

EQUIPMENT USAGE POLICY

1. INTRODUCTION

The Cairns Rowing Club delivers its rowing program under the guidance and direction of a number of policies and procedures.

This policy describes the requirements for Equipment Usage and Categorisation of Members.

It should be noted that the equipment provided by the Cairns Rowing club is the result of the efforts of club members, and this policy also serves to protect their efforts.

The equipment is the means by which athletes are able to participate in their sport and ensuring availability and quality of the equipment is a necessary function of the club to ensure all members are properly served, and in particular that training is not interrupted.

2. PURPOSE OF POLICY

This boat usage policy is designed to ensure that equipment, including rowing shells, oars and all other support equipment are appropriately used and maintained, this includes allocation of equipment appropriate to the level of experience of the rower. It is important that boats and equipment are taken care of and that rowers use equipment that is suited to their skill level.

To achieve this, it is important that ALL equipment is properly taken care of and that equipment is maintained in good working order. To assist with this aim, this policy is designed so that as a members' level of rowing technique and commitment improves, that member can progress to using equipment that is appropriate to their skill level.

This policy also sets the criteria for the categorisation of club members and describes the steps required to be undertaken to allow progression through categories.

This policy has been developed on the basis of identifying categories within the development of individual athletes and establishing a protocol by which the members operate within the limitations of these categories, while also having a clearly defined path of progression.

This policy is also intended to be flexible enough to avoid unnecessary process, but firm enough to be transparent in its operation.

3. CATEGORIES

Under this policy, members are categorised according to the development phases of the athlete, and equipment (boats and oars) is categorised according to the anticipated level of usage and associated skill sets of the members that will use the equipment within their categories.

These categories and associated development phases are identified as:

Green Category (designating *Early Stage or Beginner Stage),

Orange Category (designating *Intermediate Stage), and

Red Category (designating *Final or Experienced Stage).

A description of these categories is provided below.

***Stages of Learning** adapted from Rowing Australia Level 1 Coaching Manual (2007), 58-60

4. CATEGORISATION OF MEMBERS

Sports science has recognised stages through which all athletes pass in developing skills in their chosen sport. This policy has adapted and simplified these stages to assist members and committee in determining the appropriate type of equipment to reflect their level of development.

In addition to stage of development within the sport, the stages of rowing below also reflect the member's understanding of and involvement in boat maintenance – in rowing, a critical aspect of the athlete's development.

Importantly, this approach has been taken to maximise members' safety both on and off the water, and to ensure an appropriate match between equipment and the member's capability.

There is no formal 'test' to assess a member's level, however there are a number of strategies identified within this policy to assist members with their progression through the various phases of development. Refer Progression of Members for details.

Committee members and more experienced club members will also usually observe members rowing and informally assess their level.

Members will therefore move through the levels as their rowing develops. A request can be made at any time to a committee member to consider a re-assessment as the members considers is warranted.

5. PROGRESSION OF MEMBERS

Members are encouraged to develop their skills as quickly and expediently as possible, the primary benefit being to gain access to all levels of equipment within the facility. As member's skill sets improve, the quality of their rowing will also develop, therefore improving the enjoyment level of their rowing.

Evaluation and reclassification of the member's status will be at the discretion of the Captain of Boats, with additional input from committee members and senior club members.

A number of opportunities are also available to assist with the development of individual skill sets. These opportunities include:

- Participating in a Capsized Recovery Session run by the Club,
- Participating regularly in personal 'one on one' training sessions with a Red Category member.
- Participating regularly in the Intermediate Technical Training Sessions.
- Participating regularly in the Advanced Technical Training Sessions.
- Participating in a certified Coaching Course run by Rowing Queensland or an approved instructor sponsored by Rowing Queensland.

Assessment Forms are available to assist with tracking of the member's participation within these activities.

6. CATEGORY DESCRIPTION

6.1. Green Category - The Early Stage (Beginners)

In this stage the athlete typically thinks about the action that needs to be performed to achieve the intended result. Often the athlete internally or externally verbalises what is required in an effort to perform the correct movement pattern.

6.1.1. Development

- The athlete tries to understand what is required
- Usually highly motivated
- Parts of the movement are missing, particularly the preparation and follow through
- Rhythm coordination and control are not evident
- Movements do not use all the necessary body parts. ie some body parts are stiff.
- Performance is inconsistent.

