



## Members Information 2017-18



[www.coriobayrowing.com](http://www.coriobayrowing.com)



# Corio Bay Rowing Club Inc.

Founded 1873

Club House  
Barwon Terrace  
South Geelong

P.O. Box 420  
Geelong 3220

ABN 47 959 783 822

Welcome to Corio Bay Rowing Club. I trust your membership with the Club will be an enjoyable experience, whether on the water in boats training and competing, at regattas, in the Club house, at the gym, last Friday night of the month drinks at the bar or other club functions.

Corio Bay Rowing Club has a proud history from its early days in 1873 on Corio Bay where it was within walking distance to where members worked and lived, to our current wonderful facilities on the Barwon River, and a rich history of competing rowers and scullers, and winning crews at all levels of rowing (International, National, State, Open age, School, Novice and Masters)

Like most sports clubs, Corio Bay Rowing Club is run by volunteers from the membership, for the membership. As well as your annual club membership payment, the Club raises funds from sponsorship and activities such as catering at regattas and providing a workforce for rowing regattas. I encourage you to participate in these events; it is a great way of meeting members. These funds are used to ensure the Club has a modern competitive fleet of boats and oars for you to row with.

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

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

On behalf of the Committee, enjoy your rowing and time with Corio Bay Rowing Club, it is a great Club.

Paul Hargreaves  
President

## History

The Corio Bay Rowing Club was established in 1873 with 25 members. A deal was struck with the local boat builder Mr C. Blunt to provide the boats needed by the club for an annual subscription fee of two pounds ten shillings per member. It was also decided to vigorously encourage "Honorable Members" to pay a subscription of one guinea per annum.

Corio Bay Rowing Club is one of the oldest continuously operating sporting clubs in Victoria. Over its history, the Club has operated from both Western Beach on Corio Bay and from the banks of the Barwon River. The club house of the Western Beach Boat Club was originally situated at Eastern Beach and opened in 1879; it was the original headquarters of the Corio Bay Rowing Club. Some years later, the rowing club moved the building to the banks of the Barwon River, where it continued serving its members as club rooms and storage for their rowing boats. In 1927, the rowing club again relocated the building back to its present location on the foreshore, and finally in 1967, they decided on establishing themselves on the Barwon River, leaving the building for their neighbours, the Western Beach Boat Club.

The Club has a proud history of activity and achievement. The current club house was built in 1965, and the third bay was added on in 1988.

The Corio Bay Rowing Club wants all of its members to enjoy their involvement with the Club and contribute positively to its operation. Membership of the Club can provide a highly rewarding, low-cost opportunity to gain fun, fitness, competition and friendship. The Club Committee endeavours to manage the Club efficiently and effectively in the interest of all members. The Committee believes that members who contribute actively into the club gain much from it.

The Club depends completely on the voluntary efforts of its members and friends. The Club therefore encourages its members to volunteer to assist with many of the activities necessary to keep the club operating effectively, and to maintain a strong club spirit.

The Club and its members operate expensive equipment in an environment that can present dangers to equipment and people.

The following Club by-laws and information have been developed over many years of Club operation, and are designed to provide a safe and fair operating environment for all associated with the Club and its equipment.

## Club Office Bearers

<b>President</b>	Paul Hargreaves
<b>Vice President</b>	Graeme David
<b>Secretary</b>	Chris Hudgell
<b>Asst Secretary</b>	Tim Day
<b>Treasurer</b>	Ian Bridgland
<b>Asst Treasurer</b>	Peter Benson
<b>Captain</b>	Peter Aberle
<b>Vice Captain</b>	Christine Hargreaves

<b>Committee</b>	Will Day
	Ian Farran
	Jenni Gratton-Vaughan
	Nigel Lambert
	Teneille Linehan
	Mel Maclwain
	Carl Plozza

<b>Rowing Committee</b>	Peter Benson
	Will Day
	Carl Plozza

<b>Bar Managers</b>	Peter Benson
	Paul Hargreaves

## Friday Night Drinks

On the last Friday of each month, members, their families, volunteers and friends are invited to attend a social evening at the Corio Bay Club House.

Relax, unwind and share the week's rowing adventures amongst friends. Bring some nibbles and enjoy a selection of alcoholic and non alcoholic drinks available at club prices.

