

CLUB BY-LAWS

BALLARAT AMATEUR CANOE CLUB

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PREFACE

These BACC Club By-Laws have been created in accordance with the BACC constitution.

They compliment the BACC constitution and must be read in conjunction with the BACC constitution.

The constitution and Club By-Laws are further supported by various club plans and guidelines that are controlled through the Club By-Laws, but held and managed separately.

These Club By-Laws have been approved by the BACC Management Committee and are applicable to all BACC members.



BALLARAT AMATEUR CANOE CLUB CLUB BY-LAWS

SECTION 1. BACC MANAGEMENT INSTRUCTIONS

1.1. Components of Management Instructions

1.1.1. There are four major areas that make up the BACC Management Instructions. These Instructions have been separated for ease of management, their size, and the fact that not all of these are required by all members, or for every aspect of club management. The BACC Management Committee is responsible for managing and controlling the following components that make up the BACC Management Instructions:

- a. The BACC Constitution, which is the principle controlled document for all club

- management and the basis for incorporation status;
- b. The Club By-Laws, which define specific procedural requirements and regulate how the club and members are to operate;
 - c. Management Plans, which contain specific assessments and strategies for major activities and responsibilities for the club; and
 - d. Club guidelines, which contain specific activity guidance for committee and other club members.

SECTION 2. MANAGEMENT PLANS AND GUIDELINES

2.1. Management of Plans and Guidelines

2.1.1. In addition to the BACC constitution and Club By-Laws, BACC may need to establish a number of management plans and guidelines to clarify and define specific management strategies and goals, and also to provide guidance to committee and ordinary club members on specific roles, responsibilities and activities. Plans shall be used to define the high level management strategies and goals, whereas the guidelines will be used for specific process and activity guidance.

2.1.2. The BACC Management Committee is responsible for reviewing and approving all existing and proposed BACC plans and guidelines, though club member input and comment may be sought and will always be welcome.

2.2. BACC Safety Management Plan

2.2.1. The BACC Management Committee is responsible for developing, amending and approving an BACC Safety Management Plan that:

- a. Identifies the risks and hazards associated with canoeing activities; and
- b. Recommends management strategies and controls that need to be put in place to eliminate or reduce these risks and hazards.

2.3. Financial Management Plan

2.3.1. BACC is a non-profit club, but finances must be properly managed to ensure that the Club can meet its on-going and future financial obligations. As such the BACC Management Committee is to develop, amend and approve an BACC Financial Management Plan that:

- a. Identifies known annual financial obligations;
- b. Establishes guidelines on which to base annual fees and charges;
- c. Defines management strategies for the upgrade and replacement of club equipment; and
- d. Sets financial goals and restrictions for the investment and use of club monies.

2.4. Working With Children Management Plan

2.4.1. Victorian law imposes special management requirements on organisations and individuals that work with, control and supervise children under 18 years of age. These requirements will be phased in over a five year period from mid-2006. As part of these legal

requirements BACC is required to:

- a. Have a Working With Children Management Plan, that addresses all aspects associated with the supervision, coaching and protection of all children involved in BACC club-sanctioned activities;
- b. Have Working With Children Checks carried out on club committee and ordinary members who are likely to have any (Club-sanctioned) direct management oversight or control of junior members, prospective junior members or junior

members from other clubs or organisations; and

c. Ensure that Club By-Laws and practices align with and adhere to the “Working With Children Act 2005” and “Working With Children Regulations 2006”, or their superseded requirements.

2.5. Guidelines for Paddling Safety

2.5.1. In accordance with the requirements of the BACC Safety Management Plan, and in the interests of paddler education and safety, BACC has developed some guidelines to help paddlers identify hazards and risks associated with paddling activities, and to provide advice on how to avoid or lessen these hazards and risk. Members, especially new members, are required to read these guidelines and endeavour to incorporate the good practices into their paddling activities.

SECTION 3. MEMBERSHIP

3.1. Ability to Swim

3.1.1. All paddling members of BACC must be able to swim competently.

3.2. Medical Conditions

3.2.1. A person with a medical condition, that could suddenly or quickly render a paddler incapable of paddling or retaining balance, will not be permitted to be paddling member of BACC, unless;

a. a medical practitioner’s clearance can be obtained by the individual for the condition, and

b. additional controls put in places to cope with any medical event, eg always wear a Personal Floatation Device or life jacket (PFD), only paddle doubles or with someone else, etc.

