



By-Laws

23 October 2017

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PART I – Definitions and Interpretation

1. BACKGROUND

Rules

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.

By-Laws

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.

Amendment of the By-Laws

Where a decision is taken by the Board to change the By-Laws, they are updated from that time notwithstanding that this document may not have been updated. The Board must make the latest By-Laws available as soon as reasonably practical.

2. DEFINITIONS

'ACTAS' means the Australian Capital Territory Academy of Sport.

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

"Crew" means any boat including a single sculler.

"Individual Member" means Individual Member in accordance with Rule 5.

"Point Scoring Regatta" is one of a minimum of three regattas, not including the ACT Championships, for which points are allocated for the ACT Premiership.

"President" means the President of the Board unless otherwise specified.

"Regatta Secretary" means is an official appointed by the Board to assist in the running of regattas, particularly the Rowing Grade Score.

"Rowing Grade Score (RGS)" means the number between 0 and 4 assigned to each rower and/or crew representing their competitive level as described in By-Law 14.

"Row-over" means an event where only one sculler or crew turns up to start line and is permitted to 'row-over' the course as described in By-Law 21.

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. For ease of reference:

"Act" means the Associations Incorporation Act 1991.

"Board" means the Board of Rowing ACT constituted in accordance with Rule 18.

"Chief Boat Race Official" means the person appointed by the Board, from time to time, to manage Boat Race Officials used for Rowing ACT events.

"Director" means a person serving on the Board.

"Director of Finance" means the person on the Board exercising the powers in accordance with Rule 22.

"Executive Officer" means the person appointed or employed by Rowing ACT as the principal executive officer of Rowing ACT and includes, where the context so admits, persons acting as the delegate or substitute for the Executive Officer whether described as Executive Officer or by some other name or title.

“Member Club” means a Club whose application for membership has been approved in accordance with Rule 4 or was a member Club provided for by sub-rule 48.1.

“Public Officer” means the Public Officer of Rowing ACT as defined in the Act.

“Rowing ACT” means Rowing Australian Capital Territory Association Incorporated, an Association incorporated under the Act.

“Rules” mean the Rules of Rowing ACT.

“Secretary” means the person on the Board holding office under Rule 20 or, where no such person holds that office, the Public Officer of Rowing ACT.

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

Standing Sub-Committees

By the operation of these By-Laws, there will be three standing sub-committees: the Regatta Sub-Committee; the Boat Racing Officials Sub-Committee; and the Credentials Sub-Committee.

- i. The Regatta Sub-Committee will assist the Board in managing the regatta program. Its Charter is set out in *Appendix 1*.

- ii. The Boat Race Sub-Committee will:
 - o include as core members the Chief Boat Race Official, the Executive Officer and a representative of the Board;
 - o be Chaired by the Chief Boat Race Official; and
 - o include other members invited by the core members.
- iii. The Credentials Sub-Committee will:
 - o review formal requests in relation to Rowing Grade Scores made by Member Club Captains as described in By-Law 15;
 - o comprise members appointed by the Board from time to time.

Specialist Sub-Committees

The Board may establish Specialist sub-committees. In establishing any such specialist sub-committee, the Board may, as it sees fit:

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

Such sub-committees will:

- i. include as a minimum a Director and two Individual Members; and
- ii. meet as required by their Chair.

Appointments

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 the “Chief Boat Race Official” to be 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, particularly 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 Director of Finance 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 Director of Finance 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; and
- 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, or turns, 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.

A Member Club may refuse a transfer to another Member Club 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 over 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 Member 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

14. GRADE CATEGORIES AND ROWING GRADE SCORES (RGS)

Races held by or under the patronage of Rowing ACT shall be rowed in the following categories:

- i. Grade racing comprising Grades A, B, C, D and E as set out in this By-Law; and
- ii. Masters: conducted in accordance with By-Law 17 below.

The Rowing ACT Board may create additional race categories for regattas during the standard regatta or off-seasons, including: School race events, Under Age race events, Lightweight and Open race events. The default format for School, Under Age, Lightweight and Open race events is specified at By-Law 18 below.

| GRADE RACING CATEGORIES | |
|-------------------------|--|
| GRADE | Competition between Scullers and Crews with: |
| GRADE A | a RGS less than 1.35 |
| GRADE B | a RGS between 1.35 to <2.35 |
| GRADE C | a RGS between 2.35 to <3.10 |
| GRADE D | a RGS between 3.10 to <3.60 |
| GRADE E | a RGS between 3.60 to 4.0 |

A Rowing Grade Score (RGS) is a number between 0 and 4 that represents the assessed competitiveness of an individual rower or crew. A lower RGS represents a higher level of competitiveness. A crew RGS is the average of the RGS of the crew members.

