



# By-Laws

13 June 2015

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# PART I – Definitions and Interpretation

## 1. BACKGROUND

Rule 2 of the Rowing ACT Rules sets out the Objects of the Association.

*2.1 The objects of Rowing ACT are to foster, promote and develop rowing in the Australian Capital Territory.*

*2.2 To the extent it is consistent with the objectives of the Association and reasonable in the circumstances, Rowing ACT will:*

*2.2.1 contribute to and deliver the objectives and strategies underpinning the rowing National Whole-of-Sport Strategic Plan;*

*2.2.2 adopt, implement and comply with all rowing National Whole of Sport policies; and*

*2.2.3 provide Rowing Australia with information necessary for the effective management of the sport of rowing in Australia.*

Rule 17 of the Rowing ACT Rules sets out the powers of the Board.

*17.1 The Board, subject to the Act, the Regulations, these Rules and By-laws, shall:*

*17.1.1 be responsible for fulfilling the objects of Rowing ACT set out in Rule 2;*

*17.1.2 control and manage the affairs of Rowing ACT;*

*17.1.3 exercise all such functions as may be exercised by Rowing ACT other than those functions that are required by these Rules to be exercised by Rowing ACT in General Meeting;*

*17.1.4 perform all such acts and do all such things as appear to the Board to be necessary or desirable for the proper management of the affairs of Rowing ACT.*

The By-laws are made pursuant to Rule 42 of the Rowing ACT Rules which states that:

*42.1 The Board may (by itself or by delegation to a sub-committee) formulate, approve, issue, adopt, interpret and amend such By-laws as for the proper advancement, management and administration of Rowing ACT. Such By-laws must be consistent with these Rules.*

*42.2 All By-laws made under this Rule shall be binding on Rowing ACT and all Members.*

*42.3 The By-laws include, but are not limited to, the governance, the day-to-day management, the management of rowers and rowing and the conduct of Members of Rowing ACT.*

Where a decision is taken by the Board to update the By-laws, they are updated when announced notwithstanding that this document may not have been updated.

## **2. DEFINITIONS**

‘ACTAS’ means the Australian Capital Territory Academy of Sport.

‘Chair’ means the person presiding at any meeting of a specialist sub-committee.

‘Colours’ means both the colours themselves, the uniform of the Club and the colour of blades.

A reference to a person includes an individual, a corporation, a government body and any other entity the law recognises.

Words and phrases have the same meaning as in the Rowing ACT Rules unless otherwise specified.

## **PART II – Rowing Management**

### **3. ROWING ACT COLOURS**

Rowing ACT colours will be the official colours of the ACT as determined by the ACT Legislative Assembly.

### **4. CLUB COLOURS**

The Board will approve the colours of a Club when approving its membership application.

A Member Club may only change its colours with the approval of the Board.

### **5. EXECUTIVE OFFICER**

An Executive Officer will be appointed by the Board to assist in the running of Rowing ACT. The Executive Officer will be selected following a competitive process run by the Board.

## **6. SPECIALIST SUB COMMITTEES**

There will be standing Regatta and Boat Racing Officials sub-committees.

The Regatta Sub-Committee will assist the Board in managing the regatta program. Its Charter is set out in the Appendix.

The Boat Race Officials Sub-Committee will:

- i. include as core members the Chief Boat Race Official, the Executive Officer and a representative of the Board;
- ii. be Chaired by the Chief Boat Race Official; and
- iii. include other members invited by the core members.

The Board may establish and wind up other specialist sub-committees as it sees fit from time to time. In establishing any such specialist sub-committee, the Board may:

- i. specify its duties;
- ii. amend those duties;
- iii. appoint the Chair and members;
- iv. remove any member; and
- v. terminate the sub-committee.

Other specialist sub-committees will include as a minimum:

- i. a Board Member; and
- ii. two Individual Members.

Specialist sub-committees will meet as required by their Chair.

The Board may appoint any person, including representatives from ACTAS or other external rowing bodies, to any sub-committee that the Board deems appropriate.

## **7. OFFICIALS**

The Rowing ACT Rules provide for “Chief Boat Race Official” appointed by the Board, from time to time, to manage Boat Race Officials used for Rowing ACT events.