It is a fantastic way to be more involved, meet fellow members, find a crew and perhaps enjoy a Friday theme night together.

Members are welcome to invite guests. All guests must sign the guest register near the bar.

Corio Bay Rowing Club supports the responsible serving of alcohol. Please drink responsibly. All volunteer bar staff must have a RSA certificate.

Starts at 6pm on the last Friday of the month.

## 'Good Sports' program

The Good Sports program is an initiative of the Australian Drug Foundation (ADF) to develop safer and healthier communities. The program helps sporting clubs manage alcohol responsibly and reduce alcohol related problems such as binge and underage drinking.

'Good Sports' clubs send a strong message to people involved in the club and the community that they provide a safe environment.

Corio Bay Rowing Club participates in the 'Good Sports' program



## Gymnasium

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

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

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

The Rowing Committee is responsible for gym equipment. As for boats and other rowing equipment, all damage and repair needs to gymnasium equipment are to be reported on the blackboard located at the rear of the centre bay, and preferably reported verbally to a member of the Rowing Committee.

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

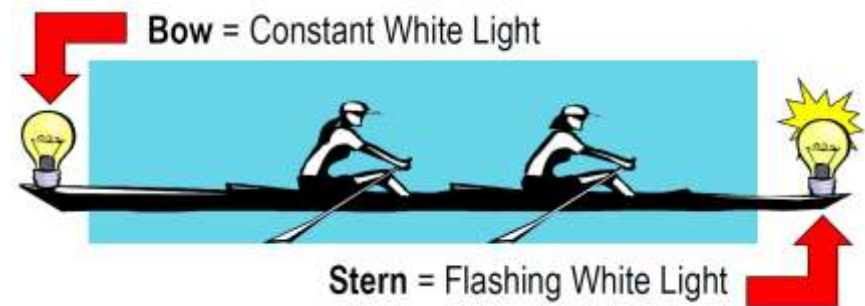
Please respect other gym users when selecting your volume and choice of music.

Junior members under eighteen years of age are not to use gymnasium equipment without the presence of an adult member in the boatshed area.

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

# Are you visible?

Boat lights are  
**REQUIRED BY LAW**  
and must be affixed to your boat between  
sunset and sunrise.



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

## Boatshed and Clubrooms Security

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

The boatshed and clubrooms security is managed and monitored by a security firm. Liaison with the Security firm is to occur through the Club's designated security representative or the Club President.

The boatshed's ground floor south facing (riverside) door must be closed at all times of the day and night to prevent unauthorized access.

The roller doors of the shed are to be rolled down but not locked while crews are on the water when either:

- no other club member/s are in the vicinity of the boat shed; or
- there is a likelihood that no member(s) either on or off the water are likely to be within sight of the shed within 5 minutes.

It is the duty of the last person leaving the shed to close and lock all doors and arm the security system located at the main entrance glass doors, north eastern corner of the building.

Non Club Members must not use the Gym and must sign the guest book if attending the social drink nights.

## Access Tags

An Access Tag can be issued (for entry to the boat shed) to any member who is regarded as responsible and experienced in the operation of the club equipment and the boatshed generally. After receiving a signed request form, the decision to grant an access tag to the boatshed will be made by the Club Executive, after notification by the Treasurer of the applicant's membership status. An access tag fee will apply, to be paid prior to the issue of the key. Tag fees will be set by the Committee and may be changed periodically at the Committee's discretion.

Members with an allocated Access Tag are responsible for its security. Tags are not to be 'loaned' to others. The tag fee will be forfeited on the loss of a tag.

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

## Need a Crew?

If you are a new member or returning to rowing after a break and would like to get in touch with other rowers to develop crews or just find someone to row with, we can help you!

Contact Elaine White via email:

proinah@gmail.com

Don't forget to include your details:

- \* Name & Age
- \* Contact phone number
- \* Email
- \* Days available
- \* Times
- \* Rowing experience

## Other Club Policies

The Club has policies covering Member Protection (including harassment), Childsafe Policy and alcohol use. These are available on Club notice boards or on the website, and members are requested to be familiar with their contents. Members with queries on these matters should speak initially with the Club President.

