



MARIST COLLEGE CANBERRA ROWING CLUB

CHARTER AND POLICY & INFORMATION HANDBOOK

INTRODUCTION

This Charter and Policy & Information Handbook provides information on the operation and management of the Marist College Canberra Rowing Club (**MCCRC** or **Club**). The Handbook is available to all who assist in the administration and running of rowing at Marist College Canberra.

The Handbook comprises:

- (a) the Charter; and
- (b) the Policy & Information Guide.

Changes to the Charter must be approved by the membership of MCCRC, at an Annual General Meeting or Special General Meeting (as the case may be). The MCCRC Committee may update and approve changes to the Policy & Information Guide as required.

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The Handbook is intended to complement the Marist College Sports Policy.

MCCRC CHARTER

1. ADMINISTRATION

The Club is not incorporated and operates under the guidance of the College's policies and procedures relating to its sporting clubs.

1.1 Committee

1.1.1 The Committee will be comprised of the Office Bearers, together with the Rowing Master (if appointed by the College) and any General Committee Members that may be appointed from time to time to carry out the activities of the Club. Additional General Committee Members may be appointed to the Committee at any time, by a resolution of the Committee.

1.1.2 Committee members will hold office for the period from the Annual General Meeting (AGM) at which they are elected or, if an additional member elected after an AGM, from the date upon which they are appointed, to the next AGM. Each member of the Committee will be eligible for re-election.

1.1.3 The position of any Committee member absent for three consecutive meetings without leave of absence will automatically become vacant. Acceptance of an apology is deemed to be the granting of leave of absence.

1.2 Committee Members

1.2.1 The MCCRC Office Bearers will be:

- President;
- Vice-President;
- Secretary;
- Treasurer;
- Rowing Manager; and
- Head Coach.

The Committee may also consist of the following:

- Rowing Master; and
- General Committee Members.

1.2.2 There will also be an Executive Committee, comprising the Office Bearers and the Rowing Master (if one is appointed by the College), which will meet as and when determined by it. A function of the Executive Committee is to consider possible breaches of the Code of Conduct, but is not limited to that function.

1.2.3 The names and contact details of the Office Bearers and other Committee members (if any) for each year will be recorded in the Committee minutes and will be published on the MCCRC website.

1.3 Membership and election of Office Bearers

- 1.3.1 Any current or past parent, student or teacher of the College or person associated with the Club is eligible to nominate for a position as an Office Bearer or General Committee Member and election is by a show of hands at the AGM.
- 1.3.2 The College will appoint a Rowing Master, who will be a member of the teaching staff of the College. If nominated by the College, the Rowing Master will also be a member of the Committee.
- 1.3.3 The members of MCCRC are students of Marist College Canberra who have paid their membership fees for the relevant season. MCCRC members are represented for the purposes of MCCRC business by their parents/guardians, who are entitled to exercise their son's rights as members of MCCRC. Parents and/or guardians are entitled to one vote only on behalf of the member they represent i.e. the two parents of a student are not each entitled to a vote. For ease of reference, unless the context requires otherwise, the term "member" refers to both the student and his parent/guardian, as appropriate, where used in this Handbook.

1.4 Committee meetings

- 1.4.1 Committee meetings will be held at regular intervals (to be determined by the Committee members) and at other times when requested by Committee members.
- 1.4.2 The Secretary will give prior notice of all meetings to all MCCRC Committee members. Committee members must advise the Secretary if they are unable to attend. Meetings may be attended by current MCCRC members and guests if invited by the President.
- 1.4.3 A quorum for Committee meetings will be four (4) or more Committee members.
- 1.4.4 Each member of the Committee is entitled to one vote and voting will be by show of hands and decisions will be by simple majority. If voting is locked, the President will have a second or casting vote.

1.5 General Meetings

- 1.5.1 It is intended that the AGM be held in August each year. At least fourteen (14) days notice of each AGM will be given to each member by email to the member's last known email address. Accidental omission to give notice will not invalidate the meeting. The notice must state the time, date and place of the meeting.
- 1.5.2 The business of the Annual General Meeting will be to:
 - receive the Annual Report and Statement of Accounts;
 - elect the Office Bearers for the ensuing year;
 - consider motions of which due notice has been given or which any member, with the permission of the meeting, may introduce; and
 - dispose of any other matter which may be introduced at such a meeting (provided it is consistent with this Charter).

- 1.5.3 The Annual General Meeting will be chaired by the President, if present or otherwise Vice President. If the President and Vice President are absent at the time the meeting is due to start, the members will elect a person to chair the meeting from those members present.
- 1.5.4 Nominations for committee members may be made at the Annual General Meeting, however it is preferable that nominations for Office Bearers to be made, and circulated to members, prior to the AGM. Nominations will be substantially in the form of Attachment B.
- 1.5.5 Each member (see section 1.3.3) personally present at any meeting will be entitled to one vote and if voting is locked on any matter, the Chairperson will have a second or casting vote. All voting will be by show of hands and decisions will be made by simple majority.
- 1.5.6 A Special General Meeting (**SGM**) may be called by the Committee at any time, and will be called by the Committee upon receipt by the Secretary of a request, signed by not less than twenty percent (20%) of all financial MCCRC members, stating the reason for calling the SGM. SGM's will be called within fourteen (14) days of receipt of such a request, with not less than seven (7) days notice being provided to all MCCRC members.
- 1.5.7 The quorum for AGMs and SGMs will be ten percent (10%) of the financial members of the MCCRC.
- 1.5.8 A parents/guardian of a member entitled to vote on the basis provided in paragraph 1.3.3 may appoint another parent/guardian as their proxy by notice given to the Secretary not less than 24 hours prior to the meeting for which the proxy is appointed. The notice appointing the proxy will be substantially in the form of Appendix C.

