

BALMAIN ROWING CLUB HANDBOOK

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This handbook has been prepared by members of Balmain Rowing Club and it is general advice only.

1. CLUB HISTORY AND PHILOSOPHY

Balmain Rowing Club (BRC) is a community rowing club in the heart of Balmain. It has operated continuously for more than 130 years and is one of the oldest rowing clubs in Australia.

Balmain Rowing Club was formed on 7th June 1882 at a meeting held at Dicks Hotel in Balmain and was made up of the mayor and aldermen of the council. The Club purchased the land where Pritchard's Boatshed stood, at the bottom on White Street, for £368.

The club was originally for male, white collar workers only. In 1896 the Enterprise Rowing Club was built next to BRC for blue collar workers, but it blew down in a gale in 1916 and was never rebuilt. Some of those early members went on to form Drummoyne Rowing Club.

Originally there was a separate Balmain Women's Rowing Club on Elliott Street but it was destroyed by fire in the early 50's. The women from Balmain Women's then occupied a small section of the current boat shed, but operated as a separate entity. Over time, these women joined other clubs and Balmain Women's ceased to exist. Times have changed and women make up at least half of the current membership at Balmain Rowing Club.

The famous black and gold colours of the district were adopted by the Club in its first year of existence. Oral history suggests that the hooped racing singlet (still worn today) was taken from the Balmain Rugby Union team while the origin of the colours lies not with the tiger but rather with the bark and flowers of the Black Wattle trees which grew in the district.

BRC has had a long and proud tradition of success at the highest level, from novice to elite. In the past 50 years our club has been represented at 4 Olympics, won more than 50 State titles and numerous National Championships.

Many famous names have been associated with the club, including the Pearce family - both father and son represented Australia at the Olympics and the Sharp family, who were local merchants and long serving club members. The JB Sharp Novice Winter Regatta Series bears the name in recognition of the contribution of JB to the rowing community. George Neilson is our Patron and has been a member since 1934.

PHILOSOPHY

At present, BRC aims to provide members of the community with the opportunity to row on our fantastic harbour both recreationally and competitively, at club and representative level.

BRC is proud of its history, traditions and place in the Balmain community. The Club has enjoyed great rowing success over the years, producing international, national and state champions all from the modest clubhouse we currently row in. BRC is keen to develop athletes from junior through to masters level.

Beyond competition, BRC has a fantastic club culture and social atmosphere. All our coaches, committee, and organisers are volunteers and we provide a large number of volunteer regatta officials to the state rowing body. We have regular social events and a growing and diverse supporter membership contingent.

2. BRC COMMITTEE

The Committee is elected annually and meeting are held on the first Monday of every month. The Minutes are on the noticeboard of the clubhouse.

Most rowing members are able to vote at General Meetings of the Association, with the exception of beginner, temporary and supporter members and junior members under 16 yrs. Please refer to our Membership Structure (available on the website) for further details.

The 2015-2016 BRC Committee is detailed here. You should feel free to use the contacts provided here if you have any concerns, or suggestions, relevant to the area that they manage.

President	Joe Grech	president@balmainrowingclub.com	0402 235 532
Vice Presidents	Jeff Paterson Richard Hunt David Longhurst		
Captain	Renate Ijpma	captain@balmainrowingclub.com	0450 375 514
Vice Captain	Lara Frolchenko	vicecaptain@balmainrowingclub.com	0419 012 398
Secretary	Maria O'Connor	secretary@balmainrowingclub.com	
Treasurer	Mark Thompson	treasurer@balmainrowingclub.com	
Boatmaster	Nick McDonald	boatmaster@balmainrowingclub.com	0425 793 893

Committee Juliette Annand, Kim Bailey, Connie Chu, Emma Forsdick, Bob Greves, Rose Russell
Melita Stimpson

ROLES AND RESPONSIBILITIES

The **Captain (and Vice Captain)** are responsible for the overall direction and management of the Club's rowing activities including squads, regattas and equipment.

The **Treasurer** manages the club finances, including membership payments. You can contact them directly for discussion of membership fee payments and donations to the club.

The **Secretary** manages the membership and contact lists, as well as most correspondence on the club's behalf.

The **Boatmaster** manages our fleet of racing shells, oars, tinnies, including repairs. He's always looking for helpers, so drop him an email if you have some interest or expertise in this area.

The Committee also coordinate a range of sub-committees that you can contact via these addresses :-

Fundraising	fundraising@balmainrowingclub.com
Website	tigeroars@balmainrowingclub.com
OH&S	safety@balmainrowingclub.com
Hall Hire	hallhire@balmainrowingclub.com
BRC Shop	shop@balmainrowingclub.com

We're always looking for a hand with maintenance, grants, sponsorship, publications and social events too, so please talk to any of the Committee about how you can get involved.

HALL HIRE

BRC rents out the upstairs section of the club for private functions, which raises a significant amount of revenue for the club and keeps our annual fees down. When the hall is being hired, the upstairs gate will be closed and the curtain drawn across. This indicates that the hall is NOT available for rowers. Please use the roller door for entry and exit and use the toilets in the park. If you're a cyclist, please don't leave your bikes inside the hall upstairs on these days. If you want to hire the hall, email hallhire@balmainrowingclub.com.

COMMUNICATION

Email is the primary form of contact for club matters, including regatta entries, news and housekeeping, so please advise membership@balmainrowingclub.com of any changes to your contact details. Please note that members under the age of 18 will also need to supply a parent's email address for all correspondence.

3. ROWING INFORMATION, BRC POLICIES, GUIDELINES & FORMS

There are lots of documents available to provide you with more information about every aspect of rowing.

The National Association for Rowing is Rowing Australia. The State Association (not surprisingly) is, Rowing NSW.

Rowing NSW website (www.rowingnsw.asn.au)

Check here for information about general rowing, administration and competition at all levels, from the local novice regattas, right up to the Olympics. It includes the annual regatta calendar, with a list of events for every State regatta, as well as information about coaching development and accreditation.

They also have links to any relevant legal, insurance, governance and risk management documents for the sport of Rowing, including links to those documents produced by Rowing Australia.

Balmain Rowing Club website (www.balmainrowingclub.com)

The BRC website has lots of useful information about the club's activities - membership, hall hire, merchandise and links to other rowing-related websites. All our policies and forms can be downloaded from the website and there is also a calendar of the club's events.

You should familiarise yourself with the policies and guidelines that relate to you, as a member of Balmain Rowing Club.

BRC Policies

Privacy Policy

This details how your personal information will be stored and secured.

Junior Member Protection Policy

The Junior Member Protection (JMP) Policy details both the legal requirements and BRC's guidelines for interacting with junior members. Any queries can be addressed to the Junior Member Protection officer (JMPO) at jmpo@balmainrowingclub.com.