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

## RV Good Coxswain Program Online

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

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

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

## What can you do to help your club?

Every club member is encouraged to volunteer in at least two local events each season. Corio Bay Rowing Club needs to provide volunteers particularly for regatta days on the Barwon to help with catering preparation, hamburger flipping, traffic management, bow numbers and runners. Short shifts can normally be accommodated. We also rely on club members throughout the year for such things as Learn to Row rosters.

The finale and largest schoolgirl regatta of the season, the Head of School Girls Regatta, is normally held in March. For this regatta we have requirements for regatta assistance as above, plus we have a catering tent for the three days, for which we need all hands on deck. (This regatta brings in over \$10000 to the club each year, so it is a really worthwhile exercise, as well as being great fun!)

If you can assist please advise the event and times you can be available and, if applicable, your preferred task. This will save last minute emails before such events to request help.

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

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

A current Responsible Service of Alcohol certificate is required to help with the bar. If you can help please speak to our Bar Manager

## Boat and Equipment Handling Rules General

Members must take extreme care in the handling of boats inside and outside of the shed to avoid damage to boats and other equipment. The Committee reserves the right to take disciplinary action against members who misuse or mishandle equipment, or who cause damage through careless or negligent handling.

All boats shall be washed or sponged and chamois dried before being returned to their rack. This should be done to the outside and inside of the boat. Drying is important as boats and equipment last longer in a dry environment. Abrasive pads or cloths are not to be used on boats or oars, unless under the direction of a member of the Rowing Committee. Be vigilant. If winds are strong, do not leave a boat outdoors on the slings unless being held down by 1 or 2 crew members.

As sand and grit wears and damages moving parts in boats, feet must be free of sand and dirt before stepping into a boat. Do not step across the tracks and make sure the oar sleeve is not placed down on sand or dirt.

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

Care must be taken in moving boats out of the boat shed. Various people pass through the public land in front of the shed on foot or on bicycle, and injury to persons or damage to equipment can easily occur if due care is not taken.

Where considerable readjustment is needed to boat settings prior to rowing, this is best done on slings outside the boatshed, particularly where required settings are known, and if or when the boat landings are busy with incoming and outgoing boats.

Place the boat in deep enough water to prevent fin or rudder damage

## Handle with care

### SELECT A LEADER

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

### CLEAR THE WAY

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

### HANDS ON AND FOCUS

Crew goes to approximate seating position and awaits order from leader who before calling lift shall announce any further obstacles likely to damage the boat. (In the case of a double or pair the position to lift is approximately half-way along the bow or stern deck: i.e. 2 metres in from either end of the boat). Tub boats are best with 4 people.

### LIFT

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

### OUT & LOWER OUTSIDE EDGE

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

### LEADER CALLS

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

At water's edge the Leader makes the decision whether to roll or toss the boat depending on experience and strength of crew.

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

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

### LAUNCH

Proceed to the water, bending legs to lower the boat and keeping the boat level. It should be placed in the water without wetting the outside riggers and ensuring the centre of the hull, particularly the fin, is clear of the staging.

If the river is flooded over the staging, particular attention should be paid to setting the boat down and clearing the fin. REMEMBER the boat goes down another 100mm when the crew gets in, so check there is sufficient water (many fins are damaged to the point of replacement when the river is over the staging).

### THE RETURN

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

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

## Safety

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

- Always fill out the boat log and let someone know what time you are leaving, where you will be rowing and what time to expect you back.
- When rowing in a single scull, it's a good idea that you go with a group.
- Where possible have your coach, or ask a friend or fellow crew member to accompany your sculling group by bike or boat (if they're licensed).
- If the boat is sinking, the cox/stroke will instruct the crew to take hold of oars or swim to the water's edge, whichever is more appropriate. The crew will then number off to ensure everyone is present once on the water's edge.

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

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

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

### Capsize Recovery

- Stay with your boat because it is buoyant and can be used as a flotation device.
- If the boat has sunk, an oar can be used instead.
- Hold on to the boat, and regain composure by taking a few deep breaths to prepare yourself to re-enter the boat.
- If you are not far from an accessible bank or landing, it may be possible to swim to the bank with the boat where you could re-enter the boat with help from your coach.

