

# **CORIO BAY ROWING CLUB, Inc.**

**Founded 1873**

## **BY-LAWS and MEMBER INFORMATION**

### **Season 2019-20**

Club house: Barwon Terrace, South Geelong, 3220

Postal address: PO Box 420, Geelong, Vic, 3220

Telephone: (03) 5221 5106

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

Facebook: Corio Bay Rowing Club

ABN: 47959783822

# **BY LAWS OF THE CORIO BAY ROWING CLUB**

## **INTRODUCTION**

The Corio Bay Rowing Club was established in 1873 and 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 has a proud history of activity and achievement.

**The Club's Vision** is: *to be a rowing community where people of all ages and abilities can participate, develop and excel*; and our **Mission** is:

1. To develop a full range of participation options for all types of rowing interests;
2. To achieve a strong reputation in our community as an inclusive rowing club of choice;
3. To build our success on the water across all sections; and
4. To value our people who give their time and energy to build our vision.

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.

Corio Bay Rowing Club Incorporated is an association operating under the Associations Incorporation Reform Act 2012 (Vic). In 2016 the Club adopted the standard prescribed set of Club Model Rules and updated these by-laws to include relevant items of the Club's superseded constitution.

**Section 1 of these By-laws may only be altered by special resolution of a general meeting of the Association.**

## **CLUB RULES**

The Corio Bay Rowing Club Inc has Club Rules prescribing the behaviour of the organisation. The Club Rules are largely based on the Model Rule template and would be similar to the rules of other Victorian clubs or associations having more than five members. The rules are approved for use by the Consumer Affairs Registrar and take precedence over these by-laws. Club members should acquaint themselves with the Club Rules in addition to these by-laws and other policy documents.

## **SECTION 1**

### **1.1 CLUB MEMBERSHIP**

#### **Application for membership**

Applications for membership must be in writing on the membership application form and must be proposed by two members of the club, at least one of whom must be a senior member.

#### **Members**

The following Club membership categories have voting rights:

#### **Active senior member**

An active senior member shall be one who has attained the age of 18 years. They shall be entitled to all the privileges of membership.

#### **Senior**

A senior member shall be one who has attained the age of 18 years. They shall be entitled to all the privileges of membership except they are not entitled to compete at qualifying regattas on behalf of the club or regularly use club equipment.

#### **Life member**

A Life member may be elected only at an annual general meeting on the nomination of two life members. Any member who has, in the opinion of the members, rendered the club such service as to be entitled to this honour may be elected a life member. They shall have all the privileges of senior membership except regular use of club equipment or compete for the club without paying the difference between the Senior and Active Senior subscription. All life members of the club shall be eligible to hold any office in the club.

#### **Associate Members**

The following Club associate membership categories have no voting rights:

#### **Honorary member**

At the discretion of the Committee Honorary Membership may be granted to a person or persons for a period not exceeding the term of that committee. Honorary members are not entitled to vote.

Members of rowing clubs affiliated with Rowing Victoria or Rowing Australia who are attending or have attended an organised rowing regatta at Geelong are deemed to be Honorary members of the Club for the day(s) of the regatta.

#### **Active junior member**

A junior member shall be one who has not attained the age of 18 years and shall be entitled to all the privileges of an active member except they shall not be entitled to hold the office of president, vice president, secretary, treasurer or captain or shall not be eligible to vote at any general meeting of the club whilst under the age of 18 years. They shall become an active senior member following their 18th birthday, and pay the relative subscription the following financial year.

#### **Coxswain**

Coxswains are permitted to steer boats and must qualify to satisfy the coxswain requirements of Rowing Victoria within 3 months of joining.

#### **Social member**

Social members shall have attained the age of 18 years. They shall not be entitled to hold office or vote. They shall not be able to use club equipment unless authorised by Committee. They may not compete at a qualifying regatta.

### **1.2 OFFICE BEARERS AND OFFICES**

The management of the club shall be vested in the committee of management elected at the annual general meeting. The committee shall consist of: President, Vice President, Secretary, Treasurer and six ordinary members. In addition to the above positions, the annual general meeting shall elect an Assistant Secretary, Assistant Treasurer, Captain and Vice-Captain to the committee of management.

The annual general meeting shall also elect three members to the Rowing Sub-Committee (Rowing Committee). The Rowing Committee shall consist of Captain, Vice-Captain, the three

elected members and such other members (numbering no more than four) as the Captain or the Rowing Committee shall appoint.