Harassment Policy

BRC is committed to providing a safe, friendly environment for all rowers. Any concerns relating to harassment can be directed to the General Harassment Officer (GHO) at harassment@balmainrowingclub.com

Occupational Health & Safety Policy

Safety is everyone's responsibility. All members must read the BRC OH&S policy prior to applying for club membership. Any queries should be addressed to the Safety Officer at safety@balmainrowingclub.com.

Private Boat Storage Policy

BRC has limited storage for private or restricted use boats. If you wish to store **ANY** boat at BRC, you need to complete an Application for Private Boat Storage. Please note, BRC has no space to store kayaks, surf skis etc.

GUIDELINES

BRC Regatta Guide
BRC Coaching Boats Guidelines
BRC Trailer Guidelines
Rowing Basics

FORMS

New members OH&S (pre-rowing)
OH&S Incident / Accident Report
Boatshed Key Application
Application for private boat storage
Permission slip for Juniors – rowing
Permission slip for Juniors - transport

4. MEMBERSHIP

BRC offers a range of membership options to suit the individual needs of both rowers and supporters. Please refer to our website (under Membership) for full details and the Membership Application Form.

(a) ROWING MEMBERSHIPS

Full Membership - is designed for people who want to train in a coached squad and race for Balmain. It allows you to use the club's equipment, receive coaching and compete in regattas. Full junior members (under 21 and full time students) pay a subsidized rate.

Casual Membership - for people who want to row recreationally, rather than competitively. You must be experienced enough to use the Club's equipment without supervision to be eligible for this type of membership. It provides limited access to boats and coaching and does not involve participation at regattas.

Temporary membership – a monthly membership for visiting interstate or overseas rowers. Special conditions for boat use and coaching apply.

Para Membership – is for rowers who train with the para squad and compete in para events only.

Beginner membership – This is a three month membership to trial the club, before committing for the full year. This membership does not include seat fees for racing, so these must be paid in addition, as required.

Coxswains and Coaches – BRC is always looking for coxswains and coaches and it committed to their development. At the Committee's discretion, the Club may fund various aspects of coaches training.

BRC encourages its coaches to :-

- hold accreditation with Rowing Australia, or if not, agree to be bound by RA's Coaches Code of Ethics.
- hold a boat licence, or if not, have reasonable experience and skill driving a tinny
- hold a current first aid certificate

Coaches, coxswains & helpers of junior rowers are also required to hold a valid Working with Children (WWC) check. Please refer to the JMP Policy for further details about the WWC check.

(b) NON ROWING MEMBERSHIPS

Past-Active Members - for past BRC members wanting an occasional row with the club – up to 5 rows per year.

Life and Life Associate Members – are recognized for their outstanding contribution to the Club.

Supporter (Social) Membership for friends, relatives and colleagues, who wish to be involved with the club, but not actually row. It provides access to social functions, newsletters and preferential placement in learn to row programs.

(c) MEMBERSHIP FEES

The current schedule of fees is outlined on the BRC Membership Application form. Forms and fees are due each financial year (July to June) and are payable by 30th August. Any member who has not paid their fees by this time, or discussed an alternative payment plan with the Treasurer may be unable to row.

For new members only, there are pro-rata rates available for those joining from October, January and March.

(d) INSURANCE

All financial members of Balmain Rowing Club are covered by the Club's Public Liability Insurance policy. Personal Accident / Injury (PAI) Insurance is NOT provided by Balmain Rowing Club, however it is available as a component of your membership to Rowing NSW (www.rowingnsw.asn.au). You can join Rowing NSW if you wish to access their PAI as a Metropolitan Competitor (racing members) or a Recreational Member (non racing members).

You must be a member of Rowing NSW and a member of Balmain Rowing Club if you wish to race.

All individual who rows at Balmain, whether a BRC member or not, must be a member of Rowing NSW, or have signed the New Members OH&S form prior to their first outing.

(e) NEW MEMBERS

New members of all levels are welcome at Balmain and there are different pathways for beginner and experienced rowers. Interested people should email newmembers@balmainrowingclub.com to discuss the options.

All new members are required to complete, sign and return to newmembers@balmainrowingclub.com, a BRC New Members OH&S form **prior** to their rowing assessment, or first rowing session.

Experienced Rowers

If you have rowed before and CAN row a single scull, you can usually join the club directly, assuming there is space in the relevant squad. Email newmembers@balmainrowingclub.com to arrange a rowing assessment and club intro with the Captain or Vice Captain to discuss training options. We generally offer new members 2 free sessions, in addition to their assessment, to trial their allocated squad.

Beginner Adult Rowers

If you have completed a LTR course elsewhere, but CAN NOT confidently row a single scull, the options to join BRC are more limited. Our beginners squad only runs intermittently and is limited to six members. If the squad is running and there's space, new beginners will be able to join immediately. Some beginners may need to wait a short while, until the squad is running, or a space becomes available before they can join the club. Beginners interested in joining the club should email newmembers@balmainrowingclub.com to discuss these options.

Juniors

Juniors can often join the club immediately, provided the junior squad coach can accommodate a beginner within their squad. Email newmembers@balmainrowingclub.com to discuss.

Learn to Row

If you have never rowed before and want to start, you can enroll in one of our Learn to Row courses. Email learntorow@balmainrowingclub.com for details of the next available course.

BRC has produced a very document - Rowing Basics - with simple terms and theory to accompany your practical training. Rowing Basics is available on the BRC website.

On completion of the course, graduates may be able to join the club, if there is space in the relevant beginners, novice or junior squad.

Friends and Family

BRC coaches can also elect to personally coach an individual friend or family member, outside of the LTR program.

The friend / family member must complete the New Members OH&S form and return it by email to newmembers@balmainrowingclub.com prior to their first session.

These prospective members can have 3 free trial rows before they are required to join the Club.

The coach must supervise every session with the friend or family member, until they are ready to join a beginners or novice squad and there must be space in that squad to accommodate the individual. Spaces in those squads are allocated by the Captain on a first-come, first-served basis – there is no preference given to friends and family.

Coaches

New coaches are welcome at BRC. Along with your application for membership, you must provide your Working With Children (WWC) check number and a signed copy of Rowing Australia's Coaches Code of Ethics. You should also provide details of your NCAS Accreditation, boat license and first aid certificate (if you have them). Coaches must attend a safety introduction by the President or Boatmaster prior to using any BRC coaching equipment.

5. ROWING

(a) SQUAD ORGANISATION

BRC has a commitment to squad structured training and within this, aims to provide every full member with the opportunity to access at least ONE coached session per week in squad of comparable ability.

When new members join the club, they are assessed by the Captain or Vice Captain and assigned to a squad that suits their level rowing of rowing experience and aspirations. Long-standing members generally row in groups that have historically evolved, rather than result from specific selection criteria.

