

MEMBERSHIP OPERATING GUIDELINES (MOG)

The Club's Membership Operating Guidelines (MOG) document contains information regulating all Club activities. Click on any item in the Index below for more detail:

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MEMBERS OPERATING GUIDELINES (MOG)

POLICY STATEMENT

It is the policy of the Quinte Rowing Club (QRC) to publish and adhere to the following Membership Operating Guidelines which are in accordance with the guidelines espoused in the Risk Management and Safety Policies of the Ontario Rowing Association (ORA) and the Canadian Amateur Rowing Association (RCA). This policy is derived from information in accordance with the mandatory guidelines received from the Ministry of Culture Citizenship and Recreation of the Province of Ontario, directions received from the ORA and RCA and are in compliance with the 1999 Canadian Coast Guard Regulations.

MISSION STATEMENT

It is the goal of the QRC to provide a safe, clean, and well equipped facility for rowers of all levels. At all times, the long term vision of the club is considered paramount such that we give all athletes every practical opportunity to develop their skills and that we strive to preserve the Club's facilities and equipment for present and future members. All members of the QRC will maintain a sense of fairness to the members of all clubs with an interest to promoting a positive view of the QRC while developing the sport of rowing locally, provincially and nationally. It is the responsibility of the board of directors to administer this policy and to ensure that the best interests of the QRC are maintained with fairness within the membership and the community.

PENALTIES

Failure of any member/coach to adhere and abide by the MOG's of the QRC, when operating or using Club equipment or engaged in the coaching activities of the QRC will result in disciplinary measures being applied against the member/coach by the Executive of the QRC.

These disciplinary measures range from simple censure up to and including suspension from QRC activities and if approved by the Board of Directors under By-law # 4 of the QRC Constitution revoking of membership in the QRC.

WARNING: With the changes in the Canadian Coast Guard Regulations in effect Coaches and Safety Boat Drivers should also be aware that local Police Forces are now empowered to issue tickets for the noncompliance of the boating regulations, especially the carriage regulations. Any Coach or Safety Boat Driver charged with contravention of the regulations is personally responsible for any financial penalty incurred.

FEES

Yearly membership fees are payable in full by April 30th of year and run April to March. There are two types of yearly memberships, Adult and Youth, all others are participants of programs and fall under the programs rules and regulations. A Youth member is considered as anyone under the age of twenty-five, all other members are considered as Adult members.

Membership and program fees are set by the Quinte Rowing Club Inc. Board of Directors, prior to the Quinte Rowing Club Inc.'s Annual General Meeting.

Yearly members will receive a reduction of their annual fees for assisting in the fund-raising efforts of the Club by working a minimum of three QRC Bingo's. Yearly Adult members will receive a reduction of \$180.00 (\$60.00/ Bingo signup) to their annual fee and yearly Youth members will receive a \$90.00 (\$30.00/ Bingo signup) reduction. For any Bingo's worked over the initial three (3), the member will receive a \$20.00 credit towards their rowing expenses (ie: regatta registration and traveling expenses). All yearly members will be registered with the Row Ontario and Rowing Canada Aviron. All yearly members will have the right to vote at the Quinte Rowing Club's Annual General Meeting.

MEMBERSHIP REQUIREMENTS

- 1. Agreement to abide by all Club rules
- 2. Physicians/Parents Certificate of medical fitness (membership application)
- 3. A member/parent letter certifying that the applicant can:
 - A) swim at least 100 meters.
 - B) tread water for 5 minutes.Note: This may be verified at the earliest opportunity in a controlled pool environment.
- 4. An awareness of water boating safety and rescue techniques.
- 5. Familiarity with the waters being rowed and areas that may be used as safe haven.
- 6. Written parental consent for the participation of those who are under 18 years of age.

ROWERS RESPONSIBILITIES

All rowers shall:

- 1. Demonstrate a positive attitude around the club and at regattas.
- 2. Obey coaches instructions and show respect for all members.
- 3. Handle equipment carefully and safely.
- 4. Be on time for all scheduled practices and Club functions.
- 5. Put out coach boats and bring them back in at end of practices.
- 6. Clean equipment being used and keep facilities clean.
- 7. Dress appropriately for the prevailing weather conditions.
- 8. Report broken equipment.
- 9. Be familiar with rowing terminology and safety requirements.

COACHES RESPONSIBILITIES

All coaches shall:

- 1. Demonstrate a positive attitude and set an example in establishing safe operations.
- 2. Fill out an application for a background check.
- 3. Adhere to the Coaching code of Ethics as established by the Canadian Professional Coaches Association and the Coaches Association of Ontario.
- 4. Be accredited to at least Level 1 Theory and Rowing Technical under the National Coaching Certification Program or make a commitment to enroll in the courses.
- 5. Be competent in handling motor boats, have a working knowledge of water safety rescue techniques and know the safety and carriage requirements under the Canadian Coast Guard Regulations.
- 6. Work directly with Head Coach to set standards in skill development across all programs.
- 7. Work with the Club in fund raising events.
- 8. Ensure that all rowers and coxswains are competent in conducting shell movements.
- 9. Know where safe havens are in the case of inclement weather.
- 10. Be responsible for the conduct of the athletes under your charge and insure they abide by the club rules.
- 11. Be certified under the Canadian Coast Guard Regulations.

MEMBERS RESPONSIBILITIES

All members shall:

- 1. Demonstrate a positive attitude and set an example of cooperation towards club rules and directions.
- 2. Show respect for all members, QRC property and equipment.
- 3. Assist in facility maintenance and cleanliness.
- 4. Assist in club fund raising.