The executive shall consist of President, Vice President, Secretary, Captain and Treasurer. (Four to form a quorum).

Delegates to the Geelong Rowing Association and Rowing Victoria shall be elected by the Committee of management at their first meeting after the Annual General Meeting.

### PRESIDENT

In addition to the requirements of the Club Rules, the duties of the president shall be:-

To guide and direct the activities of the club.

To oversee the performance of all areas of the club and take action to lift areas which are under performing.

To perform such other duties that normally pertain to this office.

The president shall be an ex-officio member of all sub-committees. The president shall have the power to direct the secretary to call special committee meetings at any time for any purpose he/she may think for the beneficial and harmonious running of the club.

#### TERM OF OFFICE

The President may not hold office for more than three (3) consecutive years.

After a rest of one year, he/she may be re-elected for a further period of three (3) consecutive years.

On completion of three (3) consecutive years he/she may be elected to fill the position of vice president or any other office he/she is duly nominated for.

Notwithstanding the above, the committee of management may recommend to the Annual General Meeting an extension of the term of office.

### SECRETARY

In addition to the requirements of the Club Rules, the secretary shall attend all meetings of the club and committee of management, and write minutes of the business done thereat.

He/she shall issue notices of meetings, attend to correspondence, take charge of all official papers and club records, and shall post on the notice board all necessary notices and information for the members. He/she must produce the minutes, correspondence, official papers, club records and all other club property in his/her possession, to the committee of management when called upon to do so.

All books, documents and securities of the club shall be kept in the custody of the secretary, except for such books, documents and securities as may be required by the treasurer in the discharge of his/her duties, which books, documents and securities shall be kept in the custody of the treasurer. The books and documents of the club shall be available for inspection by members of the premises of the secretary. He/she shall be an ex-officio member of all sub-committees.

The secretary, together with the treasurer, shall keep and maintain a register of members in which shall be entered the full name, address and date of entry of the name of each member and the register shall be available for inspection by members at the address of the secretary.

#### TERM OF OFFICE

The Secretary may not hold office for more than three (3) consecutive years.

After a rest of one year, he/she may be re-elected for a further period of three (3) consecutive years.

On completion of three (3) consecutive years he/she may be elected to fill the position of assistant secretary or any other office he/she is duly nominated for.

Notwithstanding the above, the committee of management may recommend to the annual general meeting an extension of the term of office.

### ASSISTANT SECRETARY

The assistant secretary shall assist the secretary in discharging his/her duties and in his/her absence shall have the like power and authority.

### TREASURER

In addition to the requirements of the Club Rules, the treasurer shall ensure that all payments made by electronic transfers

shall be approved by at least two of the authorised signatories to the club's bank accounts, and shall provide to each meeting of the committee of management details of incomes and expenditures for the previous period, as well as an up-to-date summary of the club's financial position.

He/she shall prepare for the annual general meeting, or such other occasion as required, a statement of receipts and expenditure and balance sheet that will correctly represent the monetary affairs of the club.

The treasurer shall manage the funds of the club in accordance with good management practice, these rules and the directions of the committee.

#### TERM OF OFFICE

He/she may not hold office for more than three (3) consecutive years.

After a rest of one year, he/she may be re-elected for a further period of three (3) consecutive years.

On completion of three (3) consecutive years he/she may be elected to fill the position of assistant treasurer or any other office he/she is duly nominated for.

Notwithstanding the above, the committee of management may recommend to the annual general meeting an extension of the term of office.

### ASSISTANT TREASURER

The assistant treasurer shall assist the treasurer in discharging his/her duties and in his/her absence shall have the like power and authority except he/she shall not have the authority to sign cheques or authorise electronic payments on behalf of the club, unless specifically authorised by the committee of management. He/she shall be responsible for the collection of all entry, trailer or other fees from the competing crews.

### CAPTAIN

The captain shall have the following powers and responsibilities:-

power to refuse or allocate, normally in conjunction with the rowing committee, the use of any club property to any member as he/she shall see fit.

power to direct from time to time the expenditure of any sum not exceeding \$500.00 for the purpose of an immediate necessity of the club without the sanction of the committee of management.

responsibility to act as chairman and convenor of the rowing committee (in the absence of the president).

#### TERM OF OFFICE

The Captain may not hold office for more than three (3) consecutive years.

After a rest of one year, he/she may be re-elected for a further period of three (3) consecutive years.

