

MUBC Equipment Handbook

**A short guide to the use of the Melbourne University Boat Club
boat shed facility and the equipment within.**

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Authority: MUBC Committee

A. Boat allocation, use and responsibility

MUBC has a large fleet and caters for multiple classes of members. These boats fall into three categories:

1. Elite
2. Club
3. Private

1. Elite Boats

The club is proud of its high achievers at state, national and international levels along with events such as AUS Boatrace, Melbourne Head, Head of the Yarra and international classics Henley Royal and Head of the Charles. To support these athletes MUBC provides and maintains an elite level fleet under the control of coaching staff who take responsibility to apply maintenance where necessary. Athlete should also assist and report maintenance issues.

These boats are marked with red dots.

2. Club Boats

The backbone of MUBC is its' club rowing membership who no longer row at elite level, but desire to continue rowing as an interest and lifetime passion. Many of these members are great contributors to the club and may row for pleasure or competition at club or masters levels, and like the elite also compete at local, national, international regattas and the classics such as Head of the Yarra, Henley Royal, Henley Vets, London Head and Head of the Charles. To support these members MUBC provides a "Club" fleet for responsible use. A booking system can be used via the whiteboard, however all members must understand that permanent, single party use is not practical. Club members should be pragmatic in selection of boats. On occasions specialist club boats may be allocated to elite use for special events.

Due to high demand and multiple users, maintenance of club boats will always be an issue. Users shall take responsibility to check nuts, washers, bolts, screws, bow ball, rudder, seats, rails, foot stretchers, shoes etc and apply maintenance where necessary. For this reason it is important to bring your tools to every outing. Where items are found to be missing or require tightening, this should be carried out before use and most definitely before putting (the boat) away. Where small parts cannot be obtained immediately, take responsibility to repair or pass on a message to your squad leader.

MUBC has appointed a small team of members with an approved budget allowance to maintain and when required rejuvenate club boats. This group can be contacted for additional support at repairs@mubc.asn.au. Club boat maintenance team coordinators are Jennifer Bingham and Pamela Whiting.

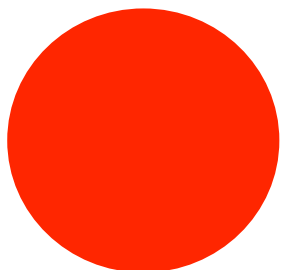
These boats are marked with a green dot

3. Private Boats

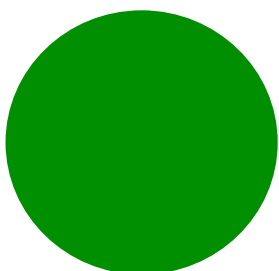
The clubs houses many private boats (principally sculls) on a rack rent basis. These boats are only for use by owners or with their permission.

These boats have black dots.

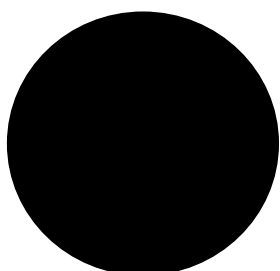
Boat Markings



Boats with a red dot (on the boat booking whiteboard, and on the gunwale of the boat near the v-piece/splash guard) are not to be used without the express permission of MUBC coaches.



Boats with green markings are free for use by any member. However, rowers must consult the whiteboard for existing bookings. Please regularly update the whiteboard, and remove bookings if they are no longer relevant.



Boats with a black dot (on the gunwale of the boat near the v-piece/splash guard) are privately-owned and are not to be used without the express permission of the owner.

Oar use and allocation

The same system is utilised with the club's sweep and sculling oars. The sets are coloured-coded but will be designated as 'Elite' or 'Club'.

ELITE
CLUB

These oars are not to be used without the express permission of MUBC coaches.

are free for use by any member.

B. Boat Retention Policy

MUBC boats as described above are divided into responsibility groups Elite and Club, though in practice a small overlap can exist with specialist boats such as coxed fours and lightweight fours.

MUBC strives to provide its elite rowers with high quality boats for national level competition and selection events. These boats can be ultra light with maximum hull design speed, however may not be suitable for general club use. MUBC will on occasions decide that for such boats a quick turnover is preferred to provide the best equipment and generate a good resale value.

MUBC will also strive to provide its club members with quality boats and where suitable older elite boats may be 'handed over' to the club fleet for general use. These boats can remain at MUBC for considerable time if they cover key requirements and are maintained and refurbished. MUBC may also purchase specific types of boats or second hand boats to meet club requirements.

Boats that have reached the end of their useful life will be disposed of.

The Club Director and Head Coach in conjunction with the committee member acting as Fleet Asset Manager will maintain a fleet asset register including proposed retention, turnover or disposal plans. This register will be presented to the committee as required and where approved released to club members.

Approval and Communication

Where a boat is proposed for turnover or disposal, the Fleet Asset Manager shall make a recommendation to the committee. The committee shall communicate to squad leaders and other members the recommendation, providing reasons and proposed replacement boats if applicable. Squad leaders and members shall be invited to submit queries, concerns and comment on the turnover or disposal prior to the next committee meeting.