3.3. Physical or Mental Conditions

3.3.1. A person with a physical or mental condition that would inhibit a paddler’s ability to save themselves will not be permitted to be paddling member of BACC, unless;

a. a clearance from an appropriate medical practitioner or advisor is obtained by the individual, and

b. additional controls put in place to cope with the inability, eg always wear a PFD, only paddle doubles, only paddle on calm days and close to shore etc.

3.5. Family Membership For BACC

3.5.1. Family membership fees for the BACC shall be determined by the committee but may only consist of immediate family.

3.6. Junior Members

3.6.2. Junior members are not allowed to have their own key to the club, or be on Club premises without the direct supervision of a parent, guardian or another senior club member authorised by the parent or guardian for such supervision.

3.7. Guardians of Junior Members

3.7.1. Guardians who are not the parent of the junior member must be authorised by the parent or legal guardian and have a Working With Children Check authorisation when this requirement is eventually made mandatory by law.

3.8. Membership Forms

3.8.1. New and renewing BACC members are to apply for membership by obtaining a membership form from the club or off the website. These forms need to be filled out completely and returned via the club mail box or at a general meeting.

3.9. Initial Training and Assessment for Beginners

3.9.1. All novice paddlers are to undergo initial training and assessment to assess and improve their paddling skills and to educate them on safe paddling practices. This training is to be delivered by a Committee member or a coach or other person nominated by the Committee.

The training needs to address:

- a. Paddling technique,
- b. Safety equipment requirements and checks,
- c. Water way rules,
- d. Boat and paddle handling, cleaning and maintenance,
- e. Boat entry and exit,
- f. Steering,
- g. Capsize and recovery,
- h. What to do if experiencing paddling difficulties,
- i. Protection from the elements,
- j. Reading weather and water conditions,
- k. Planning for a paddling outing,

Club constitution, By-Laws, Membership and insurance requirements (all club paddlers must be registered and insured with Australian Canoeing).

3.10. Club Race Roster System

3.10.1. To help in Club organised fund raising activities and to share the load across all Club members, Club members are required to help in preparing for, or the conducting of Club organised events.

3.11. Membership General

3.11.1. **Australian Canoeing Registration.** All BACC members are to be registered with Australian Canoeing either through another club or through BACC and Canoeing Victoria.

3.11.2. Members are expected to assist in fund raising for the Club and assist in Club run races.

3.11.3. **Other Clubs.** Members can be members of other canoe or associated water sports clubs, but they may have to nominate which club is their primary club for competition purposes in specific water sports disciplines.

SECTION 4. MANAGEMENT COMMITTEES AND DELEGATES

4.1. Additional Committee Positions

4.1.1. In addition to the Executive Officer positions listed in the Club constitution, the following committee positions are allowed. Although it is permissible for a person to hold two Management Committee positions, it is allowable for a person to hold an Management Committee and one or more of the following positions at the same time. The responsibilities of these extra committee positions are detailed below;

a. **Sprint Delegate.** The Sprint Delegate shall coordinate the race entries of Club members to Canoeing Victoria for sprint events, act as Club delegate at Canoeing Victoria sprint committee meetings and vote on behalf of the BACC.

b. **Marathon Delegate.** The Marathon Delegate shall coordinate the race entries of Club members to Canoeing Victoria marathon events when necessary, act as Club delegate at Canoeing Victoria marathon committee meetings and vote on behalf of the BACC.

4.2. Management Committee, Delegates and Coaches

4.2.1. As some Management Committee members, delegates and coaches may have duties that involve them working with or supervising juniors, members appointed to these positions may need to submit to Working With Children Checks as required by Victorian Law. (See para 2.4.)

SECTION 5. AWARDS

5.1. Perpetual Trophies

5.1.1. In order to encourage competitive canoeing and active Club participation, the trophies and presentations listed below are to be made annually. Perpetual trophies should not be removed from the Club premises, and as such smaller individual trophies are to be given to the recipient for their retention.

5.1.2. The Commodore, President, and other Committee members as deemed necessary by the Commodore and President shall be responsible for determining who should be awarded each trophy in accordance with the selection criteria set out below.