1.6 Finances

- 1.6.1 A budget will be prepared at the beginning of each season (being the period from 1 August to 31 July) and approved by the Committee. The budget will be continually monitored throughout the season.
- 1.6.2 The Treasurer will maintain all records associated with the financial operations of the MCCRC. An annual balance sheet of income and expenditure will be made available at the AGM. (Refer also to Treasurer's Duty Statement.) The MCCRC books will be audited on an annual basis with the outcome being reported to the members.
- 1.6.3 The Committee is responsible for reviewing and setting the annual membership fees for the Club.

1.7 Supply of information to MCCRC members

- 1.7.1 The Club has a dedicated website at <http://www.maristcanberrarrowingclub.yolasite.com>. The website is used as a primary means for providing information to rowers, coaches, managers and parents. All members are encouraged to visit the website regularly.
- 1.7.2 The MCCRC may also send emails as a more direct means of contacting and informing members about important Club information. The email addresses used will be those provided by parents/rowers as part of the rower registration process.

1.8 Privacy policy

The *Privacy Amendment (Private Sector) Act 2000* came into effect on 21 December 2001. The Act regulates the way private sector organisations collect, use, keep, secure and disclose personal information.

By virtue of its association with the College, MCCRC is bound by the National Privacy Principles (NPP's). MCCRC is committed to upholding these principles and complying with the *Privacy Amendment (Private Sector) Act 2000*.

Full details of MCCRC's Privacy Policy are set out in Appendix A.

1.9 Complaints and queries

Complaints and queries should be directed, in the first instance, to the President, who will assist the complainant personally or by directing the complainant to the most appropriate person to deal with the inquiry.

2. CODE OF CONDUCT

2.1 Breaches of Code of Conduct

- 2.1.1 Any breach of the Code of Conduct (as set out in this Handbook) by a rower, coach, Committee member, official, parent or Club supporter will be referred to the Executive Committee through the Secretary for consideration and appropriate action.
- 2.1.2 Rowers who breach the code of conduct will generally be referred to the Rowing Master or, if a Rowing Master has not been appointed by the College at the relevant time, to the Headmaster or his nominee, who will determine the appropriate sanctions/punishment. A suspended rower (either by the Club, College or any ruling rowing body) may not row for the Club during the period of the suspension.
- 2.1.3 Serious breaches of this Code may result in a rower's registration (membership) to row for MCCRC being withdrawn by the Headmaster.
- 2.1.4 Club officials: Serious or repeated breaches by an official may result in the official being removed from their position with the Club or with a crew. The Executive Committee is responsible for determining the appropriate course of action.
- 2.1.5 The Club may ask a parent or supporter who breaches the Code to be absent from future regattas and other events. The Executive Committee is responsible for determining the appropriate course of action.
- 2.1.6 Any person reported to the Executive Committee will be invited to present their case to the Executive Committee prior to the Executive Committee coming to a decision on the matter.
- 2.1.7 Any breach of the Code reported to the Executive Committee may, at the discretion of the Executive Committee, be passed on to the College through the Rowing Master or, if a Rowing Master has not been appointed by the College at the relevant time, to the Headmaster or his nominee.

2.2 Undertaking to abide by Code of Conduct

- 2.3.1 All Office Bearers agree to abide by the MCCRC Code of Conduct and work to promote the best interests of the Club and College.

- 2.3.2 All Parents and Club supporters are expected to abide by the Code of Conduct and to promote the best interests of the Club and College. Parents may raise with their son's coach or manager any concerns or issues they may have with the approach or conduct of the crew or Club management. Any approach must always be polite, courteous and constructive in its intent and dealings. This must not be done in front of rowers. Parents may also raise such concerns with the Executive Committee.
- 2.3.3 Parents are encouraged to remain at regattas to support their son and the crew. Where this is not possible, parents have a responsibility to ensure boys are picked up on time, taking into account possible early finishes and wet weather, so that rowers and coaches/managers are not left waiting for long periods for parents to arrive.

2.3 No smoking or drinking alcohol

- 2.2.1 Coaches, managers, and officials should not smoke or drink alcohol at regattas or during training. Parents/spectators are requested not to drink alcohol while racing or training is in progress.
- 2.2.2 The College, including its grounds and the MCCRC Shed are smoke-free environments (at all times).

2.4 Prohibited Employment Declaration

It is Club and College policy that all coaches, managers and other people who may be in a position of close involvement with rowers must sign the Prohibited Employment Declaration form, which will be held by the Rowing Master. A copy is included at Appendix D.

3. CANBERRA ROWING CLUB

3.1 Relationship with CRC

- 3.1.1 The student members of MCCRC are Ordinary (Junior) members of the Canberra Rowing Club Incorporated (**CRC**) and are subject to the Constitution and By-Laws of that body.
- 3.1.2 As a result, the student members of MCCRC are entitled to the rights and privileges of CRC Junior membership, including the right to enter CRC premises and use CRC equipment. However, unless they are members of CRC in their own right, parents, coaches, administrators, managers and others associated with MCCRC are not members of CRC and have no rights or privileges in relation to that Club.
- 3.1.3 Parents, coaches, administrators, managers and others associated with MCCRC who are not members of CRC acknowledge the support provided by CRC to MCCRC and undertake to behave responsibly at all times when in CRC premises or using CRC equipment.
- 3.1.4 Members acknowledge that a proportion of each student's MCCRC membership fee will be paid by MCCRC, on behalf of the student, to CRC to cover his annual Ordinary (Junior) membership fee.

POLICY AND INFORMATION GUIDE

1. MARIST COLLEGE SPORTS COMMITTEE

As a general rule, policy development for the conduct of sport, including awards, registration fee, presentation evenings etc comes under the direction of the Marist College Sports Committee, chaired by the Sports Master (Senior School). The College Coordinator for each sport and a representative of the relevant sporting club (the President or a nominee) will represent each sport on the Marist College Sports Committee. For further details refer to the College Sports Policy.

