

## **CLUB SHED RULES and BOAT CAPTAIN'S DUTIES**

1. BGCC maintains the Club Shed located at Molonglo Reach to provide facilities for members who paddle from this location. This includes storage for boats and equipment; showers, toilets and limited food preparation facilities, for use by members. To maintain viable operation of this facility and club equipment the following duties and rules have been put into place.

### **MEMBERSHIP**

2. The club offers Standard Membership and within the rules, Upgraded Membership

2.1. **Standard Membership.** This is the basic membership, which provides coverage of PaddleNSW membership in accordance with their terms and conditions, plus membership of the Burley Griffin Canoe Club. It also allows access to Club facilities when the Club Shed is open. In addition, the membership also enables the member unlimited use of club boats appropriate to the club member's paddling ability.

2.2. **Upgraded Membership: Hire of Club Shed key.** Entitles members apply for a key to access the Club Shed in accordance with section 6.

2.3. **Upgraded Membership: Own Private Boat stored in Club Shed.** Entitles the member to store one boat in the Club Shed, along with all the privileges of standard membership. The club member must use their private boat at least 25 times per year, or they may be asked to remove it from the Club Shed.

2.4. **Junior Members:** Juniors under 14 are not to use club boats without direct supervision of a coach or an experienced paddling parent/carer. Juniors are not eligible for a shed key until age 16. Juniors must wear a lifejacket at all times

2.5. **Club Member Responsibilities:** As part of your membership, you are able to access the shed, kitchen, bathroom, storage, club boats/SUP's, coaching, training groups, time-trails, canoe polo competition, races, sponsorship, further training (e.g. coaching, instructor training), subsidised first aid courses. Our club prides itself on being able to cater to a wide range of paddling disciplines and offer benefits to all members, but to do this all members need to help out. All committee and coaching is done on a voluntary basis. The club tries to keep fees to a minimum and to do this we do have an expectation that ALL members assist in a variety of ways. There are opportunities to help out with club run events, beginners' courses, time trials, shed cleaning, BBQ's etc.

3. During the year a member can, within the club rules, chose to upgrade or downgrade their level of membership. Club members who return their Club Shed key may have their key-deposit fee reimbursed to them. Club members who remove their private boat during a year may have a pro-rata reimbursement of their Upgrade fees. The committee are required to set the following year's fees for each level of membership in March each year.

### **CLUB EQUIPMENT USE**

4. The following are the rules governing the use of BGCC Boats/SUP's and other club equipment and are applicable to all members:

4.1. Club members may use Club Boats/SUP's from the Club Shed and within the confines of Lake Burley Griffin and its tributaries at any time that the boat is not otherwise in use, being repaired or booked out. The only exceptions to this rule are Canoe Polo Kayaks and Boats located for coastal paddlers or as outlined in rule 4.9 of this section.

4.2. All Club equipment shall be signed out on the sign-in sheet at the time of its use and the time of its return recorded on the same sheet. The Sign-in Sheet is available to download to print at: <http://www.bgcc.org.au/index.php/administration>

4.3. Club equipment shall not be taken beyond the confines of Lake Burley Griffin and its tributaries or from the Tuggeranong Pool at any time without the express approval of the Boat Captain or in their absence, a club Office Bearer. Usage of equipment beyond these areas shall be limited to Club-sanctioned events, club tours, or events organised by a professional body. This will be done on a 'first in, first served basis', at the discretion of the Boat Captain; and only with his/her express approval.

4.4. Members taking club equipment from the confines of the Lake Burley Griffin Area must prove they have suitable means to move the boat, i.e. boat racks, tie-down straps, etc. The Boat Captain, Boat Vice-Captain or Office Bearer can cancel the loan of the boat if they are not satisfied the member borrowing the equipment has suitable means to transport the boats.

4.5. Exemption to rule 4.3 can be sought through the Boat Captain by applying in writing and submitting an outline of the location, duration and storage arrangements during the loan and the purpose of the loan. The Boat Captain will contact the member advising if the loan request is successful. Officer bearers can cancel the booking at any time prior to the loan of the equipment.

