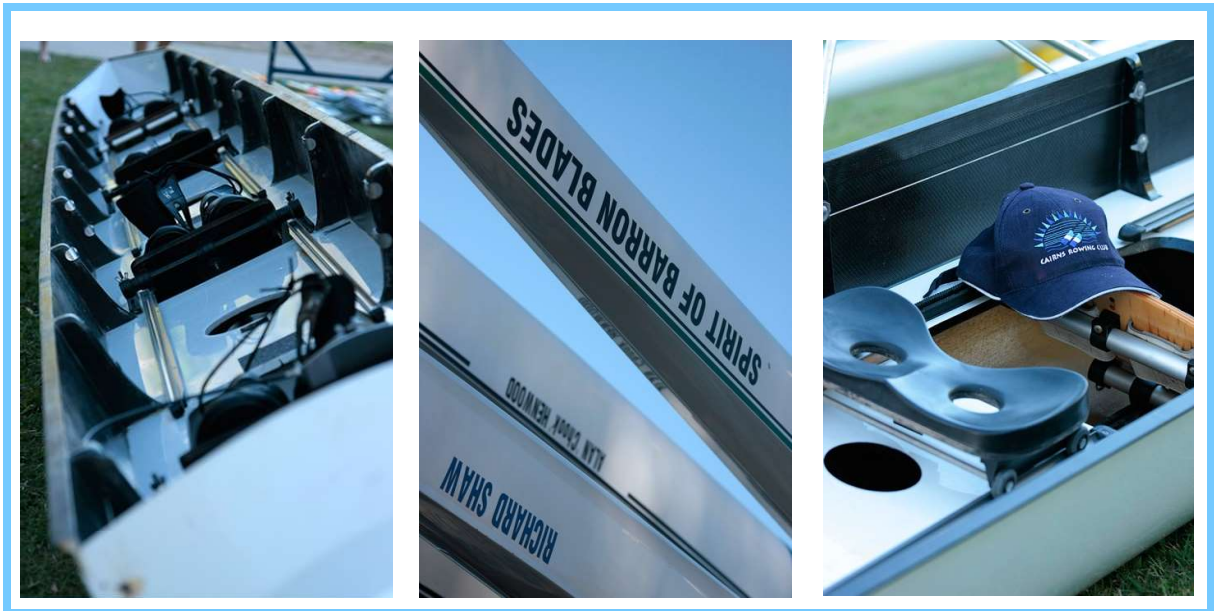


**CAIRNS ROWING CLUB INC**



## Club Manual



## Contents

1. Governance.....	4
2. Committee.....	4
3. Hours of Operation.....	5
3.1. Standard hours:.....	5
3.2. Alternative hours: .....	5
4. Postal address.....	5
5. Club Account.....	5
6. Membership Categories .....	5
7. Safety .....	5
7.1. Capsize Recovery / Use of Single (1x) & Double sculls (2x).....	5
7.2. Waterway course of travel.....	6
7.3. Boat lights.....	6
7.4. Crocodiles .....	6
7.5. Weather conditions .....	6
7.6. Incident reporting .....	7
7.7. Visiting Rowers.....	7
8. Equipment .....	7
9. Housekeeping .....	8
9.1. Boat booking board .....	8
9.2. Sign out / in register .....	8
9.3. Gate Covers / Racking boats .....	9
9.4. Shed lights.....	9
9.5. Taps .....	9
9.6. Gates / Roller Doors.....	9
9.7. Club Tinnies .....	9
9.8. Fuel .....	9
9.9. Club Camera and Video Camera .....	9
9.10. Breakages .....	9
9.11. Alterations to Boats .....	10
10. Keys .....	10
11. Working Bees.....	11
12. General Club Meetings .....	11
13. Regattas .....	11
13.1. Regatta Calendar .....	11
13.2. Attending Regattas.....	11
13.3. Regatta entries .....	12
13.4. Boat Loading / unloading for Regattas.....	12
14. Club Programs and Events .....	12



14.1.	Learn to Row Program .....	12
14.2.	Integration Program .....	12
14.3.	Head of the Trinity Inlet (HOTTI).....	12
14.4.	Cairns Corporate Rowing Challenge* .....	13
14.5.	North Queensland (NQ) Masters' Competitive Program .....	13
15.	Fundraising.....	13
15.1.	Cadbury Chocolates.....	13
15.2.	Bunnings BBQ.....	13
16.	Merchandise.....	14
17.	Private Boat Storage .....	14
18.	Lockers.....	14
19.	Policies .....	14
Appendix A - Regatta Calendar .....		15



## 1. Governance

The club is managed by an elected committee that meets on a monthly basis to formulate development strategies and to conduct the day-to-day running of the club affairs.