The current squad structure and training schedule is available on the club notice boards. The details can change through the year, so keep in touch with your coach for updates. Our current squad coaches and coordinators are detailed here.

Squad	Coach / Coordinator	Contact
Open women	Jeff Paterson, Geoff Noonan / Cassie MacDonald	cassandracamille@hotmail.com
Masters women	Nick McDonald, Owen Nix	nick.mcdonald@balmainrowingclub.com
Junior women	Geoff Noonan	gjlnoonan@hotmail.com
Open men	Liam James	lrdjames@outlook.com
Masters men	Owen Nix / Nick MacDonald	owennix@hotmail.com
Junior Men	Alex Bentley	the_brightness@hotmail.com
Para-Rowers	Barbara Ramjan, Anne Craig, Liam James	lrdjames@outlook.com

SQUAD CULTURE

As a squad member you are expected to indicate your planned attendance at regular training sessions and turn up, warmed up and ready to row, at your squad's start time.

Your coach will provide a clear directive on the process for dubious weather - they will either contact you and cancel, or proceed irrespective. Beginner and Novice squads are more likely to send a text and give it a miss, Open squads will usually do land training, particularly during the racing season. If you're in an Open Squad, don't be tempted to sleep in if you hear the wind rattling through the trees.

If you know you are rowing in a particular crew for a squad session, it is your responsibility to book yourself a suitable boat. It is good practice to get your coach's tinny, motor, fuel and lights out ready to go for him / her before you get your own rowing boats out and make sure you pack it away afterwards.

Squad training means that there will normally be a number of boats being coached by a single coach. You can help your coach, by staying together on the water, or if there's variation in your speeds, wait for your coach at regular intervals. It's common to wait just by Iron Cove Bridge and at the end of the Bay, when traveling in both directions.

BRC aims to cultivate squads of athletes with things in common - similar ability, age, fitness, technical ability and motivation. That said, it's important to appreciate that there will be some variation across any given squad of these factors. If you want to change the squad that you train with, you should speak to the Captain or VC. They will approach the relevant coaches and discuss the options with you.

Please feel free to discuss with your coach – at any time - any specific goals or combinations you'd like to try. If you have any questions about the club, or issues with your squad or training etc you should speak to your coach. If they can't help, feel free to speak to the Captain / VC.

Important

If you have indicated that you'll attend a session, you **MUST** contact your coach directly if you can't make it. It is considered poor form to decide not to row on the day because it's rainy or cold, or you're hungover. Try to turn up if you've said you'll be there!

You MUST tell your coach if you have any injuries or medical conditions that may affect your rowing, or health in the boat.

The Club promotes a safe sporting environment, so bullying and all forms of harassment are not tolerated. You can speak to your coach if you have any concerns or you can contact the Club's General Harassment Officer (GHO) privately at harassment@balmainrowingclub.com.

(b) TRAINING TIMES – when can I row?

Squad training days / times are posted in the Squad Coaching schedule on the notice boards. You should keep in regular contact with your coach for week to week changes to this schedule.

**Coached squad training has priority on the pontoon.
Please facilitate the group departing together to maximise their coached time.**

Beginners, para-rowers and juniors (under 16yrs) MUST row with a coach, at their squad training times until they are individually OK'd to row unsupervised by their coach or the Captain.

Juniors 16-18yrs require written permission from their parent and their coach to row unsupervised. The *Permission Slip for Juniors* form is available on the BRC website. Juniors should download, complete and return the form to the Captain before you they can row unsupervised.

Novices should row with a coach whenever possible. For un-coached sessions, novices should row in crew boats with more experienced rowers. Where all members of a crew are novices, you should not row without a coach.

Experienced novices, intermediates & above can row crew boats unsupervised at any time. Experienced scullers can row singles sculls at normal rowing times without a coach, however special precautions apply. See below.

(c) GUIDELINES FOR BOAT USE – what boats can I row?

BRC has a range of boats to suit rowers of all levels. The guidelines for boat use are designed to ensure that our most experienced rowers handle our fastest racing boats and that our more stable, robust boats are available for our novices and beginners.

Your rowing ability will influence which equipment is best suited to you – and which equipment you are permitted to use. It is important that all rowers respect these guidelines and should a conflict arise, the more experienced crew should take the higher grade boat.

All the club boats at BRC are graded to indicate their class. There is a chart above the Boat Booking computer that shows this information. Restricted and private boats are also noted on the boat booking computer.

RESTRICTED	racing crews only - you MUST have written permission from Captain/Vice.
B grade boats	suitable for experienced novices and above, both juniors and adults.
C grade boats	suitable for all club members. Beginners can only row C grade boats.
Private	these boats are privately owned and can only be rowed with the owner's permission.

If you want to row a restricted boat, you must email the captain and outline your training plan and goal for the use of that boat. If granted, you will have access to the boat until the completion of the specific event you have nominated. You will need to reapply for each separate event.

Refer to the equipment section for a complete list of boats and their classes and refer any queries to the Captain.

Single Sculls

Particular care needs to be taken when rowing single sculls.

- Novice scullers MUST row with a coach.
- All scullers must complete the capsize drill successfully before they can take a BRC single without a coach.
- Where possible, scull with other members, or at the same general times as other members. If you have any problems, chances are there will be a BRC coach, or another club's coach in a tinny, in the vicinity to help you.
- Unless you are a very experienced, competent sculler, do not scull alone, outside of normal rowing times.
- Do not take a single scull up the Lane Cove or Parramatta Rivers unless you are an experienced sculler and can confidently navigate the course. BRC does not recommend these courses for the majority of uncoached single scullers.

(d) OFF-WATER TRAINING

Erg Night - The Club runs an erg night on Tuesday from 7-8pm, designed to improve both technique and fitness. It's free for members – just contact president@balmainrowingclub if you want to come along.

Group Fitness - It's affectionately termed "**Pain in the Park**," but don't be put off by the name! This is a weekly group fitness session, run by a qualified personal trainer. It's on every Thursday from 7-8pm, it's \$12 per session and you can join at any time. All fitness levels are catered for and it's actually pretty fun.

6. CLUB EQUIPMENT

(a) BOATS

All boats at BRC have their own dedicated rack, so please put them away in the right place, the right way around.