The MCCRC is not yet under the direction of the Marist College Sports Committee and a College Coordinator for rowing has not yet been appointed.

2. MARIST ROWING CLUB PHILOSOPHY AND GOALS

The MCCRC was established in 2010 to assist the College in the administration and coaching aspects of rowing at the College. The broad aim is to develop the sport of rowing within the College and to improve the overall standing of rowing within and outside the College.

2.1 MCCRC Mission:

To provide an effective support infrastructure for the Marist College rowing program such that students can participate in all aspects of rowing while developing their skills and interest for rowing in a safe enjoyable and competitive environment.

2.2 MCCRC Vision

To be a leading school rowing program in the ACT in competition, development and governance.

2.3 Goals

The Club seeks to provide advice and support to the College regarding the development and management of the rowing program, while providing support to the future Rowing Master and Sports Master as they implement the program. This will be through:

Financial Management

- Budget
- Raising funds (sponsorship/subscriptions)
- Expenditure (operational and capital including - a five year plan)

Operational Activities

- In conjunction with Canberra Rowing Club (CRC) manage and provide resources for regattas
- Provide First-aid support
- Manage rower registrations

Skill and Technical Development

- In conjunction with CRC, provide appropriate quality rowing equipment
- Provide and support coaches and rower-management officials to develop the boys rowing and personal skills

Cultural and Philosophy

- Develop the “spirit of rowing ”
- Support the ethos of the school within the way rowing is administered.
- Effective annual planning

2.4 Objectives

- To be a well regarded Club in the ACT rowing community.
- To be an attractive and popular choice of sport for Marist students.
- To have an effective and engaged Committee.
- To build and maintain an appropriate fleet for training and competition.
- To work towards establishing a separate Marist Rowing facility.
- Compete at the highest level of schoolboy rowing within and outside the ACT.

3. CODES OF BEHAVIOUR

3.1 Codes of behaviour and standards

MCCRC is committed to promoting rowing and the personal development of its rowers in accordance with the College ethos, the highest standards of sportsmanship and Rowing Australia Rules of Racing and Related By-Laws.

In addition to the Marist Sports Policy, the Club’s Code of Behaviour and Standards Guide covers:

- administrators;
- managers;
- coaches;
- rowers;
- parents; and

- spectators.

Members are asked to ensure that anyone invited by them to attend a regatta or other event in which MCCRC rowers are participating also complies with the Code of Conduct.

3.2 Guide

The guide is designed:

- To maintain the element of enjoyment and satisfaction in junior rowing.
- To make adults aware that young people row to satisfy themselves and not necessarily to satisfy adults or members of their own peer group.
- To improve the physical fitness of youth by making it attractive, safe and enjoyable for all young people.
- To constantly remind administrators, coaches and parents that rowing must be administered, taught and provided for the good of those young people who wish to row.

4. GENERAL POLICIES AND INFORMATION

4.1 Selection of coaches / managers

Nominations for coaching and managing positions for all crews will be invited before the commencement of each season through the rower registration process. Nominations received will be considered by the MCCRC Committee and, where applicable, the Sports/Rowing Masters and be endorsed by the College Headmaster.

In making appointments, they will take into account:

- the nominee's qualifications and track record as a coach;
- the nominee's past involvement in the Club, if any;
- the capacity and willingness of the nominee to abide by Club policies and its Code of behaviour and standards; and
- the overall contribution the nominee can make to the Club and its rowers.

4.2 Rower participation

Coaches must adhere to Rowing Australia Rules of Racing and Related By-Laws and all applicable local rules.

All rowers regardless of ability are encouraged to actively participate in the sport at a level appropriate to their age, skill and ability.

Coaches and managers should ensure rower participation on and off the water. Rowers should be involved in setting up for regattas and assisting wherever possible.

NOTE: All rowers must remain for the duration of the regatta unless given permission to leave by their coach/manager.

4.3 Failure to attend training or regattas

Any rower who fails to notify in advance his coach or manager that he is unable to attend training or a regatta, without a reasonable excuse, may be stood down from part, or all, of that or a subsequent regatta with the endorsement of the Rowing Master.

Any decision to stand a rower down should be referred in the first instance to the coach and Rowing Master who may involve the Committee.

4.4 Rower registration

The annual registration day will usually be held in September. The Committee will ensure that registration forms are readily available to all Marist students at least one week before registration day.

4.5 Selection of rowers

4.5.1 Selection process

The MCCRC has a formal process for the selection of rowers as detailed in Appendix E.

Those rowers not selected are able to undertake and participate in the learn to row program.

4.5.2 Requirement to row for Marist

The College Sports Policy requires students to play sport for Marist clubs, unless they seek exemption from such obligations for important personal or pastoral reasons. Students who may be contemplating rowing for another club should be aware of the College Sports Policy which outlines requirements in relation to seeking exemptions, and any impact this may have on student leadership eligibility.

4.6 Crew nominations

The Marist Sports Policy states that:

“When Clubs are deciding upon their crew nominations for the season it is important to consider the following:

crews should not be entered in any competition unless there is a full complement of rowers, or an assumption that a full complement can be recruited. Crews are not to be entered on a “wish” or “hope” basis;

whatever the sport, membership of a crew includes the commitment to train regularly. If it becomes clear that a rower or rowers are not attending training, these rowers are to be dropped from the crew and, if necessary, the crew is to be withdrawn from the competition; and

all crews nominated must have a coach. In the event of the coach being unable to continue in this position, and a suitable replacement cannot be found, the crew is to be withdrawn from the competition”.

4.7 Rowing uniform

In accordance with the Marist Sports Policy, all rowers who take to the water to race represent Marist and should be correctly attired in proper rowing uniform, which consists of a zootie in the Club's registered colours. The official and compulsory rowing attire of the Club as endorsed by the Club is to be worn. The Committee may approve optional racing and training attire as required.

