



Melbourne University Boat Club

Handbook

Season 2018/2019

VERSION 2

Contents

MUBC Vision Statement.....	3
MUBC Code of Conduct	4
Standards and Expectations for all squads	5
Coaching Structure.....	6
Coaching Team.....	6
Key Events	7
Key Performance Indicators.....	8
Boat Loading for Regattas and Camps	9
Facilities Use Matrix.....	10
Uniform Requirements	10
Finance	11
Access to MUBC	11
Welfare Officers	11
Safety for all Rowers	11
Boat Usage	13
Oar use and allocation	13
Boat Repairs	13
Under 18 - Use of Facilities	14
Use of Gym Equipment	15
MUBC Committee Members.....	16

MUBC Vision Statement

MUBC is committed to being one of the finest rowing organisations in the world, that enriches and transforms its members' lives. We will know we have been successful in our aspirations if by 2024, MUBC is:

1. The Australian rowing club of choice for athletes from a range of cultures and backgrounds seeking to realise their potential.
2. The number one rowing club in Australia.
3. Producing more Australian representative athletes than any other club.
4. Frequently represented at major international regattas including Henley Royal Regatta, Head of the Charles, and International University events.
5. Renowned for delivering excellent training programs that represent world's best practice.
6. Deeply connected with Victorian, Australian and International rowing communities.
7. Maintaining high levels of retention and connectivity so that all members remain connected to MUBC for life.
8. Fully engaged in the life, culture and aspirations of the University of Melbourne and the Melbourne University Boat Club.

From this the committee have identified how these objectives will be measured,

1. Quantity of athletes overall each year, number of identified athletes, number of athletes from interstate.
2. Medal tally domestically for nationals, aiming to win on the world stage at Henley Royal Regatta, Head of the Charles, Canadian Henley etc.
3. Number of athletes making Australian national representation including Juniors, Under 23 and Senior Selection.
5. Athlete welfare, internal monitoring of all athletes.
6. Representatives on RV, RA, and FISA boards, to build relationships with these groups.
7. Retention and maintenance, length of time they are a member at the club, all members respecting the club and the program that they are a part of.

MUBC Code of Conduct

All athletes need to read and adhere to this code of conduct by signing and returning this page to the Operations Manager.

Athlete Expectations of the Club

- Set an appropriate training plan for you as an individual as part of a squad in blocks
- Set out a calendar for the season detailing potential races and tests
- Select appropriate crews for races in advance and select Henley crews at least a month in advance
- Provide suitable equipment for a high standard of training and racing
- Provide high quality coaching
- Provide welfare support for all members
- Provide a supportive environment for training
- Support to attend regattas and other competitions
- Provide clear lines of communication and understanding who has what responsibilities
- Be able to explain all selections with appropriate reasoning which includes but is not exclusive to: seat racing, form through the season, ergo scores, mentality, attitude and appropriateness to boat class.
- Set an appropriate weights programme that has long term and short-term goals and is appropriate for your training age and experience
- Enter crews in to races at the appropriate level and search for alternatives when needed.
- Have the athlete's, club's and Rowing Australia's best interests in mind at all times in that order. Athlete always comes first.

Club Expectations of the Athlete

- Respect each other and train accordingly to earn coaches and other athletes respect
- Be on time and turn up to training unless otherwise excused
- Be part of the squad, not just an athlete using MUBC as a training venue
- Clean boats, and ergs after every session and keep boat bays and gym tidy
- Report broken equipment so that it can be fixed in timely manner
- Pay your membership and seat fees on time
- Turn up to training knowing the programme and with suitable clean kit
- Warming up, flexibility is your responsibility with advice from the coach, but you need to do something about it. If you need an extra 15 mins every day to warm up properly, make it happen.
- Respect the changing rooms and kitchen by tidying up after each other, not just your mess.
- Good personal hygiene to prevent illness for yourself and others
- Appropriate behaviour and comments on social media platforms
- Eat and drink to refuel properly. Seek nutrition advice accordingly.
- Commit to every session, if you can't for whatever reason discuss with the coach why
- If you are ill or injured flag it with the coach immediately. Early action is imperative
- If you are feeling run down because the training is getting on, discuss with the coach
- Understand and conform to ASADA anti-doping rules

If the above are not kept to, this will impact your ability to perform and/or train at MUBC.