Other Officials may be appointed by the Board to assist in the administration of Rowing ACT. Such roles may include, but are not confined to:

- i. maintaining a database of rowers, in particular registered rowers;
- ii. managing entries for regattas and other rowing events in the ACT;
- iii. managing the regatta program;
- iv. recording results of regattas;
- v. progressively updating the inter-Club competition point score; and
- vi. adjudicating on status rules.

## PART III – Finances

### 8. FINANCE DELEGATIONS

Rule **40** of the Rowing ACT Rules deals with Funds Management.

*40.1 Subject to any resolution passed by Rowing ACT in General Meeting, the funds of Rowing ACT shall be used for the Objects of Rowing ACT in such manner as the Board determines.*

*40.2 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any two (2) authorised members of the Board or employees of Rowing ACT.*

*40.3 Where electronic commerce processes represent normal business practice and are secure, the Board may approve, with or without limitation, the use of debit and credit cards or other forms of electronic commerce.*

*40.4 For the purposes of sub-rule 40.2, 'signed' shall include electronic authorisation in accordance with electronic approvals processes associated with the relevant Rowing ACT on-line banking payment facility or other forms of commerce approved by the Board.*

For the efficient operation of Rowing ACT, the Director of Finance may approve reasonable expenses directly arising from the ongoing operations of Rowing ACT including:

- i. Office expenses;
- ii. Maintenance;
- iii. Boat Race Official expenses; and
- iv. Rowing Course expenses.

The Finance Director must seek the approval of the Board before incurring or agreeing to any expense which would:

- i. represent a policy shift;
- ii. conflict with or significantly exceed any decision taken by the Board;
- iii. likely be regarded as contentious by the Board or Member Clubs;
- iv. represent capital expenditure except where replacement of an existing asset is required, it has the agreement of the President and its value is less than \$10,000.

## 9. BANK ACCOUNT

The President, Director of Finance, Secretary and Executive Officer are approved signatories to all bank accounts held by Rowing ACT unless otherwise determined by the Board. Other Directors or officials may be appointed as approved signatories by the Board.

The Board may appoint Boat Race Officials or other officials to incur expenses where approved by the Finance Director or the Board.

## 10. FEES

Fees are set under Rule 13 of the Rowing ACT rules.

*13.1 The Board shall have the power to impose fees on Member Clubs in the course of its administration of rowing in the ACT including affiliation fees, fees for the registration of competitive rowers and seat fees.*

*13.2 Rowing ACT may base the fees imposed under 13.1 on the numbers and/or the rowing activities of members of Member Club.*

*13.2.1 Rowing ACT may collect fees directly from Individual Members where authorised by the Member Club of which they are members and the fees arise from the Member Club's membership of the Association.*

*13.3 Rowing ACT may impose fees for any services it renders, including but not limited to the sale of merchandise and the running of special events.*

Fees will be set by the Board taking into account any recommendations by the Director of Finance. Fees other than those under Rule 13.3 will be set annually by 1 September.

The Board will set the following fees:

- i. affiliation fees;
- ii. rower registration fees;
- iii. seat fees;
- iv. any other fee as determined by the Board from time to time.

Unless otherwise determined by the Board, rower registration shall comprise:

- i. Senior, being registration for a competing member who has turned 19 in the current calendar year; and
- ii. Junior being registration for a competing member who has not turned 19 in the current calendar year.

## **PART IV – Rower Management**

### **11. TRANSFERS**

A Member Club may accept a transfer where:

- i. the rower has not been a registered competitive rower over the previous 12 months;
- ii. it has reached agreement with the Member Club from which the rower is transferring;
- iii. it has made a request for transfer and the Member Club from which the rower is transferring does not respond within 21 days; or
- iv. the rower is seeking transfer having graduated from school or having changed schools.

For all other transfers between Member Clubs the Member Club from which the rower is transferring may refuse the transfer if:

- i. any monies are outstanding; or
- ii. disciplinary action has been taken but the terms of such action have not been fulfilled.

If a dispute arises as a result of a transfer application, the Board must make a decision, according procedural fairness to all parties, within 21 days of being notified of a dispute and its decision will be final. The Board may appoint a person or panel to assist its consideration.

Transfers between interstate clubs are subject to Rowing Australia rules.

### **12. CONDITIONS OF ENTRY TO ROWING ACT POINT SCORE COMPETITION**

Each competitor must be registered with Rowing ACT.