6.1.2. Boat Handling

- Athlete requires assistance in performing many aspects of safe and appropriate boat handling.
- Athlete not yet able to identify parts of boat.
- Athlete requires assistance to launch and return to ramp.

6.1.3. Safety

- Athlete not yet able to identify unsafe water conditions.

6.1.4. Club participation

- The athlete is not expected to participate or to contribute to the running of the club.

6.2. Orange Category - The Intermediate Stage

During this stage the component parts of the skill are refined and modified as the athlete associates their actions with movement results.

6.2.1. Development

- The athlete learns to detect and correct their own performance errors
- While the overall movement produces reasonable results, some components are performed incorrectly
- Performance of the movement becomes more consistent

6.2.2. Boat Handling

- Athlete understands the role of crew members in safe and appropriate boat handling
- Athlete requires minimum supervision to properly remove and replace boats in racks in shed
- Athlete fairly consistently adheres to competent boat handling procedures
- Athlete can properly identify all boat parts and their role in the boat, but is not yet able to identify pending breakages
- Athlete competent to row safely in coxless boat

6.2.3. Safety

- Athlete will start to recognise unsafe rowing conditions, and should become capable of implementing appropriate steps in response.

6.2.4. Club participation

- The athlete begins to recognise the need to contribute to the overall running of the club (be it working bees, maintenance, rigging, boat cleaning, trailer loading...)

6.3. Red Category - The Final Stage (Experienced)*

During this stage the athlete automatically performs the movement at a high level of performance. Athletes are able to unconsciously perform skills under pressure. Performance becomes more consistent and importantly, the athlete often identifies skill errors.

6.3.1. Development

- Automated performance of the skill
- Often when modifications are made to technique there is a decrement in performance
- Athletes are challenged by solving 'higher order' motor problems
- Athlete able consistently to navigate boat safely into ramp in a variety of conditions

6.3.2. Equipment handling

- Athlete knows how to properly carry boats
- Athlete has sufficient strength to properly carry the boats
- Athlete can properly remove and replace boats from their rack in the shed.
- Athlete can recognize a piece of damaged (or impending damaged) equipment
- Athlete can properly fix minor equipment breakages.
- Athlete can be trusted not to create any boat/equipment damages
- Athlete knows how to properly carry oars (no more than two blades per hand at a time and not in a big bundle)

6.3.3. Safety

- Athlete recognises unsafe water conditions
- Athlete recognises unsafe rowing conditions (eg: alone, in the dark, lightning...)
- Athlete knows how to properly lock-up the shed when leaving

6.3.4. Club participation

- The athlete contributes to the overall running of the club (be it working bees, maintenance, rigging, boat cleaning, trailer loading...)

**Junior members under the age of 18 years' are excluded from this category. However, if a crew of junior members are considered to meet the above attributes they can use the red category equipment if accompanied by a coach.*

7. CATEGORISATION OF EQUIPMENT

Equipment is categorised according to the existing quality of equipment and the intended purpose of the equipment.

Members will note that equipment quality varies and will be taken into account when categorising the equipment. Intended use of the equipment is also taken into account when categorising the equipment.

Equipment is typically grouped into the following:

- Boats,
- Oars, and
- Support Equipment (coach's tinnies etc)

It is vitally important that members understand the significance of the Equipment Categories, and act accordingly in accordance with the requirements for the equipment.

7.1. Boat Categories

Boats are categorised according to their quality, age and intended use, whether it be for high level competitive racing, or for learning to row.

As for member categorisation, boats are also categorised under the same development scale, incorporating the following:

Green Category (designating Beginner Stage)

Orange Category (designating Intermediate Stage); and

Red Category (designating Experienced Stage).

Boat categories are identified by a coloured marking (circle) on each of the boats. The colour of the marking identifies the boat category.

7.2. Oar Categories

Oars are also categorised according to the existing quality of equipment and the intended use of the equipment.

As for boat categorisation, oars are categorised under the same development scale, incorporating the following:

Green Category (designating Beginner Stage)

Orange Category (designating Intermediate Stage); and

Red Category (designating Experienced Stage).

Oar categories are identified by a coloured marking (circle) on each of the oars, with the colour of the marking identifying the boat category.

7.3. Support Equipment

The rowing club provides a range of additional support equipment for use by the members, including:

- Coaching boats,
- Boat Trailer
- Regatta equipment
- Camera, and
- Video Camera.