OPERATING CONDITIONS

The QRC operates from its home base shell house at 35 Keegan Parkway, Belleville, Ont. All rowing operations are conducted from this site unless attending an away regatta. Club shells may operate on the Bay of Quinte **provided the following conditions are met:**

- 1. A qualified coach or safety boat operator is present for all high school, club and learn to row training sessions.
- 2. Current and anticipated weather conditions are such that the anticipated wave height does not exceed half a meter.
- 3. A coach boat must carry all the mandatory carriage requirements under the Canadian Coast Guard Regulations, (see coach and safety boat operators)
- 4. Safety/Coach boats must be manned and operating in the area, prior to the departure of the club shells into the training area. Conversely the Safety/Coach boat must remain manned and in the area until all shells are off of the water.
- 5. Cold water rules are in effect for all rowers and private boat owners, from October to June. **ALL** boats **MUST** be tended by a safety/coach boat, within a proximity of 200m., during this period.
- 6. Tour boats must carry all mandatory carriage requirements under the Canadian Coast Guard Regulations, to be permitted on the water without a safety/coach boat, and only when cold water rules are not in effect. Participants under 18 years of age require adult supervision

WEATHER Whereas the QRC shells will operate only under the authority of the QRC Program Director/Head Coach or if PDHC is not available, QRC Coaches, rowing in weather conditions beyond the shell or crews capability is not anticipated. Nevertheless not withstanding the authority granted to the afore named officials **no club shell may launch or operate when the following conditions prevail:**

- 1. Fog, that is a visibility of less than 25 meters or out of sight of the shoreline or coach boat.
- 2. Advent of, and during thunder storms.
- 3. Wind velocity of greater than 15 knots, which produce **visible white caps in area being rowed.**
- 4. Darkness unless equipped for night running, i.e. Serviceable flashlights and coach boat with navigation lights.

In the event crews encounter the foregoing conditions while on the water they will return to the shell house immediately. If unable to return they are to seek a safe haven until the conditions have alleviated or they are picked up by other club members with the truck.

RULES OF THE WATERWAY FOR ALL ROWING SHELLS

The following rules apply to all Coxswain's, 2-, 2x and 4-and coach boats.

- 1. Follow the right of way as laid out by the club:
 - i- all boats must go up the bay inside of the break wall at Meyers Pier and return outside the break wall (see map in appendix or posted in club house).
 - ii- register with club in sign out book as to times and training area you are operating in.
 - 2. If a collision is possible with opposite direction shells the shells shall maneuver so that they pass port to port.
 - 3. Obey all course directions issued by the PDHC or coach.
 - 4. A shell, which is passing another shell shall pass clear to starboard.
 - 5. A shell, which has other shells approaching or crossing its course, from the starboard, shall slow/stop and allow the other shell to pass.
 - 6. Shells with a coxswain shall give way to shells without a coxswain.
 - 7. Do not go near boats that are fishing, be it trolling, drifting or anchored.
- NOTE: Shells encountering other boats shall maintain the utmost caution and follow the normal Coast Guard Rules of the Road at the direction of their coaches.**

SCHEDULING OF EQUIPMENT AND RESOURCES

The Program Director/Head Coach is responsible for scheduling of all QRC equipment, coach boats, rowing tank, building facilities, training equipment, coxswains, coaches and coach boat operators and regatta entries.

- 1. All equipment is to be booked in advance of scheduled usage through the PDHC.

- 2. A scheduling meeting will be held for the main core programs at the start of that program to determine needs and wants, i.e. High school. Summer Competitive and the Rowing League. LTR programs will be based on a per week bases.
- 3. Booked equipment will be held for 20 minutes after scheduled time and then canceled for other non scheduled use.
- 4. All coaches, coxswains and safety boat operators for all LTR programs and Rowing League needs are to be booked through the PDHC.
- 5. All bookings for equipment will be on a first come first serve basis.
- 6. All entries for QRC authorized regatta's are to be done through the PDHC.
- 7. All entry fees must be paid in advance or the entry will not be sent.
- 8. All scratch fees are the responsibility of the crew that scratched.
- 9. Authorized club colors must be worn when representing the QRC at any sanctioned regatta.

EQUIPMENT USAGE AND MAINTENANCE

- 1. Equipment must be checked to assure all is in proper working order, damaged equipment must be reported to the PDHC immediately and not used until repaired.
- 2. Shells and Ergo meters must be wiped down after every use.
- 3. Shells should be completely cleaned at least once a week.
- 4. All rigging is the responsibility of the PDHC and the coach.
- 5. Loading and unloading of equipment on the trailer for regatta's is the responsibility of the crew rowing the shell and is to be scheduled by the PDHC.

BUILDING MAINTENANCE AND RULES

All members must take responsibility for the cleanliness of the facilities.

- 1. **Consumption of alcoholic beverages in or around the QRC facilities or around club equipment at regatta sites is strictly forbidden.**
- 2. Any damage to the facilities must be reported to the PDHC immediately.
- 3. Keep change rooms, training areas and boat bays clean.
- 4. Make sure all equipment is put away properly, boat bays are closed and windows are shut.
- 5. Last one out must insure that all the lights are turned off.
- 6. No one is to adjust the temperature for the furnace or the rowing tank.

SAFETY BOAT OPERATORS

All safety boat operators must be:

- 1. Authorized by the QRC.
- 2. Certified under the Canadian Coast Guard Regulations.
- 3. Able to operate a motor boat safely.
- 4. Comply with the Coast Guard Rules of the Road;
- 5. Comply with the Canadian Coast Guard Safety And Carriage Requirements.
- 6. Know where the safe havens are in the case of incimate weather.
- 7. Must be scheduled by the PDHC.