5.1.3. **THE ROD FOX MEMORIAL TROPHIE** . (Perpetual trophy) This

5.1.4. **Club man Award.** (Perpetual trophy) This trophy is to be awarded to the

SECTION 6. EQUIPMENT

6.1. Boat Storage

6.1.1. Financial members shall be allowed, subject to availability, size of craft and payment of annual storage fees, to secure annual storage rack positions for the storage of their personal boats.

6.1.2. **Rack Allocation Policy.** Boat storage rack allocation shall be determined by the Commodore, and may be reallocated by the Commodore if deemed necessary at any time during the year. Only the Commodore can allocate or re-allocate rack positions.

6.1.4. **Identification of Private Boats.** All private boats stored at the BACC are to have the name of the owner written on the inside in an easily seen position. Club members failing to comply with this rule may be reallocated a rack in a different position in the Club, or have their boat removed.

6.1.5. **Illegally Stored Boats.** Any private boats belonging to non-financial members shall be deemed illegally stored boats and may be removed or sold to recover debts to the Club in accordance with the BACC Constitution - *Membership Arrears Or Debt*.

6.1.6. **Identification of Club Boats.** Club boats are to be identified with the BACC name.

6.1.7. **Washing Boats.** All craft, private or otherwise, must be washed and dried off prior to storage.

6.2. Paddle Storage

6.2.1. All paddles stored at the BACC are to have the name of the owner written on or beside the rack holding the paddle. Club members failing to comply with this rule may have their paddle removed (by the Commodore only) and paddle placed elsewhere within the BACC.

6.3. Private Equipment

6.3.1. No member is to use another member's private equipment without permission.

SECTION 7. PADDLER AND BOAT SKILLS LEVELS

7.1. Paddler And Club Boat Skill Levels

7.1.1. To reduce the damage being done to club boats by inexperienced paddlers taking out boats above their skill or competence level, all club members need to notify the

commodore before taking the boat out. Where deemed appropriate a club coach may need to be appointed to oversee the usage of club boats by inexperienced paddlers.

SECTION 8. RACING AND TRAINING

8.1. Club Boat Usage, Booking and Damage Reporting System

8.1.1. Using Club Boats. Members are responsible for any Club boat being used or transported by them. No Club boat is to be used if it does not have flotation, and secured seats and foot rests. Members will *only be allowed* to paddle club boats:

- a. they have permission from a committee member,
- b. they are being coached by a coach or Club member recognised by the committee as coach or trainer, or
- c. they are paddling in a multi-crew boat with someone of a higher skill level suitable for that boat.

8.1.2. Booking Club Boats for Races. Provided that a Club member has the correct skill level, they can book any single or double person Club boat for any race. Via the commodore. No deposit will be required to book a Club boat, and it will be a 'first in best dressed' policy, with any disputes worked out by the Commodore. All bookings for races (or other activities away from the BACC) are to be put into the Club Boat Race Booking book on the booking sheet for the boat in question. No one is to use a Club boat for a race without ensuring that it has not been booked by someone else first. Prior permission from the Commodore or President to use a Club Boat is only required when a member wishes to;

- b. take the boat interstate (other than on the Murray River),
- c. take the boat to the ocean, or
- d. take the boat for more than three days.

8.1.3. Damage to Club Boats. Any damage done to Club boats being used or transported by Club members needs to be reported directly to the commodore. The commodore will then assess whether the boat is safe to be paddled or arrange for it to be fixed.

If the damage was caused through negligence, the member responsible may be required to make good for the cost of repair or replacement.

8.2. Race Colours

8.2.1. Club colours should be worn at all race meetings.

SECTION 9. SECURITY

9.1. Building Security

9.1.1. The BACC clubrooms must always be made secure when exiting unless another Club member is present to take responsibility for securing the clubrooms on leaving. Paddlers will need to make sure their names are written clearly on the whiteboard when paddling on the lake to ensure they are not locked out.