On completion of three (3) consecutive years he/she may be elected to fill the position of vice-captain or any other office he/she is duly nominated for.

Notwithstanding the above, the committee of management may recommend to the annual general meeting an extension of the term of office.

### VICE CAPTAIN

The vice-captain shall assist the captain with all his/her duties and take responsibility for the role of captain in the absence of the captain.

### ROWING COMMITTEE

The Rowing Sub-committee shall take responsibility for all rowing matters within the club including boat allocation, coaching, regattas etc. The rowing committee is not empowered to spend more than the captain's allocated amount but should refer expenditure to the general committee.

### PATRONS

Person(s) may be invited by the committee of management to fill this position. It shall be a yearly invitation only. There shall be no set number, the committee of management shall have the power to invite as many or as few as it deems desirable to fill this position.

They may be invited to attend committee of management meetings in the capacity of advisers only and shall have no voting rights at meetings so attended.

A patron who is not a member of the club may attend, but not vote, at an Annual General Meeting. Patrons may have the full use of all facilities of the club, subject to the normal controls and restrictions placed on all other members.

### EXECUTIVE COMMITTEE

The executive committee shall consist of the president, vice president, secretary, treasurer and the captain and shall act on behalf of the club only when authorised by the committee of management, or when such matters of extreme importance arise necessitating an immediate decision that cannot be delayed until a full committee of management meeting can be called.

Any decision undertaken by the executive committee shall be ratified by the committee of management at its next meeting followed by the decision made by the executive committee. Each member shall have equal voting rights there shall be no casting vote.

All decisions made by the executive committee must be by a majority vote.

Any four members of the executive committee shall form a quorum.

### TRUSTEES

The Committee of Management, or General or Annual General Meetings may from time to time place funds aside for Special Purposes. At the time of doing so the meeting shall nominate four trustees. Three out of four must be life members.

The trustees shall be in charge of the nominated funds until dispersal. At any time a trustee is unable to continue in the position a new trustee shall be nominated by a General Meeting, called for that reason, or at an Annual General Meeting.

## 1.3 PROPERTY

Any member or members who willfully or maliciously damage any boat or any property of the club, shall at the request of the committee of management, make good the same at his, her or their own cost. All accidental damage shall be borne by the club, if the committee of management, after due enquiry, are satisfied that no blame attaches to the member or members in whose charge the boat or other property may have been at the time of the injury.

Boats, oars and fittings may be reserved for racing or any other purpose approved by the rowing committee. A time limit may be imposed upon the use of boats. Members shall not use club boats for any other purposes not consistent with the principles of a rowing club.

## 1.4 CLUB UNIFORM

The colours of the club shall be a deep purple singlet or rowing suit with gold trim and black shorts as approved by Rowing Victoria which shall be worn by all competing oarspersons and coxswains at regattas and combination events whilst representing the Club or at any other related function as directed by the Club Captain.

A Club badge or motif may be attached to the uniform at the discretion of the Committee.

The Club Captain or other members of the rowing committee or general committee shall have the power to act as they see fit against any member wearing unclean, indecent or untidy uniform or training attire.

## 1.5 PROTECTION OF MEMBERS

Corio Bay Rowing Club has adopted the Rowing Australia Member Protection Policy to provide a safe and harmonious environment for club members. The Rowing Australia policy is mandated for use by all rowing clubs within Australia and any other person or organization affiliated to Rowing Australia. The Member Protection Policy overlaps to some extent the Code of Conduct below.

## CODE OF CONDUCT

Corio Bay Rowing Club has adopted the same code of conduct

which applies to Rowing Australia.

### Purpose

The purpose of this Code of Conduct (Code) is to declare the type of behaviour which is encouraged by Corio Bay Rowing Club (CBRC).

In addition to this Code, listed below are some examples of behaviour which shall be deemed by CBRC to be "conduct unbecoming", or "conduct not in the interests of CBRC and the promotion of its objects".

By listing this information, as well as some examples of behaviour deemed to be unbecoming CBRC wish to offer clear direction in this area.

### Key Principles

CBRC wishes to operate in an environment where people show respect for others and their property. Respect is defined as consideration for another's physical and emotional well-being and possessions, to ensure no damage or deprivation is caused to either.

CBRC wishes to operate in an environment which is free from harassment. Harassment is defined as any action directed at an individual or group which creates a hostile, intimidatory or offensive environment.