BIG boats (eights, fours and quads) go into the shed BOW first

SMALL boats (doubles and singles) go into the shed STERN first

Class of boat	Name of boat (& grade)	Class of boat	Name of Boat
Eights (8+)	Keith Swanson II (B) Don & Shirley Croot (B) Bill Nix (C)	Singles (1x)	125 th Anniversary (R) Bill Beech (R) Anthony Lighten (B) Allen Turner (B) May Agnew (B) Lynette Skelton (B) Big W (B) Mark Facey (B) Rhythm & Blues (B) Dom Twoomey (B) Patricia Swanson (C) JB Sharp II (C) SJ Porter II (C) Mick Ryan (C) Fat Lady (C) A, B and C (all C grade)
Quads (4x)	Hans & Nell Hefer (or four) (R) Jenny Sergeant (B) Marzulli Cooke II (B) David Longhurst (C) Keith Swanson I (or four) (C) Ron Beattie (C) Jeanette Cook (C)	Training Singles	
Fours (4+)			
Doubles (2x) / Pairs (2+)	Richard & Terry II (R) Sports Lunch (or pair) (R) George Neilson (or pair) (B) Jeff Paterson (C) Gary Pearce (C) John Booth (C) Towoon (or pair) (C)	Wave Cutters (yellow plastic tubs)	

A copy of this chart lives above the boat booking computer.

Reminder :

Restricted (R)	RESTRICTED to racing crews only - you MUST have written permission from Captain/Vice.
B grade boats	suitable for novices and above, both juniors and adults.
C grade boats	suitable for all club members. Beginners and LTRs can only row C grade boats.
Private (P)	indicates a private single scull which can only be rowed with the owner's permission.

Boat Maintenance and Damage

To be considered safe to row, all boats must have a bow ball, quick release shoes or clogs, sealed bow and stern compartments. If you find a boat in the shed that does not meet this standard, please DO NOT row it – note the issue on the whiteboard and email the boatmaster@balmainrowingclub.com.

General boat maintenance is the responsibility of all rowers. If you (or your coach) have the ability to perform small repairs (eg. replace a missing terminal, or tighten the collar of an oar), you should do so. Maintenance tasks that are beyond your capability should be referred to the boatmaster for his expertise, or expert repair if required.

If you find something that requires repair or you damage something, you should write it on the whiteboard and email the boatmaster@balmainrowingclub.com.

(b) OARS

At BRC, oars are allocated only to a class of boat (quad, double etc), not to a specific shell. This means that crews can choose the handle size that suits the rowers, irrespective of which shell they choose to row. Oar handles come in three sizes - pink (small hands), yellow (middle sized hands), blue (big hands).

The sets of blades have been rigged to match, so where possible you should try to take a complete a set of blades for your boat (ie. Quad A blades) for any quad. Don't take Double B, Single C and Single E blades if you're taking a quad.

Private blades are marked with their owner's name, so please do not use these blades without their permission.

(c) RIGGERS

Many of our boats have quick release aluminium riggers. Be particularly careful when resting the riggers that they do not sit with any weight on the pins. Riggers should be attached and detached from the boats on trestles on the pontoon, rather than on the water.

Rigging

Club boats are rigged to suit average height and weight rowers. Any proposed changes to the rigging should be discussed with your coach and the Boatmaster. You must not change the rigging on a club boat, without permission from the Captain or Vice Captain.

(d) COACHING BOATS AND EQUIPMENT

Coaching boats (tinnies) are only to be used for coaching, rower recovery or the laying/retrieval of rowing courses. Please refer to the BRC Use of Coaching Boat Policy and the RMS boating handbook for extensive detail about managing tinnies - <http://www.rms.nsw.gov.au/documents/maritime/licence/boating-handbook.pdf>

Ideally, BRC requires that you hold a boat license or have completed the RMS boat operators course to use BRC tinnies. However members can use BRC tinnies for rowing related activities if they have sufficient experience and permission from the President or Boatmaster.

It's important to check the conditions before you go out – and if in doubt, don't go out. Refer to www.bom.gov.au or www.seabreeze.com.au for advice or ask a more senior club member.

Do not exceed a speed that you can safely manage the tinnie given your experience.

Tinnies are stacked on either side of the club, motors live between the quad racks and fuel is stored in the metal containers. If transferring fuel between containers, make sure you do it outside the shed.

When moving tinnies, make sure you have enough people to lift them – BRC recommends 4 people if you have them available. Ensure that tinnies are carried, not dragged down the pontoon. Only launch from the centre of the pontoon (which has been reinforced for this purpose).

Coaching boats should carry :-

- Life jacket for every occupant, 2 oars, rope, bailer etc
- Basic tool kit
- Basic first aid kit
- Mobile phone
- Navigation lights after dark - a steady white light (on 1m pole) for the stern and a red/green light for the bow.

Any questions about coaching boats and equipment should be directed to boatmaster@balmainrowingclub.com.

(e) LIGHTS

Maritime NSW stipulates that all boats must display navigation lights from sunset to sunrise.

All BRC rowing boats must display :-

- (a) Two all-round white lights, one attached to the boat near the bow, and one attached near the stern.
- (b) A continuous white light is considered acceptable if it is visible in clear conditions from a distance of 1 km.
- (c) A flashing white light is considered acceptable if it flashes at least once per second and is visible in clear conditions from a distance of 1 km.
- (d) Notwithstanding (a), it is considered acceptable for a light to be masked so as not to interfere with the vision of the vessel's occupants, provided at least one light is visible from any direction.

BRC general policy is - if the lights are on the bridge, lights are required on our boats.

If you do not have lights, you CAN NOT take a club boat out before sunrise.

(f) ERGS, BIKES & WEIGHTS

The club has 8 ergometers (stored upstairs), 2 bikes (stored downstairs) and a weights set (in the East wing). All active members are welcome to use this equipment, but please wipe it down and put it away after use. In particular, the ergs should have their handles released and monitor screens folded down for storage.

If you are new to training on the erg or weights, please speak with your coach to discuss a suitable program. Junior must only use the weights under adult supervision.

7. BOAT BOOKING REGISTER

The computerised boat register is an important safety and organisational tool of our club. Every time you row you **MUST** sign the boat in and out. This ensures that we know where you are and you don't get locked out of the clubhouse.

Once your membership to BRC has been approved, your name will be added to the boat booking computer. If your name is missing, please email membership@balmainrowingclub.com.

You have 15 minutes grace after your booking time, before your booking lapses and the boat may then be taken by another crew. It is considered poor practice to book a boat "just in case" or to book multiple boats for the same session. Try to book boats when you really plan to row – and then try to really row!

Booking a boat

- 1) In the **left** hand window – touch the boat name you want to row
- 2) touch "*boat reservations*"
- 3) Enter the date, times and your name
- 4) touch "*close*"

Signing OUT

- 5) In the **left** hand window – touch the boat name you want to row – make sure it's not reserved!
- 6) touch "*start session*" – a new window will appear that asks for your name
- 7) Enter your name and destination
- 8) touch "*close*" – the boat should now appear in the right hand window of the screen.