4.6. Any equipment taken from the Club Shed or another storage area shall be cleaned and returned to the position from which it was taken.

4.7. The club member using equipment is responsible for equipment for the period of their loan. All care must be taken to ensure that equipment is not damaged. Members must report any breakages and damage to the Boat Captain at the earliest opportunity (via email or phone call) and within 48 hours of return. If breakages are determined to be due to negligence of the member, the office bearers may charge the member the cost of the repairs.

4.8. Club equipment may be reserved by a member for use away from the Club Shed or for events away from the lake as per Rules 4.3 and 4.5. Applications are to be made to the Boat Captain or Boat Vice-Captain and can be made personally, by phone or via email. When the member has returned the boat following the reservation, they are to follow the return process in Rules 4.6 and 4.7

4.9. Pursuant to the above rules some exceptions may exist regarding the storage, usage and maintenance of Canoe Polo equipment held and used at the Tuggeranong Pool or club boats used to support coastal paddlers as well as club SUP's held at the shed. For the Canoe Polo, SUP and coastal paddlers, the respective convener accepts responsibility to manage or delegate the responsibility for rules 4.3 - 4.8. If the convener delegates this responsibility, the Committee must be notified in writing of this change and the details of the member who has accepted this task.

4.10. **Club boats are not to be used by non-club members.**

### **PRIVATE EQUIPMENT STORAGE**

5. The following rules govern the storage of private boats (boats will also include SUP's) in the Club Shed for members with Upgraded Membership or seeking to gain Upgraded membership.

5.1. No private boats shall be stored within the storage area of the Burley Griffin Canoe Club without endorsement of the Boat Captain. The Boat Captain may authorise storage as per section 12.3

5.2. Any member of more than three months' membership may apply to upgrade their membership by completing the application form on the website and submitting it to the Boat Captain. The priority of this list is to be based on the date of application with the oldest application being the first in the queue unless the committee direct an alternate system to prioritise allocation. Private boats are to be less than 60 cm wide and no longer than the approved storage space in the Club Shed. Some boat sizes will not be accommodated in the club's racking system.

5.3. When a vacancy becomes available, the next member on the waiting list will be contacted and after payment of the appropriate fee they will be offered the available storage rack. If not suitable at this time for the member to take the position it will be offered to the next member and the original person will stay at the top of the queue. If payment is not made within a 14- day period of the vacancy being accepted, the rack space will be made available to the next person on the list and the original

applicant will be moved to the bottom of waiting list. If a storage location is allocated with less than 6 months remaining, the member will be charged on a pro-rata rate established by the committee.

An exception may be made if the size of the boat to be stored does not fit into the available space. In this case the next person on the list will be offered the space and the person at the top of the list will remain at the top of the list for when a space of the appropriate size is made available.

5.4. Storage of a boat by a member in the Club Shed is at the risk of the member. **Insurance and repairs of any damage to a private boat is the responsibility of the member who owns the boat.**

5.5. The boat Captain may ask a member to remove their private boat from the Club Shed if the following is not completed.

5.5.1. The member is not a financial member at their Upgraded level as at 31 July of the new season,

5.5.2. The member has not used their boat at least 25 times during the course of a year. In enforcement of this rule the Boat Captain will take account of the level of participation of the member. This will be verified by checking the sign-in sheets.

5.5.3. A member stores more than one boat in the boat shed without the expressed permission of the boat captain and the boat is in a boat captain position.

5.6. Pursuant to Rule 5.5, if the member does not meet these requirements the boat captain is to initiate action to remove the boat. If the member wishes to reapply for boat storage they will go to the end of the current waiting list

5.7. Once a member has been allocated a storage area, for the purposes of the life of the agreement, the member is entitled to a boat and paddle in the allocated boat space.

