then the crew is responsible for the cost of the repair, if it is less than the insurance excess. If the cost of the repair is greater than the insurance excess, the crew must pay to the owners the amount of the excess and complete a detailed report that allows the owners to make a claim on their insurance policy.

USE OF COACHING BOATS

- Club coaching boats can only be used for purposes related to the club's programs. Exceptions may be made, but must be approved by the Head Coach or Captain of Boats. In addition, people using UQBC coaching boats must do so in compliance with Maritime Safety QLD regulations, the registered limitations of the vessel and all relevant club policies or directives as issued by the COB, Head Coach or Committee;
- Any person driving a coaching boat must hold a current Recreational Marine Driver's License (or equivalent interstate license);
- Club staff coaches and honorary coaches must provide a photocopy of their current license for the club's records;
- If approaching a crew or a person in the water you must do so with care to avoid any possibility of injury from the propeller;
- You must not reverse towards a person in the water;
- Avoid shallow water; running aground will damage the motor;
- Be courteous to other rowing crews, where possible minimise your wash;
- When tying boats to the pontoon or wharf, ensure the wind or current will not take the boat under the deck or onto the nearby rocks;
- Please ensure that coaching boats are returned to the shed following use, including any other boats removed to access yours;
- Report any damage or other problems directly to the Head Coach or Captain of Boats.

Further detail regarding the safe recovery of people and equipment in the water is provided in Appendix E

CLUB CLOTHING

A range of UQBC clothing is available for sale. This includes zooties, polo shirts, tracksuits, caps and a range of other items.

Details of clothing is available on the club website. Orders may be placed directly with the supplier. Club Caps/Visors may be purchased directly from the club,

FUEL STORAGE

A stand-alone fuel storage unit is located adjacent to the front of the shed.

- All fuel for motor boats is to be stored in this unit
- At the end of each session, the fuel tank from each tinnie is to be removed and placed in the storage unit
- No fuel drums are to be stored in the shed.

BOATSHED SECURITY

At the end of each rowing session, all scull racks, trestles and tinnies must be returned to the appropriate bay.

The last person leaving the club must ensure that all doors and bays are closed and locked, including the fuel storage unit.

COACHING AT UQBC

All coaches at University of Queensland Boat Club must be authorized by the Head Coach, as a representative of the Board.

Professional Coaching

The club's professional coaches are responsible for coaching those members of the club who are in the club's designated squads. Membership of these squads is at the sole discretion of the Head Coach.

All coaches in this category must:

- Have a written agreement with UQBC;
- Hold a current Recreational Marine Driver's License (or inter-state equivalent) and lodge a copy with the Head Coach;
- Maintain a reasonable standard of coaching (Level I, II), and behave in accordance with directions from the Head Coach and Captain of Boats;
- Comply with all rules governing the use of waterways, including the use of electric megaphones;
- Coach all athletes under their care in accordance with the Rowing Australia Coaches Code of Ethics and all relevant club policies and directives;
- hold a current Blue Card (regardless of the age of your specific squad)
- Be an active or life member of the club.

Honorary or Volunteer Coaches

UQBC offers coaches the opportunity to expand their coaching experience by working with our professional coaches in the club's squads.

Members are encouraged to provide coaching for other club members on a voluntary or honorary basis. If you are able to assist with coaching please discuss your availability with the Head Coach or Captain of Boats.

This may be done subject to the prior approval of the Captain of Boats who is also responsible for managing the use of club equipment including coaching boats.

Honorary coaches must;

- Hold a current Recreational Marine Driver's License (or inter-state equivalent) and lodge a copy with the Head Coach;
- Maintain a reasonable standard of coaching and behavior in accordance with directions from the Head Coach and Captain of Boats;
- Comply with all rules governing the use of waterways, including the use of electric megaphones;
- Coach all athletes under their care in accordance with the Rowing Australia Coaches Code of Ethics and all relevant club policies and directives;
- Be an active or life member of the club.

Non-Member (Outside) Coaches

Members should not make private arrangements with outside coaches for coaching from the club's facility. Should a specific situation arise where an outside coach may wish to coach from the club's facilities, we ask that the members involved seek the prior approval of the Captain of Boats or Head Coach. Outside coaches must have valid NCAS coaching accreditation and comply with the conditions applying to honorary coaches.

REGATTAS

Race Entries

A procedure will be agreed and documented by the Head Coach, setting out how various groups of members lodge race entries. Race entry fees are charged to members, and are normally payable in advance of the regatta.

Club Uniform

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

- Maintain a clean and tidy appearance;
- Wear club uniform around the boat park at all regattas and events;
- UQBC Racing Zootsuits must be worn in all competitions unless required by the

- rules of racing relating to composite crews to wear another uniform;
- It is preferred that all crews race in the UQBC Blue Cap or Visor;
- Compete with respect and courtesy to other competitors.

