

NSW ROWING ASSOCIATION INC. BY-LAWS

AMENDED SEPTEMBER 2010 (CURRENTLY UNDER REVIEW)

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1 OFFICERS OF THE ASSOCIATION

1.1 THE PRESIDENT of this Association shall: -

- (a) Preside over all meetings of the Board of Directors all General Meetings of the Association;
- (b) Be responsible to the Association in General Meeting for the conduct and workings of the Board of Directors and the salaried staff, Commissions and the Officers appointed by the Board and for the maintenance, preservation and adherence to the Rules, Laws of Boat Racing, and By-Laws of this Association and the interpretation thereof;
- (c) Be the official spokesman for this Association and represent it at any function, meeting or occasion at which the representation of this Association shall be deemed desirable by this Association or by the Board of Directors thereof;
- (d) Have full authority, as shall be deemed desirable by this Association or by the Board of Directors thereof to make representations and to act on behalf of, or express the view of this Association or of the Board of Directors on any matter to any public or other authority.

1.2 THE DEPUTY PRESIDENT of this Association shall: -

- (a) In the absence of the President, preside over all meetings of the Board of Directors, and all General Meetings of the Association.
- (b) Represent the President of this Association in his absence at any function, meeting or occasion at which the representation of this Association shall be deemed to be desirable by this Association or by the Board of Directors thereof.
- (c) Support the President in the execution of By-Law 1.1 (b).

1.3 THE DIRECTOR - ADMINISTRATION shall have general oversight of and responsibility for the matters listed hereunder, and shall ensure that the provisions of the Rules and By-Laws governing the administration of the sport are observed; however, in the day-to-day execution of such duties he may delegate to the Chief Executive Officer and other such clerical staff as may be employed by the Board any of the areas of administration in accordance with the then policy of the Board:

- (a) the summoning of all meetings of this Association and of its Board of Directors in accordance with Rules 7 and 11;
- (b) the Minute Book of the Association and its safe-keeping, and the taking of the Minutes of all Annual General, General and Special General Meetings of the Association, all Meetings of the Board of Directors and any Commissions and Committees appointed by the Board, and the reproduction and distribution of all Minutes to Constituent Members and to all Officers of the Association;
- (c) the custody and safe-keeping of all papers and records of this Association (other than those supervised by the Director-Finance), such papers and records to be available as and when required by this Association or the Board;
- (d) the correspondence of the Association and of the Board;
- (e) the preparation of the Annual Report of the Association;
- (f) the carrying out of other usual and proper secretarial work as may be rendered necessary by the Rules and in and about the affairs management and operations of this Association and its Board of Directors;
- (g) summoning all meetings of Commissions and Committees appointed by the Board, the carrying out of all secretarial tasks associated with the workings of such Commissions and Committees including their reporting to the Board.
- (h) the maintaining of the database of current registered members of this Association and the provision of an up-to-date copy thereof to such Officers of the Association as the Board shall direct and to the Constituent Members in compliance with current privacy legislation and the NSWRA Privacy Policy;
- (i) ensure compliance with Associations Incorporation Act 1991 and in particular with Sections 33 [Alteration of Rules], 59 [Notice of Public Officer's appointment or change of address], 62 [Notice of changes in Committee], 64 [Vacancy in office of Public Officer], 65 [Disclosure of Committee member's interest], 67 [Register of members], 71 [Accounting records], 72 [Annual statement of accounts], 73 [Presentation of statement to members], 74 [Audit of accounts], 75 [Auditor's powers and duties], 76 [Auditor of prescribed associations], 79 [Annual returns], 80 [Lodgement of particulars instead of documents], 108 [Offences by officers of Associations etc.], 111 [Improper use of officer's position] and

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121 [Registered office of incorporated association] and Regulations 7 [Time for lodging documents] and 10 [Register of members - particulars] thereof.