CBRC wishes to operate in a non-discriminatory environment. By this we mean where everyone has an equal opportunity and receives a fair go in accordance with the law as well as CBRC rules, procedures and guidelines.

Persons to whom this Code applies acknowledge and agree to comply with the grievance procedures adopted by CBRC. If any disciplinary action is taken persons directly affected shall be afforded the opportunity to participate in those proceedings and also the right to appeal against a penalty.

### Key Elements

All persons who are bound by this code shall:

- \* Not act in a manner unbecoming, or contrary to the interests of CBRC.
- \* Treat people involved in rowing with courtesy, respect and proper regard for their rights and obligations.
- \* Treat another person's property with respect and due consideration of its value.
- \* Demonstrate a positive commitment to CBRC policies, rules and procedures.
- \* Not misuse funds or property belonging to another party.
- \* Respect the law and customs of the places they visit including foreign countries.
- \* Respect the confidentiality of information which comes to them in the course of their duties.
- \* Uphold and not injure or compromise the standing and reputation of rowing.

### Unsuitable Behaviour

This list describes examples of behaviour which, after investigation by Management Committee and a finding by the Management Committee that such behaviour has occurred, shall be deemed to be unsuitable behaviour and not in the best interests of the sport.

"Sledging" other athletes, officials or event organisers. Sledging is defined as a statement which is deemed to denigrate and/or intimidate another person.

Excessive use of alcohol, acting in a way that becomes a public nuisance, creating a public disturbance.

Causing damage to another person's property during the conduct of a regatta.

Sexual relations between a coach, manager, support staff and a junior athlete, irrespective of the wishes and desires of the athlete, are absolutely forbidden.

Sexual relations between a coach, manager or support staff personnel and an adult athlete on the same team are discouraged and may amount to unsuitable behaviour. Where a long term relationship exists this should be advised promptly to the crew management.

The use or encouragement of drugs and banned substances to enhance or inhibit performance. The banned substances list is as outlined under the Rowing Australia Anti-Doping Policy. Statements which are deemed to denigrate the group that an individual is representing.

Harassment, sexual or otherwise.

## SECTION 2

### 2.1 OVERARCHING RULES

The Club policies are determined by the General Committee (See Appendix 3 for a list of current policies; the policies are published on the club's website).

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

The gymnasium, boat area and boats are under the control of the Captain, Vice-Captain and Rowing Committee.

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

Rowing on the Barwon River must be conducted under the river rules as set down by the Geelong Rowing Association. In summary the rules state:

- Row north side of River upstream, south side downstream.
- Visible lights that comply with Rowing Victoria (and Marine Safety Victoria) requirements are to be displayed on the front and rear of boat if in darkness or semidarkness (flashing white light to stern; constant white light to bow).
- Do not stop or block progressing crews. Call out well in advance if unable to get out of the way.

Different rules apply on days when regattas are held on the Barwon River.

Club members who operate illegally (eg: wrong side of river, no lights etc) may be held personally responsible if an accident occurs. Accidents can result in personal injury and damage to expensive equipment.

Club members must manage and care for all club equipment on the river, and in and around the boat shed, in accordance with the Club by-laws.

Members who do not comply with the rules of the Club may be subject to disciplinary action by the Committee.

### 2.2 RIVER SAFETY RULES

The following Geelong Rowing Association 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 noticeboard at the south (river) end of the western bay.

1. Boats will be launched and landed facing upstream.
2. Crews will travel upstream as close as practicable to the north bank.
3. Crews will travel downstream as close as practicable to the south bank.
4. No crews are to travel more than three abreast downstream or two abreast upstream.
5. Crews working downstream shall have right of way.
6. Slow moving or stationary crews must keep close to the bank.
7. Crews turning shall give way to all other crews and turn only when it is safe to do so.
8. All boats except tub boats must have a white rubber ball fixed on the bow. The ball must be at least 40mm in diameter.
9. Crews must not proceed beyond the marker buoys downstream of the rowing reserve near Landy Field.
10. Crews must be off the river by midday on Sunday.
11. All crews must have a bow and stern light before sunrise

and after sunset.

12. 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.
13. Crews are not to race downstream of the Moorabool Street Bridge (ie including in front of the boat shed area).
14. 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.

### 2.3 BOAT AND BOATSHED MANAGEMENT

#### Responsibility and queries

All queries regarding handling and management of the boatshed, boats, and rowing equipment are to be directed to a member of the Rowing Committee (Appendix 1 for details).