Each Club must pay to Rowing ACT affiliation and registration fees within 30 days of receipt of the invoice.

### **13. REGISTRATION**

Only rowers of Member Clubs may be registered in the ACT.

All rowers competing in regattas must be registered in a State, Territory or National body.

## PART V - Status Rules

The following status rules apply for regattas run by Rowing ACT. The status rules apply to each class of boat e.g. winning in one class of boat does not mean the status for other classes of boats is changed. Any rower may row in a classification higher than their current grading.

### 14. GRADE CLASSIFICATIONS

Competitors will be graded as follows.

- i. **Schools:** The form of secondary school races will be determined from time to time by the Board.

The default race format is the school year, from Year 8 to Year 12 that the competitor is in at the time of that season's ACT Championships. Where an individual is not at school, they may enter the Year race that they would have been able to enter if they had continued their schooling.

For school-aged rowers, the Intermediate classifications will not be strictly applied *within the current season* to avoid disruption to school crews. The expectation is that school programs will enter Year 9 and 10 rowers in Intermediate and Year 11 and 12 rowers in Senior.

- ii. **Novice:** Competitors can only compete as novices in the 12 months from when they are first registered to compete, or while they are Year 8 or under.
- iii. **Intermediate:** Intermediate comprises Intermediate A, run over 1500 metres, and Intermediate B, run over 1000 metres. Competitors are eligible to enter Intermediate events provided they have not, in the current or immediately preceding season:
  - won an ACT Elite or Senior race (or its interstate equivalent) in that class of boat; or
  - won more than three ACT Intermediate events in that class of boat.
- iv. **Senior:** a Senior competitor is a person in the current or immediately preceding season who has:
  - won an ACT Elite or Senior race (or its interstate equivalent) in that class of boat; or
  - won more than three ACT Intermediate events (or its interstate equivalent) in that class of boat.

- v. **Elite:** Elite status events shall include International, National Open, National Under 23 and Interstate events (except Interstate school, youth, junior and university events).

**Masters.** In addition to these grade classifications, some events may only be open to Masters. A Master rower must be 27 years of age in the current calendar year. The Masters age categories are set by Rowing Australia and are as follows.

Class	Age in years	Class	Age in Years
A	27-35	F	60-64
B	36-42	G	65-69
C	43-49	H	70-75
D	50-54	I	75-79
E	55-59	J	80+

The Board, or its delegate, may combine Masters events with other categories and may, from time to time, determine methods of handicapping between the various age categories. Entry forms for each Masters event shall clearly state the:

- i. event entered;
- ii. age category of the event (where applicable); and
- iii. age of each competitor (excluding the coxswain).

All rowers must comply with a request to verify their age to be eligible to compete in events.

#### 15. RACE STRUCTURE

With the exception of Championship events, races shall be conducted in divisions.

The Regatta draw may allow such divisions to be in random order or such divisions to be seeded, having regard to the experience and standard of competitors.

#### 16. ACT CHAMPIONSHIP RACES

Notwithstanding the grade classifications, competitors other than Elite rowers, shall be eligible to enter Intermediate or Senior Championship events where they have held Novice, Intermediate or Senior status at any stage during the current season.

Crews may be invited to row in Championship races without being eligible for medals or ribbons, which is at the discretion of the regatta coordinator(s). Race by invitation may occur for a number of reasons:

- i. There are orphaned entries.
- ii. There is a spare lane.
- iii. Additional crews would make the race more competitive without jeopardising the wins of those in the championship race.
- iv. It provides the opportunity for some crews to race where they are in classes that do not form part of the program.

## **17. OPEN EVENTS**

Open events are designated races in which crews can row without jeopardising their class of rowing. For example, a crew might be interested in pitting themselves against crews of a higher class but are concerned over the depth of field.

Accordingly, any competitor may compete in an Open event without their status being affected.

## **18. COMPOSITE CREWS**

Composite crews are generally allowed. However, for school-specific events, composite crews may not compete.

The Board will keep under review the need for restrictions should problems, such as the emergence of super crews, emerge.

## **19. ROW-OVERS**

In the event of a crew participating in a row-over, it shall be awarded the appropriate points indicated in the Association's point scoring system and the status of its crew members shall remain unaffected.