A rower may race in a classification higher than their current RGS, subject to the Regatta Secretary being satisfied that the rower, or the crew in which the rower is a member, can race at a proficiency level sufficiently competitive for the expected standard of the proposed event. In considering event race standards reference will be made to the Guideline document "Rowing ACT Club Grade System – Expected Times/Performance Range for each Grade" at *Appendix 2*.

The cut off points for each grade shall be reviewed annually by the Regatta Secretary and/or Regatta Sub-Committee to maintain competitive populations at each grade level.

15. INITIAL DETERMINATION OF RGS

The Regatta Secretary will determine a separate RGS for Sculling and Sweep events for all continuing and newly registered ACT Rowers. Except as provided by - By-Laws i, ii, and iii, the determined scores will reflect an assessment of the rower's competitiveness in each discipline, by reference to the likely race time standards expected in each of the adopted grades:

- i. **Schools:** School rowers will commence the regatta season with a RGS (Sculling & Sweep) as follows:

| School Year (Term 4 / Term 1) Events | Score |
|--|-------|
| School Year 7 (Term 4) & Year 8 (Term 1) | 3.9 |
| School Year 8 (Term 4) & Year 9 (Term 1) | 3.5 |
| School Year 9 (Term 4) & Year 10 (Term 1) | 3.2 |
| School Year 10 (Term 4) & Year 11 (Term 1) | 2.9 |
| School Year 11 (Term 4) & Year 12 (Term 1) | 2.6 |
| | |

- ii. **Masters Rowers:** The RGS (Sculling & Sweep) for Masters age rowers will be assessed by reference to their competitiveness, the same as other rowers, except that:

- A. A Masters age rower who has reached, or will reach within the calendar year, 55 years of age will have a minimum RGS of 3.10 (i.e. top of D Grade); and
- B. A Masters age rower who has reached, or will reach within the calendar year, 65 years of age will have a minimum RGS of 3.6 (i.e. top of E Grade).

- iii. **New members:** Newly-registered rowers (other than school rowers) will be assessed and their RGS (Sculling & Sweep) determined as follows:

- A. Where the rower has no previous rowing racing history: RGS = 4.0;
- B. Where the rower has competitive racing history in any state or territory within the last 2 years, each RGS will be the same as for an existing registered rower;
- C. Where the rower raced more than 2 years ago, the RGS will be awarded as follows:
 - a. if last raced 2 to 3 years before: each RGS will be 0.5 higher than would have been awarded (following assessment) given their previous competitive level;
 - b. if last raced 3 to 5 years before: each RGS 1.0 will be higher than would have been awarded (following assessment) given their previous competitive level; or
 - c. if last raced five years or more before: each RGS = 4.0.

A RGS determination of the Regatta Secretary under this By-Law may be reviewed by the Rowing ACT Credentials Sub-Committee, established for that purpose by the Rowing ACT Board, where the Captain of a Member Club makes a formal request relating to the RGS of a member of their Member Club. The [emailed](#) request is to include the reasons for the request and all relevant supporting information.

16. ADJUSTMENT TO RGS

After initial determination, each Rower's Sculling and/or Sweep RGS will be adjusted following the conclusion of any recognised Rowing ACT grade regatta held thereafter. The adjustment will be made respectively for each recognised Sculling or Sweep grade race undertaken at the regatta as follows:

| Result | Adjustment |
|-------------------------|---|
| Each Sculling Race win | Subtract 0.15 from Rower's Sculling RGS |
| Each Sculling Race loss | Add 0.03 to the Rower's Sculling RGS |
| Each Sweep Race win | Subtract 0.15 from Rower's Sweep RGS |
| Each Sweep Race loss | Add 0.03 to the Rower's Sweep RGS |
| | |

While the RGS adjustment process applies to all rowers, the RGS of Masters age rowers defined in By-Law 15 ii A and B above will not be reduced below 3.10 and 3.6 respectively.