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

- Move to the stroke side of the boat and place the stroke side oar closest to you, across the boat.
- Reach across the boat and retrieve the bow side oar.
- Position your body so that your right side is against the stroke side rigger and your left side is against the stroke side of the boat.
- Place your left hand on the bow side gunwale of the boat.
- With your right hand, take hold of both oar handles in the centre of the boat.
- Push the seat back with your left hand, hoist your torso up onto the deck of the boat swinging around so that you are sitting on the deck with both legs dangling in the water on the stroke side of the boat, all the while holding both oar handles with your right hand.
- Sling your left leg over the bow deck hanging both feet in the water straddling the boat. (Do not hang your feet inside the riggers).
- Find your balance.
- Reposition yourself on the seat, place your feet back into your shoes.
- Get your breath back, and now you're ready to go!

There is a video link on the club website.

## River Safety Rules

The following Rowing Geelong river rules apply to all rowers on the Barwon River. They apply for the safety of all rowers. It is the duty of all rowers to be familiar with and to comply with the rules. The rules are posted on the wall at the south (river) end of the western bay.

- Boats will be launched and landed facing upstream.
- Crews will travel upstream as close as practicable to the north bank. (Geelong side)
- Crews will travel downstream as close as practicable to the south bank. (Belmont/Highton side)
- No crews are to travel more than three abreast downstream or two abreast upstream.
- Crews working downstream shall have right of way.
- Slow moving or stationary crews must keep close to the bank.
- Crews turning shall give way to all other crews and turn only when it is safe to do so.
- Crews travelling downstream must proceed past Corio Bay Rowing Club to turn around.
- All boats must have a white rubber ball fixed on the bow. The ball must be at least 40mm in diameter.
- Crews must not proceed beyond the marker buoys downstream of the rowing reserve near Landy Field.
- Crews must be off the river by midday on Sunday.
- All crews must have a bow and stern light before sunrise and after dark (Flashing white light to stern: Constant white light to bow)
- At all times crews are responsible for their own safety and that of those around them, even when doing set pieces of work in the correct lane.
- Crews are not to race downstream of the Moorabool Street Bridge (I.e. including in front of the boatshed area).
- Crews are not to race in either direction around the bend at the start of the 1500m rowing course.

Different rules operate on the River on regatta days. Members need to be aware of these rules prior to competing in regattas, or rowing on regatta days.



## Boat storage

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

### Private boats

The Rowing Committee is responsible for authorizing the storage of private boats on Club premises.

Private boats may be stored from time to time by active rowing members of the Club, with permission from the Club Committee. However, as space is limited, only the storage of regularly used boats will normally be permitted. Club boats and members' boats have priority for storage on the Club premises. Boat storage should be requested of the Club Captain.

Storage may be granted on signing an agreement and paying an annual storage fee over and above annual subscription. The storage fee is set by the General Committee in consideration of advice from the Rowing Committee.

The Club is not responsible for damage to or loss of private boats. Owners of private boats are therefore responsible for all insurance cover for their boats. The Club also holds no insurances to protect private boats against fire, theft or damage.

The Club General Committee may request a member to remove his or her boat at the discretion of the Committee. In particular, a person ceasing to be a financial member of the Club by the due payment date will be required by the Club Committee to remove his/her boat by a nominated date. It follows that unused boats should be removed from the club by their owners.

Storage of boats of non-members will normally not be permitted, and can only be permitted should space be available, and only at the discretion of the Rowing Committee. Such storage will be reported by the Rowing Committee to the General Committee for recording of the conditions of storage in Committee's minutes. Any decision to permit the storage of private boats within the boatshed may be reversed at the discretion of the Rowing Committee.

## Boat Transport

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

1. The organizing of the towing vehicle/trailer and the driver will be done by the Rowing Committee, or by a person nominated by a member of that Committee.
2. The Rowing Committee shall name the times of loading and provide a trailer plan of boat positions. In the absence of such instruction, the most experienced club member present shall organize boat positions. The trailer driver will nominate times of arriving at and leaving the regatta, and for unloading on return to CBRC.
3. At least 50% of each crew shall be in attendance at all loading and unloading. If a single sculler cannot be present he or she shall nominate a stand-in person, authorised to load or unload on his/her behalf.
4. It is the responsibility of crews to:
  - de-rig their own boat and to tie down seats. (Note: seats are not to be removed for boat travel);
  - load and tie down their own boat; and
  - load their own riggers and oars into the trailer.
5. All boats must be strapped down immediately once they are placed on the trailer to avoid the possibility of being forgotten. In addition, the top deck and inside boats are more conveniently fixed down as placed in position.
  - The top deck of boats must have straps on all racks (ie. 3 straps for 4's).
  - If sectioned '8's are loaded, a strap must be fixed to prevent the tapered boat from sliding out of position.
6. No boat should project more than 1.2meters over the back of the trailer.
  - All fours are to be loaded as far forward as practical, while allowing for the vehicle to turn.
  - All other boats are to be loaded as far back as possible but not exceeding 1.2m overhang.
7. Boats, riggers, oars, the regatta box and the trailer's spare tyre may all be loaded in the Club's trailer, as its 2 ton maximum load capacity and long wheel base will cater for this. However, all other 'non-boat' luggage (eg: tents, personal baggage and other gear) shall be transported in other vehicles or in the towing vehicle.