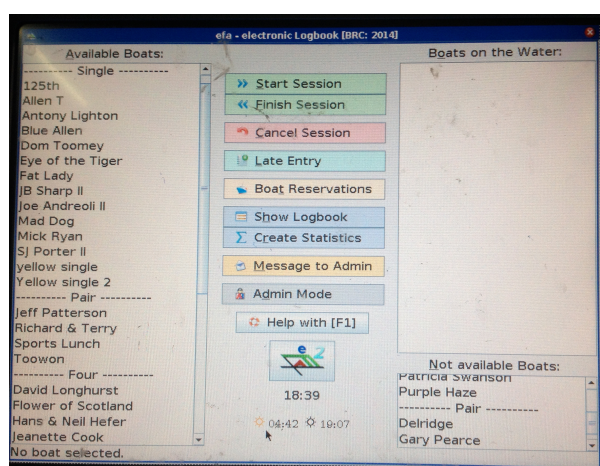
Signing IN

- 1) In the **right** hand window – touch the boat name you are returning
- 2) touch "*finish session*"
- 3) Enter the route you've rowed (if you didn't when you signed out)
- 4) touch "*close*" – the boat should now return to the left hand window of the screen.

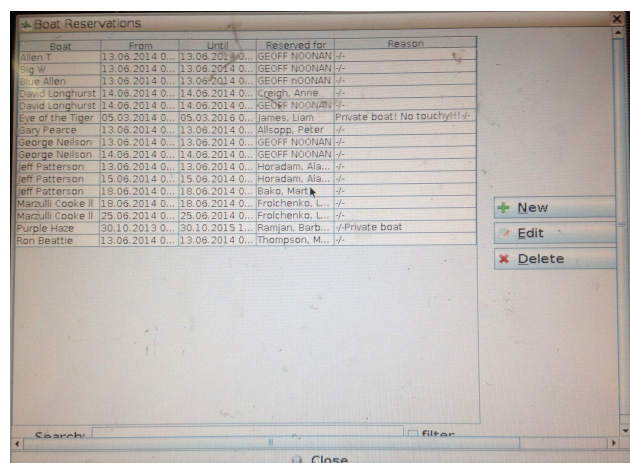
Editing or deleting a booking

- 1) In the left hand window – touch the boat name you want to row
- 2) touch "*boat reservations*"
- 3) touch the date / time / name entry that you want to change
- 4) touch "*edit*" or "*delete*" from the options on the right – if editing make your date / time / name changes
- 5) touch "*close*"

SIGN IN AND OUT HERE



BOOK BOATS HERE



8. ROWING FROM THE BALMAIN PONTOON

The BRC pontoon can get very busy, particularly during the racing season. While there is no hard & fast rule on who has precedence, common sense should apply and there's usually room for negotiation. Please be patient.

The actual pontoon can accommodate only **two** boats at any one time. Singles generally launch and land in at both ends of the pontoon, and larger boats set off from the main pontoon. This might be a quad, a four or a double along the length and a single at one end, or it may be two singles – one on either end. **DO NOT** try to squeeze a quad or a double between two singles – it just won't fit!

The boat deck (which leads down to the pontoon), can comfortably manage 3 or 4 sets of parallel trestles.

(a) ASSESSING THE WEATHER

Three types of weather are bad for rowing - wind, fog and thunderstorms. The Bureau of Meteorology (www.bom.gov.au) and Seabreeze (www.seabreeze.com.au) are excellent weather websites – although you should always use your own discretion when determining if it's safe to row.

Wind - if it is windy enough to hear the wind whistling in the rigging of the yachts in the marina, it is probably too windy to row. If Seabreeze is your guide, green and yellow arrows are usually safe, red arrows are not. As a guide, only experienced rowers would consider an outing if the current wind speeds were above 20 knots. At Balmain, the afternoons are typically windier than the mornings.

Fog – if you can't see traffic passing in the channel and you can't see Cockatoo Island from the pontoon, don't row.

Storms – Don't go out if it's stormy, or storms are threatening. If you're on the water and see lightning, you should immediately return to the pontoon.

(b) GETTING THE BOAT OUT AND AWAY

Boat Handling Basic Tips

One person should coordinate the handling of the boat – this person should be an experienced rower or coach. Ensure you have enough people to move the boat – at least the number of seats in the boat, more for beginners. For quads, stand opposite each other at both ends (about where the seats start). For doubles and singles stand about ½ way between along the canvas. Ensure you have enough space to move the boat – your trestles are ready and there are no obstacles in your path. Be careful to avoid damage from the boats (& riggers) above and below your boat. Once off the rack, boats are best carried flat at waist height or half turn if they have fixed riggers. Beware of the riggers of the floor-stored boats, as you move out onto the pontoon. You can hit your feet on them!

Be careful when turning the bigger boat on the pontoon – eights and quads are longer than our pontoon!

Before you row

1. Assess the weather – do not row in fog, electrical storms or high winds.
If you are rowing without a coach and you are unsure or nervous about the conditions – **DO NOT row**.
If your coach suggest single sculls and you feel it's too windy for you – speak up & do an erg instead.
2. Check the boat you have chosen to take is **available** in the boat booking register (not booked by someone else), **suitable** for your rowing ability and not restricted, damaged or private
3. SIGN OUT in the boat register.
4. Ensure you have the correct clothing and equipment – hat, sunscreen etc in summer
5. If rowing at night, you must have lights – refer to the Equipment section for details.
6. Please remember to lock the door upstairs once your crew has arrived and before you set off.

Getting onto the Water

7. Get your oars and riggers out first
8. Ensure ALL your crew are present before you get the boat out.
9. Move the boat WITH CARE from rack to trestles under the instruction of one crew member.
10. **WATCH THE FIN.**
11. Adjust your foot stretchers (if required) to suit the individual rower.
12. Move the boat onto the water – WATCH THE BOW (and the shed) as you turn parallel to the water
13. **Make sure you BEND YOUR KNEES, keep your back straight and core muscles “on” when lifting.**

Aim to have the boat on the pontoon for not longer than 5 minutes.

Getting into the boat

14. One person coordinates who gets in and who holds the boat.
15. At all times, one person from each pair of rowers should hold the boat off the pontoon.
16. Pontoon side blades go in first.
17. Rowers step into the boat in pairs – DO NOT STEP directly onto the bottom shell of the boat.
Make sure that you step only where the footprint picture is or the centre/front of the slides
18. Work over your blades – secure your water side gate. Strap in your feet. Hold onto the pontoon.
19. Push off together – mindful of the water level of the bay and the rocks behind you!

(c) ON THE WATER

You need to know where you're going - and the rules that govern the movement of boats on the waterway.

Maritime NSW provides guidelines for all boats using the waterways. The Code Of Conduct for Rowing and Sculling Shells is available at http://www.maritime.nsw.gov.au/rec_boating/CodeOfConduct.html. All rowers need to know the layout and obey the traffic laws of the waterway you plan to row – particularly Iron Cove and the Lane Cove River. A map of these waterways is provided on the following pages.

