

Policy



Booking and Use of Boats and Equipment

Policy statement

This policy outlines Lake Macquarie Rowing Club's (LMRC):

1. booking procedures which are designed to maximise the availability of and provide fair and equitable access to LMRC boats and equipment (including Tinnies) for all members; and
2. rules regarding the use of LMRC boats and equipment.

This policy applies to all members and guests using LMRC rowing boats and tinnies. The use of NGS (Newcastle Grammar School) equipment is by specific approval.

Relevant other policies etc.

- [LMRC Race Boat Allocations – leading up to Regattas](#)
- [LMRC Boat Allocation Policy](#)
- [Code of Conduct Outlining Additional Light Requirements For Rowing/Sculling Craft, Dragon Boats, Surf Boats and Outrigger Canoes Over Four Meters in Length](#)

Procedures to be followed

Booking of boats and equipment

- Each morning an initial two hour period is quarantined for two one-hour pre-booked training timeslots.
- Where Club Captain deems that there is sufficient daylight the first timeslot is from 6:00am to 7:00am and second from 7:00am to 8:00am. The start time of the timeslots will change according to changes in day-light. Members will be notified of changes as they occur via email and the boat booking board.
- There is no minimum notice to book a boat therefore members may book a boat for a free timeslot whilst the boat is in use by others e.g. if booked for 6.00am to 7.00am another member may book the boat for 7.00am whilst the boat is in use.
- A member wishing to use a boat for additional time after a timeslot must return by the end of the booked timeslot and may then place another boat booking, if there is no booking for that next timeslot.
- Boats and equipment used after the initial two hour period can be used for more than one hour but must still be booked via the board and record a clear finish time.
- All bookings must represent a clear intent of use. Members must avoid making speculative bookings
- A member may only book one rowing boat and/or one Tinnie for any timeslot.
- No bookings are to be made more than 6 days in advance.
- If a member is more than 5 minutes late for their booking that boat shall be considered as 'un-booked' and another member may book it for the duration of that current timeslot e.g. boat booked for 6.00am to 7.00am but member not at the shed by 6.05am - book and use until 7.00am.
- If a boat remains unbooked after one half-hour into the current timeslot a member may book the boat for the next full timeslot and take immediate advantage of the additional time.
- The correct club oars allocated to the LMRC boat are to be used to ensure the right oars are available for other members for their boats.

The boat booking board displays usage, allows tracking of any problems / issues, and provides an important safety feature for members rowing alone:

- All LMRC boats, NGS Eight, and tinnies are to be booked via the Boat Booking Board. Legible details are to be recorded in the respective weekday and boat name cell, including: members first name (a last name initial may also be required to avoid confusion), start time, and date (as date/month).

- Any damage or relevant comment is to be noted by the crew / coach in the row applicable to the boat name on the board e.g. damage, required repairs, etc.
- Boats shall be booked in accordance with this Policy, and the 'LMRC Boat Allocation Policy' and 'LMRC Race Boat Allocations – leading up to Regattas' rules.
- Old bookings may be removed as space is needed. No current or future bookings are to be removed unless approved by the member / coach making the booking, or a Committee member upon reasonable notification e.g. damage, boat loading for regattas, other temporary restrictions, or bookings in breach of the rules, etc.

Use of Boats and Equipment

Lights on boats

- No member is to use LMRC/NGS boats and equipment if there is **insufficient vision** to see and avoid hazards. Insufficient vision typically means that the Speer's Point foreshore cannot be seen.
- Boats and equipment used in times of **restricted visibility** i.e. near times of sunrise, sunset and poor weather conditions must comply with the lighting requirements as outlined in the RMS (Roads & Maritime Services): [Code of Conduct Outlining Additional Light Requirements For Rowing/Sculling Craft, Dragon Boats, Surf Boats and Outrigger Canoes Over Four Meters in Length](#). Restricted visibility typically means that the Speer's Point foreshore is not clearly visible or the Cockle Creek Channel Marker lights are on or flashing. In this situation, members:
 - have a responsibility to display suitable lights on all the boats that they use (including tinnies)
 - must ensure boats have **at least one light at the Bow**. This light must be able to be seen from most, if not all directions, therefore headlight style lights are not suitable
 - must be aware that insurance issues may arise should they have a collision and not be showing suitable lights
 - should be aware that white lights for use on tinnies are available on the steel rack between the 1X's and it is the responsibility of drivers to ensure they are working and displayed.

Boat types and their use

- Members and guests must use boats as allocated to their rowing status i.e. R, RT, T; and Crew Weight as displayed on the Boat Booking Board. Boat Classifications are as follows:
- **"R" = Racer**. Only able to be rowed in preparation for an event according to LMRC Policies / Rules, unless otherwise approved by the Club Captain
- **"RT" = Racer Trainer**. Available for training only by competent crews, including experienced Social Rowers, with permission of Club Captain (No unsupervised Novices)
- **"T" = Trainer**. Available for general training by all members and supervised Learn to Row crews, (unsupervised Novices require permission of Club Captain)

Borrowed boats and equipment

- The NGS Eight and Tinnies may only be used by members authorised by the Club Captain / Committee. The NGS Eight must not be used in Cockle Creek, or in adverse weather / wind conditions.
- Borrowed boats should not be taken out in adverse weather / wind conditions.

Responsibilities

Members

- Ensure that they and their guests comply with all aspects of this policy.
- If necessary, seek clarification, provide feedback or raise issues regarding this policy with the Club Captain in the first instance. If issue remains unresolved and a member wishes to escalate the issue to the full Committee this should be done via an emailed submission to the Secretary.
- If possible, in the first instance, seek to address any incidences of non-compliance directly with member/s concerned. Otherwise, report any consistent or significant non-compliance to the Club Captain. If an issue remains unresolved or member wishes to escalate an issue to the full Committee, this should be done via an emailed submission to the Secretary.

Club Captain

- Monitor usage to ensure that bookings are not excessive or restricting the equitable access to boats.
- Assess and determine start time for pre-booked timeslots as it changes through the seasons and ensure changes are communicated to members via email update and boat booking board.
- Manage or escalate issues as they are reported.

Boat Captain

- Ensure white lights for tinnies in working order.

Committee

- Manage issues as they are reported via the Secretary or Club Captain.
- Review and amend these rules as deemed appropriate.

Monitoring and compliance

Compliance with this policy is mandatory. Non-compliance will be addressed via the procedures described above and LMRC Rules.