## **20. WOMEN COMPETING IN MEN'S RACES**

In the event that a women's crew competing in a men's event wins that event, the status of its members shall remain unaffected. The first men's crew to cross the line shall be awarded the appropriate points for a win, as indicated in the Association's point scoring system.

Men may not compete in women's events.

## **21. MINIMUM ENTRY REQUIREMENTS**

Races for all boat classes with the exception of eights require a minimum of three entries, and entries from at least two Clubs to be considered an official race. Races for eights require a minimum of two entries, and entries from at least two Clubs to be considered an official race.

## **22. ROWERS REGISTERED OUTSIDE OF THE ACT**

Competitors from other Associations, on joining an affiliated Club of this Association must submit an accurate account of their rowing record as required on this Association's registration form. The Board will then confer a suitable status upon that competitor. The decision of the Board will be final.

## **23. PENALTIES FOR ROWING OUT OF STATUS**

The Board may impose penalties on crews or scullers who contravene the status rules of this Association following review processes put in place by the Board. All competitors must be accorded procedural fairness.

- i. The penalty will be a reduction of the aggregate of competition points of the Member Club, represented by the offending crew or sculler, equal to the number of points awarded for first place in the event in which the transgression occurred.
- ii. Any points won by the crew or sculler in the event in which the offence occurred shall be disallowed, and placings and points redistributed to the next finishing crew(s) or sculler(s).
- iii. The Board may disqualify a crew or sculler for any period;
- iv. The Board may impose, on the Member Club represented, a fine equal to the seat fee on each crew member for each violation.

Where it has been determined that there are repeated status rule violations, the Member Club will be issued with a penalty notice as soon as practicable after the offence is committed. Should a Member Club fail to pay a fine so incurred within fourteen (14) days of the issue of the penalty notice, its crews may be disqualified from further competition until the fine is paid.

A written appeal to the Secretary within eight days may be made and will be judged without appeal by the Board or an appropriate sub-committee of the Board, subject to procedural fairness having been accorded.

## **24. COXSWAINS**

Status Rules shall not apply to coxswains except for those competing in Junior, Schoolboy and Schoolgirl events.

## **PART VI – Regattas and Competition**

### **25. CONDUCT OF REGATTA**

All point scoring regattas held under the sponsorship of Rowing ACT will be conducted strictly in accordance with these By-laws.

Where an appeal is lodged to the Board against any decision relating to the conduct of a regatta the Board will meet within seven (7) days to hear submissions from all parties and make a decision.

The decision of the Board in relation to such appeal shall be final.

### **26. PARTICIPANTS IN INTERSTATE REGATTAS**

The Board will have the discretion to choose representative crews from amongst Individual Members.

The Board may appoint selectors for representative crews.

A selection policy for state representation will be available by September 1 each year.

### **27. DETAIL OF PREMIERSHIP COMPETITION**

There will be a minimum of three premierships competitions in each regatta season for which competition points will be scored in regattas conducted under the sponsorship of Rowing ACT.

Points will only be scored in events sanctioned by the Board as point scoring events.

There will be trophies or pennants awarded for these competitions.

Championship races may be held for such classes and grades of boats as the Board may determine

### **28. POINTS**

**Points will be allocated as follows.**

- i. Crews must have been judged to have finished 1st, 2nd or 3rd.
- ii. There must be three or more crews competing from two or more Clubs, except in the case of Eights where points have been allocated to races with two or more crews from two or more Clubs. Should a crew scratch from such a race following the final draw, or the crew does not show up, points will still be awarded.

- iii. When two or more crews from the same Club finish in any of these positions, points shall only be awarded to the first crew.
- iv. For Championship races, points are awarded only in accordance with the final award of places for each event. The following points are awarded for championship place getters:- 1st – 8 points; 2nd – 4 points; and 3rd – 2 points.
- v. For Non-championship events points will be allocated to place getters within each division. The following points are awarded for non-championship events:- 1st – 4 points; 2nd – 2 points; and 3rd – 1 point.
- vi. Composite crews split points. Each Club making up a composite crew receives the appropriate proportion of points (i.e. if there are two Clubs, each Club receives half the points; if there are three Clubs, each Club receives one third of the points regardless of the proportion of crew members from each Club in the composite crew.
- vii. Mixed crew point split. Mixed crew points are split equally between male and female point scores.

