



Ridley Graduate Boat Club

Member Handbook

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1 Membership Rules & Obligations

1.1 General

Ridley Graduate Boat Club was founded in 1972; organized solely to carry on the sport of rowing by graduates and friends of Ridley College. Essentially the Club is an autonomous extension of Ridley College. Membership is open to anyone interested in supporting the Aims and Objects, subject to Directors' approval. In accordance with the Bylaws published on the club website, the Club President is charged with the general management and supervision of the Club with power to regulate the affairs of the Club and everything belonging to it. The Directors are charged with the responsibility to make and declare from time to time, rules in accordance with the Aims and Objects, the Bylaws and in accordance with accepted behavior of good sportsmanship. This Handbook is a summary of those rules. Further details are contained in the RGBC bylaws and policies, available on the RGBC website.

1.2 Aims and Objects

The aims and objects of The Ridley Graduate Boat Club, as listed in the Articles of Incorporation, are as follows:

- (a) To provide facilities, boats and shells and other conveniences for the members of the Corporation and others and to equip, furnish, operate and maintain the same.
- (b) To purchase, lease or otherwise acquire lands, buildings, easements and property, real and personal, which may be requisite for the purpose of or capable of being conveniently used in connection with any of the objects of the Corporation.
- (c) To collect moneys by way of fees, donations or otherwise.
- (d) To invest the moneys of the Corporation not immediately required for the objects of the Corporation in any securities approved by the officers of the Corporation
- (e) To assist Ridley College from time to time, in whatever manner is feasible, in maintaining its rowing program for the benefit of the students enrolled in Ridley College.

1.3 Fees

\$650	Competitive/Fitness Rower and/or Shell Owner
\$100	Supporting Non Rowing Member
\$100	National Team Member
\$100	Winter Tank Training Only

See section 1.5 Member Obligations.

Fees are payable in full no later than June 1 each year. Any member who is more than one month in arrears will receive a notice requiring payment within two weeks, failing

which membership privileges may be withdrawn until payment has been made. Fees for those members wishing to maintain their shell rack space for a private shell are due by **April 30**.

Membership within Rowing Canada and RowOntario is included with Ridley Graduate Boat Club membership dues. In addition, the Club pays for certain regatta entry fees as reviewed from time to time by the Directors. All regatta scratch fees incurred by members are the personal responsibility of members and are payable in full on demand.

1.4 Criteria for Member Acceptance

General criteria for membership are as follows:

2. Members must agree to support the Corporation's Aims and Objects
3. Members must be aware of the rules contained in this handbook and agree to comply.
4. Past years' members will be allowed to remain, subject to criteria 1. and 2. above.
5. Prospective new members that meet the above criteria will be considered according to the following guidelines:
 - a. Rowing experience -how well they will fit into the RGBC program.
 - b. Boat ownership and availability racking space. The privilege of racking space for private boats is reserved for members who row/race exclusively for RGBC in all regattas, unless special permission is granted from the board. Availability of RGBC equipment – the number of new members should not exceed equipment capacity
 - c. Availability of programs and coaching to meet the prospective members' expectations and needs.
6. Before any member goes on the water in either club owned or privately owned equipment, the Member is obligated to agree with the RGBC Code Of Conduct which is included on the RGBC Membership Google Form.

1.5 Member Obligations

1. Each member is expected to comply with the rules contained in this handbook. Failure to comply may result in termination of membership, as decided by the Board of Directors.
2. Each member, except supporting members, and shell owner is required to cover at least 2 "Service Duties" – Bingo and RGBC run events such as Erg Championships, Head of the Martindale, Henley Masters Party, coaching or other duties. Sign-up for bingo at time of registration is expected.
3. Members are encouraged to attend Club meetings as called from time to time, participate in discussion and voting process. Members will receive a copy of the Minutes of the Annual General Meeting and monthly meetings.
4. Members are encouraged to contribute to the Club's social media. Please share rowing news and photos that can be posted on our Facebook and Instagram pages. If a member does not want to be featured on Social Media, it is the responsibility of that member to inform the President and the Social Media Director in writing.

1.6 Liability for Damage

Members are liable for all damage to club boats, sculls, oars and any other club property while in their possession of charge. Any damage must be immediately reported to the Club Captain and through him or her to the Directors. The Directors may investigate in their sole discretion and their decision will be final and binding. In the exercise of the inherent right of the Club to compensate for all damage sustained, the Directors may require any member who damages club property while in his/her possession, to pay the Club the whole or part of any cost of making good such damage.