- 1.4 THE DIRECTOR - FINANCE shall be the chief financial officer of the Association and shall have responsibility for the matters outlined hereunder, and shall ensure that the provisions of the Rules pertaining to the financial affairs of the Association are observed; however, in the day to day execution of such responsibilities he may delegate to the Chief Executive Officer and/or such clerical staff as may be employed by the Board any of the areas of responsibility as may be approved by the Board:
- (a) the keeping of all books, papers and accounts relating to the finances of this Association including its bank accounts, and ensuring their availability as and when required by the Association or its Board of Directors;
 - (b) the banking of all monies received by or on behalf of the Association in the bank accounts of the Association as prescribed by By-Law 1.5(g), and pay all proper accounts of this Association as prescribed therein;
 - (c) the keeping of correct and proper accounts and books, showing the financial affairs of this Association;
 - (d) the preparation and presentation to the Board at each of its monthly meetings of a statement of the financial position of the Association at the date of such meeting;
 - (e) the preparation of the Annual Financial Statements of the Association for approval by the Board at its August meeting prior to presentation to the Annual General Meeting;
 - (f) the preparation each year (in consultation with a meeting of Club Treasurers in May) of a Budget of income and expenditure for the following financial year, and the details of any members registration fees and administration levies upon affiliates to meet such expenditure, and the presentation of such Budget and schedule of fees and charges to the June General Meeting;
 - (h) ensuring that By-Law 6.1 relating to Insurance of Competitors is enforced and reporting to the Board thereupon from time to time as required;
 - (i) the carrying out of such work of a financial nature as may be rendered necessary by the Rules and in and about the financial affairs management and operations of this Association.

1.5 THE BOARD OF DIRECTORS

All Directors elected to the Board of the Association shall:

- Use their best endeavours to maintain and promote the objects of this Association;
- Attend all meetings of the Board unless prevented by illness or granted leave of absence by the Board, and at such meetings diligently and impartially apply their administrative and rowing experience to resolve any question coming before the Board for decision.
- Give due and timely consideration and response to the reports and recommendations of the appointed Commissions, Committees and Officers; the Union of Boat Race Officials Examiners and the Chief Executive Officer.

In the discharge of their duties and responsibilities the Board shall give particular attention to the following areas of the administration of the sport of rowing:

- (a) MEDIA RELATIONS -
 - (i) the release to the Media of any information concerning the competitive performance, administration or conduct of the sport of rowing;
 - (ii) liaison with the Officers of member clubs and schools to ensure that each club or school conducting a pointscore regatta has appointed a responsible officer to compute a record of results of that regatta and transmit those results to Australian Associated Press as soon as the regatta concludes;
 - (iii) liaison with member clubs to co-ordinate endeavours to obtain beneficial publicity for regattas, the achievements of competitors of note, personalities within the sport, or the sport generally or the administration and conduct of the sport;
- (b) PROPERTY -
 - (i) the custody, storage, maintenance, replacement and disposal of all property owned by this Association, and for the adequate insurance of such property so as to protect the Association against loss.
 - (ii) responsibility for the safe keeping and maintenance of all trophies and shields owned by the Association;
- (c) SAFETY -