9.2. Personal Valuables

9.2.1. Personal valuables are not to be left in the BACC clubrooms.

9.3. Building Lights

9.3.1. At all times when the Club rooms are unoccupied, the lights are to be turned off.

SECTION 10. SAFETY

10.1. Pre-checks Before Paddling

10.1.1. Before going paddling, whether out of the BACC clubrooms or at some other location, BACC paddlers need to:

- a. Let someone know where they are going and for how long;

- b. Plan their paddling excursion, taking into account, water and weather conditions, expected duration, possible withdrawal points, and personal needs;
- c. Make sure that their paddling skills and fitness level is adequate for the paddling conditions to be encountered, (A paddler should never embark on a demanding paddling excursion unless they have properly trained and prepared themselves for the likely conditions to be encountered.);
- d. Make sure that the boat has floatation and that it and all other equipment is serviceable;
- e. Make sure they have (or wear) their PFD, (refer to para 10.3 for more details);
- f. Make sure that they have the appropriate clothing and protection against heat, sun and cold;
- g. Make sure they have enough food and water for the excursion;
- h. Take a repair kit if appropriate;
- i. Paddle with others where ever possible unless it is safe not to; and
- j. Stretch and warm up before commencing.

10.2. General Safety

10.2.1. **River and Environs.** Care needs to be exercised avoid hazards when walking around the clubrooms

- a. Protruding parts of the storage racks or parts of canoes – *watch where you are walking and don't run;*
- c. Fishing lines, which are often hard to see – *lookout for fishermen on the bank, and give fishing line a wide berth;*
- d. Other water craft – *keep to the right of the river, make yourself visible or whereabouts know, or keep out of the path of bigger/faster craft.*

10.3. Boat and Personal Safety Equipment, Including PFDs

10.3.1. Canoes and other human power watercraft must, by law, comply with specific safety requirements depending on the craft and location/conditions. Paddlers will be personally liable for any breach of the legal requirements, even if using a Club boat, as it is the paddler's responsibility to ensure that the craft meets the required safety equipment requirements before using the craft.

10.3.2. Victorian law requires kayaks and canoes to have the minimum safety equipment as reproduced in table 2 below. However, exemptions to this requirement have been given vide Victorian Government Gazette No S 248 dated 2 Dec 2005. In essences the exemptions have been given for the 'carriage of Safety Equipment' and the 'wearing of PFDs' under the following conditions:

- a. 'Persons operating ... a canoe or kayak engaged in Formal Training or Competition on inland waters, not being formal training or competition of which any part is conducted on water forming rapids.

10.3.3. **BACC Safety requirements.** Notwithstanding, and in addition to, the Victorian Marine Regulatory requirements above, BACC members must ensure that:

- a. All kayaks and canoes have positive buoyancy in the nose and stern of their craft, whether it be their own craft or a Club boat;
- b. Juniors under the age of 18 must wear a life jacket at all times;
- c. PFDs are to be worn by Club members who consider themselves not strong swimmers.
- d. Powered safety or coaching boats must comply with Victorian marine regulations;

and

e. Occupants of any power safety or coaching boat must comply with Victorian marine regulations, including the wearing of PFDs at all times.

10.4. Lights For Boats

10.4.1. When paddling on Lake Wendouree or St Georges lake between sunset and sunrise (times as advertised in daily papers), Victorian law requires paddlers to have:

a. A **solid white light fixed to the bow** of the boat, and visible in a 180 degree arc in front of the boat, and

^s Personal Floatation Device (PFD) complying with Australian Standard AS 1512 – 1996 or equivalent.

b. A **flashing white light fixed to the stern** of the boat, and visible in a 180 degree arc to the rear of the boat.

10.4.2. The purchase and fitting of serviceable lights on boats is the member's responsibility – even on Club boats, and members will be personally responsible for any fine that they may incur for infringement of this Victorian law.

SECTION 11. OTHER ISSUES

11.1. Smoking

11.1.1. No Smoking is permitted within the BACC clubrooms and surrounding environs.

11.2. Working With Children

11.2.1. Notwithstanding that parents or guardians of junior members must always be present when junior members are at the BACC clubhouse (para 3.6), members who do not have current and valid Working With Children Checks should always ensure that they do not have regular direct contact with a child where that contact is not directly supervised by another person, preferably the parent, guardian or a valid Working With Children Check holder.

11.3. BACC Newsletter

11.3.1. yet to be developed

Club events and awareness, ideally four times a year.

SECTION 12. AMENDMENTS

12.1. Changes to Club By-Laws and Constitution

12.1.1. Whenever there is a change to the Club By-Laws or Constitution, fully amended copies of the Club By-Laws or Constitution shall be sent to all financial members.