The Club assumes no responsibility for damage to privately owned boats or any other equipment belonging to members while racked in the boathouse, on the water or any other location. Responsibility for insurance on boats, sculls, oars or any other personally owned equipment is solely that of the owner.

1.7 Discipline or Termination

Any member that does not comply with RGBC Objects, Bylaw, or rules contained in this Handbook may be subject to disciplinary action or termination, according to the provisions laid out in the Bylaw.

1.8 Confidentiality

The Ridley Graduate Boat Club takes member confidentiality seriously. Our policy prohibits the disclosure of members' confidential information by staff or volunteers, except as completely necessary in the performance of their responsibilities.

1.9 Conflict of Interest

Board or Committee members, employees and volunteers have a fiduciary or trust relationship with the communities that the The Ridley Graduate Boat Club serves, and accordingly must act in a manner that is above scrutiny in regards to dealing with the community's investment in the club.

2 Safety

All members must have read, understood, and agree to abide by the RGBC Safety Manual. Failure to abide by requirements of the Safety Manual may result in disciplinary action or termination of membership, as provided for in RGBC Bylaw enacted 08JAN2018, section 8.4.

a. 2.1 Cold Water Rowing

When water temperature drops below 10°C, as measured by a representative of the Canadian Henley Rowing Corporation (CHRC), all members must row with a safety boat.

Commented [1]: Carlo: should there be a section on email confidentiality or that we have folks sign off on personal email use and sharing - right now, everyone has each others emails. You might have some good wording - maybe the Social Media note could be added here too

Commented [2R1]: @Faye we have a privacy policy that everyone has access to on the registration form and have to check off that they read it. It's pretty lengthy (comes directly from the RowOntario resources for this and is a policy we have to include) to be included here. We can make reference to it in the handbook

Safety Boat must contain:

- enough PFD's for all rowers of the largest boat plus one
- boat safety kit including rope, bailer bucket and whistle
- paddle
- bow and stern lights if rowing before dawn

All above safety equipment, except a paddle, are located in the PFD bags located in the safety boat or at the front of bay 15. The bag should be checked regularly to ensure all equipment is present and in working condition

Rowers must:

- stay within 500m of the safety boat
- sign out and in on rowing log (located between the bay doors)
- provide their own bow and stern lights if rowing before dawn, Do not take school lights.
- Check conditions and weather forecasts prior to launching, Do not push unsafe conditions
- Be aware of surroundings while on the water and follow all course traffic rules.

b. 2.2 Warm Water Rowing

Once the water has reached a temperature of 10°C, as measured by a representative of CHRC, experienced rowers, as determined by the Head Coach and/or Club Captain, who are 19 years old or older may row without supervision. All junior (U17 and U19) rowers and beginner rowers must row with a coach boat. All rowers deemed not ready to row unsupervised by the Head Coach/Club Captain must row with a safety boat

Boats rowing without a safety boat must:

- Sign out and in on rowing log (located between the bay doors)
- Carry enough PFD's for each athlete in the shell.
- Members are responsible for providing their own PFD's,
- Do not remove PFD's from safety bags
- Do not take Ridley College Coach PFD's
- Carry at least one pea-less whistle
- Provide their own bow and stern lights if rowing pre dawn
- Be aware of their surroundings and follow course traffic pattern
- Be able to get themselves safely back into their boat if they flip

Boats rowing with a safety boat must

- ensure safety boat contains enough PFD's for all athletes
- stay within 500m of safety boat
- sign out and in on rowing log (located between the bay doors)
- provide their own bow and stern lights for safety boat and shells if rowing pre-dawn.

Safety boat drivers must have a valid Pleasure Craft Operators License. Please email a copy to ridleygraduateboatclub@gmail.com to keep on file.

3 Equipment and Facilities

3.1 Boathouse

RGBC boathouse is not to be left open or unattended without the approval of the Captain, or delegate.

3.1.1 Safety Equipment

Members are expected to be aware of the location of the Club's Notice Board and join the Ridley Graduate Boat Club Community WhatsApp group and pay frequent attention to it. Members are also expected to be aware of the location within the boathouse of the First Aid Kit, and fire extinguishers.