## Boat allocation priorities

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

Generally:

- Young members have preference from September to Easter inclusive,
- Master members have preference from after Easter to 1<sup>ST</sup> June,
- Younger members who may be training for National or International Competition will have preference along with Masters in April to June.

## Composite Crews

Composite crews are crews comprised of CBRC members and one or more non-members of the club. As a general policy, the Club prefers members to train and teach other CBRC Club members to form rowing partners, but in some circumstances the club will support a composite crew. However, boat allocation usually has to favor a crew of members rather than a crew of up to 50% members. When numbers fall below 50% no boat allocation will be made as a matter of course, however application can be made to the general committee to borrow or hire a boat. Each application will be treated on its own merit, and the decision of the Rowing Committee will be final.

## Boat damage, Accidents, maintenance, and repair

Any member involved in an accident using club equipment must complete Incident Report located under the documents tab on the CBRC web page.

All boat damage and repair needs on Club owned equipment must be reported as soon as the damage or need for repair is apparent. All damage and repair needs are to be reported in writing on the blackboard located at the rear of the centre bay of the boatshed, damage and repair needs should also be reported verbally to a member of the Rowing Committee.

The committee realises accidents can happen, should the club require to lodge an insurance claim to repair or replace a boat which has received major damage it is expected that the crew at fault covers the cost of the excess on any insurance claim.

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

## Boat and Boatshed Management

All queries regarding handling and management of the boatshed, boats, and rowing equipment are to be directed to a member of the Rowing Committee.

The boatshed contains Club boats and privately owned boats. No privately owned boat rightfully housed by the Club may be moved without the permission of its owner.

There are three main categories of Club boat:

**Green General use boats:** General use boats are available to all members for training sessions provided the boat is not previously booked. Bookings are void from 10 minutes after the booking time if the person who has booked the boat has not arrived.

**Yellow Semi-restricted boats:** are for the use of all experienced active members.

**Red Restricted use boats:** are available only on authorization of the Captain or Vice Captain, and are strictly limited to experienced active members/crews training for competition.

## Requesting semi-restricted & restricted boats

A member's request for a boat allocation will be decided by the Captain, Vice-Captain or Rowing Committee, as appropriate, and that decision will be forwarded to the member. Approved boat allocations will be visible on the electronic boat booking system. Club members must initiate a request for a boat allocation from the Club Captain, by email to:

[captain@coriobayrowing.com](mailto:captain@coriobayrowing.com)

That request will need to detail, at a minimum:

- the boat you want access to;
- your reason(s) for wanting to access that level of boat; and
- your proposed usage level (i.e. how often/at what times you propose using the boat).

Bookings are restricted to a maximum length of 1.5 hours per booking, and at any one time, members are restricted to no more than 3 bookings per boat per week. Members who wish to book a boat outside of these restrictions must make specific application of the Club Captain

## Electronic Boat Booking System

CBRC has implemented a scheduling system which will act as a booking system for club boats. In addition, the system will record current boat allocations. Access to the system is possible from the iPad in the club, or users' own computers or smartphones. First-time users will need to create an account, which is best done from your own device as you will receive an email to activate the system.

To register Log in to:

[www.schedule.corriobayrowing.com](http://www.schedule.corriobayrowing.com)

The Committee would prefer that all members who regularly use a club boat at a particular time to make a booking to secure the boat for their use, and would also like to see all users record their use of club boats, using this system. This will enable the Rowing Committee to gain a better appreciation of the use of club boats; it may also in time replace the written boat log that is currently in use.