Trophy Presentations

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

Boat Loading and Unloading

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

A date and time for boat loading as well as a trailer plan will be determined prior to each regatta.

VOLUNTEER WORK

Our members' contribution to the operation of our club is a key objective in our Strategic Plan. This is essential for our club to be successful and is a vital and enjoyable aspect of being a member of our club.

Members are asked to commit to voluntary work to assist in the running of the club. This may include coaching, subcommittees, boat maintenance, acting as a Rowing QLD Boat Race Official, corporate rowing, running the club's regattas and various working bees.

Rosters will regularly be placed on the notice board at the front of the shed for shed and jetty cleaning.

BOAT SHED KITCHEN

The kitchen is available for members to prepare light meals after training. Please keep this area clean and tidy. In particular, put food away, wash, dry and put away crockery and cutlery.

DISPUTE RESOLUTION

Any club member who has a dispute with the Club should raise the matter with the Club President in the first instance.

The Club Chairman will nominate a person or, not more than a panel of three people, not involved with the dispute to assist the complainant member to resolve the dispute by discussion, mediation or intervention. This may also mean that the member is referred to an external body for resolution.

APPENDIX A – Safe Navigation Policy

The club's Executive Committee sets the direction and policy regarding the personal safety of our rowers on the water as well as the need to minimise the risk of damage to equipment.

Accordingly, the following policy and procedure is intended to provide guidance so that all members are aware of the most common risks and how they can be avoided or mitigated.

Accidents on the water result in significant damage to equipment. Errors in steering are often the primary cause of each of these accidents.

The following procedures apply to all members steering coxed and coxless boats including single sculls. Adherence to these procedures is mandatory.

Please read these procedures and ensure they are followed. All members of a crew are equally responsible to ensure these procedures are followed to ensure the safety of the crew.

If you are in any doubt as to any of the points raised in this document please discuss the matter with the Captain of Boats, Head Coach or an Executive Committee Member.

Navigation Lighting is mandatory if you are on the water between sunset and sunrise, in accordance with MSQ Regulations.

FUNDAMENTAL PRINCIPLES

Common Sense and Caution.

- Notwithstanding the detail in this document you are expected to apply basic common sense when you are on the water;
- Maintain a careful lookout. Look ahead often particularly when approaching known high risk points;
- Keep to the starboard side (bow side or coxswain's right) of the river;
- Maintain a separation of not less than 3 metres to the tips of the blades from navigation pylons, moored boats and other obstacles;
- Allow oncoming crews to pass down your port side (stroke side or coxswain's left), allowing, where possible, at least 4 metres between the blade tips of passing boats;
- If in doubt about your course or steering stop rowing and make any necessary observations or adjustments;
- You must do everything reasonably possible to avoid a collision. Please never try to enforce what you might perceive to be your right of way;
- If you feel you may collide with another crew (or if you see another crew in danger

of collision) call out loudly to warn them of the risk. Identify the crew and the risk using words such as **“UQBC PAIR, LOOK AHEAD”** or **“COMMERCIAL EIGHT, STOP ROWING”**. Keep calling out until you are noticed. Report all incidents and accidents to the Captain of Boats or Head Coach.

Avoidable Hazards – These include (but are not limited to):

- Navigation markers (buoys and pylons);
- Moored boats and mooring buoys;
- Bridge pylons;
- Wharves and pontoons;
- Boats fishing at anchor in or near the channel;
- Boats which moored (usually overnight) in or near the navigation channel;
- Other rowing boats including in particular school crews or scullers who may be inexperienced at steering and unaware of the correct navigation procedures;
- Coaching boats (where the coach may not be paying attention to their steering);
- Other river traffic including recreational speed boats and ferries.

High Risks – Know where they are!

The courses usually steered by crews and scullers as they move up and down the river allow us to identify particular points on the waterways where there are high risks of accident.

These are not the only risk points and a careful look must be maintained at all times. Maintain a look out for CityCats. They can be moving quickly and do have right of way. As they approach adjust your steering (usually to starboard or bow side) so you are not in the navigation channel. This will also clearly indicate which way you will go so the ferry can adjust its course accordingly. Do not block access to ferry terminals.

APPENDIX B – Incident/Accident Report Form

Please complete all of the details on this form and lodge it at the boatshed office for any incident which involves injury to you or another person, or damage to equipment, or where there may have been the possibility of injury or damage.

Please complete all of the details on this form and lodge it at the boatshed office within 24 hours of the incident.