In this By-Law 16:

- i. A recognised Rowing ACT Regatta includes all standard local ACT season regattas and the ACT Championship Regatta and may include other regattas as determined by the Rowing ACT Board.
- ii. A recognised sculling or sweep grade race is a race for which there is a minimum of 3 entries and includes the ACT Championship Regatta Open Championship events. It also includes combined races of coxed and coxless boats of the same type where an equality time adjustment, set by the Regatta Secretary, was applied. (School, Masters, Under Age and other Open events have no effect on RGS.).
- iii. A Race win is as defined in By-Law 19. A race loss is any other result in a recognised race in a recognised regatta.

Concurrent with the annual review of grade cut off points required by By-Law 14, a review will be undertaken by the Regatta Secretary and/or Regatta Sub-Committee of the adjustment process.

17. MASTERS

Masters racing shall be open to rowers who are a minimum of 27 years of age in the current calendar year and, where the Regatta Secretary is satisfied that it is both practical and consistent with these by-laws to do so, be conducted in accordance with the Masters age categories set by Rowing Australia. The categories at the time these By-Laws were made are as follows.

| Class | Age in years | Class | Age in Years |
|-------|--------------|-------|--------------|
| A | 27-35 | G | 65-69 |
| B | 36-42 | H | 70-74 |
| C | 43-49 | I | 75-79 |
| D | 50-54 | J | 80-85 |
| E | 55-59 | K | 85+ |
| F | 60-64 | | |
| | | | |

Notwithstanding the Masters age categories listed above, the Regatta Secretary may combine Masters age categories for ACT Rowing events, and 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.

18. OTHER RACE CATEGORIES

The default format for School, Under Age, Lightweight and Open race events is as follows:

- i. **Schools:** 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. Competitors meeting these criteria can race for any Club or, if from interstate, as a member of an interstate club.
- ii. **Under Age Racing:** Under age events are open only to rowers that have not reached, and will not reach until at least the next calendar year, the specified age. (Under Age races most usually raced include - Under 15 years; Under 16 years; Under 17 years; Under 19 years; Under 21 Years and Under 23 Years events).
- iii. **Lightweight:** Lightweight events shall be open to all rowers who comply with Rowing Australia Lightweight maximum rules and weigh-in

procedures unless determined otherwise by the Rowing ACT Board at least 1 month prior to the race. Averaging is not permitted.

- iv. **Open:** Open events are open to all competitors. The outcome of an Open event, except for an ACT Open Championship event, has no impact on a competitor's Rowing Grade Score.

19. RACE STRUCTURE

Except as provided for below, races shall be conducted in divisions.

Preliminary rounds will be conducted for Championship events if required, and may be conducted for other events where agreed by Rowing ACT.

Races may include combined races of coxed and coxless boats of the same type where an equality time adjustment has been set by the Regatta Secretary. In such cases the coxed crews will be started first with the coxless crews starting after the set time has elapsed.

The Regatta draw will as far as practical seed grade races, having regard to the experience and standard of scullers or crews entered. In the case of an event conducted in divisions, the winner of a grade event shall be taken to be the crew or sculler, of all divisions raced (if more than one), completing the race course in the fastest time (after equality adjustment, if applicable). If it has not been possible to record accurate times the first sculler or crew in the highest seeded division shall be deemed to be the winner of the event.

20. COMPOSITE CREWS

There are no restrictions on entering composite crews. However, the Board will keep under review the need for restrictions should problems, such as the emergence of super crews, emerge.

21. ROW-OVERS

A crew participating in a row-over shall be awarded the appropriate points indicated in Rowing ACT's point scoring system and the status of its crew members shall remain unaffected.

22. MINIMUM ENTRY REQUIREMENTS

Except for ACT Open Championships events, Grade A and Grade B events and Eights events (all boat classes) a minimum of three entries is required to be considered an official race. Eights and Grade A and B events require a minimum of two entries. An Open ACT Championship event may be conducted for any boat class as a row over where there is only one entry.

23. ROWERS REGISTERED OUTSIDE OF THE ACT

Competitors from other Associations, on joining a Member Club of Rowing ACT, must submit an accurate account of their rowing record as required on Rowing ACT's registration form. A RGS will be determined for that competitor in accordance with By-Law 15.

24. PENALTIES FOR ROWING OUT OF STATUS

The Board may impose penalties on crews or scullers who contravene the Status Rules of Rowing ACT 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 Rowing ACT 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.

25. COXSWAINS

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

PART VI – Regattas and Competition

26. 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.

27. 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.