Privately owned boats are also accessible from the system; users of private boats may use this system to record their use of their boats throughout the year.

Club boats designated as RED boats must first be allocated to specific club members before they may be used. Once a boat has been allocated to a user, that person may then either book the boat for a specific time slot, or use the boat on a casual basis if it is not otherwise booked.

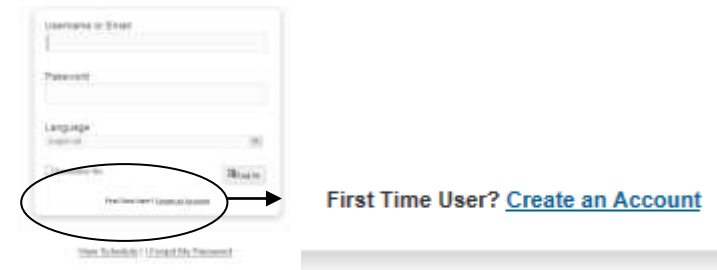
## Boat Bookings

- Bookings are for a period of 1½ hours; for some boats at busy times there are two session times shown in a morning or afternoon – please check these carefully
- Allocated crews have preference for use of boats.
- Allocations are not transferable.
- Boats not used within 10mins of the booked time are available for use by another member/crew approved to use the boat.
- Members allocated a red boat are approved to use any available boat (i.e. not booked).
- Members allocated a yellow boat are approved to use yellow or green boats that are available; or can ask committee members if they wish to use a red boat.
- Members allocated a green boat are approved to use green boats that are available; or can ask committee members if they wish to use a yellow or red boat.

## Electronic Boat Booking System – Users Guide

The booking system is cloud based. First-time users will need to create a profile from the home page

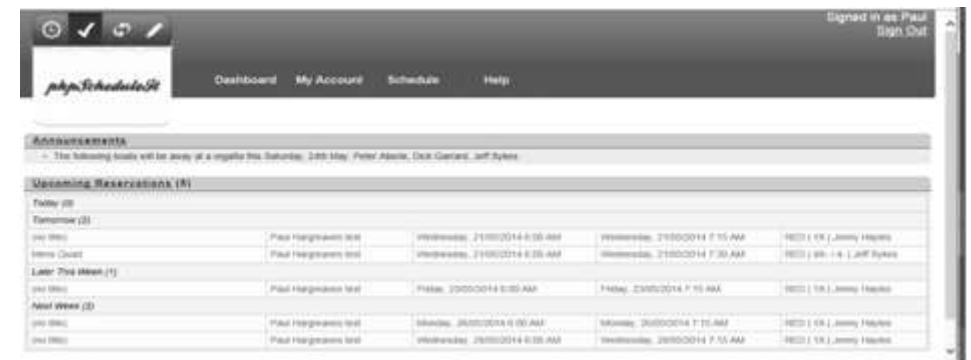
[www.schedule.corriobayrowing.com](http://www.schedule.corriobayrowing.com)



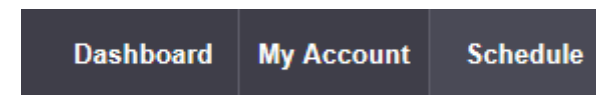
Once your account is set up you will receive an activation email. Follow the instruction in the email and return to the log on screen to enter your username and password to access the system.

## Dashboard

This is the Home Page of the system. Details of your upcoming reservations are shown, together with any general announcements, such as boats away at regattas or being repaired, for example.