## 2. Committee

<b>President</b>	<b>Peter Thoren</b> 0459 117 390 <a href="mailto:p.thoren@cairns.qld.gov.au">p.thoren@cairns.qld.gov.au</a>
<b>Vice president</b>	<b>Laurent Van De Wiele</b> 0414 519 688 <a href="mailto:l.vandewiele@yahoo.fr">l.vandewiele@yahoo.fr</a>
<b>Treasurer</b>	<b>Clare Munro</b> 0402 396 023 <a href="mailto:munroclare@yahoo.com.au">munroclare@yahoo.com.au</a>
<b>Secretary</b>	<b>Kylie Pedder</b> 0421 011 936 <a href="mailto:kyliepedder@optusnet.com.au">kyliepedder@optusnet.com.au</a>
<b>Ordinary members</b>	<b>Richard J Shaw</b> <a href="mailto:Richard.shaw@fubiliantransport.com">Richard.shaw@fubiliantransport.com</a>  <b>Alison Kirkwood</b> <a href="mailto:Alison.kirkwood@hotmail.com">Alison.kirkwood@hotmail.com</a>  <b>Gresham Clapham</b> <a href="mailto:claphamcairns@bigpond.com">claphamcairns@bigpond.com</a>  <b>Lachlan MacDonald</b> <a href="mailto:Lacdon5@bigpond.net.au">Lacdon5@bigpond.net.au</a>



### 3. Hours of Operation

#### 3.1. Standard hours:

Monday to Saturday 5:15am to 7am

#### 3.2. Alternative hours:

Alternative hours are at the discretion of members provided they meet the requirements of the Boat Usage Policy.

### 4. Postal address

PO Box 2929  
CAIRNS QLD 4870

### 5. Club Account

Cairns Penny Savings & Loans  
Account Number: 4386  
BSB: 704966

### 6. Membership Categories

The club offers the following membership types:-

- Learn to Row
- Junior Recreational
- Junior Competitive
- Recreational
- Competitive
- Student Membership
- Casual

### 7. Safety

#### 7.1. Capsize Recovery / Use of Single (1x) & Double sculls (2x)

Due to the conditions in which we row in it is **compulsory** for all members to have **successfully** completed a capsize recovery session on annual basis before rowing a single on and is highly recommend for double sculls.

For those rowing in single sculls please aim to launch with other rowers and remain in close proximity to them if you can. If you find that you are on the water earlier than others then we recommend that you row between our boat ramp and the Tingira St boat Ramp (Maritime Safety).



A new rower should have **at least 3 months' experience before rowing a single scull**, however this is dependent on the individual progression in skill level and confidence.

For rowers visiting from another club, refer to the section on Visiting Members.

**Important:** Members are required to demonstrate their ability to successfully complete a capsized on an annual basis.

## 7.2. Waterway course of travel

When on the water crews should row with the bow side of the boat closest to the bank at all times so as to avoid any potential collisions with boats travelling in the opposite direction.

There are two exceptions to this rule, one is when you pass through the moored boats beyond the Department of Maritime Safety and the Customs building and the other is if you are completing a lap of Admiralty Island.

**Important:** Refer to the Waterway Travel Plan for additional information on direction of travel and restricted zones.

## 7.3. Boat lights

Boat Lights must be used during periods of low visibility and darkness which occurs during the winter months in Cairns.

Members are required to supply their own lights.

The club supplies a limited number of lights for visitors or in the event a member forgets to bring their own.

**Important:** Please refer to the Light Usage Policy for further details.

<http://www.rowingboatlights.com.au/>

## 7.4. Crocodiles

For members who may not be local to the area crocodiles inhabit the waterway in which we row on.

For this reason, the club has developed a Crocodile Risk Management Plan which includes a Crocodile Awareness Plan and Crocodile Policy that all members must comply with.

A copy of the Crocodile Risk Management Plan can be found in a white folder located on the bench at the front of the shed. Crocodile Sighting forms and a location map of reported sightings can also be found in this folder.

These documents can also be found on the club website under Policies.

**Important** Crocodile sightings must be reported to the Committee as soon as possible to ensure the safety of members.

## 7.5. Weather conditions

Members should always assess weather conditions before launching, taking into account wind, rain, lightning, sea conditions and potential debris after heavy rain.



Under no circumstances are members to launch when there is lightning about or heavy rainfall.

### 7.6. Incident reporting

All incidents with regard to boats and equipment should be reported to the Captain of Boats in the first instance. If the Captain of Boats is unavailable then you should notify the Club President.