#### Boat ownership and use

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, designated in the boat racks by Green, Yellow and Red name cards:

- General use boats (Green)
- Semi-restricted boats (Yellow)
- Restricted use boats (Red)

Boat names are listed against the boat categories in **Appendix 2**.

#### General use boats (Green card):

Only Club boats designated for general use can be used without application and approval of the Rowing Committee.

General use boats are available to all members for training sessions provided the boat has not previously been booked. Current bookings are displayed on the screen at the river end of the centre bay. Bookings are void from 10 minutes after the booking time if the person who has booked the boat has not arrived. Booking periods are for a maximum of 1.5 hours.

Bookings must be requested through and allocated by the Rowing Committee, through the Club Captain.

#### Semi-restricted boats (Yellow card):

Semi-restricted boats are for the use of all experienced active members subject to permission from the Rowing Committee by submission of a boat allocation request.

#### Restricted use boats (Red card):

Restricted boats are available only to crews training for competition. Use is strictly subject to authorization by the Rowing Committee by submission of a boat allocation request.

Application for the use of boats is made in accordance with the Club's Boat Allocation and Usage Policy. Granting of the application depends on various factors including experience, and how many boats the crew personnel are currently authorised to row.

Once allocated a boat, bookings are to be made using the club's electronic boat booking system. In order to provide information on the level of usage of the club's equipment, members are required to record their use of a boat by an entry on the club's electronic boat booking system.

#### Training times

Training times in Club boats are restricted to 1.5 hours. This provides ample time for a training session, and ensures that boats are available for the use of others.

#### Boat storage

The Rowing Committee is responsible for the allocation of

storage space for all boats (ie Club and private boats). All boats which have other boats stored below must have their rigger pins covered with suitable padding to prevent damage to other boats whilst racked in the clubhouse. Private boats are stored in accordance with the Club's Private Boat Usage Policy.

### Boat handling

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 General 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 dried (chamois) 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.

Before heading for the water, the Club Safety Management Plan requires you sign the Boat Usage Log to record your planned row. Make sure you sign back in when you return.

### Boat damage, maintenance and repair

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.

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 authorization of a member of the Rowing Committee.

Failure to report damage or repair needs is likely to inconvenience other rowers, and result in further damage to boats and equipment.

## 2.4 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.

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.

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.

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.

It is the responsibility of crews to:

- de-rig their allocated boat(s), tie down seats (do not remove them), secure slide and foot stretcher nuts and bolts, ensure coxbox wiring is secure in the boat and in eights, secure 5-seat foot stretcher once the boat has been sectioned
- load and tie down the boat according to the trailer plan and under the direction of the trailer loader(s); and
- load all riggers, oars and slings and club tent according to the trailer plan.

All boats must be strapped down immediately they are placed on the trailer. (Particularly the top deck and inside boats as they are more conveniently fixed down as they are 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 section from sliding out of position.

No boat should project more than 2 meters over the back of the trailer. (All fours are to be loaded as far forward as practical, while allowing for the vehicle to turn.)

The trailer has a long wheelbase (heavy on towball design). All other boats are therefore to be loaded as far back as possible but not exceeding 1.2m overhang.

The trailer has a 2-ton maximum load capacity; this is generally within the weight of the trailer, club tent, boats, riggers and oars.

Personal baggage and other gear shall be transported in other vehicles or in the towing vehicle.

The driver of the trailer must check the following prior to leaving a venue:

- spare wheel(s)
- regatta box is in the towing vehicle
- all loading and tie-downs
- general roadworthiness of the trailer – eg lights.
- 

Club boats must be re-rigged immediately on return to the boatshed, unless otherwise at the direction of the Captain or Vice-Captain.

A boat transport fee will be raised by the Club with reference to the Club's Towing Costs Schedule. The fee will be calculated on the basis of events rowed, the trailer fees collected shall be used to reimburse the trailer driver's costs.

## 2.5 GYMNASIUM

Only financial members may use club equipment.

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.

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.

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

## 2.6 BOATSHED AND CLUBROOM SECURITY

Boat shed security is vitally important as, over time, much equipment and personal possessions have been stolen from the Club premises.

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

### **Access Tags**

An Access Tag (for entry to the boat shed) may be issued to any senior member. After receiving a signed request form, the decision to grant an access tag will be made by the management committee, 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.