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- (i) standards of safety both in equipment and practices.
 - (ii) investigation of rowing accidents involving serious injury to a competitor whilst training or competing, or serious damage to equipment;
- (d) REGATTAS & COURSES -
- (i) overseeing the operations of the Competition Commission as required.
 - (ii) ratify the final draft of the Racing Programme to the June General Meeting for, consideration, endorsement and subsequently publication;
 - (iii) the maintaining of a register of all courses approved by this Association (including the keeping of a copy of the current survey of such courses), and the inspection of such courses as required;
 - (iv) inspection of any new course proposed to be registered with the Association for use at a pointscore regatta or the re-survey or relocation of any registered course;
 - (v) overseeing of the duties of the Recorder listed under By-Law 1.9.
- (e) DEVELOPMENT - responsibility for:
- (i) promotion and development of the sport of rowing within New South Wales in conjunction with the regional Associations; Chief Executive Officer; the Manager Rowing Development (or as titled or delegated from time to time); the Selectors; and the clubs and schools of the Association;
 - (ii) liaison with the Selectors and communication of their decisions as ratified by the Board;
 - (iii) the conduct of training and/or coaching education programmes and policies of this Association;
 - (iv) training and/or coaching equipment and techniques.
- Provided, however, that the Board may delegate the day-to-day execution of any such duties and responsibilities to its employees; the Competition Commission or to such honorary officers as it may deem fit.
- (f) DISCLOSURE OF INTERESTS Where a Board Member has any direct or indirect pecuniary interest in a contract or proposed contract to which the Association is or may be a party, that the Board Member shall:
- (i) as soon as the interest becomes apparent to him or her - disclose the nature and extent of the interest to the Board; and
 - (ii) disclose the nature and extent of the interest at the next General Meeting of the Association. The Board Member with the said interest in the contract or the proposed contract shall not take part in making any decision with respect to the contract or proposed contract but may, subject to the provisions of this By Law and Section 66 of the Associations Incorporation Act 1991 A.C.T., participate in any deliberations of the Board with respect to the contract or proposed contract.
- (g) FINANCIAL POSITION
- (i) All moneys payable to the Association when received shall be placed without delay to the credit of this Association at a bank appointed by the Board of Directors. Where practicable, any payment of a liability of this Association shall be made by cheque signed by any two of the following: the President, the Deputy President, the Chief Executive Officer, the Director of Finance, the Director of Administration or a Director who has authority vested in him by the Board, or in a manner as approved by the Board from time to time taking into account the necessity to pay by credit card or electronic banking. All payments are to be endorsed by the Board of Directors and countersigned by the Director of Finance.
 - (ii) The bank reconciliation of the account/s of this Association shall be produced at all meetings of the Board and of this Association.
 - (iii) The financial year of this Association shall commence on the first day of July in each year and shall end on the last day of June of the following year.
 - (iv) The funds of this Association shall be derived from subscriptions, fees (admission, entries or otherwise), levies, government grants, sponsorship, promotions, fines, commissions, donations, interest, investment (by or for registered members only) (whether in real or personal property) bequests and the sale of goods and services in relation to the activities of this Association.
- (h) STAFF APPOINTMENTS
- (a) In accordance with rule 10 (e):-
 - (i) The Board may appoint a Chief Executive Officer and a Manager Rowing Development as employees of the Association from amongst suitable applicants for such positions. The Chief Executive Officer and the Manager Rowing Development shall be employed for such period and on such terms and conditions as agreed in their contract of employment; letter of offer and

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duty statements. Such positions and remuneration for such appointments shall form part of the Annual Budget.

(ii) The Board may create positions for and appoint such other full or part-time employees to assist in the administration of the sport of rowing.

(b) All employees of the Association shall be responsible to the Board of Directors, and no employee of the Association shall be eligible for election to the Board of Directors.

1.6 THE CHIEF EXECUTIVE OFFICER (CEO) appointed by the Board pursuant to the provisions of Rule 10 (e) and By Law 1.5 shall be the chief administrative officer of the Association, responsible on a day to day basis to the President. Without in any way limiting the powers of the Board to set policy with regard to the duties of such Chief Executive Officer, or to determine priorities with respect to those duties, or to allocate special tasks or assignments as circumstances may dictate, provided that such duties fall within the scope of the Chief Executive Officer's contract of employment and duty statement. The general responsibilities of the Chief Executive Officer so appointed shall include:

- a) Provide advice and assistance to the Board, on matters pertaining to the administration of the Association, through its Constitution and By-Laws, membership, and inter-agency relationships.
- b) Implement the directives of the NSWRA Board.
- c) Coordinate and facilitate the duties and roles of the employees of the Association in consultation with the President, Director – Administration and Director - Finance in accordance with employment and work place best practice.
- d) In consultation with the Board, plan, implement, monitor, evaluate and report on the Association's Strategic Plan.
- e) Liaise with and report to key providers, and other key agencies as required, on the conduct and performance of the Association.
- f) Manage, through the Financial Controller, the Association's financial systems in such a way as to ensure that the Board is provided with appropriate accurate and timely financial reports and that the financial procedures comply with audit and probity requirements.
- g) Assist the Committees, Commissions and appointed sports marketing company to pursue, secure and service sponsorship on behalf of the Association.
- h) Manage and coordinate the administration and staging of Association hosted regattas and events and assist member Associations, clubs and schools in their staging of regattas and rowing related competitions in accordance with established standards in an efficient manner.
- i) Implement effective communications processes to ensure that member Associations, clubs, schools and registered members receive relevant and timely information. To achieve this, facilitate the development, design and operation of the Association's digital information and communication systems to maximise the benefits to the Association and its members.
- j) Establish and maintain information systems to ensure effective secure storage, retrieval and communication of correspondence and information to the Board and other relevant stakeholders.
- k) Liaise with, and provide advice or assistance to the Competition Commission; the NSWRA Union of Boat Race Officials; regional Associations and clubs and other such commissions and sub-committees as appointed by the Board.
- l) Supervise the Rowing Development Manager on a daily basis to ensure the achievement of duties as specified in the Manager of Rowing Development's Duty Statement.
- m) Discharge all duties and responsibilities in a manner that is consistent with New South Wales Rowing Association Rules, By-Laws; Laws of Boat Racing; Code of Conduct and the Board's written policies.