28. DETAIL OF PREMIERSHIP COMPETITION

Rowing ACT will run a minimum of three point scoring regattas in each season for which competition points will be scored, leading to the ACT Championships.

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

29. 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 Member Clubs, except in the case of Grade A and B and Eight events where points may be allocated to races with two or more crews from two or more Member 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 Member Club finish in the top three, 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 will receive points split by the number of clubs represented, irrespective of the exact proportion of rowers. For example, if there are two Member Clubs, with 6 rowers from one club and two from another, each club receives half points.
- vii. 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.

30. CANCELLED OR SHORTENED REGATTAS

Seat fees become liable once a program is finalised. This reflects the significant administrative effort in putting events together, overhead costs such as the regatta systems and equipment and service costs that may still need to be paid.

Where an event is shortened, no penalty fees for crew violations are payable.

Notwithstanding this, the Director of Finance may, in consultation with the Executive Officer and with the agreement of the President, substitute a lesser seat fee or waive the seat fee altogether.

PART VII - Laws of Boat Racing

31. 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. The 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 Laws of Boat Racing.
- 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 the purposes of the Rowing ACT Laws of Boat Racing.
- ix. "Umpires' Committee" is to be interpreted as any sub-committee formed by the Chief Boat Race Official for the purposes of race adjudication.

32. SPECIFIC PROVISIONS

- i. Withdrawal or infraction fines are set by the Rowing ACT Board from time.
- 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. Failure to observe the course flows and buoys is an infraction and may also result in a fine.
- iv. Rolling Starts.
 - o 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.
 - o 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*").
- v. A protest will attract a fee, set from time to time by the Board, which will be refunded if the protest is successful.
- vi. 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.
- vii. First Aid services are to be available at all regattas.
- viii. Where there is doubt about the application of any part of the Rowing ACT Laws of Racing, the issue should be referred to the Board.

PART VIII – Roles and Responsibilities

33. 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 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.

34. ROWING FLOWS

One of the main risks of rowing is lack of vision as rowers have their backs to the direction of movement.

All crew 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 crew must comply with those traffic flows. The Board will ensure that the guidelines are published and readily available.

35. 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.

36. 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. 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.
- vi. 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.
- vii. Precautions need to be taken to avoid close passing of unpowered craft.

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.

37. CODE OF CONDUCT

Those participating in the sport of rowing in the ACT need to abide by Rowing Australia's Member Protection Policy. This policy is available on the Rowing Australia website, as updated from time to time. Rowing ACT will strictly enforce the Code as it relates to Drugs in Sport. In addition to the Rowing Australia Code of Conduct, Rowing ACT requires the following requirements to be observed.

All

- i. Act within the rules and spirit of our sport.
- ii. Promote fair play over winning at any cost.
- iii. Encourage and support opportunities for people to learn appropriate behaviours and skills.
- iv. Support opportunities for participation in all aspects of the sport.
- v. Treat each person as an individual.
- vi. Be courteous.
- vii. Respect the rights and worth of every person, regardless of their age, race, gender, ability, cultural background, sexuality or religion.
- viii. Respect the decisions of officials, coaches and administrators.
- ix. Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance exists) with people under the age of 18 or vulnerable people.
- x. Display appropriate and responsible behaviour in all interactions.
- xi. Display responsible behaviour in relation to alcohol and other drugs.

- xii. Act with integrity and objectivity, and accept responsibility for your decisions and actions.
- xiii. Ensure your decisions and actions contribute to a safe environment.
- xiv. Ensure your decisions and actions contribute to a harassment-free environment.
- xv. Do not tolerate abusive, bullying or threatening behaviour.
- xvi. Place safety and welfare above all else.

Athletes

- i. Give your best.
- ii. Play by the rules and show respect for other players, coaches and officials.

Coaches

- i. Help each person (athlete, official, etc.) to reach their potential. Respect the talent, developmental stage and goals of each person and encourage them with positive and constructive feedback.

Officials

- i. Ensure all players are included and can participate, regardless of their race, gender, ability, cultural background, sexuality or religion.
- ii. Be consistent, impartial and objective when making decisions.
- iii. Address unsporting behaviour and promote respect for other players and officials.

Administrators

- i. Ensure quality supervision and instruction for players.
- ii. Support coaches and officials to improve their skills and competencies.
- iii. Act honestly, in good faith and in the best interests of the sport.
- iv. Ensure that any information acquired or advantage gained from their position is not used improperly.
- v. Conduct club responsibilities with due care, competence and diligence.