The Board may decide, from time to time, to specify events, particularly for development purposes, attracting bonus points. The default bonus point structure is as follows.

- i. Each participating crew - 4 points.
- ii. Place getters within each category final: 1st – 12 points; 2nd – 6 points; and 3rd – 3 points.

## 29. CANCELLED OR SHORTENED REGATTAS

All seat fees are payable in accordance with the final regatta program unless the regatta is called off prior to the day of its scheduled start.

## PART VII - Laws of Boat Racing

### 30. PRINCIPLES

The Rowing ACT Laws of Boat Racing are the Rowing Australia (RA) Rules of Racing and Related By-Laws **except** as modified by these By-laws. As the RA Rules change from time-to-time, specific provisions have not been cited. However, the following general principles apply.

- i. Where there is a reference to Rowing Australia or its Board, it is to be interpreted, as a reference to Rowing ACT or its Board.
- ii. The RA rules shall apply as if each Rowing ACT event is a RA Event

- iii. Each reference to a Member Association shall be taken to refer to a Member Club of Rowing ACT.
- iv. Each reference to the Competition Manager or technical delegate shall be taken to refer to the Chief Boat Race Official
- v. Racing in Rowing ACT events shall be over 1800m, 1500m, 1000m, or such other distance as the Board may determine from time to time
- vi. Rowing ACT Board and/or its delegate will constitute the Organising Committee
- vii. All Rowing ACT events will be organised and conducted by Rowing ACT, and any reference to the contrary in the RA rules of racing shall be void for the purposes of the Rowing ACT racing rules.
- viii. Those parts of the RA rules of racing intended to relate specifically to National Rowing Championships, Interstate Rowing Championships or Interstate Events shall be void for present purposes.
- ix. Umpires' Committee' is to be interpreted as any sub-committee formed by the Chief Boat Race Official for the purposes of race adjudication.

### 31. SPECIFIC PROVISIONS

- i. Withdrawal or infraction fines are set by the Rowing ACT Board from time to time but must be in place by September 1 for each season. The default fine is \$2.
- ii. Unless otherwise specified by the Board, a fine will be payable if a boat in a regatta does not display their correct bow number or a crew did not start and did not scratch at least 30 minutes before the race.
- iii. Rolling Starts.

In difficult wind conditions, the starter may decide to dispense with the normal start and Quick Start procedures and revert to a Rolling Start. If so, crews must be advised at the start of the race.

For the rolling start, the Aligner shall position himself in a power boat to the side and in-line with starting boats up-course of the start line. The Aligner shall direct the boats to proceed slowly down-course. Whilst aligning, the Aligner shall move with the crews down the course, issuing instructions to crews to maintain all boats in line-abreast. At the earliest opportunity after crossing the start line when boats are aligned, the Umpire shall start the race by saying:

“Rolling Start, Attention”

The Umpire shall then raise the red flag. After a clear pause the Umpire shall give the start by dropping the red flag quickly to one side and simultaneously saying:

“Go”

The Umpire may vary the pause between the raising of the flag and the start command (dropping the flag and saying “Go”).

- iv. A protest will attract a fee, set from time to time by the Board, which will be refunded if the protest is successful.
- v. The Chief Boat Race Official shall appoint the members of the Jury for all regattas and any other races conducted under the auspices of Rowing ACT from current Boat Race Officials, as defined in the Rowing ACT Rules.
- vi. First Aid services are to be available at all regattas.
- vii. Where there is doubt about the application of any part of the Rowing ACT racing rules, the issue should be referred to the Rowing ACT Board.

## **PART VIII – Roles and Responsibilities**

### **32. ROWERS AT REGATTAS**

Boat Race Officials, in running regattas, play an integral role in managing rower safety. Many regattas will involve the recovery of rowers from the water, particularly novice school rowers.

The Boat Race Officials control both the course and the immediate approach to the course during the conduct of the regattas. They do not control rowers away from the course, on land and while their boats are beached.

All participants of Regattas must obey the instructions of Boat Race Officials.

### **33. ROWING FLOWS**

One of the main risks of rowing is vision – it may be the only sport where the participants have their backs to the direction of movement.

All rowers therefore must take all reasonable steps to avoid collisions. The Board issues Traffic Flow Guidelines from time to time, which may specify a reverse flow guide for regattas and other events, and all rowers must comply with those traffic flows. The Board will ensure that the guidelines are published and readily available.