The basic boating rules are :-

- All rowers must keep a good lookout (and listen out) for other water traffic.
- Irrespective of where you row, you must row on the RIGHT HAND SIDE of the channel - so as you row (and face backwards), the shore should always be on your left. If you're coxing, the shore is on your right.
- Where possible, get out of the path of faster rowing boats.
- **Don't stop in the middle of the main channels.**
- Rowing boats give way to sailing boats, coxed boats give way to uncoxed boats
- Powered boats **should** not travel faster than 8 knots and **should** give way to rowers - but beware of them!
- Boats travelling in opposite directions pass stroke side to stroke side
- If a collision is imminent or you spy a boat that might not have seen you - **CALL OUT!!**

There is often a lot of traffic on Iron Cove, so it's important to be alert to washes from tinnies and larger boats. Make sure you line the boat up PARALLEL with the wash, to prevent both damage to the boat and your crew.

While, it is the responsibility of ALL rowers to avoid collisions with other boats, one person (usually the bow) gives all steering commands. The bow should check for traffic every 10 strokes or so, more frequently in traffic. Make sure you check your course before to start a piece. Don't stop in the middle of the channel unless you have an equipment breakage, or serious problem. Always pull over towards the land, if you want to discuss something, strip off, rest etc.

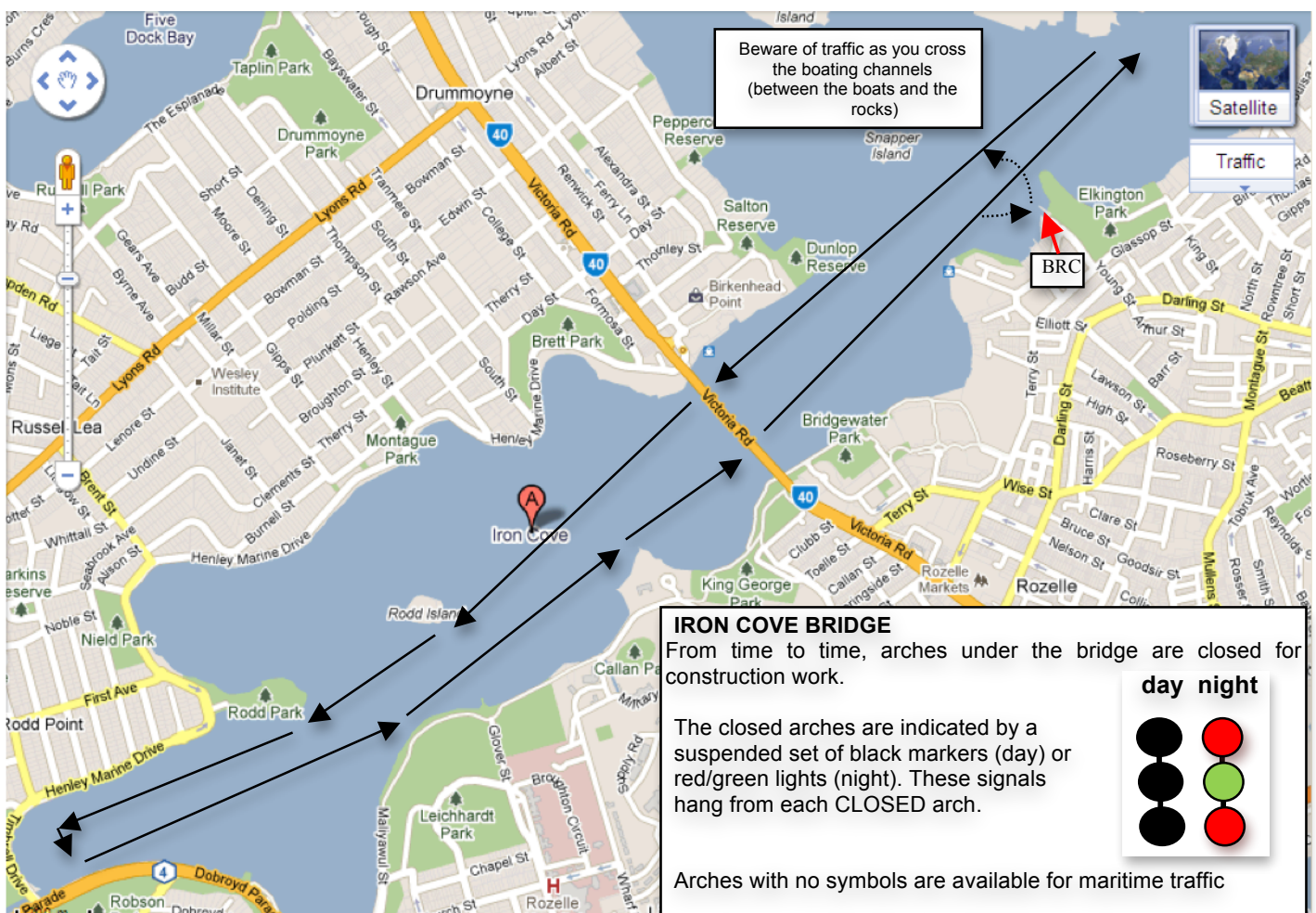
All rowing clubs are identifiable by their blades, so at all times, **be courteous and polite to other water users.**

(d) **ROWING ON IRON COVE – where do I go?**

- Head out towards the big crane on Cockatoo Island. Stop at the point to check for traffic (both directions)
- Cross the waterway and head towards Birkenhead Marina.
- Row alongside Birkenhead Point Marina.
- Pass through one of the three arches on the Drummoyne side.
- **Bridge works may change the traffic flow, look out for warning signs.**
- Row from the bridges towards the white jetty on the Island.
- Row from the island to the yellow buoys at UTS. These markers do not indicate shallow water, they're there to manage the flow of traffic. You should row between the yellow buoy and the shore on both sides.
- Cross the Bay beyond the yellow buoys only.
- Row from UTS to Leichhardt, then pass on the water side of the red buoy (it indicates shallow water).
- Pass through one of the three arches on the Rozelle side.
- Row to the edge of the moored boats opposite Birkenhead Point Marina.
- Follow the edge of the moored boats back to BRC.

If you need to turn around midway along the course, try to do it at the bridge, or at Leichhardt. In both cases keep an extra careful lookout for crews travelling in both directions. Don't stop in the middle of the channel unless you absolutely have to (has this been mentioned often enough?)