For incidents which do not involve damage to boats and equipment, such as personal injury eg, slipping on the boat ramp which may result in an injury or injury in or around the shed, should be notified to the Club President and Secretary as soon as possible.

**Important:** An incident report should be completed and returned to the committee within three (3) days of the incident occurring whether involving equipment or personal injury.

Code of conduct incidents should be referred to the President or Committee, preferably in writing.

### 7.7. Visiting Rowers

The club welcomes rowers from other clubs however the following will apply due to the nature of our waterway.

- The Committee or Club President should be made aware of any rowers visiting from another club prior to their arrival.
- A quad crew should be formed with at least two (2) red category rowers if the experience level of the visitor is not known. The visitor should not be placed in bow seat.
- If the rower's experience is known and they are considered a red category rower under the club classification policy then the visitor can row in a double scull but only with a red category rower. The club member however must sit in the bow seat of the boat.
- The Visitor under no circumstances can row a single scull unless they have a club member accompany them in a tinnie.

## 8. Equipment

Equipment belonging to the Cairns Rowing Club should not be removed from the shed without notification/and or approval of the Committee.



## 9. Housekeeping

### 9.1. Boat booking board

The Boat Booking board is the whiteboard located at front of the shed immediately upon entering. The purpose of this board is for members to book popular boats which are listed on the board for one week in advance.

Bookings can be made for mornings or afternoons. If you intend to row at a time later than 5.15am you must indicate this on the booking. See example of bookings below.

**For bookings where the rower/crew is not at the shed by 5.30am then that booking is released for other members to use unless otherwise indicated by a later time on the board.**

BOAT		13/1 MON	14/1 TUE	15/1 WED	16/1 THU
<b>Kate Galloway</b>	AM Booking  PM Booking	PT/KP (6am)	KO/AK	KO/AK	DM/IS
<b>Mitchell Harris</b>				SA/RS/PT/AH	

The board is wiped clean every Saturday morning with the previous weeks' entries removed. The dates are updated for the following week, ready for members to book boats for the week ahead.

**Important:** If the dates for the new week are not written on the board on Saturday morning and you write your bookings up without changing the dates, the board will be wiped clean, new dates written up and you will lose your bookings. The reason for this is that it is difficult to ascertain if bookings on the board are old or new ones.

Note that Saturday mornings are for social rowing and boats cannot be booked for earlier than 6am on this day.

### 9.2. Sign out / in register

The sign out / in register is located on the bench at the front of the shed. You must sign out whenever you take a boat out on the water and sign back in on your return.

This register is used for a number of reasons.

1. Safety;
2. To collate statistics on boat usage for funding submissions, and
3. Provide a record of boat breakages.





### 9.3. Gate Covers / Racking boats

Majority of the damage to boats occurs when moving boats in and out of the shed. When taking boats on and off racks it's very easy to puncture the hull of a boat with pins on gates, either from a boat already racked above or to puncture the hull of a boat racked below.

To minimise the risk of this occurring a number of boats in the shed have been fitted with green and red gate covers to protect boats from puncture damage.

If you remove a boat from the shed that has covers fitted you must ensure that you place these back on the boat before you return it to its designated rack.

**Important:** Crew members still need to pay attention and watch for gates when racking boats.

**Listen for calls from the stroke or coxswain.**

### 9.4. Shed lights

Shed lights must be turned off at all times when the shed is unattended. If you are the last crew to launch your boat or last to leave the shed please ensure that all lights have been turned off.

### 9.5. Taps

Please ensure that all taps are turned off and hoses are disconnected from the tap. If you are the last person to leave the shed please check these.

### 9.6. Gates / Roller Doors

All gates and roller doors to the shed and premises must be locked when the shed is unattended. If you are the last crew to launch your boat or last to leave the shed please ensure that all gates have been locked.

### 9.7. Club Tinnies

The club has two (2) coaching tinnies available for club use only, both with 15hp motors which require the driver to hold a boat license.

### 9.8. Fuel

Fuel is available in jerry cans for the tinnies. Please notify the Captain of Boats or Club President if these require refilling.

### 9.9. Club Camera and Video Camera

A video camera and a waterproof digital camera are available for members to use for rowing purposes. Please notify a committee member if you wish to use these. A log book is provided for signing in and out these items.

### 9.10. Breakages

All breakages must be reported to the Captain of Boats and/or Committee as soon as possible.



Any boat breakages that can be repaired quickly should be carried out by the crew and the Captain of Boats notified of the breakage and repair. The boat maintenance log should also be updated with the details of the repair. (Located on the bench at the front of the shed)

For any outstanding repairs they should be dealt with as follows:-

- The breakage should be noted in the sign in/out book;
- A do not row sign should be placed on the boat; and
- The Captain of Boats and/or Committee should be notified as soon as possible of the breakage.