### 34. SAFETY

Clubs should appoint a safety officer.

State Associations all contributed to the development of Rowing Australia's On-water safety guidelines and all parties should familiarise themselves with those guidelines and comply with them. The guidelines are available on Rowing Australia's website and referenced on the Rowing ACT website.

All parties are responsible for submitting incident reports, forms for which will be made available by the Board. The Board will review all incidents to consider whether there are steps that can be taken to further reduce risks.

### 35. USE OF TINNIES

All tinnie drivers need to be aware of other unpowered craft (e.g. rowers and canoeists) and must show them reasonable courtesy. A tinnie driver must never deliberately endanger or interfere with rowers.

For the comfort and safety of rowers, tinnie drivers are asked to follow the guidelines below.

- i. Cut wash when passing unpowered craft travelling in the opposite direction. This is to be done in advance of passing unpowered craft to ensure wash created does not roll onto the unpowered craft;
- ii. When a moving tinnie is being approached from behind by a faster unpowered craft, cut wash to allow the faster unpowered craft to pass;
- iii. Where possible minimise tinnie wash in East and Central Basin as the hard walls allow wash to impact crews for some time;
- iv. Minimise tinnie wash on Yarramundi Reach when travelling South towards the start line;
- v. While keeping pace with crews being coached/timed travelling North on Yarramundi Reach towards the finish line, drivers are asked to make a reasonable effort to minimise the impact of wash on unpowered craft using the course.
- vi. When safe to do so, it is recommended that tinnie drivers proceeding from finish to start on the rowing course do so close to the centre of the course. This allows drivers to cut power and minimise wash accurately.
- vii. Precautions need to be taken to avoid passing unpowered craft within close proximity.

Member Clubs are also asked to:

- i. ensure their tinnie operators are suitably licensed, trained and skilled to operate tinnies; and

- ii. refrain from the use of loudhailers before 8 am close to residential areas including the Governor General's residence.

### 36. CODE OF CONDUCT

All Registered Rowers will abide by the Code of Conduct adopted by Rowing Australia. Rowing ACT will strictly enforce the Code as it relates to Drugs in Sport. These policies are available on the Rowing Australia website.

### 37. GUEST CLUBS

Interstate Clubs are sometimes hosted by Member Clubs. These arrangements can be an important source of funds and promote Canberra as a rowing venue.

However, such Clubs are not familiar with the protocols that exist for rowing in Canberra and can pose serious risks by not adhering to traffic flows and through excessive or careless use of tinnies.

Accordingly, all Member Clubs must brief their visiting Clubs including providing those Clubs with the ACT By-laws, the NCA Lake Burley Griffin traffic flow Guidelines and advice regarding NCA Temporary Permits for Powered Vessels. Member Clubs should draw the attention of visiting Clubs to the tinnie protocols in these By-laws.

## Part IX - Privacy

### 38. PROTECTING THE PRIVACY OF MEMBERS

All Member Clubs are to protect the privacy of their Members. Rowing ACT recognises that such policies may vary from Member Club to Member Club according to the nature of the Club or its composition.

Rowing ACT is to ensure that it appropriately manages the information it collects and administers for purposes such as insurance, membership and regatta management and communication and marketing.

It will:

- i. collect only information which it requires for its functions;
- ii. ensure that stakeholders are informed as to why the information is collected and how it is administered;
- iii. use and disclose personal information only:
  - for Rowing ACT functions or related purposes;
  - for another purpose with the person's consent;

- where disclosure is required or authorised by or under law; or
  - where the use of the information is required in the case of an emergency.
- iv. store personal information securely, or cause it to be stored securely and protected from unauthorised access; and
  - v. provide stakeholders with access to their own information, and the right to seek its correction.

## Part X - Other Policies

### 39. OTHER POLICIES BINDING MEMBERS

Rules 2 (Objects) and 17 (Powers of the Board) of the Rowing ACT Rules set out the broad framework and purpose for the setting of the policies by the Board. Where the policies are significant, the expectation is that they will be included or referred to in the By-laws. However, some policies may sit as independent documents or references

In some areas, the Board may rely on Rowing Australia policies as updated, repackaged and varied from time to time. For these purposes, references in those policies to *Rowing Australia* stand as references to *Rowing ACT* and references to States stand as references to Member Associations subject to:

- anything in those policies conflicting with Rowing ACT Rules, By-laws, Board decisions or policies being rendered invalid;
- references which relate uniquely to the relationship of Rowing Australia to State Associations being irrelevant; and
- the emphasis being on the principles with some flexibility in procedures being assumed by the Board particularly taking into account the smaller scale of operations in the ACT.

