

BURLEY GRIFFIN CANOE CLUB

BOAT CAPTAIN'S DUTIES

1. The club has a committee position of Boat Captain, with the following duties:
 - 1.1 Manage the maintenance and up-keep of the Club Shed including:
 - 1.1.1 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.
 - 1.1.2 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.
 - 1.2.3 Maintain a register of club assets, all boats & SUP's, trailers, equipment and the location of the equipment.
 - 1.2 Present a statement of the equipment to the AGM for boats, which can be used to inform insurance decisions.
 - 1.3 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:
 - 1.3.1 Short term storage of special purpose boats
 - 1.3.2 Short term storage of team boats for event -training.
 - 1.4 Make recommendation to the committee for the replacement or purchase of new equipment.
 - 1.5 Manage applications requesting storage of boats in the shed as per the Club Rules and Expectations, section 5.2.
 - 1.6 Maintain a register of all members who store boats in the Club Shed.
 - 1.7 Maintain a loan register and prioritise loans of club equipment based on a priority list agreed by the committee each year.
 - 1.8 Ensure copies of the Club Rules and Expectations are available on the club website for all members to access.
 - 1.9 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).
 - 1.10 Enforce the rules listed in the Club Rules and Expectations and where necessary recommend the committee take disciplinary action where a member has breached the rules. Section 6 of the Club Rules and Expectations outlines the disciplinary process to be used by the committee.
 - 1.11 Review the Club Rules and Expectations every 12 months (at least two months prior to the AGM) and make submission to the committee to maintain or amend the rules.
 - 1.12 Task the Assistant Boat Captain to aid the Boat Captain carry out their duties.
2. The Assistant Boat Captain is a club appointment to support the Boat Captain in the performance of their duty as listed above. The Assistant Boat Captain will be nominated and elected at the AGM.
3. 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.

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