Signature of Athlete _____

Athlete's name _____

Signature of Coach _____

Coach's Name _____

Date Signed _____

Standards and Expectations for all squads

To achieve the targets below, use the ergo and small boat water goals as a guide to where you need to be. These are not hard and fast standards, but a good guide to help set your expectations and goals realistically. If you can hit these goals the targets should follow.

Memberships of each squad is discretionary; however the general guides below should be expected to be met.

High Performance squad: capable of achieving ergo, water and session expectations, to achieve targets highlighted in the table.

Development Squad: striving to achieve ergo, water and session expectations, to achieve highlighted targets, with a view to stepping up through to highlighted targets long term.

Club Squad: athletes capable of achieving some of the ergo and water expectations, having rowed previously.

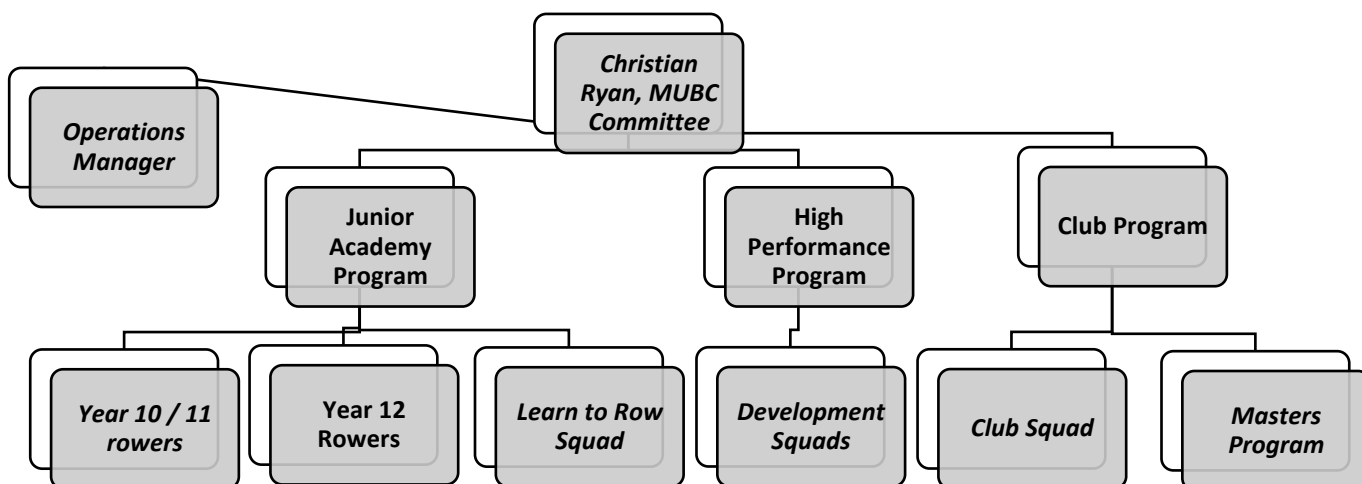
NB: Memberships in each of these squads will be discussed and is at the coaching team's discretion. We will always consider the athlete's best interests

Men													Expected weekly sessions
Ergo				Targets								Water	
2k	5k	30mins r20	aprx. T2	Junior	U21	U23	Senior	Lightweight	Henley	Nationals	1x	2-	
05:40.0	15:00.0	01:34.3	01:47.0				Podium						14-16+
05:50.0	15:30.0	01:37.4	01:49.0			Podium	NTC > WC				06:50.0	06:20.0	14-16+
06:00.0	16:00.0	01:40.2	01:51.0	Podium	Podium	U23 WC	Sen Trials	NTC > WC	Int Win	Open Competitive	07:00.0	06:30.0	12-15
06:10.0	16:20.0	01:43.0	01:53.0	Jun WC	U21 Tasman	U23 Trials		NTC	Club Win	U23 Competitive	07:10.0	06:45.0	12-15
06:20.0	16:50.0	01:45.7	01:55.0	Jun Trials	U21 State			U23 WC	Competitive	U21 Competitive	07:20.0	07:00.0	10-13
06:30.0	17:20.0	01:48.5	01:57.0							Jun Competitive	07:30.0	07:15.0	10-13
06:40.0	17:45.0	01:51.3	01:59.0								07:40.0	07:30.0	8-11