Relevant Rowing Australia policies are set out below

- i. Member Protection;
- ii. Anti-doping;
- iii. Sports Foods, Medical and Performance Supplement;
- iv. Illicit Drugs in Sport;
- v. On-water Safety Code and Guidelines;
- vi. Environmental Sustainability
- vii. No Needles; and
- viii. National Policy on Match fixing.

## Part XI – Consultation

### 40. CONSULTATIVE PROCESSES.

The Board will:

- i. maintain the By-laws;
- ii. ensure that they are publically available;
- iii. alert members to any changes;
- iv. consult on any significant changes;
- v. consider and respond to concerns expressed by Member Clubs on any changes made.

## Appendix - Regatta Sub-Committee Charter

### 41. ROLE

The role of the Regatta Sub-Committee is to manage the program of regattas run by Rowing ACT each season.

### 42. DUTIES

The duties of the Sub-Committee are to:

- i. develop the calendar of regatta dates for the coming season taking into consideration the Rowing Australia, Rowing NSW and Rowing Victoria regatta calendars, for decision by the Board;
- ii. establish the Order of Events for regattas and for the championships for adoption by Rowing ACT;
- iii. develop regatta hosting arrangements by Member Clubs;
- iv. monitor the progress of the regatta program and implement changes or advise the Board of issues, supported by recommended solutions; and
- v. review the success of the calendar and events programs at the end of each season, feeding lessons learnt from previous seasons into the calendars and events schedules for future seasons.

To maintain the focus of the Sub-Committee, it is not to discuss matters outside of its mandate. Any such matters are to be referred directly to the Board.

### 43. MEMBERSHIP

The Sub-Committee will comprise:

- i. the Chair;
- ii. a representative appointed by each Member Club;
- iii. a Boat Race Official appointed by the Chief Boat Race Official; and
- iv. the Executive Officer of Rowing ACT.

Each member will have one vote.

#### 44. SUB-COMMITTEE CHAIR

The Chair of the Sub-Committee is appointed by the Board taking into account any nominees submitted by the Sub-Committee.

#### 45. MEETINGS

The Sub-Committee will meet at least three times per year as follows:

- i. once prior to the commencement of the season to appoint a new Chair for the Sub-Committee for the forthcoming season, and to develop the calendar and events for the forthcoming season;
- ii. once during the season (approximately mid-season) to consider any issues arising and any adjustments considered necessary to the program; and
- iii. once at the completion of the season to register lessons learnt and to review Sub-Committee performance.

The Chair may call any further meetings the Chair decides are necessary to fulfil its duties.

A simple majority of Sub-Committee members will constitute a quorum. Directors of Rowing ACT may attend any Sub-Committee meetings but do not have a vote on Sub-Committee matters.

The Sub-Committee may invite other attendees, including subject matter experts or guest presenters, to meetings as approved by the Chair. No invitee will have a vote on any matters.

The Sub-Committee will appoint a Secretary responsible for drawing up agenda for approval by the Chair, circulation of that agenda and any explanatory or supporting documentation to Sub-Committee members in advance of the meeting and for taking brief minutes of key considerations and outcomes of the meetings. Minutes of the Sub-Committee will be circulated to, and approved by, the Sub-Committee. They will be held by the Secretary and promulgated on the RACT website.

#### **46. BOARD REPORTING**

Urgent or contentious matters are to be reported directly to the President of Rowing ACT as quickly as possible by the Chair of the Sub-Committee.

Minutes of the Sub-Committee will be included in the Board pack for the subsequent Board meeting of RACT.

#### **47. AMENDING THE CHARTER**

The Sub-Committee will review this Charter annually as part of the Annual Sub-Committee performance review.

Any proposed amendments are to be forwarded by the Sub-Committee Chair for the consideration of, and approval by, the RACT Board.

#### **48. ACCESS TO THIS CHARTER**

This Charter will form part of the By-laws, which are placed on the website which are publically available.