- An AED is located at the clerk's booth
- A First Aid Kit is located at the entrance door to the shell house.
- Fire Extinguishers are located at the entrance door to the shell house.
- The Emergency Plan is posted near the entrance door to the shell house.
- The Ridley Graduate Boat Club WhatsApp Community Group is regularly updated with important announcements. Please check group frequently
- The RGBC log book is located between the bay doors. All rowers must sign out and back in when they row. This is both for safety and to track equipment use.

3.1.2 Boat and Oars Storage

- Equipment is to be stored as directed by the Captain, or delegate.
- Boat and oar racks are labelled with magnetic name plates. Boats and oars should be returned to these locations after use unless otherwise directed by club captain.

3.1.3 Private Boat Storage

The primary purpose of the RGBC boat shed is to store competitive shells, owned by Ridley or RGBC, to be used in the Ridley College and RGBC competitive programs. Private shells may also be stored in the boathouse, subject to space and usage restrictions. The guiding principle in assigning storage space shall be to support the aims and objectives of RGBC.

The following rules will be applied when allocating storage space for private shells:

1. Shell storage is available only to fully paid up club members.
2. Owners of shells that have not paid by April 30 will receive a notification that their shell will be relocated to an outside rack within one month should the fee not be paid.
3. Space allocation for paid up members will be decided by the Captain.

4. The privilege of an indoor private rack requires that you row/race for RGBC in all regattas, unless special permission is granted by the Board.
5. When available space does not meet the demand, shells belonging to non-active members will be derigged and/or moved to less accessible locations as deemed necessary by the Captain. Shell usage will be tracked by the RGBC Rowing Log sheet. Private boat owners who do not log out and in may lose their rack inside the boathouse.

3.1.4 Repairs & Maintenance

- Damaged or unsafe equipment of any kind must be reported to the Head Coach and/or Captain. It will not be used until repaired or replaced and/or approved by the Captain, or delegate.
- The Captain is in charge
- Tools must be returned promptly to their storage spot at the back of the boathouse.
- The use of spare parts is at the direction of the Captain.

3.1.5 Housekeeping

Boathouse safety is as important as that on water and docks; members are expected to adhere to tidy and safe housekeeping and not to create or contribute to hazards. Due to safety considerations, no dogs are allowed inside the boathouse.

3.2 Equipment

3.2.1 Boats & Oars

Before using any RGBC equipment, permission must be obtained from the Head Coach, Captain, or delegate.

All accidents involving injury to person or property must be immediately reported to the Captain, or delegate.

3.2.2 Coachboats

The requirements of Transport Canada Small Vessel Regulations must be followed - not discretionary. All safety equipment is located at the front of the boathouse. Safety bags including PFD's, bailing can, whistle and flashlight are located at the front of bay 15. Paddles are located at the front between bays 14 and 15. The following items must be in each coach boat:

- Paddle
- PFDs; enough for all in the largest crew (in the case of more than one crew) and coach boat
- Lights on bow and stern (morning shift)
- Bailing can
- Waterproof flashlight
- Whistle - 3 clear loud blows indicates distress

- During cold water rules it is mandatory that coaches and passengers must wear a PFD, lifejacket or survival suit. Wearing of PFD or lifejacket is encouraged outside the cold water rules period.

Standing while operating a coach boat is strictly forbidden.

Do not remove PFD's from bags stored in boathouse unless it is to be used for an emergency

3.3 Trailering & Equipment Transport

- For away regattas the Captain will provide information that includes when the trailer(s) will be loaded, which trailer(s) and boats will travel and when the trailer(s) should be unloaded by. This includes loading onto the St. Catharines or other club trailers.
- Only experienced trailer drivers shall be permitted to drive the truck and trailer to the regatta site.
- Athletes are not permitted to travel with the truck and trailer or any other groups of persons that might be a distraction to the driver. Driving the truck and trailer is a huge responsibility not to be taken lightly.

General requirements for trailering:

- The trailer will not leave the compound until boats are securely strapped
- Oars are placed closer to the truck, riggers at the other end
- All boat parts travel with the trailer, do not bring parts in a private car
- Make sure that Cox Box wiring is secure so it does not dangle from the boat during travel
- Make sure that all vent caps are closed
- Either bungee seat into boat or take seats out and place them in trailer
- Trailer must be unloaded the day after the trailer returns to the compound, even if you are not practicing that day
- Ensure that everything that your crew used loading the trailer is taken out and put back in the proper place