Women													Expected weekly sessions
Ergo				Targets								Water	
2k	5k	30mins r20	aprx. T2	Junior	U21	U23	Senior	Lightweight	Henley	Nationals	1x	2-	
06:40.0	17:40.0	01:51.0	02:04.0				Podium				07:30.0	07:10.0	14-16+
06:50.0	18:10.0	01:54.1	02:06.0			Podium	NTC > WC		Sen Competitive		07:40.0	07:20.0	14-16+
07:00.0	18:40.0	01:56.8	02:08.0	Podium	Podium	U23 WC	Sen Trials	NTC > WC		Open Competitive	07:50.0	07:30.0	12-15
07:10.0	19:10.0	01:59.6	02:10.0	Jun WC	U21 Tasman	U23 Trials		NTC		U23 Competitive	08:00.0	07:40.0	12-15
07:20.0	19:30.0	02:02.4	02:12.0	Jun Trials	U21 State			U23 WC	Jun Competitive	U21 Competitive	08:10.0	07:50.0	10-13
07:30.0	20:00.0	02:05.2	02:14.0							Jun Competitive	08:20.0	08:00.0	10-13
07:40.0	20:20.0	02:08.4	02:16.0								08:30.0	08:10.0	8-11

Coaching Structure

The Coaching Structure that MUBC would like to proceed with for 2018/2019 season is as follows,



Coaching Team

Operations Manager Jen Matthies 	High Performance Coach Franz Imfeld 	Development Coach James Smith 
Assistant Development Coach Michael Poulter 	Assistant Development Coach Claudia Zucchilli 	Junior Program Lead Coach Matt Ryan
Junior Program Coach Will Beedham		

Key Events

Tier 1 Important, Tier 2 less important

Regatta Name	High Performance	Development	Club Squad	Juniors	Masters
<i>Chinese Winter Regattas July-Sept/18</i>	Tier 2	Tier 2			
<i>Saltwater Challenge 8/9/18</i>			Tier 2		
<i>University Nationals 26 – 28/9/18</i>		Uni Melb Students Tier 1			
<i>Head of the Mitchell 13/10/18</i>			Tier 2		
<i>Australian Boat Race 14/10/18</i>		Uni Melb Students Tier 1			
<i>Head of the Goulbourn 27/10/18</i>			Tier 2		
<i>Melbourne Head 17/11/18</i>		Tier 1	Tier 2		
<i>Head of the Yarra 24/11/18</i>	Tier 1	Tier 1	Tier 1		Tier 1
<i>Carrum Regatta 8/12/18</i>			Tier 2?		
<i>Barwon Regatta 26/01/19</i>		Tier 2	Tier 2		
<i>Wendouree Ballarat Regatta 2-3/2/19</i>		Tier 2	Tier 2		
<i>Nagambie Regatta 16-17/2/19</i>		Tier 2	Tier 2		
<i>NSW State Champs Date TBC</i>	Tier 1 for Top HP athletes				
<i>Australian Henley Regatta 23/2/19</i>				Tier 2	Tier 2
<i>RV State Champs Regatta 2-3/3/19</i>	Tier 2	Tier 1	Tier 1	Tier 1	Tier 2
<i>Australian Rowing Championships 25 – 31/3/19</i>	Tier 1	Tier 1	Tier 1	Tier 1	
<i>RV Club Masters Regatta 6/4/19</i>					Tier 2
<i>RV Club Masters Regatta 13/4/19</i>					Tier 2
<i>RV Masters State Championships 27 – 28/4/19</i>					Tier 1
<i>Australian Masters Rowing Championships 9 – 12/5/19</i>					Tier 1

Key Performance Indicators

In line with the MUBC Vision statement these goals are broken down into what we can achieve over the next 6 years:

High Performance/Development Squad –

Overall Goals: *International* – Achieve a Win at Henley Royal Regatta (other equivalent international regatta)

Domestic – Achieve National selection either into the NTC, Under 23 or Olympic team

KPIs

1. Domestic Performance
 - Top of the Medal Table at Australian National Championships
 - Top Club at University Nationals
 - Winning men's and women's boat race
 - Top full club crew at Australian National Championships
2. Representative
 - Number of athletes selected on to the Victorian State Team
 - Number of athletes selected in the Under 23 Australian Squad
 - Number of athletes selected in to the NTC (each year)
3. Internal
 - Quantity of HP athletes in the HP squad
 - Quantity of athletes coming through the squads below into HP Squad
 - What athletes are staying where and for how long
 - Engagement within club for volunteering and other club social events