1.7 THE MANAGER ROWING DEVELOPMENT (or as titled or delegated from time to time) may be appointed by the Board pursuant to the provisions of Rule 10(e) and By Law 1.5. The Manager Rowing Development is ultimately responsible to the Board but reports to the Chief Executive Officer on a day to day basis.

Key Responsibilities:

- a) Establish and maintain development policies that will position clubs and schools in both metropolitan and regional centres to capitalise on the potential for the growth of rowing in NSW.

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- b) Introduce and manage appropriate state wide talent search programs to assist clubs and schools to identify and introduce young people to the sport who have had little or no previous exposure to rowing. Enhance the NSW Combined High Schools Sports Association's rowing program and participation by establishing school programs within existing clubs and providing coaching education and teaching aids to supervising teachers and volunteer coaches.
- c) Encourage the provision of coaching and competition opportunities that are suited to each stage of an athlete's age, skill and personal development.
- d) Provide advice and assistance to the Board, its Commissions and Sub-committees as required on matters pertaining to regatta operations, courses and technical installations and competition.
- e) Assist in the planning and supervision processes as required of strategies to retain athletes in the sport and encourage progression to elite programs.
- f) Ensure the provision of effective and timely coaching education courses and information seminars that will enable candidates to be nominated for and/or retain Australian Coaching Council accreditation.
- g) Assist with the establishment of rowing clubs in geographically suitable population centres by the provision of advice and assistance as required on matters pertaining to coaching programs, boatshed management and recruitment.
- h) Liaise with the Chief Executive Officer of the Association on a regular basis in relation to planning and budgetary matters as well as sponsorship and the promotion of rowing.
- i) Liaise, and where applicable, make applications and report to relevant agencies in relation to rowing development within New South Wales.
- j) Represent the policies and views of the NSW Rowing Association at NSW Institute of Sport Rowing Program meetings and maintain contact and good relations NSWIS coaches and administrators.
- k) Discharge all duties and responsibilities in a manner that is consistent with New South Wales Rowing Association's stated policies including the Code of Conduct, its Strategic Plan as well as Rowing Australia's National Training Centres Agreement and National Plan.

1.8 THE STATE SELECTION PANEL

The State Selection Panel and its Chairman shall be appointed by the Board for a period of two years and shall:

- (a) Select such representative rowers, scullers, coxswains and coaches for such interstate and/or international races as they shall be directed by the Board of Directors from time to time, and shall make such recommendations to the Board as they deem to be in the interest of the sport and its promotion.
- (b) At the conclusion of each season, the Selectors shall nominate to the Board their recommendations for Oarsman and Oarswoman of the Year and Coaches of the Year in accordance with By Law 5.4(I) and (iv).

1.9 THE RECORDER Shall be appointed by the Board and shall:-

- (a) Keep records of all races and regattas conducted under the auspices of this Association and, in the case of regattas designated point-score regattas under Law of Boat Racing 4, keep a fully annotated master copy of the programme for such regattas which shall show entrants, place getters, and times for races;
- (b) Record the winners of trophies and maintain the point scores provided for in By Laws 5.2 and 5.3 providing the Board of Directors with an up-to-date record of the pointscore.
- (c) Furnish such reports and make available such information on the above matters as shall be required by the Association or its Board from time to time or under the Rules;
- (d) Report to the Competition Commission and Chief Executive Officer the name and club or school of any competitor who has entered or raced in any pointscore race in any regatta conducted under the auspices of the Association in a class or classes of race in which he is not entitled to race by virtue of his status as determined by Law of Boat Racing 9;
- (e) Report to the Competition Commission and Chief Executive Officer the name and club or school of every person who enters, is entered or competes in regattas held under the auspices of this Association in breach of Law of Boat Racing 11.
- (f) The recorder shall not record loss of status of any competitor when less than three crews finish a race.