Members are encouraged to check all equipment before heading out on the water.

### **9.11. Alterations to Boats**

All boats and equipment are configured in accordance with the intended use of that boat or equipment. With the exception of minor temporary changes, (ie rigging of a double scull to a pair for a session) no alterations or changes shall be made to any boats or equipment without the approval of the Captain of Boats and/or Committee.

Where minor temporary changes are effected for a session, all changes shall be returned to their original state at the completion of that session.

## **10. Keys**

Shed keys are available to members upon request to the Committee. Distribution of shed keys are as per the Boat Usage Policy. If you are allocated a shed key then this key is your responsibility.

Should you lose your key, please notify a member of the committee as soon as possible.

**Important:** Keys remain the property of the Cairns Rowing Club and should you cease your membership then please return your key to a Committee member.

There are also several shed keys located next to the main whiteboard (above the sign on bench) that members can use if they don't have a key and likely to return from their row earlier than other members. These keys must be returned at the end of the row and are not to be removed from the shed for any other purpose.



## 11. Working Bees

Working bees will be carried out periodically throughout the year to maintain boats, equipment and the premises. These will *generally* be held on the **second Saturday of every month from 7am** onwards and will run for no more than 2 hours. Please check the club calendar for dates.

**Important:** The club relies heavily on the participation of members at these events to ensure the work is shared across the membership so that all members have access to a well maintained fleet of boats and premises.

## 12. General Club Meetings

General Club meetings are held monthly on the evening of the second Thursday of every month, unless otherwise notified.

These meetings are for all club members to attend (if possible) and the committee values your attendance and input at these.

## 13. Regattas

### 13.1. Regatta Calendar

The Regatta Calendar is attached at [Appendix A](#).

### 13.2. Attending Regattas

The Club usually participates in the North Queensland regattas listed at Appendix A however members are not limited to these and can find a full list of regattas on either the Rowing Queensland website <http://www.rowingqld.asn.au>.

To compete at regattas members are required to have the following:

1. A current membership with a club or school;
2. A Club Zootie; (see a Committee member to order a zootie);
3. Race entries submitted to the Regatta Secretary (email requesting these will be issued to members)
4. Seat fees paid into the club bank account **before** the Regatta.
5. Assist with boat loading before and after a regatta, if applicable.



### 13.3. Regatta entries

Regatta entries typically open one (1) month prior to a regatta and the regatta secretary will call for nominations by members once entries open. Members must ensure that they have all crews formed and entries finalised as soon as possible and submitted to the regatta secretary within the timeframe requested.

**Important:** Entries received after the closing date set by the regatta secretary will not be accepted. Non-payment of seat fees will result in entries being withdrawn.

### 13.4. Boat Loading / unloading for Regattas

Members attending regattas are required to assist with boat loading before, during and after a regatta.

Boat loading usually takes place on the morning or afternoon before a regatta or event.

Members will be notified by email when Boat Loading and unloading will occur.

## 14. Club Programs and Events

### 14.1. Learn to Row Program

Integral to the future of the club is the Learn to Row Program which not only provides a small income it is also fundamental in introducing our local community to the wonderful sport of rowing

The Learn to Row program runs for 5 weeks with 2 coached sessions taking place per week for approximately an hour and half each session. Usually one session is on Saturday morning and the second session is on a week night or morning that suits the participating crew.

The Learn to Row program is run by members volunteering their time to assist with coaching, coxing and rowing.

### 14.2. Integration Program

For those who wish to continue rowing after the Learn to Row Program and become a member of the club the next step is the Integration Program. The program will run for 8 weeks with two (2) sessions per week. Learn to Row graduates will be buddied up with experienced members in quads to assist with accelerating their rowing skills.

### 14.3. Head of the Trinity Inlet (HOTTI)

The Head of the Trinity Inlet (HOTTI) is a 13km head race on the Inlet and circumnavigates Admiralty Island held annually on the second Sunday in September.

The HOTTI is the 'Club Regatta' and forms part of Rowing Queensland's Annual Events for which rowers from all over Queensland can attend. Whilst the event appears on the Queensland Calendar it is also open to rowers from anywhere around Australia and Internationally.

The HOTTI is relatively new with the inaugural race held in 2011 around Admiralty Island. The aim is to continually grow the event each year so that it becomes profitable to the club.



#### **14.4. Cairns Corporate Rowing Challenge\***

The Cairns Corporate Rowing Challenge is an annual event run by the club and its members and is usually held in October / November each year.