Club Squad -

Overall Goal: Domestically, be the top performing club squad at Nationals

- Medals as part of the Australian National Championships in the Club Events
- Winning the Men's and Women's Club Eights
- Winning C grade and mixed grade Eight at HOY
- Achieving 30 members in the club squad with an equal gender split
- International Regatta – Biennial
- University Students going from Club Squad to HP Squad
- Retaining school rowers to keep having fun in the sport

Junior Academy Program-

- Attendance
- Recruiting
- Culture
- Australian Junior Representative Crew training at MUBC
- Representation in the Under 19 Quad at Australian National Championships
- Pushing for international representation at Junior World Championships and Henley Royal Regatta

Boat Loading for Regattas and Camps

- 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.
- If bungees are available, the seats should remain in the boat. If not removed and labelled.
- 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.

Facilities Use Matrix

Athletes in the respective squads have priority over equipment during their prescribed times. Please be respectful of all members

Uniform Requirements

All members must race in the MUBC racing zootie, available to be purchased from The Regatta Shop (<https://www.theregattashop.com.au/collections/melbourne-university-boat-club>) We also ask that members wear the following uniform.

MUBC Racing Zootie	
	
 MUBC Cotton T-shirt - Women	 MUBC Cotton T-shirt - Men
 MUBC Radd Shorts - Women	 MUBC Chill Shorts - Men
 MUBC Fleece Track Pants - Unisex	 MUBC Hoodie
	 MUBC Microfibre Cap

Finance

We ask that all members pay their membership fees and seat fees on time. We ask that all members complete a direct debit form for processing of seat fees throughout the season.

Access to MUBC

All members that are financial will be provided with a swipe card to access the facilities. You can request one from the Operations Manager Jen Matthies jenmatthies@mubc.asn.au. All members are to carry their swipe card with them at all times, including when out on the water. Please lock up after yourselves, make sure the shed is locked when leaving after 9 am in the mornings and after 7pm in the evenings.