The committee shall take into consideration all submissions and make fair and reasonable decisions for the benefit of the club. Where any adverse effects are created the committee shall take particularly care on explaining the reasons.

Where a gap in the MUBC fleet (elite or club) is perceived, submissions can be made to the fleet asset manager for consideration for future purchase.

C. Equipment damage

MUBC has a policy on damage to the Club's equipment;

"Individuals must report damage, whether caused by them or not, to repairs@mubc.asn.au.

The report is must contain

Name(s) of persons involved

Email address

Telephone number

Item(s) damaged with description

Date

Location

Version of events

Where a person sustains an injury an Incident Report form must be completed and emailed to the MUBC Secretary at secretary@mubc.sn.au. Matters will be handled on a case by case basis."

See Incident Reporting Form

Where multiple parties are involved, it is their responsibility to resolve proportional liability for damages and costs. Where no joint resolution on damages/costs can be agreed, the issue may be referred to the committee, however in the absence of worthwhile evidence the committee may assign shared responsibility and levy damages accordingly.

In addition, to the simple policy, other information is important to understand.

Minor repairs (such as cracked shafts on oars, or small dings, cracks or punctures in boat hulls) are often simple and inexpensive repairs, and often the cost is absorbed by the club. However, left unattended and unreported, the damage will become more significant (and expensive) to correct. So another reminder to, please, always report damage – there will not be a witch hunt by the coaches or Committee.

Major repairs (Such as caused by collisions or mishandling of equipment) require expert craftsmanship and are expensive. Repairs that cost more than the insurance excess amount will be lodged as an insurance claim. At the time of preparing this document that cost is \$1100 (but is prone to change). That is, if the repair is less than \$1100, the responsible individuals (as agreed or deemed by the Committee) will be required to pay for the damage directly. If the repair cost is in excess of \$1100, the responsible parties will be required to pay for the insurance claim excess of \$1100.

This short outline of the club equipment damage policy is not intended to be comprehensive. Coaches and club committee may assess and treat equipment damage on a case by case basis.

D. Storage of private equipment

Application to store private equipment (including boats) must be raised with the MUBC General Manager prior to relocating it to MUBC. New or existing members shall not assume that there will be room to store equipment.

For those wishing to store private equipment at MUBC, a number of conditions exist;

- 1) The owner of private equipment stored at MUBC must be a full financial member.**
- 2) The owner of private boats stored at MUBC must accept the rack allocated and pay the racking fees.**
- 3) The owner of a private boat shall remove unused or redundant oars.**
- 4) The owner of private equipment stored at MUBC is solely responsible for regular checks, maintenance, insurances, liability and provision of contact details.**
- 5) A private scull can be offered and accepted for use by other member who shall by mutual agreement be liable for the racking fee. Upon lapse of the mutual agreement the owner resumes financial liability. MUBC is not liable for any insurances or damages**
- 6) A private scull may be offered and accepted for use by MUBC on behalf of an elite member or the general membership. An application for waiver of racking fee and insurance cover can be lodged with the General Manager. The agreement must be re-validated by mutual agreement each season.**
- 7) If the owner of private equipment stored at MUBC is not a financial member, the Club where able to, will contact them to organise either;**
 - a. payment of membership fees**
 - b. the removal of their equipment, or**
 - c. its donation to MUBC.**
- 8) Private equipment may be deemed abandoned by non-payment of racking fees, failure to remove the boat or no response to contact. Prior to the declaration MUBC will advertise in the club media.**
- 9) Abandoned equipment will be used by the club, removed to another location or disposed of. Any funds generated will be recorded and applied to outstanding racking/storage/membership and handling fees. Remaining funds will be available for claiming after proof of prior ownership.**
- 10) Exceptions to these rules can only be granted by the General Manager in conjunction with the Rowing Operations Group.**

The owner of stored equipment at MUBC, must agree to the following terms;

- Boats, oars and riggers must be labelled.
- Boats, oars and rigger racking will be directed by MUBC.
- Boat, oar or rigger covers, or mobile boat racks, are not permitted to be stored at MUBC.

E. Boat Loading

- When loading/unloading boats, the athlete is responsible for their own equipment. This includes the boat, oars, riggers and seats, and/or anything that may be needed by the athletes, whether racing or training.
- The athlete is responsible for securing the boat safely on the trailer.
- For crew boats, it is the stroke seat's responsibility to ensure that each member of their crew has loaded their oar and rigger. The stroke seat must then ensure that all equipment related to that boat is on the trailer following the completion of loading.
- Similarly, coxswains are responsible for ensuring they have the appropriate/required equipment (in conjunction with the stroke), and must liaise with the coaching staff for CoxBox usage.

IN SHORT, THE RESPONSIBILITY OF LOADING EQUIPMENT LIES WITH THE ATHLETE(S) USING IT.