All zooties are to be in a good condition to uphold the College and Club's image. The Rowing Master may ask a rower to change or replace their uniform if it is not in the appropriate condition. The purchase and management of a rowing uniform is the responsibility of each rower. The required uniform must be purchased from the Marist College clothing shop.

4.8 Safety - General

Safety is an important issue in rowing. The MCCRC Committee recognises the potential dangers in rowing and aims to provide equipment, training and access to education to maintain a high standard of safety. Coaches should ensure that rowers are instructed about correct training procedures, noting this forms part of the selection process.

It is important that coaches are adequately trained to meet safety responsibilities and coaches and managers should be mindful of the potential dangers both while training and competing in regattas.

The Club will, where possible, provide a qualified first-aid officer/s in attendance at regattas. This role is filled by a volunteer parent. If necessary the Club will meet the costs for volunteers to attend the appropriate first-aid courses to become qualified.

If a rower is injured either at a regatta or at training, especially for more serious injuries, the rower should ensure they inform their coach, manager, and/or first-aid person of their injury.

Coaches and/or managers should inform either the Rowing or Sports Master if one of their rowers sustains a more serious injury.

4.9 Insurance

The College has an insurance policy that covers Coaches and Managers if negligence is found to be the cause of an accident. This applies at regattas, training and approved rowing related activities. The College has an Accident policy covering all current students who train or play with a Marist crew. If you need additional details or to make a claim, contact the College administration office.

Private medical coverage and Ambulance cover however **is not** a feature of the Schools' policy, so parents are advised to consult their own health and ambulance fund for details of medical, dental and ambulance cover.

As all Marist rowers are members of the Canberra Rowing Club additional insurance is provided as part of the membership fee.

4.10 Sponsors

To help keep the costs of registration to rowers as low as possible the Club seeks to attract sponsors to help cover the costs of running the Club. Sponsors enable the Club to provide equipment and other services to the rowers. Sponsors are a valuable asset to our Club and make significant contributions each year to help us to be a success. All members are asked to help support our sponsors with their patronage or custom whenever they are able.

Anyone interested in sponsoring the Club, or a crew, should contact the Club President/Vice President to discuss available options.

5.1 Health and Safety

The ACT Rowing Association and the MCCRC considers rower health and safety paramount. Coaches and managers must ensure that the safety of rowers is carefully considered in both training and rowing.

Coaches should make sure that rowers are not left at CRC by themselves after the completion of the regatta or training. The coach or manager should ensure that all rowers have been collected by parents or guardians, or alternatively arrange for the boys to be taken home by a responsible person.

Equally, parents have a responsibility to ensure boys are picked up on time, taking into account possible early finishes and inclement weather, so that rowers and coaches/managers are not left waiting for long periods for parents to arrive.

6. TRAINING AND COACHING

6.1 Involvement of parents

MCCRC is a volunteer club and relies entirely on parents and families of rowers to assist as coaches; managers, and attend regattas on a regular basis to support rowers and provide encouragement.

6.2 Coaching courses and accreditation of coaches

The MCCRC aims to have all coaches with a minimum Rowing Australia Level 1 Coaching Accreditation. Coaches are encouraged to attend the courses and the Club will cover the cost of the course. Rowing ACT regularly conducts relevant courses; these can be found on the Rowing ACT official website.

6.3 Coaches and managers handbook

The Committee will produce by the beginning of each season a handbook for coaches and managers that sets out clearly their roles and responsibilities and other information to assist them in running the crew over the course of the season.

6.4 Crew Structure and Training Program

The proposed crew structure and training program is detailed in G.

7. DUTY STATEMENTS

The duty statements of the Committee and other pertinent roles within the Club are detailed in Appendix F.

Appendix A

MCCRC Privacy Policy

The Privacy Amendment (Private Sector) Act 2000 came into effect on 21 December 2001. The Act regulates the way private sector organisations collect, use, keep, secure and disclose personal information.

By virtue of its association with Marist College Canberra, MCCRC is bound by the National Privacy Principles (NPP's). The Club is committed to upholding these principles and complying with the Privacy Amendment (Private Sector) Act 2000. **Your privacy is important.**

The term "parent" or "parents, wherever occurring herein includes lawful guardians and/ or carers.

This statement outlines the procedures and process (in keeping with the NPP's) used by MCCRC in implementation of the privacy policy and how the Club uses and manages personal information provided to or collected by it.

The Club may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to Club operations and practices and to make sure it remains appropriate to the changing school environment.

What kind of personal information does the Club collect and how does the Club collect it?

The type of information the Club collects and holds includes (but is not limited to) personal information, including sensitive information, about:

- rowers and parents and/or guardians ('Parents') for the duration of any season's enrolment at the Club;
- volunteers and committee members; and
- selected parts of the same information for historical purposes after the conclusion of the Rowing season.

Personal Information you provide: The Club will generally collect personal information held about a rower or his parent by way of forms filled out by Parents or rowers, whether stored online or offline, face-to-face meetings and interviews, and telephone calls. On occasions people other than Parents and rowers provide personal information.

Personal Information provided by other people: In some circumstances the Club may be provided with personal information about an individual from a third party, for example a report provided by a medical professional, or an outside body such as the ACT Rowing judiciary.

How will the Club use the personal information you provide?

The Club will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented. Instances of this include, but are not limited to:

- crew lists for present and historical purposes, including tours, excursions and tournaments;
- crew photographs;
- individual photographs of rowers. (You have the right to state that we may not publish photos of your son(s));

- photographs taken at official functions and events;
- scenes from regattas;
- awards;
- representative selections;
- records of any judiciary that is established for the purposes of the competitions in which the Club participates;
- medical records, for the purposes of rehabilitation of rowers and for insurance purposes;
- regattas/training statistics;
- lists for sponsorship purposes;
- lists for collection of data on sales and purchases of club merchandise;
- home addresses, email addresses, telephone and facsimile numbers of rowers and parents;
- employment addresses of parents;
- employment addresses of sponsors; and
- biographical details of rowers and sponsors.