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1.10 THE HANDICAPPER Shall be appointed by the Board and shall :-

- (a) Allot time handicaps in handicap rowing or sculling races conducted under the auspices of this Association for each crew or sculler entered therein;
- (b) Upon request advise the Board of this Association or the Secretary of the Club conducting the Regatta of the handicaps allotted by him for competitors in handicap events at that Regatta;
- (c) Maintain a register of seedings of crews and scullers competing in Senior events for publication and the conduct of regatta draws.

1.11 THE TEAM MANAGER

- (a) The Manager (if any) of any representative crew or team shall be appointed by the Board of Directors and shall thereupon undertake and be responsible for all business arrangements in connection with such crew or team and shall, as soon as it may reasonably be prepared, furnish to the Board a full report and financial statement in relation to the activities of such crew or team;
- (b) The Manager shall carry out such tasks and prepare such reports (including a budget) as he shall be requested to do by the Board of Directors.
- (c) The Manager shall exercise a duty of care over all team members and shall report to the Board any breach of the Code of Conduct and any behaviour unbecoming a member of this Association.

1.12 THE HONORARY MEDICAL OFFICER Shall be appointed by the Board of Directors and shall :-

- (a) Be responsible for the conduct or delivery of medical examinations as requested by the Board of Directors upon any interstate representative competitor or upon any competitor attempting to gain selection as an interstate representative;
- (b) Attend or be responsible to arrange the attendance of a Medical Officer, as requested by the Board of Directors or the Selectors as Medical Officer for any regatta or at any place where physical tests are being carried out on competitors under the auspices of this Association;
- (c) Report upon or arrange for a medical report to be made upon the physical condition of any competitor or crew as requested by this Association, the Board thereof, the Selectors, or any Boat Race Official who shall be for the time being exercising the powers and duties of Referee.
- (d) Provide advice to the Competition Commission and Board on medical issues and their application to the welfare and safety of members.
- (e) Provide medical advice and information to the National Coaching Accreditation Courses and associated seminars conducted by this Association.

1.13 THE HONORARY SOLICITOR

The Honorary Solicitor shall provide advice the Board of Directors; the Chief Executive Officer and the Commissions of the NSWRA on all matters of law involved in the administration and conduct of the sport.

1.14 THE PUBLIC OFFICER

The Public Officer of this Association shall carry out and perform all the duties of a Public Officer as set out in and required by the Associations Incorporation Act, ACT 1991 and in particular as required by Sections 33 (2) and 59 thereof, as amended from time to time.

1.15 DELEGATES TO OTHER ROWING OR SPORTING BODIES

The Delegates appointed by this Association or the Board of Directors thereof to any other rowing or sporting body shall:-

- (a) Represent the policies and decisions of this Association to that body as faithfully and accurately as possible;
- (b) Make known to that Body any particular decision or policy of this Association or its Board as directed and vote upon any question or motion as directed by this Association or the Board of Directors thereof;
- (c) Use their best endeavours to ensure that the policies and decisions of this Association or the Board of Directors thereof are adequately presented to such body;
- (d) Report to the Board of Directors following each meeting which they attend advising the business discussed and the decisions taken, particularly as they affect this Association.

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1.16 BOAT RACE OFFICIALS PANEL

- (a) The NSWRA Boat Race Officials Panel will comprise those registered members who are licenced by NSWRA and may act all regattas held under the auspices of New South Wales Rowing during the approved licence period.
- (b) The NSWRA Boat Race Officials Panel shall be responsible to the Board.
- (c) The Board shall appoint a Chairman of the panel.