Other details that must be observed;

Trailer plan

The trailer plan will be created by person(s) leading the regatta, usually by MUBC staff, but it may be a member of the Committee. All athletes must familiarise themselves with this plan prior to the commencement of boat loading. The trailer plan must be followed and loaded from top to bottom i.e. the highest racks must be filled first. (Be aware of the implications of arriving after boat loading has commenced e.g. rowing late in the morning - it may slow the process of loading or make loading some boats extremely difficult).

Attendance

All athletes must attend boat loading/unloading. Under exceptional circumstances, where an athlete cannot attend, they;

- a) must advise the person leading the regatta
- b) directly impose their responsibilities on to their club/crew mates. However, this does not override the important rules aforementioned - that is, the responsibility for equipment being loaded/unloaded is the responsibility of the athlete using said equipment. The only way to be sure that your equipment arrives at and returns from the regatta destination is to load it yourself.

General rules

- Boats are loaded with the bow facing the towing vehicle.
- All seats are to be removed, not tied in.
- Some trestles are stored in the front of the trailer. They are used as 'travelling' trestles and are not unloaded. If extra trestles are required, they are to be loaded at the advisement of the person leading the regatta.
- Boat unloading time will be advised by the person leading the regatta. All equipment must be washed prior to storage back in the boat sheds. Eights must be reassembled and rigged.
- Athletes are not to leave loading/unloading before it is entirely completed, and they are dismissed.

F. Use of Gym Equipment

Responsibilities

The Club Committee is responsible for acquiring gym equipment in good working order and ensuring its maintenance.

Club members are responsible for ensuring they follow this procedure and consider their duty of care to themselves and others under the OHS Act when using the gym and associated equipment.

Gym Equipment

MUBC provides a quality set of gym equipment for members use comprising

- Concept 2 ergometers
- Watt bikes
- Gym machines and weights

Procedure

To use the gym, users must meet the following conditions

1. Gym and equipment users must be members of MUBC or guests during local regattas or training camps.
2. No member may use the gym while under the influence of alcohol or recreational drugs
3. No food is to be consumed in the gym area but consumption of water is encouraged
4. Members must not use weights at their personal maximum limits without supervision.
5. Members should be considerate of others and use their own towel to wipe down ergos, bikes and benches after use
6. All equipment must be returned to its storage place after use
7. Any damaged equipment should be reported by note on the board provided
8. Where a user notices damaged equipment which may cause injury to another user, or additional deterioration, the user shall take immediate steps to quarantine it from use.
9. Any injuries sustained in the gym or as a result of using the gym and associated equipment must be reported to the Club Captain as soon as possible and recorded in the Safety incident register.
10. Pregnant women or those with a pre-existing medical condition should consult their doctor before commencing gym work.
11. The Club Captain or Senior Coach can place any condition on a person restricting their use of gym equipment. Such restrictions will be referred to the Safety sub-committee.
12. If unsure of correct usage of equipment please request advice from a club coach.
13. No equipment shall be misused or used beyond its specification.
14. Only qualified repairers are to carry out major maintenance on equipment.
15. If a function is being held in the function space, users should avoid loud noises and music. The club also reserves the right to close down the gym for special events, which shall be communicated by a door notice.

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16. Weights are to be confined to the space above Bay 4 - they cannot be moved into the main space where the floor is extremely fragile.
 17. Gym weights cannot be dropped onto the floor.
 18. No bikes are to be stored within the shed, downstairs or upstairs.

G. Under 18 - Use of Facilities

When training at MUBC, all athletes under the age of 18 must understand that as an institution, MUBC is acting in loco parentis for the athlete. Meaning that MUBC takes on full responsibility for the safety and wellbeing of the athlete, while the athlete is participating in agreed training at or with the club.

As part of this responsibility, all athletes under 18 must abide by the below conditions to ensure training is conducted in an effective and safe manner. Breach of these conditions could result in injury for the individual and will negate the responsibility that MUBC takes on.

MUBC, its officers, coaches and athletes will enforce this policy, however it is understood that it remains the responsibility of the individual wanting to use the facilities, to abide by these rules for their own safety.

Weights Equipment:

- Any use of weights and equipment must be supervised by a coach or responsible adult, who must remain present in the gym, at all times.

Ergo/WattBikes:

- A coach or responsible adult must be notified of the activity before training begins, and must be within the building for the duration of the session
- If the coach/adult is not able to remain in the training room (for example, they are working in the office) you must ensure at least one other person is in the gym for the duration of your session, who can also be training or otherwise (it does not matter if they are over 18).

Water:

- All water sessions must be supervised by an approved coach, no matter the boat type.

H. Boat shed organisation

A series of videos have been composed to help explain the systems used in different parts of the boat sheds.

Old building

Bay 1: <http://youtu.be/17Q7TfeDx2s>

Bay 2: <http://youtu.be/FbD6LZVVxlg>

Bay 3: <http://youtu.be/U0M19mG29AI>

Bay 4: leased by the Victorian Institute of Sport

New building

<http://youtu.be/UlIb4dVUsDw>

Finally, thank you, in advance, for your help keeping the boat sheds a pleasant environment for the coaches to work and for the members to row.