The Corporate Rowing Challenge is this biggest fundraising event for the club and relies heavily on all members assisting with the program either by way of coaching, organising functions, obtaining trophies etc.

Critical to the lead up to the Corporate Challenge is the assistance from members in sourcing companies to sponsor their staff to participate.

Teams of five are required (4 rowers, 1 coxswain). Six (6) weeks of coaching is provided to participants in the lead up to one big race day on the Esplanade.

*\* The Corporate Challenge is held subject to interest and sponsorship from companies. Recent economic times have proved to be difficult in securing participants and for this reason may not be held each year.*

#### **14.5. North Queensland (NQ) Masters' Competitive Program**

The NQ Masters Rowing Program was initiated in 2014 by Corby Green from Riverway RC. The aim of the program is to provide a focus point for competitive North Queensland Masters rowers.

<http://nqmastersrowing.weebly.com/>

The short term goal of the NQ Masters Rowing Team is to combine the best of the best athletes to row the Men's and Women's D8+ events at the Queensland State Championships.

The longer-term goal of the program is to strengthen participation from North Queensland rowers at the State Championships and foster enough high performing Masters athletes and coaches nominating for State Team selection to tip the balance of power and see a State Team crew training in North Queensland.

In 2016, the program resulted in a NQ Masters Women's Quad comprising two Cairns athletes (Kylie Pedder and Alison Kirkwood), two TJCU athletes, a TJCU Coach and a Mackay RC Reserve became the first ever State Representative Team to train on our Northern Waterways.

To ensure the continued success of this program, we encourage as many members as possible to trial for the North Queensland Masters Team. The very least anyone will get out of nominating is the experience of taking part in a professional selection process, valid data from ergometer trials and hands on feedback and assessment from coaches during the selection process.

### **15. Fundraising**

#### **15.1. Cadbury Chocolates**

Boxes of Cadbury Chocolates are available for members to sell to raise money for the Club. Please see a committee member for details.

#### **15.2. Bunnings BBQ**

The club is registered with Bunnings Cairns store.



## 16. Merchandise

The club has the following merchandise available for members to purchase. Please see a committee member for further details.

- Club Zooties
- Club caps
- Club t-shirts
- Club polos.
- Stubby Coolers

## 17. Private Boat Storage

Private Storage of Boats is at the discretion of the committee and is subject to available space. Club boats and equipment take priority on available space in the shed.

Fees for private boat storage are \$100 per boat plus \$25 per seat per calendar year.

Eg: A Single scull would cost \$125 and a 2x would be \$150.

## 18. Lockers

There are lockers available for members at the back of the shed.

## 19. Policies

The following Club policies can be found on the club's website [www.cairnsrowing.com.au](http://www.cairnsrowing.com.au)

1. Rowing Australia Member Protection Policy
2. Code of Conduct
3. Boat and Equipment Usage Policy
4. Light Usage Policy
5. Sun Smart Policy
6. Crocodile Awareness Policy
7. WaterWay Traffic Plan



## Appendix A - Regatta Calendar

Date	Day	Regatta	Host	Venue	Type
<b>2017</b>					
<b>January</b>					
21/1/2017	Sat-Sun	<b>2017 Queensland State Championship Regatta</b>		Wyaralong Rowing Centre	State Championships
<b>February</b>					
<b>March</b>					
18/3/2017	Sat	2017 Brisbane & GPS Rowing Club Regatta	Brisbane & GPS	Coomera Lake	Club
<b>April</b>					
8/4/2017	Sat-Sun	<b>2017 Queensland Masters Championship Regatta</b>		Coomera Lake	Masters
<b>May</b>					
18/5/2017	Thu-Sun	<b>2017 Australian Masters Championships</b>	Rowing Victoria	Nagambie, VIC	Masters
<b>July</b>					
15/7/2017	Sat-Sun	2017 Townsville & JCU Rowing Club Premiership Regatta	Townsville JCU	Aplins Weir	Club
<b>August</b>					
12/8/2017	Sat-Sun	2017 Mackay Rowing Club Regatta	Mackay	Pioneer River	Club
<b>September</b>					
10/9/2017	Sun	2017 Head of the Trinity Inlet	Cairns	Trinity Inlet	Club
30/9/2017	Sat-Sun	2017 North Queensland Championship Regatta	Riverway	Ross River	Regional
<b>October</b>					
14/10/2017	Sat	2017 Head of the Brisbane	Toowong	Brisbane River (Above St Lucia)	Time Trial
<b>November</b>					
TBA	Sat	Head of the Yarra	Hawthorn (Vic)	Yarra River Melbourne	Club