This equipment, where appropriate, is available to club members, however similar constraints exist for the use of the equipment.

7.3.1. Coaching Boats

There are two coaching boats provided by the rowing club, as described in the relevant Coaching Boat summary.

Coaching boats can be used by any category member provided they carry the appropriate licence.

7.3.2. Boat Trailer

The club provides a Boat Trailer for transport of equipment to and from regattas and for transport of equipment as required.

Use of the boat trailer for club related activities will be arranged by the committee.

Private use of the trailer is also permitted by special arrangement with the club committee. Conditions on use will be applicable in these circumstances.

Use of the boat trailer for private use will be at the discretion of the committee, and shall only be actioned on the undertaking that all conditions applied will be followed, and all responsibility and any costs resulting from the private use, shall be borne by the user.

An application for private use of the trailer must be submitted to the committee and endorsed in writing by all committee members prior to private use being granted.

In particular, any costs arising from repairs associated with damage to the trailer will be the responsibility of the user.

7.3.3. Regatta Equipment

Regatta equipment and usage of regatta equipment is described under the Club's Operations and Procedures Manual.

7.3.4. Video & Still Camera

Usage of the video & still camera is described under the Club's Operations and Procedures Manual.



8. ACCESS TO THE FACILITY

8.1. Designated Operating Hours

The designated operating hours for the Rowing Club Facility are identified in the Club's Operations and Procedures Manual.

Access to the Club Facility is available outside of the times nominated, however all conditions and restrictions for equipment use are applicable.

To request access to the Club Facility outside of the designated times, please contact the Captain of Boats.

8.2. Keys

Under this policy keys shall be made available to all Red Category members if requested. Members requiring a key must submit a request in writing to the committee.

It is generally considered that Green Category members will always be in the company of RED or ORANGE category members, and therefore should not require a key.

There may be times that ORANGE category crews train outside of the designated hours, and will require access to the facility. In these instances, ORANGE category members are asked to contact the Captain of Boats to arrange access.

Please note that keys are available to crews during training sessions to allow the crews to re-enter the boat shed after their training row. Keys are located on the key hook at the front of the shed.

Please return these keys at the end of every session and please ensure these keys are not removed from the shed.

Spare keys, key cutting and allocation of keys is maintained by the club's Vice President.

8.3. Contact Details

Contact details for committee members are provided in the Club's Operations and Procedures Manual.

9. BOAT CATEGORIES

Rowing shells come in different sizes, shapes and construction which suit the various ranges of athlete sizes, weights and abilities and as such this has been taken into account when categorising boats at the Club.

Example of constructions types are as follows: -

Honeycomb carbon construction. These boats are minimal in weight and therefore the number one choice for elite athletes

Honeycomb Kevlar Carbon reinforced these boats are a blend of carbon and Kevlar skins and slightly heavier than the Honeycomb carbon.

Glass honeycomb are again heavier in weight than the two types above. These boats are extremely durable and strong and are probably the best boat for the non-elite athlete looking to row in a comfortable but still highly competitive boat that will last a long time.

Reinforced **Fibreglass** construction boats are extremely robust and can withstand rough handling and wear and tear of beginners and learn to row programmes. Boats are heavier than all other constructions but their durability and ease of repair by someone with basic knowledge of fibreglass skills make them highly sought after boats.

Green Category (The Early Stage or Beginners)

Green Category Boats (identified by Green Sticker on Hull)				
Can be rowed by all categories, as defined in the Categorisation of Members.				
Construction type typically Fibreglass				
Boat Name	Boat Type	Crew Restrictions	Weight Restrictions	Comments
City of Cairns	Quad Scull	Nil	Nil	Coxswain not required
Christine-Anne	Quad Scull	Weight restrictions apply.	75kg average crew weight.	Coxswain not required. 300kg maximum crew weight, excluding coxswain.
Thomas Hinch	Quad Scull	Nil	Nil	Coxswain not required
Emily Conlan	Quad Scull	Nil	Nil	Coxswain not required
Angeli	Quad Scull	Nil	Nil	Coxswain not required
Nancy Rosland	Quad Scull	Nil	Nil	Coxswain not required
Peter Thoren	Four	Nil	Nil	MUST have a coxswain present
OARS: All S6 sculling oars and sweep oars at the front of the shed				



Orange Category (The Intermediate Stage or Intermediates)

Orange Category Boats (identified by Orange Disc on Hull)

Only to be rowed by Orange Category (Intermediate Stage) and Red Category (Final Stage) members as defined in the Categorisation of Members. A minimum of 50% of the crew must be of this category for these boats to be used, unless noted otherwise in the table below.