Rowers and Parents: In relation to personal information of rowers and parents, the Club's primary purpose of collection is to enable the Club to provide a high quality sporting environment for the rower. This includes satisfying both the needs of parents and the needs of the rower throughout the whole period the rower is enrolled at the Club.

The purposes for which the Club uses personal information of rowers and parents include:

- to keep parents informed about matters related to their son's Rowing progress, through correspondence, newsletters and magazines;
- Club administration;
- looking after rowers' social and medical wellbeing;
- providing a social forum for parents to meet and converse;
- providing a rich and rewarding educational experience for rowers through rowing, training, touring and interacting with other rowing communities from schools and clubs with which the boys come into contact;
- providing a vehicle for the administration of volunteers;
- seeking donations and marketing for the Club;
- to satisfy the Club's legal obligations and allow the Club to discharge its duty of care; and/or
- to maintain historical records for the purposes of honour rolls, old boys' uses and medical records.

In some cases where the Club requests personal information about a rower or parent, if the information requested is not obtained, the Club may not be able to register or continue the registration of the rower.

Parents: In relation to personal information of parents, the Club's primary purpose of collection is to contact the parent and maintain its database, as the case may be.

The purposes for which the Club uses personal information of parents include:

for information purposes, seeking funds and marketing for the Club; and to satisfy the Club's legal obligations, for example, in relation to child protection legislation.

Volunteers

The Club also obtains personal information about volunteers who assist the Club in its functions or conduct associated activities, such as committee members, coaches, crew managers, first aid and catering assistants, to enable the Club and the volunteers to work together.

Marketing and fundraising: The Club treats marketing and seeking donations for the future growth and development of the Club as an important part of ensuring that the Club continues to provide quality assistance to the School, in its role of sports provider. Personal information held by the Club may be disclosed to an organisation that assists in the Club's fundraising.

Parents, staff, and other members of the wider Club community may from time to time receive fundraising information. Club publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

Who might the Club disclose personal information to?

The Club may disclose personal information held about an individual to:

- national and state level governing bodies;
- judiciaries;
- another school;
- medical practitioners;
- people providing services to the Club, including specialist visiting coaches;
- Marist Sports clubs;
- recipients of Club publications, like newsletters and magazines;
- 3rd party providers of database and registration services; and
- anyone you authorise the Club to disclose information to.

Sending information overseas: The Club will not send personal information about an individual outside Australia without obtaining the consent of the parent (in some cases this consent will be implied); or otherwise complying with the National Privacy Principles.

How does the Club treat sensitive information?

In referring to 'sensitive information', the Club means: information relating to health about an individual, or disciplinary information about a rower, or a rower's skill and achievements outside the club, in another sporting environment.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

Management and security of personal information

The Club's committee is required to respect the confidentiality of rowers' and parents' personal information and the privacy of individuals.

The Club has in place steps to protect the personal information the Club holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and passworded access rights to computerised records.

Updating personal information

The Club endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by the Club by contacting the Club at any time, or by securely entering data into the database provided and administered by the 3rd party provider. The club warrants that the information held by the 3rd party provider is held in a secure web-based environment, utilising the latest methods of encryption and security.

The National Privacy Principles require the Club not to store personal information longer than necessary.

You have the right to check what personal information the Club holds about you.

Under the *Privacy Act 1988*, an individual has the right to obtain access to any personal information which the Club holds about them and to advise the Club of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Rowers will generally have access to their personal information through their Parents, but older rowers may seek access themselves.

To make a request to access any information the Club holds about you or your child, please contact the Secretary of the Club committee in writing.

The Club may require you to verify your identity and specify what information you require. The Club may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the Club will advise the likely cost in advance.

Consent and rights of access to the personal information of rowers

The Club respects every Parent's right to make decisions concerning their child's welfare and sporting participation at Marist College.

Generally, the Club will refer any requests for consent and notices in relation to the personal information of a rower to the rower's Parents. The Club will treat consent given by Parents as consent given on behalf of the rower, and notice to Parents will act as notice given to the rower.

Parents may seek access to personal information held by a school or the Club about them or their child by contacting the Club Secretary. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the Club's duty of care to the rower. *In the event of a bona fide dispute, the School's Headmaster will be the final arbiter.*

The Club may, at its discretion, on the request of a rower grant that rower access to information held by the Club about them, or allow a rower to give or withhold consent to the use of their personal information, independently of their Parents. This would normally be done only when the maturity of the rower and/or the rower's personal circumstances so warranted.

Enquiries

If you would like further information about the way the Club manages the personal information it holds, please contact the Club Secretary.

APPENDIX B

MARIST COLLEGE CANBERRA ROWING CLUB

Nomination form

We, the undersigned, wish to nominate the following person:

Name:
(print name)

As:
(position title)

(Proposer signature)
Name:
Date:

(Seconder signature)
Name:
Date:

I am willing to be so nominated

(Nominee signature)

APPENDIX C

FORM OF APPOINTMENT OF PROXY

I,
(full name)

of
(address)

being a parent/guardian of a member of Marist College Canberra Rowing Club, hereby appoint

.....
(full name of proxy)

of
(address)

who is also a parent/guardian of a member of Marist College Canberra Rowing Club, as my proxy to vote for me on my behalf at the general meeting of the Club (annual general meeting or other general meeting, as the case may be) to be held on the

.....day of20..... and at any adjournment of that meeting.

* My proxy is authorised to vote in favour of/against (*delete as appropriate*) the following resolution:

.....
(insert details)

.....
(signature of member appointing proxy)

.....
(date)

Note: A proxy vote may not be given to a person who is not a parent/guardian of a member of Marist College Canberra Rowing Club.