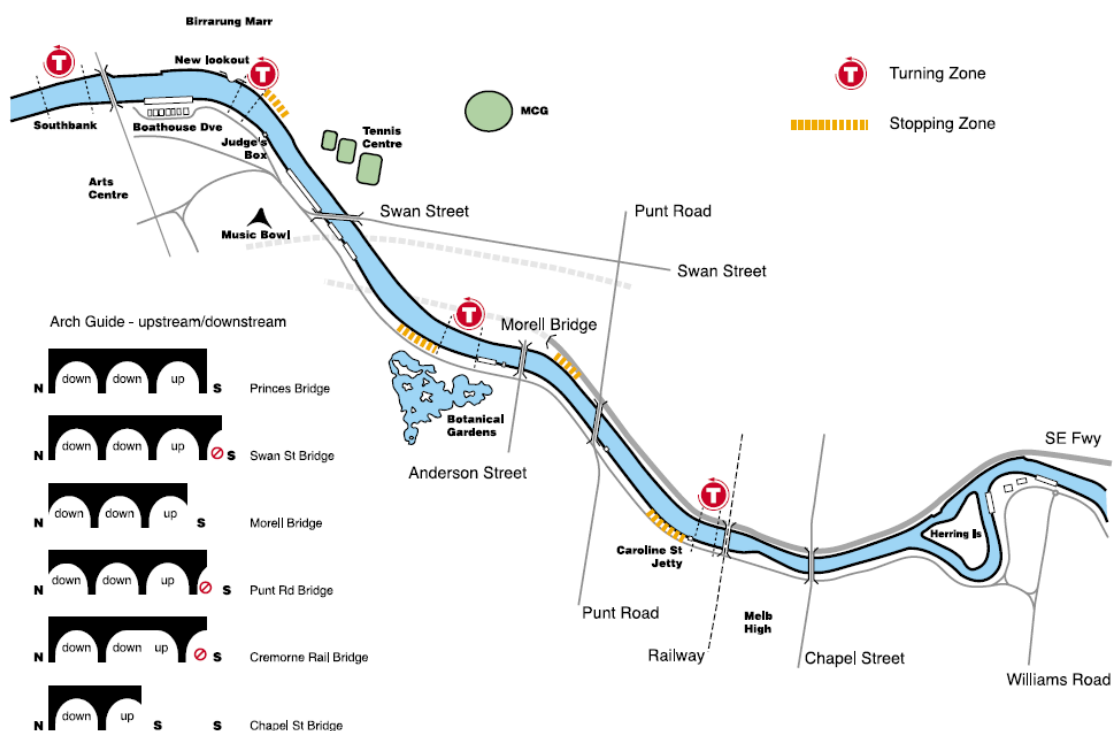
Welfare Officers

A welfare officer is an independent support person for club members to talk to regarding any matters about their experience at Melbourne University Boat Club. The current Welfare officers for the Club are Minnie Cade and Jen Matthies

Safety for all Rowers

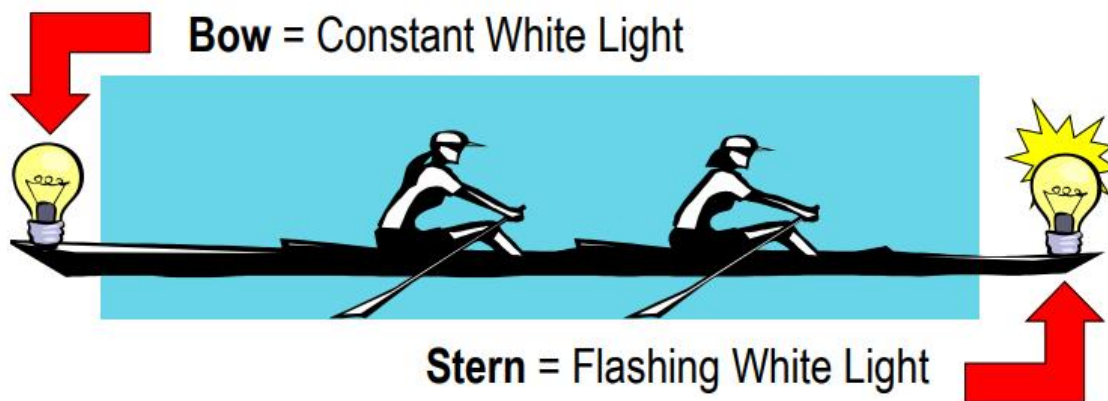
Three key aspects to ensuring your safety and the safety of others around,

- Please make yourself aware of the river rules (this diagram below is stuck up on club noticeboards)
- No lights, no row when rowing at dawn and at dusk (see picture below)
- Adequate footwear is required at all times especially when going out rowing. No flip flops, no rowing.
- Reminder when rowing in cooler conditions to have layers to take on and off especially during the winter months. Coaches discretion if clothing is inappropriate.



Are you visible?

boat lights are **REQUIRED BY LAW**
and must be **AFFIXED** to your **BOAT** between
SUNSET & SUNRISE every day



Do **NOT** attach lights to riggers, hats, pony tails, anywhere on a rower or cox

NO RED LIGHTS
NO ORANGE LIGHTS

Available from: <http://www.rowingvictoria.asn.au/product/473/>

Boat Usage

MUBC have chosen to go with SportsNoticeboard an online platform for all members to book their boats and to ensure we can track which boats are receiving the highest usage and which are receiving the lowest usage. On the list of resources in Sportsnoticeboard all boats have been classified as HP or All. All High Performance boats have a red sticker on them. All Club boats have a green sticker on them. Private boats have a black sticker on them.

This means the High Performance athletes have priority over the HP boats when making their bookings and using the boats. All boats must be booked before going out on the water. Boats with a black dot in the club house are privately owned.

A handbook on how to use SportnoticeBoard is attached, to gain access to this system please email Bea (bea.van.mullekom@gmail.com) and provide your name, email address, postal address and date of birth.

Coaches have the ability to overrule boat bookings for High Performance Boats.

Oar use and allocation

The same system is utilised with the club's sweep and sculling oars. The sets are colour-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.

Boat Repairs

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 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. Left unattended and unreported, the damage will become more significant (and expensive) to correct. 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.

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.

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.
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.

MUBC Committee Members

President Christian Ryan 	Vice President Minnie Cade 	Captain Gary Butcher 
Secretary Greg Longden 	Treasurer David England 	Vice Captain Sarah Ben-David 
General Committee Member Karsten Forsterling 	General Committee Member Sandy Marshall 	General Committee Member Peta Saul 