Junior members may not be issued an access tag in their own right, but an access tag may be issued to an adult person who is responsible for the activities and supervision of the Junior member.

Members with an allocated Access Tag are responsible for its security. Tags are not 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, and are to be returned to the Club if a member ceases to become a member, or if the member no longer requires access.

### **Doors**

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

Front 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 in 5 minute intervals.

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

## 2.7 OTHER CLUB POLICIES

The Club policies are available on the Club's web site, 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.

## 2.8 CONTACT DETAILS

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.

### **Location**

10 Barwon Terrace, South Geelong, VIC

### **Postal**

Corio Bay Rowing Club  
PO Box 420  
GEELONG VIC 3220

### **Internet**

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

### **Facebook**

Corio Bay Rowing Club

## Appendix 1: Committee and Office Bearers

### General Committee

President:	Paul Hargreaves
Vice President:	Rob England
Secretary:	Holly Martin
Assistant Secretary:	Vacant
Treasurer:	Ian Bridgland
Assistant Treasurers:	Peter Benson Carolyn Wank
Captain:	Christine Hargreaves
Vice Captain:	Holly Fowler

#### Ordinary Members:

Sally Corinaldi, Christine McGlade, Carl Plozza, Nigel Lambert, Claire Dennis, Teneille Linehan

### Rowing Committee

<b>Captain:</b>	Christine Hargreaves
<b>Vice Captain:</b>	Holly Fowler

Jenni Gratton-Vaughan, Peter Jeffery, Carl Plozza, Kate Fragiotta, Max Partington, Sydney Arnold

### Delegates to Geelong Rowing Association

Peter Aberle, Paul Hargreaves, Peter Benson, Rob England

**Delegate to Rowing Victoria:** Paul Hargreaves

**Safety Officer:** Ian Bridgland

**Bar Manager:** Paul Hargreaves, Peter Benson

**Security:** Ian Bridgland

## Appendix 2: Boat Categories

The following lists the use categories of Club boats. Refer to boat code below.

**General Use boats (Green card):** for use by all active members. (*Note: Some booking times apply.*)

4+:	Ernie Searle
4x+:	Joan Sykes, Stuart & Leisa Wilson
2x/-/+::	Rob Allan, Bill Searle, RG Armitage, The Hayles Family, John Elliott, Albert Bell
1x:	Gordon Cowey, Jack Horton, Winter & Taylor, Tony Rowan, Neil Everist

**Semi-restricted boats (Yellow card):** for use by experienced active members once permission is received from Rowing Committee. (*Note: Some booking times apply.*)

1x:	Ellenor Clarke, Sue Campbell, Averno, Ted Hale, Ted Hale (bow-rigged), Geoff Hayles, Geoff Barfoot, Diamond Jim
2x:	Brian Keating, Golden Oldies
4+/x:	Ron Podbury, Jeff Watt, The Penning, Paul van Prooyen
8+	Sally Galbraith & Graeme David, Bob Morell OAM

**Restricted boats (Red card):** These boats must not be used unless granted permission by the Rowing Committee via a boat allocation request. Some booking times apply. They are generally reserved for crews in training for competition.

8+:	Ian Bridgland, New Eight
4+/x:	Peter Searle, Our Sponsors, Jeff Sykes, Ian Farran, Richard Axe, Brenda Ebbels
2x/-:	Don Lester, Wendy Allen, Robert England, Pam Westendorf
1x:	Jenny Hayles, Anita Whitehouse, Peter Aberle, Dick Garrard, Deb Cling, New single

#### **Boat Code** (see above):

8+	Coxed eight
4+	Coxed four/quad
4-	Coxless four
4x	Coxless quad
2-	Coxless pair
2x+	Coxed double scull
2x	Coxless double scull
1x	Single scull

## Appendix 3- Club Rules, Policies and Information

1. Corio Bay Rowing Club Rules (Version 2016)
2. By-Laws and Member Information (This document)
3. RA Member Protection Policy
4. RV Child Safe Policy
5. RV Child Safe Code of Conduct
6. RV Standardised Terms and Conditions
7. Boat Allocation and Usage Policy
8. Boat Allocation Policy Related User Information
9. Private Boat Usage Policy
10. Member Use of Clubrooms for Private Functions Policy
11. Financial Support to Club Members attending Regattas Policy
12. Student Member Policy
13. Safety Management Plan
14. Governance Guide for CBRC