Appendix D
Prohibited Employment Declaration Form

Refer following page.

PROHIBITED EMPLOYMENT DECLARATION

Sections 126 and 127 of the Crimes (Child Sex Offenders) Act 2005 (ACT) (the Act) make it an offence for a registrable offender to apply for or engage in child-related employment in the Australian Capital Territory. Section 8 of the Act defines a **registrable offender** as a person sentenced by a court for a registrable offence or a person who is the subject of a child registration order in the ACT or who is the subject of certain child registration orders in jurisdictions other than the ACT. Section 9 of the Act outlines exceptions to the registrable offender definition.

Sections 128 – 131 of the Act make it an offence for a person who is applying for or engaged in child-related employment to fail to disclose charges laid or pending against him or her for a registrable offence.

Registrable Offences are listed in Schedules 1 and 2 to the Act. These offences include but are not limited to serious sexual and other offences committed against children, in the presence of children or concerning children. Offences such as murder, sexual assault, acts of indecency, sex tourism offences, sexual servitude offences, abduction and child pornography offences are examples of registrable offences.

Child-related employment means any employment which involves contact with a child in relation to any of the following::

- Child protection services;
- Pre-schools, kindergartens and child care centres;
- Family day care schemes;
- Educational institutions for children;
- Attendance centres, institutions or shelters under the Children and Young People Act 1999;
- Refuges or other residential facilities used by children;
- Wards of public or private hospitals in which children are ordinarily patients
- Clubs, associations or movements (including of a cultural, recreational or sporting nature) with a significant child membership or involvement (including involvement of a voluntary nature);
- Religious organisations;
- Babysitting or childminding services arranged by a commercial agency;
- Fostering children;
- Providing public or private transport services for the transport of children;
- Private tuition of any kind for children arranged by a commercial agency;
- Counselling or other support services for children;
- Overnight camps, irrespective of the kind of accommodation or how many children are involved;
- School-crossing services;
- Before and after school care programs;
- School holiday vacation care programs;
- Work-related training contracts under the Vocational Education and Training Act 2003;
- Anything else prescribed by regulation for this Act.

Under the Act **employment** includes:

- Performance of work under a contract of employment for services whether written or unwritten including work as a priest, religious or other minister of religion.
- Performance of work as a volunteer;
- Undertaking practical training as part of an educational or vocational course;
- Performance of work under, or because of, a sentence, including a community service order.

I am aware that I am ineligible to apply for or engage in child related employment in the Australian Capital Territory if I am a registrable offender as defined by Crimes (Child Sex Offenders) Act 2005 (ACT).

I am aware that I must disclose charges currently pending against me for a registrable offence.

I am aware that while I remain engaged in child-related employment, I must disclose charges laid against me for a registrable offence.

I have read and understood the above information in relation to the Crimes (Child Sex Offenders) Act 2005 (ACT) and understand my responsibilities and obligations under that Act.

I declare that I am not a person prohibited by the Crimes (Child Sex Offenders) Act 2005 (ACT) from applying for or engaging in child-related employment.

Name (block letters)	Contact phone
Signature	Date

Note: Seek legal advice if you are unsure of your status as registrable offender. This form is to be retained by MCCRC in a secure location. Information contained on this form must not be disclosed to a third party.

Appendix E

Selection Process

The following details the sequential program of activities for promoting and selecting rowers and crews.

1. Inter House Rowing Competition at School Assembly – each House has one rower from each year to row 500m on an erg and then swap – with the aim to create interest and increase the profile of rowing within the School.
2. Talent ID days – two Sundays over consecutive weeks – all boys interested in rowing are invited to attend.

Talent ID includes:

- 500m erg (target time 1:40 – 2:00);
- 1000m erg (target time 3:30 – 4:00);
- 2000m erg (target time TBA);
- 5km run (target time under 25 minutes); and
- Chin ups (target 10).

Alternative or in conjunction with the above utilise Rowing ACT Talent ID program.

3. Swim test – (pass 200m without stopping – any recognised stroke).
4. Safety - tread water (pass 5 minutes).
5. Safety - rollover – single scull roll over (pass unassisted recovery).
6. Trial 1 – conducted in Term 4 – September / October
 - 2000m erg
 - 5km run

Select boys based on results or ergo and run whilst taking into account:

- attitude to rowing, coaches, other club members;
- academic performance and ability to maintain continued performance;
- commitment (past and present and willingness to row in a crew);
- previous experience; and
- parental involvement (committee and coaches children have preferential selection in the initial years of the rowing program).

Selection made by Head Coach and grade level coaches.

Even crews are constructed and coaches allocated.

7. Rowing Camp – last week in January.
8. Trial 2 – conduct in January / start of February
 - 2000m ergo
 - 1800m single scull timed
 - 1800m single scull competitive against other rowers
 - 5km run

Select boys based on results or erg and run whilst taking into account:

- attitude to rowing, coaches, other club members;
- academic performance and ability to maintain continued performance;
- commitment (past and present and willingness to row in a crew);
- previous experience; and
- parental involvement (committee and coaches children have preferential selection)

Selection made by Head Coach and grade level coaches.

Seeded crews are constructed and coaches allocated.

Appendix F

Duty Statements

President (Committee Member)

- Charged with the overall running of the MCCRC.
- Act as spokesperson for the MCCRC.
- Chair all meetings.
- Liaise with Age Group Coordinators for the timely dissemination of information relating to Club and ACT Rowing activities.
- Liaise with the Headmaster, Senior Sports Master, Rowing Master and Coordinators and other College staff as appropriate.
- Liaise with CRC Executive on a needs basis.

Vice President (Committee Member)

- Assist the President and understudy all roles and hence carry out all the normal duties of President in his/her absence.