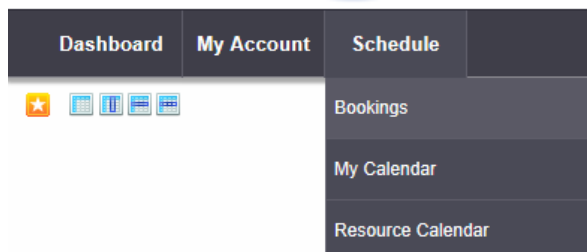


Click on the Schedule tab



# Bookings

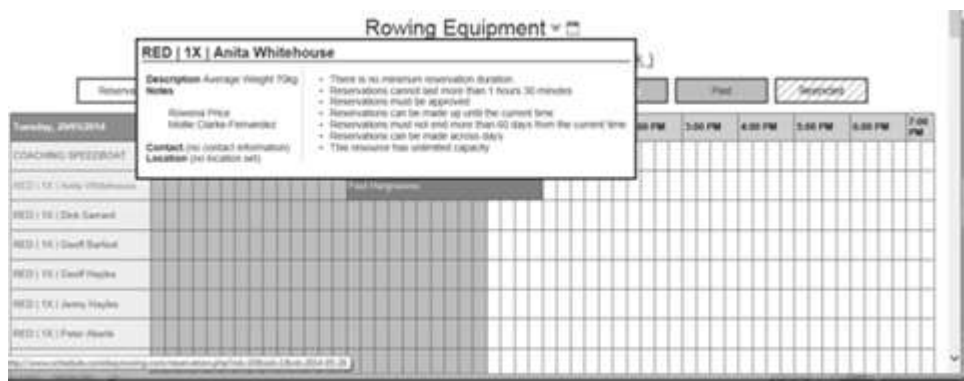
Select Bookings from the dropdown menu



You will be presented with the Bookings Schedule:




Hovering over the boat description brings up a page which lists, among other things, the allocated members for that boat:



A booking is made by clicking on a time slot for the boat you are going to book. This brings up a booking page:

# Electronic Boat Booking System – Users Guide Continued



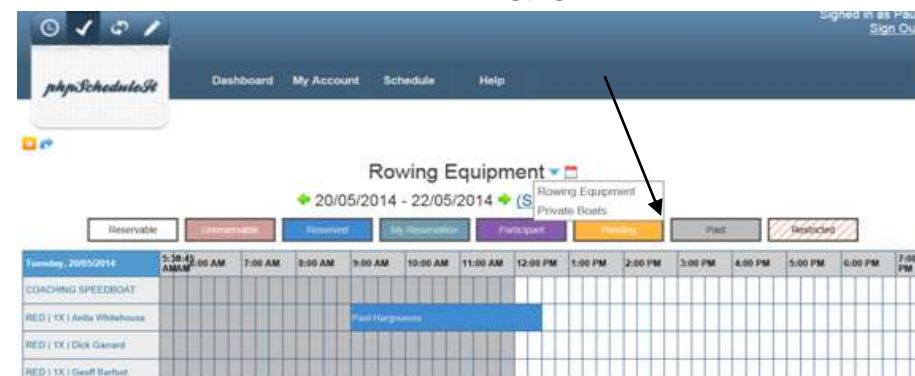
Bookings are made in intervals of 15 minutes, to a maximum of 1.5 hours. By using the <Repeat> option, regularly occurring bookings can be made at one time.

When a booking is made, the user receives a confirmation email. Bookings for RED or YELLOW boats will initially show as “Pending”, subject to review and approval by the Club Captain; however, provided that the member is one of the allocated persons for that boat, it may be used without waiting for the approval to occur.

If a booking is NOT going to be used, for any reason, it should be cancelled from the system. This will free the boat to be used by another member, and will remove the record of the boat’s use from the system records.

## Private Boats

Private boats are accessed from the main booking page:



This will bring up a schedule of private boats, which can be ‘booked’ in exactly the same manner as club boats, except that there are no restrictions on use.

## Contacts and Information

The following are the Club's main contact details. Members with internet access are encouraged to visit the Club's internet site regularly for the latest club and regatta information.

### Club House

Barwon Terrace  
SOUTH GEELONG  
VIC 3220

### Postal Address

Corio Bay Rowing Club  
PO Box 420  
GEELONG VIC 3220

### Email

[info@coriobayrowing.com](mailto:info@coriobayrowing.com)  
[treasurer@coriobayrowing.com](mailto:treasurer@coriobayrowing.com)  
[secretary@coriobayrowing.com](mailto:secretary@coriobayrowing.com)

### Internet

[www.coriobayrowing.com](http://www.coriobayrowing.com)  
Corio Bay Rowing Club



Corio Bay Rowing Club Incorporated trading as Corio Bay Rowing Club.