- b) email a scanned copy to secretary@uqbc.org or captain@uqbc.org

UQBC Incident/Accident Report Form
Date form completed
Your name
Other parties involved or affected
Other parties contact details Telephone: Address: Email:
Date and time the incident occurred
Where did the incident occur?
Was the matter reported to MSQ or the police? If so please include the reference number.
Details of the Incident: (Please include a diagram where possible)
OFFICE USE ONLY
Received by
Date received
Cost if any
Date completed

APPENDIX C – Storage of Private Boats and Other Equipment

The UQBC Board has adopted the following policy for the storage of privately owned equipment including boats, boat racks, bicycles or other personal property.

Conditions of Storage

Only active members, life subscriber members or honorary life members may store equipment on the club's premises. In the event you cease to be a member or do not pay your annual fees you must remove your equipment within fourteen days of being asked to do so. Such requests may be communicated to you by email or by mail to your last known address.

In the event you do not remove your equipment the club may consider the Equipment abandoned and deal with it as it sees fit.

Equipment is stored entirely at the member's own risk. The club will not be liable for damage or loss howsoever arising. The club does not insure these items. The Club recommend members obtain their own insurance.

Storage of equipment is subject to the consent of the Board, and is delegated to the Captain of Boats and Head Coach.

Consent to store equipment may be withdrawn by the Club at any time without reason in which case the Head Coach and Captain of Boats will inform the member and the member must remove their equipment within 14 days.

Members seeking to store equipment at the club must submit a written application to the Captain of Boats or Head Coach. This must include a description of the equipment, the manufacturer and any identifying marks or serial numbers and must acknowledge the member's acceptance of the terms of this policy.

The Head Coach and Captain of Boats will determine where equipment is stored and may relocate or move a member's equipment without the consent of the member. Equipment must be clearly labelled with the member's name.

A fee will be charged for storage.

All privately owned boats will be subject to this storage fee, unless a specific waiver is granted by the Board (eg private boats available for club use). Failure to pay storage fee will result in the private boat being removed from the shed.

There is no automatic right for a member to store equipment at the club.

The policy extends to the transport of equipment including boats on the club's trailer or

vehicles and at regattas or at any other time by the owner or anyone else.

Priorities

With the increasing demand for boat storage the board has assigned the following priorities for access to the available space.

- High Performance status
- Frequency of use
- Service to the club
- Seniority

Boats stored at the club in readily accessible positions must be used regularly. Otherwise they may need to be relocated in favour of equipment that will receive regular use.

All boat storage requests should be made in writing to the Captain of Boats (captain@uqbc.org).

APPENDIX D - SAFE RECOVERY OF PERSONS OR EQUIPMENT IN THE WATER

From time to time you may need to recover persons or equipment in the water while you are driving a coaching boat.

You must ensure the safety of all people involved before you attempt to recover equipment. Boat drivers must be aware that **there is a significant risk of injury to persons in the water as a result of propeller strike**. Special precautions are necessary to eliminate this risk.

To recover people from the water.

Approach to within about 15 metres of crew or boat requiring assistance and assess the risks before making any attempt to move in close.

This includes wind, tide, river traffic, rocks, wharves, pylons, other coaches in boats. If there is a more experienced person in attendance ask how you can assist and follow instructions. Otherwise take control of the situation by informing others who may be attempting to help what you propose to do.

Explain to the person/crew how you will recover them from the water.

Approach into (towards) the wind and/or tide so your boat will blow away from the risk if the motor is stopped. *Otherwise your risk will become part of the problem and not the solution. In particular you may need to restart your motor which is a serious risk to persons in the water.*

Under no circumstances should you ever reverse towards a person in the water.

Maneuver very slowly, generally at idle.

Reverse gear is for going astern, not for stopping the boat.

Switch off your engine. This is essential so the throttle cannot be accidentally applied by someone knocking the lever as the person is climbing into the boat.

Once you're close to the person you are assisting, call to the person to swim to your boat. **It is not sufficient to put the boat into neutral.**

Ensure your boat remains stable and recover one person at a time.

Avoid overloading your boat. Take people to safety and come back for more if necessary. Follow the necessary first aid procedures once the people are safe.

Recovering a Boat

Once the crew has been recovered you may then attend to their equipment. Oars are best left on the gates for stability and buoyancy.

Consider how the boat will be affected by wind and tide while it is being towed. Work with the wind and tide. It is difficult if not impossible to tow against wind and tide.

To tow the boat, wrap a rope around the bow or stern three or four times, finish with a half hitch and tie off to a rigger.

Look for an accessible beach or pontoon in the general direction of the boat's drift and guide the boat in that direction. Let the wind and tide do most of the work and use your boat and engine to steer.

The boat will be difficult to turn so plan how you will need to maneuver.

Once alongside the beach or pontoon secure the boat to a mooring or buoy or if people are available to help, get the boat out of the water.

Tilt the boat and very slowly to let the water run out. The boat will be too heavy to lift until it is practically empty.

If the weather is poor, tie the boat down and return later to collect it.