

BOAT 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, equipment, showers 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.

BOAT CAPTAIN'S DUTIES

2. The club has a committee position of Boat Captain, with the following duties:
 - 2.1. Manage the maintenance and up-keep of the Club Shed including:
 - 2.1.1. Identify and record shed maintenance and organise maintenance either through working bee's or request maintenance funds from the committee for maintenance of the shed.
 - 2.1.2. 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.
 - 2.2. Maintain a register of club assets, all boats, trailers, equipment and the location of the equipment.
 - 2.3. Present a statement of the equipment to the AGM for boats, which can be used to inform insurance decisions.
 - 2.4. Manage Boat Captain storage spaces for the storage of club boats and 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 boat 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:
 - 2.4.1. Short term storage of special purpose boats
 - 2.4.2. Short term storage of team boats for event training.
 - 2.5. Make recommendation to the committee for the replacement or purchase of new equipment.
 - 2.6. Manage applications requesting storage of boats in the shed as per rule 8.2.
 - 2.7. Maintain a register of all members who store boats in the club shed.
 - 2.8. Maintain a loan register and prioritise loans of club equipment based on a priority list agreed by the committee each year.
 - 2.9. Ensure copies of these rules are displayed in the Club Shed for all members to access.
 - 2.10. Delegate responsibility to the appropriate convener for coordination and maintenance of equipment that is not stored in the boat shed such as canoe polo equipment or equipment being stored for club use by paddlers in the coastal regions (offsite storage).
 - 2.11. Enforce the rules listed in this document and where necessary recommend the committee take disciplinary action where a member has breached the rules. Section nine outlines the disciplinary process to be used by the committee.
 - 2.12. Review this rule set every 12 months (at two months prior to the AGM) and make submission to the committee to maintain or amend the rules.

- 2.13. Task the Boat Vice Captain to support the Boat Captain perform their duties.
3. 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.
 4. The Membership coordinator is to provide the boat captain with details of new member at the end of each month to verify against sign-in sheets to calculate boat usage. The sign-in sheet is attached at Annex A.

MEMBERSHIP

5. The club offers 4 levels of membership which impact on access to equipment and facilities. The levels are outlined below:

5.1. **Standard Membership.** This is the basic membership, which provides coverage from PaddleNSW in accordance with their terms and conditions and membership to the Burley Griffin Canoe Club. It also allows access to Club facilities when they are open. In addition, the membership also enables the member unlimited use of Robust club boats.

5.2. **Bronze Membership.** Entitles to all elements of the Standard Membership. It also entitles members apply for a key to access the boatshed in accordance with section 9.

5.3. **Silver Membership.** Standard membership and all club boat usage.

5.4. **Gold Membership.** Entitles the member to all the entitlements of a Silver Membership along with approved hire of a Club Shed key.

5.5. **Platinum Membership.** Entitles the member to store one boat in the club boatshed along with all the privileges of gold membership.

6. During the year a member can chose to upgrade or downgrade their level of membership. With the exception of Platinum membership there will be no re-imbusement of fees for a downgrade of membership. The committee are required to set the following year's fees for each level of membership in March each year.

CLUB EQUIPMENT USE

7. The following are the rules governing the use of BGCC Boats and other club equipment and are applicable to all members given their level of membership:

7.1. Club members may use Club Boats 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 7.9 of this section.

7.2. All Club equipment shall be signed out on the sign-in sheet at the time of its use and record the time of its return on the same sheet. The Sign-in Sheet is attached to at Annex A.

7.3. Club equipment shall not be taken beyond the confines of Lake Burley Griffin and its tributaries and 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.

7.4. 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 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.

7.5. Exemption to rule 7.3 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.

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

7.7. 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 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.

7.8. Club equipment may be reserved by a member for use from the Club Shed or for events away from the lake as per Rules 7.3 and 7.5. Applications are to be made to the Boat Captain or Boat Vice Captain and can be made personally, by phone or via email. Record of the bookings needs to be written on the white-board in the clubhouse. When the member has returned the boat following the reservation they are to follow the return process in Rules 7.6 and 7.7 and remove the booking from the white-board.

7.9. 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. For the Canoe Polo and coastal paddlers, the respective convener accepts responsibility to manage or delegate the responsibility for rules 7.3-7.8. 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.

PRIVATE EQUIPMENT STORAGE

8. The following rules govern the storage of private boats in the club boatshed for members with platinum Membership or seeking to gain Platinum membership.

8.1. No private boats shall be stored within the storage area of the Burley Griffin Canoe Club without endorsement of the Boat Captain for the member to gain Platinum Membership and payment of the platinum membership fees to the club. The Boat Captain may authorise storage as per section 2.4.

8.2. Any members of more than three months may apply to upgrade to Platinum memberships 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.

8.3. 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 provided 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 Platinum membership and the person at the top of the list remain at the top of the list for when a space of the appropriate size is made available.

8.4. 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.

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

8.5.1. The member is not a financial member at Platinum level as at 31 July of the new season,

8.5.2. The member has not used a 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.)

8.5.3. 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.

8.6. Pursuant to Rule 8.5, 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

8.7. 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.

8.8. 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 over six months in a season or on a pro rata basis established by the committee for 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.

8.9. 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 boatshed at all times.

8.10. 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.

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

8.12. As per rule 8.5.2. a member must paddle at least 25 times during the course of the year. Attendance will be determined from the sign in sheets. A member may use an alternate 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. At the end of 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

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

9.1. Club members may also apply for a Club Shed key, after gaining membership of Bronze, Silver, Gold or Platinum. No member under 18 will be issued a key without the endorsement of the committee.

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

9.3. In addition to the requirements of rule 9.1, you must be a member for at least 3 months to apply for a key. Being a Gold member does not automatically entitle a member to a key.

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

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

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

9.7. It is the responsibility of the key holder to ensure that all locks secure the shed and lights and power are turned off when leaving the shed.

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

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

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

9.11. 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

10. The following rules for the protection of paddlers.

10.1. All Paddlers in club equipment **must** wear a class 2 or 3 lifejacket at all times whilst using club boats or SUPs. When using a club SUP a leg- rope must also be worn. The exception to this rule is organised race events where the rules of the event do not require the wearing of lifejackets. *The club strongly encourages all paddlers to wear a class 2 or 3 lifejacket at all times while they paddle, even when not in a club boat.*

10.2. In the Canberra climate, hypothermia is a significant risk in winter. In addition to the requirements in Rule 10.1 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 boats.

10.3. 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.

10.4. 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 restrict 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.*

DISPUTES/DISAGREEMENTS

11. 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.

12. 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.

13. 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:

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

13.2. denial of access to the Club Shed for a specified period of time,

13.3. denial of the use of club boats and equipment from the Club Shed, and/or

13.4. return of key to the club facilities.

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