Secretary (Committee Member)

- Implement policies as laid down by the Marist Rowing Committee.
- Keep account of all correspondence sent to or received by the MCCRC.
- Maintain the overall continuity of records of the MCCRC.
- Maintain a correct record of minutes of the Marist Rowing Committee meetings.

Treasurer (Committee Member)

- Operate the MCCRC bank account and ensure the safe-guarding of books of account and other financial records.
- Ensure current signatories to accounts are maintained and changed when necessary.
- Produce balance sheets for the MCCRC.
- Pay promptly all accounts as authorised by the MCCRC.
- Prepare the annual budget for approval and monitor and control its implementation.
- Present a financial report at each committee meeting advising:
 - expenditure / income since last meeting; and
 - progress against the season's budget.

Rowing Master (Committee Member)

- Act as the conduit between the School and MCCRC in terms of aligning sports policy, school champion and generally promoting the sport of rowing in school circles.

Rowing Manager (Committee Member)

- Coordinate the registration process to ensure the records of rower's information is accurate. Supply these details as required to people or organisations on a need to know basis.
- Coordinate entries for races and regattas.

Head Coach (Committee Member)

- Coordinate and act as a focal point for all coaching staff.
- Oversee the implementation of a rowing program in conjunction with the coaches which is focused on the ability of the rowers with the aim of meeting the objectives of the Club.
- Implement a program in conjunction with the coaches which are seamless across all age groups i.e. are based on the same standard and style.

Committee Member

- Undertake tasks and assist the Committee.

Webmaster

- Maintain a database of details of rowers, coaches, managers and crews.
- Distribute crew information to committee members and crews.
- Liaise with the Committee to publish other relevant information for rowers and parents, including by email or on an appropriate web site.
- Arrange for the inclusion of regular items in the College Newsletter.
- Coordinate input to the Marist Blue & Blue book.

Fundraising / Sponsorship Coordinator

- Develop and implement proposals for fundraising and sponsorship.
- Liaise with sponsors.

Head Parent Crew Coordinator

- A particular requirement in the administration of rowing at Marist is the need to ensure that information is disseminated.

- At certain times the Committee will need to pass information quickly to all rowers and on other occasions the Committee will require information from rowers, crews etc.
- To facilitate the efficient exchange of information each age group will be represented by an "age coordinator". This is usually a coach or manager from one of the crews in the age group although this is not mandatory.
- The age group coordinator will be provided with crew lists for their particular age group together with the phone numbers of crew managers and coaches. Information should be passed by phone and it is important that individual crew managers or coaches respond to requests from the age group Coordinators.

Captain of Boats

Vice Captain of Boats

Coach (individual crew)

Assistant Coach (individual crew)

Parent Coordinator (individual crew)

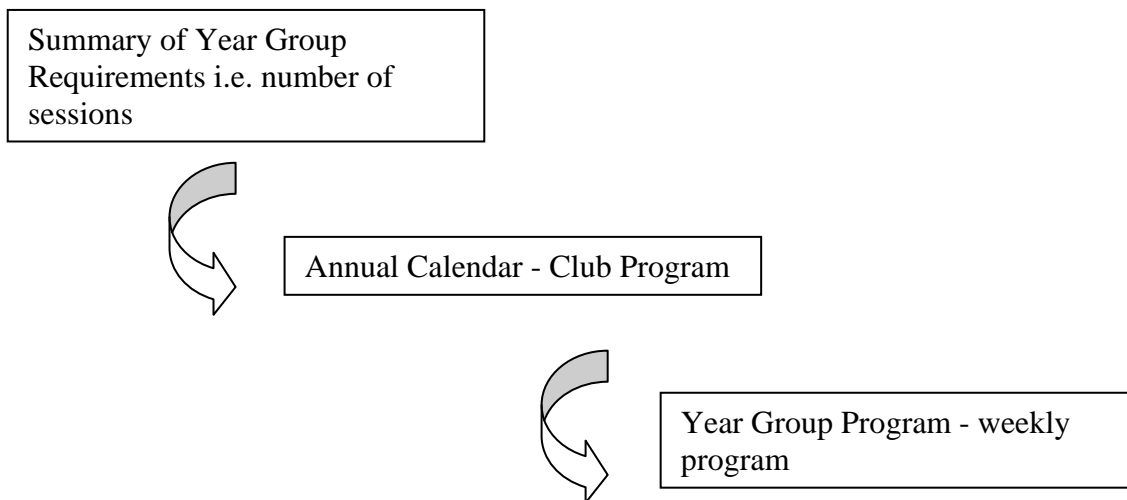
Appendix G

Crew Structure in 2011/12 (and subsequent years) and Training Program

Training Program

The training requirements of individual crews depend on the rowing ability, age and experience of the boys / crews.

The development of the program is based on the following sequence of activities.



Summary of Year Group Requirements

The training frequency and times detailed in Table 1 is a general guide to rowers and parents and is subject to change by coaches.

Year	Training Frequency	Session times
Year 7/8	Beginner rower - every second Sunday afternoon for 3 hours - only in Term 1 of Year 8 - do not attend Rowing Camp - no racing	Sunday afternoon
Year 8/9	2-3 x water training / 1 x land based	afternoons
Year 9/10	3-4 x water training / 1 x land based	afternoons
Year 10/11	4-5 x water training / 1-2 x land based	mornings
Year 11/12	4-5 x water training / 1-2 x land based	mornings

Table 1

Year Group Program

The week by week training program will be developed by the Year Group Coaches in conjunction with the Head Coach (Rowing Master).

Crew Structure

The number of rowers in the Marist program and hence crews is restricted. The structure is based on:

- the limited rowing equipment that is currently available at CRC for MCCRC for school boy rowers – in particular three coxed quads;
- the limited number of rowers that CRC can handle based on available equipment i.e. rowing shells, motor boats, ergs and coaching staff. CRC have advised that the number should be capped at 55;
- the desire for MCCRC to field a competitive senior 8 in the near future;
- the focus on crew based rowing rather than individual rowing; and
- safety noting the number of crews and resources available.