Construction type typically **Glass Honeycomb**

Boat Name	Boat Type	Crew Restrictions	Weight Restrictions	Comments
QR1	Single Scull	Preference given to 'mobility impaired' members. Weight restrictions apply.	Nominally 90kg maximum weight	Boat fitted with floats to assist stability.
QR2	Single Scull	Weight restrictions apply.	Nominally 90kg maximum weight	Nil
Full	Single Scull	Weight restriction apply	90 kg nominal	Maximum weight 110 kg
Three Quarter	Single Scull	Weight restriction apply	80 kg nominal	Maximum weight 95 kg
Half	Single Scull	Weight restriction apply	70 kg nominal	Maximum weight 80 kg
Schryver Nugent	Double Scull / Pair	Nil	Nil	This boat is generally rigged as a DOUBLE, however can be rigged as a PAIR for a session. Must be re-rigged as a DOUBLE at completion of the row.
Biscotti	Double Scull	Nil	Nil	Nil
Barron Blades	Quad Scull	If all crew are ORANGE category, MUST have a coxswain present.	Nil	
Richard Shaw	Quad Scull / Four	Nil	Nil – however suits heavy weight crews	Nil

OARS: All Croker S2 soft sculling oars and M2/M1 sweep oars at the rear of the shed

Red Category (The Final Stage or Experienced)

Red Category Boats (identified by Red Disc on Hull)				
Only to be rowed by Red Category (Final Stage) members as defined in the Categorisation of Members. A minimum of 50% of the crew must be of this category for these boats to be used, unless noted otherwise in the table below. Construction type typically Honeycomb Kevlar Carbon				
Boat Name	Boat Type	Crew Restrictions	Weight Restrictions	Comments
Kate Galloway	Double Scull	Nil	Nil	Nil
Kylie Pedder	Double Scull	Weight restriction apply	60 – 75kg average. Up to 80kg per rower if required	Refer comments from boat manufacturer below.
Hicks	Pair	Nil	Nil	Nil
Mitchell Harris	Quad Scull	Nil	Nil	Nil
Krause	Four	Weight restriction apply	65kg Average	Total crew weight must not exceed 260kg (excluding coxswain)
Wintech HW Four	Four	Nil	Nil	Nil
Chook Henwood	Eight	Two Red Category crew minimum.	Nil	Nil
OARS: All Croker S2 soft sculling oars, all Concept 2 sculling oars and M2/M1 sweep oars at the rear of the shed.				

Clarification on Boat weights:

Following queries raised by members in relation to the impact of crew weights that exceed the recommended limits on the structural integrity of boats, advice was sought from Sykes Racing.

in relation to the impact of crew weights that exceed the recommended limits on the structural integrity of boats, Sykes reported:

“Firstly the weight range specified on a boat should be used as a guide as to what size crew can fit comfortably into the boat. Generally speaking, if you put a bigger crew than the recommend weight into a boat you are not at risk of damaging the boat but the crew will find it hard to set the boat up in a comfortable way. For example, if they are too big for the boat the boat will sit lower in the water and they might find there is not enough room on the rigger pin to get the required height to be comfortable.

If the crew is outside the weight range but they feel like they can get a comfortable setup, then they should be okay to row in the boat still. If they are too big they might find in rough condition the boat is too low in the water and water might.

The two boats in question (Galloway and Pedder):

The mould 13 (Pedder) should be suitable for rowers up to 80kg (if required). And the Mould 23 (Galloway) would be okay for rowers from 75kg to 95kg.



10. COACHING BOATS – SUMMARY

Coaching Boats				
Can be used by members provided they carry the appropriate boat licence.				
Boat Name / Description	Boat Type	Crew Restrictions	Motor Size	Comments
3.5m Aluminium Tinny (AKA: Turtles Tinny)	Aluminium Runabout	Four (4) crew maximum	15HP	Driver must have a Boat License. Life jackets and safety equipment must be present and checked before use. Note – One life jacket for each crew minimum.
3.5m Aluminium Tinny (AKA: Barian)	Aluminium Runabout	Four (4) crew maximum	15HP	Driver must have a Boat License. Life jackets and safety equipment must be present and checked before use. Note – One life jacket for each crew minimum.