5.8. If the member is going to be absent for up to 12 months, they can provide details to the committee and request the position to be held. In this case the member removes their boat from the club shed and the boat captain will allocate the position to the next person on the list for the duration of the absence. The temporary user of the storage location will be required to pay full fees for storage of more than six months in a season, or on a pro rata basis established by the committee for a period less than six months. When the absent member returns they will be reallocated their position and the temporary user who took advantage of their absence will be returned to the top of the waiting list for boat spaces. If a boat space comes up while a member is taking advantage of a temporary vacancy, they will be offered the permanent position and the next person on the waiting list will be offered the temporary boat position.

5.9. Storage areas shall be allocated at the discretion of the Boat Captain or Boat Vice-Captain. Requests to swap or change locations are to be made to the Boat Captain. The Boat Captain can reorganise the layout of the shed to optimise storage at any time and need only to notify members of the change. An up-to-date layout of the boat space allocation is to be maintained in the Club Shed at all times.

5.10. Equipment is only entitled to be stored for the life of the agreement. When the agreement is terminated the member must remove the boat within 14 days.

5.11. Storage areas will be clearly identified showing the name of the person who has been allocated the position and the boat that is most likely to be stored in that location.

5.12. As per rule 5.5.2. A member must paddle their craft at least 25 times during the course of the year. Attendance will be determined from the sign-in sheets. A member may use an alternative boat to the stored boat and this will still count as one of the 25 attendances. This recognises that members may store a more difficult-to-transport boat in the Club Shed while using another boat when they paddle. This does not remove the requirement to use the boat stored in the Club Shed. Throughout the year the sign-in sheets will be used at the measure of usage. This highlights the importance of signing in and out of the club shed on each use.

## **CLUB KEYS**

6. The following rules govern the issue and usage of keys to the BGCC club shed:

6.1. After a minimum of three months' membership and having shown themselves to be a responsible member, Club members may apply for a Club Shed key. No member will be issued a key without the endorsement of the committee.

6.2. The committee may provide a key without a charge to enable the member to facilitate the performance of service to the club.

6.3. It is responsibility of the key holder to discharge all care when entering the Club Shed or using club equipment.

6.4. Every time the Club Shed is accessed the member must sign the Club Shed Attendance Sheet.

6.5. Keys may not be transferred, loaned or handed to any person not otherwise entitled to them under the terms of their club membership.

6.6. When leaving the Club Shed, it is the responsibility of the key holder to ensure that all locks secure the shed and that lights and power are turned off.

6.7. Key holders should advise the Boat Captain or office bearer when any breach of this set of rules by a member is noticed.

6.8. All other rules in relation to use of club facilities must be followed by the key holder.

6.9. The officer bearers reserve the right to direct a member return a key at any time.

6.10. When key holders access the club shed, they are required to sign the sign-in sheet and record start time, destination and an estimated time they will return to the shed. A member needs to note their finish time in the attendance register as failure to do so may result in them being reported as a missing paddler.

## **SAFETY**

7. The following rules for the protection of paddlers.

7.1. All Paddlers in club equipment **must** wear a class 2 or 3/class 50 or 50S lifejacket at all times whilst using club boats or SUPs. When using a club SUP a leg- rope must also be worn. The club strongly encourages all paddlers to wear a class 50 or 50S lifejacket at all times while they paddle, even when not in a club boat.

7.2. In the Canberra climate, hypothermia is a significant risk in winter. In addition to the requirements in Rule 7.1 all paddlers are required to carry a space blanket and whistle. The boat captain is to ensure that whistles and space blankets are available for club lifejackets.

7.3. Any non-swimmers or weak swimmers are required to wear lifejackets when using their own boats. For these rules a definition of a weak swimmer is anyone who cannot swim 150m without floatation aids.