Iron Cove Rowing Channels

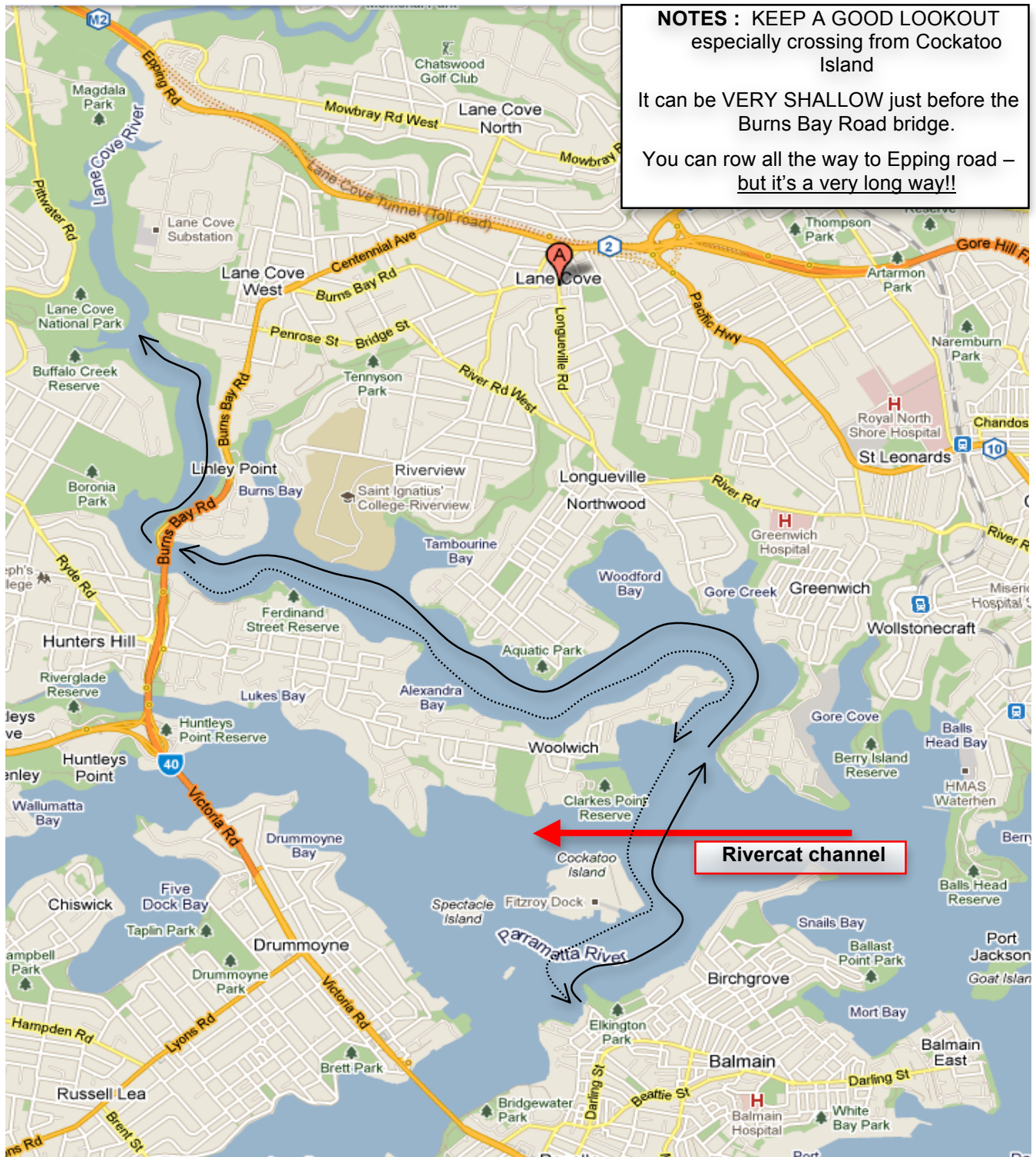


Lane Cove River – where do I go?

- This waterway is suited to more experienced rowers.
- Exit BRC and join the traffic heading past Dawn Fraser Pool to the end of Cockatoo Island.
- Cross the channel from Cockatoo Island to the start of the Lane Cove River.

BEWARE : Rivercats and fast speed boats cross here, to take extra care and be efficient with your travel. Don't do warm ups, or slow exercises here, just row straight across.

- Once you reach the mouth of the river you travel on the correct side as far as you wish.
- The river is quite windy and narrow in places and there are lots of obstacles – pylons, boats and other rowers.
- Turn around where safe and return to the mouth of the River.
- From there, head directly to Cockatoo Island via the shortest route.
- Row along Cockatoo Island to the Iron Cove channel and home on the correct side.



Returning to the Pontoon

Landing can be tricky at times for everyone. If you're approaching and need a hand, don't hesitate to call out. Everyone would rather see you ask for help than fall in or damage yourself, the boat or the pontoon.

Singles generally reverse in to the ends of the pontoon. Larger boats (doubles, quads, fours and eights) generally overshoot the pontoon (a fraction) and then back it down alongside the pontoon.

Getting out of the boat

1. One person coordinates who gets out and who holds the boat.
2. Rowers step out of the boat in pairs. Undo your water side blade, do up the gate, take the oar with you. Remember only to step where the footprint is, or between the slide rails.
2. At all times, one person from each pair of rowers should hold the boat off the pontoon.
3. Once everyone is out, move all blades to the sides of the pontoon and position your trestles.
5. Lift the boat out – **BEND YOUR KNEES, backs straight, core engaged.**
Novices : lift to waist height and then reposition yourselves on opposite sides of the boat in pairs.
Intermediates : can lift quads over their heads and split before lowering to waist height.
6. Move the boat onto your trestles – make sure the shell (not the riggers) sit in the slings.
WATCH THE BOW.
7. Remove quick release riggers, if attached.

Washing the boat

1. Wash the boat with mild soapy water inside and out and then rinse with fresh water and dry.
Pay attention to the metal fittings – these corrode in salt water.
2. Clean the slide rails with a brush or cloth to keep them free from grit and grime.
4. Wash the oars with mild soapy water and rinse. Pay attention to the handles.
5. Wash the riggers with mild soapy water and rinse.
Please **do not** use anything other than mild soapy water on any part of the boat.

Putting the boat away

1. Put the boat away first – minimise your time on the pontoon. Ensure all gates are closed.
2. Move the boat onto the rack WITH CARE, under the instruction of one crew member. WATCH THE FIN.
3. Put away your oars and riggers.
4. SIGN boat back in.
5. Check the boat booking register carefully to see if there are other boats on the water.

If there are other boats out - leave trestles out and the shed open. LOCK THE UPSTAIRS DOOR.

If there are no other boats out - check the boat racks to see if there are any empty spaces. If you are the last boat back, pack away trestles and any other equipment lock the shed doors and turn off the lights. LOCK THE DOOR.

9. HEALTH AND SAFETY

(a) GENERAL GUIDELINES

BRC follows the FISA Minimum Guidelines for the Safe Practice of Rowing. This document is available at the clubhouse, in the glass case beside the stairs and on the BRC website.

Everyone who rows from BRC, must sign the BRC New Members OH&S form prior to their first outing, whether you are a member or not. This declaration is also a component of your annual membership renewal.