ABN: 47 959 783 822

Incorporated Association Registration: A0006586M

## CLUB SPONSORS

### Capral



**About:** Australia's leading supplier in aluminum products & systems.

**Address:** [capral.com.au/Contacts-Locations](http://capral.com.au/Contacts-Locations)

**Phone:** 1300 366 517

**Email:** [capral.com.au/Contacts-Locations](mailto:capral.com.au/Contacts-Locations)

**Web:** [capral.com.au](http://capral.com.au)

### DentalSpa Geelong



**About:** Specialising in non-invasive dental treatments and preventative dentistry

**Address:** 20 Little Ryrie Street, Geelong VIC 3220

**Phone:** (03) 5223 1555

**Email:** [info@dentalspa.com.au](mailto:info@dentalspa.com.au)

**Web:** [dentalspa.com.au](http://dentalspa.com.au)

### Barry Plant Real Estate



**About:** Powerful real estate network operating throughout Melbourne and Victoria

**Address:** 230 Moorabool Street Geelong VIC 3220

**Phone:** 03 5221 4011

**Email:** [geelong@barryplant.com.au](mailto:geelong@barryplant.com.au)

**Web:** [barryplant.com.au](http://barryplant.com.au)

### Angove Family Winemakers



**About:** Angove Family Winemakers is a proud South Australian wine company

**Address:** Bookmark Ave, Renmark SA 5341

**Phone:** 08 8323 6900

**Email:** [sheryl.gannan@vhws.com.au](mailto:sheryl.gannan@vhws.com.au)

**Web:** [angove.com.au](http://angove.com.au)

### HockingStuart Real Estate



**About:** Helping buyers, sellers, tenants and landlords with all their property needs.

**Address:** 22 Bell St, Torquay VIC 3228

**Phone:** 03 5261 8888

**Email:** [torquay@hockingstuart.com.au](mailto:torquay@hockingstuart.com.au)

**Web:** [hockingstuart.com.au](http://hockingstuart.com.au)

### Mills Glass



**About:** Mills Glass continues to excel within the commercial aluminium and glazing industry

**Address:** 2/27 Metrolink Circuit, Campbellfield VIC 3061

**Phone:** 03 9303 9193

**Email:** [info@millsglass.com.au](mailto:info@millsglass.com.au)

**Web:** [millsglass.com.au](http://millsglass.com.au)

### Otway Pork



**About:** Lean & Tender. Bred Free Range 100% Australian Owned

**Address:** 735 Cressy Road, Winchelsea VIC 3241

**Phone:** 1800 664 166

**Email:** [info@otwaypork.com.au](mailto:info@otwaypork.com.au)

**Web:** [otwaypork.com.au](http://otwaypork.com.au)

### Sykes Racing



**About:** Sykes Racing is a leading manufacturer of World renowned rowing shells and Equipment

**Address:** 65/67 Tucker St, Breakwater VIC 3219

**Phone:** 03 5221 3655

**Email:** [sales@sykes.com.au](mailto:sales@sykes.com.au)

**Web:** [sykes.com.au](http://sykes.com.au)

## Simply Oarsome



**About:** Exceptional Rowing Gear

**Address:** Shop 3, 66 Main Street Sheffield TAS 7306

**Phone:** 03 6491 1220

**Email:**

**Web:** [oarsome.com.au](http://oarsome.com.au)

## LeMarc Engineering



**About:** A young and vibrant mechanical engineering and design business.

**Address:** 19 Merola Way, Campbellfield VIC 3061

**Phone:** 03 9357 6917

**Email:** [enquiries@lemarcengineering.com.au](mailto:enquiries@lemarcengineering.com.au)

**Web:** [lemarcengineering.com.au](http://lemarcengineering.com.au)

## Muscat Trailers



**About:** Muscat Trailers the original trailer builder in Australia

**Address:** 7 Graham Hill Road Narellan NSW 2567

**Phone:** 02 4648 2101

**Email:** [troy@muscattrailers.com.au](mailto:troy@muscattrailers.com.au)

**Web:**

## Thomas Jewellers



**About:** Sure to find the right gift at

**Address:** 90 Moorabool St Geelong VIC 3220

**Phone:** 03 5222 2044

**Email:**

**Web:** [thomasjewellers.com.au](http://thomasjewellers.com.au)

## Rowtrade



**About:** Want to buy a boat? Sell an oar?

**Address:** PO BOX 618 Torquay, Victoria 3228

**Phone:** 03 5243 2445

**Email:** [info@rowtrade.com](mailto:info@rowtrade.com)

**Web:** [rowtrade.com](http://rowtrade.com)