7.4. Night Paddling. When paddling between dusk and dawn, lights are required to illuminate boats to make them visible to other users of the waterways. Club members are to follow the requirements of the NCA: Watercraft Safety on Lake Burley Griffin:

*Between sunset and sunrise a torch is a minimum requirement for a small craft, but it is strongly recommended that the craft has a white light visible in every direction. When fog, glare, smoke or darkness hinders your visibility, adjust your speed accordingly. Also, requirements laid out in the NSW maritime publications which state: "Paddling and Rowing Vessels – Such craft must have a torch or lantern ready to display in time to prevent a collision. Craft that are more than four metres long should*

*exhibit two all-round lights, either continuous or a combination of continuous and flashing white lights, positions at either end, in accordance with the Code of Conduct for Rowing.*

7.5 ACT Laws state that anyone in a craft shorter than 4.8 metres must wear a lifejacket

### **DISPUTES/DISAGREEMENTS**

8. In accordance with the above conditions, any disputes, disagreements or breaches should be directed to the Boat Captain or the Boat Vice-Captain. The Boat Captain reserves the right to make all decisions as tasked in these rules.

9. If a member disagrees with the decision of the Boat Captain, they can request in writing for the decision to be reviewed. An email or letter with full contact details of the member requesting the review is acceptable. The review will be conducted within 30 days by panel comprising the Officer Bearers and the Boat Captain (or the Boat Vice-Captain in the Boat Captains absence). If necessary the member can request to be present at the review. The member will be advised in writing signed by the club president.

10. Penalties for contravening these rules shall be at the discretion of the Office Bearers. The Boat Captain will recommend to the Officer Bearers the action to be taken. The Boat Captain can recommend any or a combination of the following actions:

10.1. A letter of warning detailing what rule/s have been infringed and standard of behaviour required from the member in the future,

10.2. Denial of access to the Club Shed for a specified period of time,

10.3. Denial of the use of club boats and equipment from the Club Shed, and/or

10.4. Return of key to the club facilities.

11. In cases where access has been denied, fees have been paid to access club facilities the fees will be forfeit.



### **BOAT CAPTAIN'S DUTIES**

12. The club has a committee position of Boat Captain, with the following duties:

12.1 Manage the maintenance and up-keep of the Club Shed including:

12.1.1. Identify and record shed maintenance and organise maintenance either through working bee's or by requesting maintenance funds from the committee for maintenance of the shed.

12.1.2 Identify and record maintenance of club equipment stored at the Club Shed and organise replacement, repair, sale or write-off the equipment when it is damaged.

12.2.3 Maintain a register of club assets, all boats & SUP's, trailers, equipment and the location of the equipment.

12.2 Present a statement of the equipment to the AGM for boats, which can be used to inform insurance decisions.

12.3 Manage Boat Captain storage spaces for the storage of club boats and for special purposes. The number of storage locations allocated to the boat captain will be limited to five locations above the number of club boats being stored in the Club Shed. If more storage spaces are required, the Boat Captain will need to gain approval from the Office Bearers. The Boat Captain storage-spaces can be used for the following:

12.3.1 Short term storage of special purpose boats

12.3.2 Short term storage of team boats for event -training.

12.4 Make recommendation to the committee for the replacement or purchase of new equipment.

12.5 Manage applications requesting storage of boats in the shed as per rule 5.2.

12.6 Maintain a register of all members who store boats in the Club Shed.

12.7 Maintain a loan register and prioritise loans of club equipment based on a priority list agreed by the committee each year.

12.8 Ensure copies of these rules are displayed in the Club Shed for all members to access.

12.9 Delegate responsibility to the appropriate convener for coordination and maintenance of equipment that is not stored in the boat shed such as canoe polo and SUP equipment or equipment being stored for club use by paddlers in the coastal regions (offsite storage).

12.10 Enforce the rules listed in this document and where necessary recommend the committee take disciplinary action where a member has breached the rules. Section six outlines the disciplinary process to be used by the committee.

12.11 Review this set of rules every 12 months (at two months prior to the AGM) and make submission to the committee to maintain or amend the rules.

12.12 Task the Boat Vice-Captain to aid the Boat Captain carry out their duties.

13. The Boat Vice-Captain is a club appointment to support the Boat Captain in the performance of their duty as listed above. The Boat Vice-Captain will be nominated and elected at the AGM.

14. The Membership Secretary is to provide the boat captain with details of new members at the end of each month to verify against sign-in sheets to calculate boat usage. The log/sign-in sheet is attached at: <http://www.bgcc.org.au/index.php/administration>