It's vital that all members are mindful of their own personal safety and use their common sense first and foremost. You **MUST** speak up if your coach, or coordinator suggests a boating arrangement, or outing that you are not comfortable with. Don't give your mates a hard time if they elect not to take a single scull on a windy day!

- All BRC members must be able to swim at least 100m in light clothing, unassisted.
- If you row between sunset and sunrise, you **MUST** have lights attached to your boat. Refer to the Equipment section for details.
- In hot weather, hats, sunglasses and sunscreen are recommended to protect you from the sun. In cold weather, several layers of light, warm clothing is best for rowing. You can shed them as you warm up. In the dark, it's a good idea to wear bright coloured, even high-vis clothing, particularly the bow-person.
- BRC requires you to wear socks in club boats. Long socks can protect your calves from rubbing on the slides.
- Many rowers get blisters on their hands from time to time. Please cover your blisters when you row.
- It is important to drink plenty of fluids while exercising, so take a drink bottle with you.
- First aid kits at the Clubhouse are located in the glass cabinet beside the stairs and at the back of the shed. If you use something from the first aid kits, or find something missing, email safety@balmainrowingclub.com.
- If you have a medical condition that could affect your rowing, you **must** notify your coach.
- BRC takes no responsibility for personal property at the shed. Make sure you **LOCK THE DOOR**.
- BRC's Incident / Accident Report available in the glass cupboard by the stairs, and on the website.
- **If you see something unsafe at the boathouse and you can fix it, please fix it.**
- If you can't fix the unsafe thing, please email safety@balmainrowingclub.com.
- If you find something unsafe on a boat, please email Nick at boatmaster@balmainrowingclub.com.

(b) Emergency Procedures

In all emergency situations, the safety of people is the primary concern.

- Once everyone is safe, steps can be taken to minimise damage to property and equipment.
- If you see someone who is in trouble & you can assist without endangering yourself, do so, and call for help.
- Do not hesitate to call 000 for police, fire or ambulance if required.
- Contact The Captain as soon as possible during or following the emergency event.
- Complete an Incident / Accident Report following the emergency and email to safety@balmainrowingclub.com

(c) Collision Procedures

In the event of a collision, your first priority is the safety of yourself and anyone else involved. Assuming there are no injuries, exchange details with the other crew / vessel. If they don't stop, note as many details as possible.

On your return to BRC, the stroke from the boat involved should:-

- Contact the Captain
- Complete an Incident / Accident Report and email to safety@balmainrowingclub.com
- If the boat is damaged / unrowable, mark it on the whiteboard, so other members know.

(d) Swamping procedures

It is highly unlikely that a larger boat (double / quad / four) will be capsized in the course of an ordinary rowing outing. However, if you are in a larger boat, that is overturned, you should :-

- Stay with the boat. DON'T PANIC. Call for help from other coaches if available.
- The stroke assumes control of the boat. Check that all rowers are OK and not in immediate danger.
- If you can, turn the boat the right way up and scramble back in – be careful not to damage the boat.
- It may be easier to swim the boat to the nearest shore or pontoon and get back in there.
- Don't leave the boat. Cold water can cause hypothermia and muscle cramps very quickly, and the boat can be held on to as a life-saving flotation device if necessary.

(e) Single Scull Capsize procedures

As with any water sport, there is a fair chance you'll end up in the water at some time, particularly in a single scull. BRC runs capsize drills periodically to show new scullers how to get back in when you fall out. These sessions also serve as a refresher for experienced scullers who wish to practice this drill. All single scullers must be able to demonstrate their ability to perform a capsize drill and get back into the boat. Single scullers should NOT row alone, until you can confidently get back in – and even then, take a buddy if there's no coach.

If you capsize - try to get back in the boat

- hold both oars with one hand,
- propel yourself up and lay your body across the scull (perpendicular to it).
- sit up, just like if you were on a horse, with your legs over the side
- feet back into the shoes and away you go

If you can't get back in :-

- Stay with the boat; roll boat to increase flotation if needed
- Swim to shore, if it is close and if you are a good swimmer - do not attempt a long swim.
- Try to attract attention eg whistle, waving arm

10. REGATTAS AND WORKSHOPS

Racing at all levels is encouraged at Balmain. We actively participate in the JB Sharp Winter Series, the Rowing NSW Association Regatta Program (Grade and Masters) as well as Sprint, State and National Championships. More info about racing is contained in our ***BRC Regatta Guide***, which is available on our website.

You must be a member of both BRC and Rowing NSW to compete in any regattas. The Rowing NSW website provides extensive information about their regattas including the location, distance and program of events. It also provides links to workshops and coaching courses that are available to members.

11. GENERAL INFORMATION

(a) Working Bees

The Club holds regular working bees to maintain both our shed and our fleet of boats. All our members are volunteers and we all are expected to contribute to the range of tasks that keep the club running. Please try to have a couple of representatives from your squad at EVERY working bee.

(b) Fundraising

Membership fees do not cover all the costs of rowing at BRC, so fundraising events are an important part of the rowing calendar. The money we raise subsidises our fees and allows us to buy new rowing equipment. The Club is currently working towards anew boathouse, so our fundraising committee is always looking for helpers! Please email fundraising@balmainrowingclub.com for more information.

(c) Keys and Security

After 12 months of full or casual membership, rowers can apply to the committee for a key to the Club. The BRC key opens both the upstairs glass door and the downstairs roller door. You must have demonstrated the ability to handle BRC boats and equipment safely for your application to be approved. The key application form is available on the website and should be emailed to secretary@balmainrowingclub.com. A \$50 refundable deposit is required.

Members should make every effort to keep the Clubhouse secure and that means keeping the upstairs door locked at all times. This prevents the general public wandering in and protects our club and personal property. If you don't have a key, you need to row with someone who does.

Please LOCK THE DOOR

- When everyone from your squad has arrived for training and **before** you hit the water
- As your group has finished training, even if there are other club members still out rowing, or on the pontoon.

(d) Clothing

You can check out BRC's range of rowing clothes and goods on our website under shop. If you wish to make a purchase, email shop@balmainrowingclub.com and transfer your payment electronically to the Club's account. Send the screen shot or receipt to treasurer@balmainrowingclub.com. Once you payment is received, the clothing shop will contact you to arrange collection of your goods.

(e) Lost Property

There is a big blue bin under the stairs for found property. Anything lying around the shed that appears to unclaimed will be put here and it's the first place to look if you misplace a water bottle or a hat. Please try to keep track of your things – the contents of lost property bin will be disposed of periodically.

(f) Spending Money

If you need to buy something on behalf of the Club for a specific purpose, check with a Committee member first - they can authorise you to spend up to \$500. Any request to spend more than \$500 must be submitted in writing to the Committee for approval.