The proposed crew structure for each year will be modified based on changes to equipment availability and coaches i.e. as additional resources become available additional crews can be added.

The proposed structure for 2011/12 (and subsequent years) is detailed in Table 2 and Table 3.

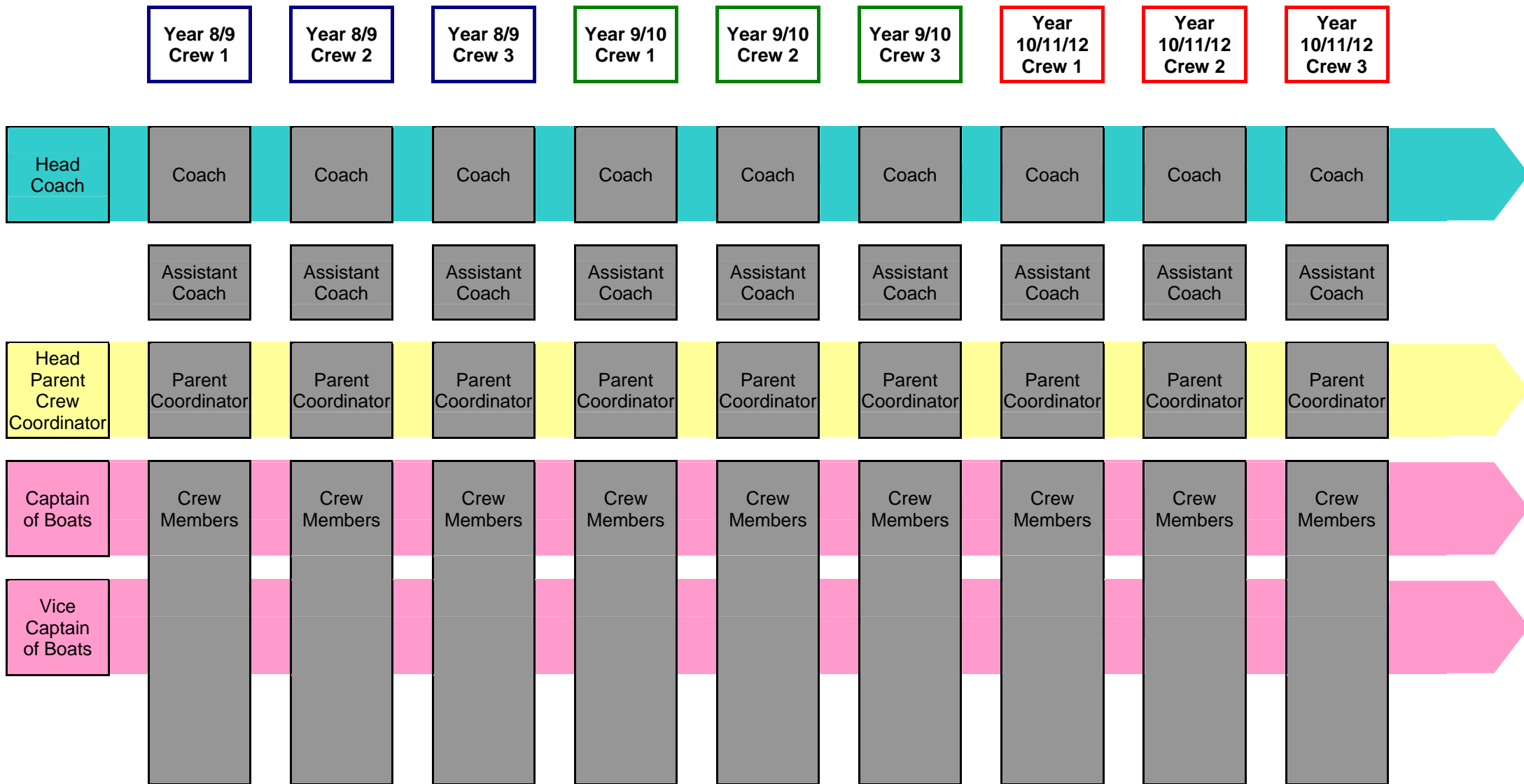


Table 2

Group of Boys				Calendar year, Year group in that calendar year, Crew structure					
				2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
Year 6	Term 4 -2010	-	Year 7 Term 1-2011	Year 6/7	Year 7/8 Beg Year 8 - Term 1- 2012	Year 8/9 three crews of 4X+	Year 9/10 one crew 8+ one crew 4X+	Year 10/11 one crew 8+ one crew 4X+	Year 11/12 one crew 8+ one crew 4X+
Year 7	Term 4 -2010	-	Year 8 Term 1-2011	Year 7/8 three crews of 4X+	Year 8/9 three crews of 4X+	Year 9/10 one crew 8+ one crew 4X+	Year 10/11 one crew 8+ one crew 4X+	Year 11/12 one crew 8+ one crew 4X+	
Year 8	Term 4 -2010	-	Year 9 Term 1-2011	Year 8/9 two crews of 4X+	Year 9/10 three crews of 4X+	Year 10/11 three crews of 4X+	Year 11/12 three crews of 4X+		
Year 9	Term 4 -2010	-	Year 10 Term 1-2011	Year 9/10 two crews of 4X+	Year 10/11 Senior rower	Year 11/12 two crews of 4X+			
Year 10	Term 4 -2010	-	Year 11 Term 1-2011	Year 10/11 Senior rower	Year 11/12 Senior rower				
Year 11	Term 4 -2010	-	Year 12 Term 1-2011	Year 11/12 Senior rower					
Numbers (not including beginner rowers)				52	45	55	60	60	60

Table 3