Parents

- i. Encourage your child to participate, do their best and have fun.
- ii. Focus on your child's effort and performance, rather than winning or losing.
- iii. Never ridicule or yell at a child for making a mistake or losing a competition.
- iv. Model appropriate behaviour, including respect for other players and officials.

Spectators

- i. Respect the effort and performances of players and officials.
- ii. Reject the use of harassment, bullying or violence in any form, whether by other spectators, coaches, officials or athletes.

38. 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, interstate 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 interstate Clubs to the tinnie protocols in By-Law 36.

Part IX - Privacy

39. 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.

Rowing ACT 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:
 - o for Rowing ACT functions or related purposes;
 - o for another purpose with the person's consent;
 - o where disclosure is required or authorised by or under law; or
 - o 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

40. 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* shall be read as references to *Rowing ACT* and references to States shall be read as references to Member Associations subject to:

- i. anything in those policies conflicting with Rowing ACT Rules, By-Laws, Board decisions or policies being rendered invalid;
- ii. references which relate uniquely to the relationship of Rowing Australia to State Associations being irrelevant; and
- iii. the emphasis being on the principles with some flexibility in procedures being assumed by the Board particularly considering 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

41. CONSULTATIVE PROCESSES.

The Board will:

- i. maintain the By-Laws;
- ii. ensure that they are publicly 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 1 - Regatta Sub-Committee Charter

42. ROLE

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

43. 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.

44. 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.

45. SUB-COMMITTEE CHAIR

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

46. 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 Rowing ACT website.

47. 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 Rowing ACT.

48. 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 Rowing ACT Board.

49. ACCESS TO THIS CHARTER

This Charter will form part of the By-Laws and will be placed on the website as soon as practical any change is made.

Appendix 2 - Rowing ACT Club Grade System

| ROWING ACT CLUB GRADE SYSTEM | | | | | | | | | | |
|--|----------------|--------|------------|-----------|------------|-----------|-----------|-----------|---------|-------|
| EXPECTED TIMES (Min Secs) / PERFORMANCE RANGE FOR EACH GRADE | | | | | | | | | | |
| | A GRADE (Club) | | B GRADE | | C GRADE | | D GRADE | | E GRADE | |
| | 1800m | 1800m | 1800m | 1800m | 1500m | 1500m | 1000m | 1000m | 1000m | 1000m |
| | Men | Women | Men | Women | Men | Women | Men | Women | Men | Women |
| 1X | < 7.00 | < 7.35 | 6.55 -7.25 | 7.30-8.00 | 5.55-6.25 | 6.25-7.00 | 4.00-4.20 | 4.20-4.40 | >4.20 | >4.40 |
| 2X | <6.20 | <7.00 | 6.15 -6.40 | 6.55-7.25 | 5.25-5.55 | 5.55-6.30 | 3.40-4.00 | 4.00-4.20 | >4.00 | >4.20 |
| 2- | <6.30 | <7.10 | 6.25 -6.55 | 7.05-7.40 | 5.35-6.10 | 6.05-6.45 | 3.45-4.05 | 4.05-4.25 | >4.05 | >4.25 |
| 4+ | <6.10 | <6.40 | 6.05 -6.30 | 6.40-7.10 | 5.20- 5.55 | 5.50-6.25 | 3.35-4.00 | 3.50-4.15 | >4.00 | >4.15 |
| 4- | <6.00 | <6.35 | 5.55 -6.15 | 6.30-7.00 | 5.10-5.45 | 5.40-6.15 | 3.30-3.55 | 3.45-4.10 | >3.55 | >4.10 |
| 4X+ | <6.05 | <6.40 | 6.00 -6.20 | 6.35-7.05 | 5.15-5.40 | 5.40-6.10 | 3.30-3.55 | 3.45-4.10 | >3.55 | >4.10 |
| 4X- | <5.50 | <6.25 | 5.45 -6.05 | 6.15-6.45 | 5.00-5.30 | 5.30-6.00 | 3.30-3.50 | 3.45-4.05 | >3.50 | >4.05 |
| 8+ | <5.35 | <6.10 | 5.30 -5.50 | 6.05-6.40 | 4.50-5.25 | 5.25-5.55 | 3.25-3.50 | 3.40-4.05 | >3.50 | >4.05 |