PROGRESSION CHECKLIST

GREEN CATEGORY TO ORANGE CATEGORY

Orange Category

The Athlete will need to complete a **minimum 3 months** of regular rowing of at least 3 sessions per week before being considered to have gained sufficient experience to progress from Green to Orange category.

By this stage the component parts of the skill are refined and modified as the athlete associates their actions with movement results.

Development

- Performance of the movement is more consistent.
- While the overall movement produces reasonable results, some components are performed incorrectly
- Can detect and correct own performance errors such as:-
 - Adjust hand heights to steady an unstable boat
 - Knows how to keep blades from skimming the water
 - Knows what to do to square earlier
 - Knows how to correct rushing the slide
 - Knows how to adjust blade/oar depth
 - Knows how to fix skying at the catch

Boat Handling

- Demonstrates minimal supervision / assistance required to properly remove and replace boats on racks in the shed.
 - Remove and replace boats evenly on the racks, ie bow and stern are level.
 - Avoids contact of the boat hull with the gates of other boats already on racks.
 - Know to turn boat on its side when entering and exiting the shed
 - Know to carry the boat level, ie and bow and stern at the same height.
 - Know to watch riggers and gates when moving the boats within and around the shed to avoid collision with other boats and people.
- Consistently adhere to competent boat handling procedures
 - Know how many people required to carry different boat types
 - Know where crew should stand in relation to carrying a boat
 - Know where and where not to hold the boat when carrying



- Know who calls the instructions when carrying a boat
- Know who watches the bow of the boat to ensure no collisions occur
- Able to properly identify all boat parts and their role in the boat, but is not yet able to identify pending breakages
 - See attached diagram and identify parts.
 - Can identify and name the different boat types in the shed (complete the attached).
 - Knows the difference between a coxed and coxless boat
 - Knows why there is a ball on the bow of the boat
- Competent to row safely in coxless boat
 - Knows the direction of travel on the water
 - Knows to keep regular checks to ensure direction of travel is clear so as to avoid any potential collisions
 - Can instruct others in the direction of steering, eg more pressure on bow or stroke side

Safety

- Athlete will start to recognise unsafe rowing conditions, and should become capable of implementing appropriate steps in response.

Club participation

- The athlete begins to recognise the need to contribute to the overall running of the club (be it working bees, maintenance, rigging, boat cleaning, trailer loading...)

Athlete / Club Member:		
Application Date:		
Athlete considered competent to progress to Orange category	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Signed by Assessment Panel (3 signatories)		Dated:
Comments: <i>(if any)</i>		

PROGRESSION CHECKLIST

ORANGE CATEGORY TO RED CATEGORY

Red Category

The athlete automatically performs the movement at a high level of performance. Athletes are able to unconsciously perform skills under pressure. Performance becomes more consistent and importantly, the athlete often identifies skill errors.

Development

- Automated performance of the skill
- Often when modifications are made to technique there is a decrement in performance
- Athletes are challenged by solving 'higher order' motor problems
- Athletes are able to assist with the development of less experience rowers.

Boat Handling

- Athlete knows how to properly carry boats
- Athlete is strong enough to properly carry the boats
- Athlete can properly remove and replace boats from their rack in the shed.
- Athlete can recognize a piece of damaged (or impending damaged) equipment
- Athlete can properly fix minor equipment breakages.
- Athlete knows how to properly carry oars
- Athlete can confidently direct less experience rowers in correct boat handling procedures.
- Athlete has an understanding of correct rigging

Safety

- Athlete recognises unsafe water conditions (strong tides, currents, potential debris,)
- Athlete recognises unsafe rowing conditions (eg: alone, in the dark, lightning, wind strength, heavy rain, storms etc...)
- Can confidently direct others when safety is at risk, eg impending collision, strong currents, row safely with a breakage or crew injury.
- Know how to properly lock-up the shed when leaving, including ensuring that all equipment is stored away correctly.



Club participation

- Contributes to the overall running of the club (be it working bees, maintenance, rigging, boat cleaning, trailer loading...)

Athlete / Club Member:		
Application Date:		
Athlete considered competent to progress to Red category	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Signed by Assessment Panel (3 signatories)		Dated:
Comments: <i>(if any)</i>		