1.17 BOAT RACE OFFICIALS LICENCES

A person officiating at a regatta, other than as a timekeeper or judge, must be licensed to do so. Licenses shall be issued in the following Categories:

- (a) Level 1
 - (i) A person shall obtain Level 1 accreditation by passing all of the NSWRA Level 1 on-line accreditation sections.
 - (ii) A Level 1 accredited official is qualified to act in the following roles:
 - Control Commission
 - Start Marshall
 - Umpire under the supervision of a Level 3 accredited official
 - Judge
- (b) Level 2
 - (i) A person shall obtain Level 2 accreditation by
 - (a) obtaining Level 1 accreditation, and
 - (b) by acting in each of the roles listed at 1.17 (a) (ii) at least twice at NSWRA regattas, and
 - (c) by recommendation from any Level 3 accredited official
 - (ii) A Level 2 accredited official is qualified to act at any NSWRA Regatta in any role other than as a Referee.
- (c) Level 3
 - (i) A person shall obtain Level 3 accreditation by
 - (a) obtaining Level 2 accreditation, and either
 - (b) by obtaining accreditation as a licensed Rowing Australia BRO, or
 - (c) by resolution of the Board upon recommendation of the NSWRA BRO Assessors Panel,
 - (ii) A Level 3 accredited official is qualified to act at any NSWRA regatta in any role

Boat Race Official Licenses shall remain valid for a period of four years unless otherwise determined by the Board .

1.18 BOAT RACE OFFICIAL ASSESSORS PANEL

- (a) The Board shall appoint four Boat Race Officials to form the BRO Assessors Panel. Where possible the panel shall comprise a BRO License holder from the Central Districts Rowing Association and a BRO License holder from the Northern Rivers Rowing Association. The Board shall appoint one Director to be Chairman of the Panel.
- (b) The BRO Assessors Panel shall meet as and when necessary. At any meeting of the BRO Assessors Panel three shall comprise a quorum.
- (c) The BRO Assessors Panel may submit to the Board recommendations for officials to be granted a Level 3 BRO License.
- (d) The BRO Assessors Panel, in consultation with the Board, shall be responsible for the fair and reasonable application by the Boat Race Officials of the Laws of Boat Racing taking into account the standard of the regatta and the goals of the Association.

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1.19 THE SAFETY OFFICER

The Safety Officer shall be a delegate to the NSW Maritime and NSW Rowers Steering Committee and the NSW Maritime Advisory Committee and shall make recommendations to the Board on all matters of safety both on and off the water.

In the course of the Safety Officers duties, recommendations for the imposition on fines not exceeding five hundred dollars (\$500.00) may be made for failure to navigate in a safe manner and in accordance with the laws of NSW Maritime and/or the NSWRA Laws of Boat Racing.

1.20 THE PROPERTY OFFICER

The Property Officer shall perform all duties necessary to comply with By-Law 1.5 (b) and shall maintain a register of all property incorporating insurance cover and depreciated values and make recommendations to the Board on the acquisition and disposal of property.

1.21 THE PUBLICIST

The Publicist shall perform all duties consistent with By-Law 1.5 (a) and shall report to the Board of Directors as requested progress in the promotion of the sport and make recommendations on ways to improve the public's knowledge, perception and image of the sport.

1.22 THE HONORARY ARCHIVIST AND HISTORIAN (The Historian)

The Historian will be the custodian of the historical records and memorabilia of the Association and will provide information of historical nature as requested by the Board or the Chief Executive Officer and make recommendations to the Board regarding all matters of historical significance as well as the safekeeping and public display of the records and memorabilia.

1.23 THE REGISTRAR OF RACING COLOURS (The Registrar)

- (a) The Registrar shall maintain a register of the racing colours of all clubs, regional rowing Associations and schools competing in New South Wales.
- (b) The Registrar will consider all applications for the registration of racing colours and may implement direct communication with applicants to resolve any matters of conflict of colour or design and recommend to the Board the registration of colours and designs for each applicant.

1.24 COMMISSIONS

- (i) Any Commission appointed by the Board of Directors in accordance with Rule 10(i) shall be composed of Commissioners who shall be registered members of this Association.
- (ii) The Board of Directors shall approve a charter for each Commission that will state the general aims, responsibilities particular objectives and activities of that Commission.
- (iii) Each Commission shall be responsible for fulfilling the terms of its charter and reporting its proceedings, recommendations and actions as required to the Board.
- (iv) A charter may be varied or amended by resolution by the Board of Directors.
- (v) Notwithstanding any delegation under this By Law, the Board of Directors may continue to exercise any delegated power.
- (vi) Any resolution by a Commission shall not be binding on any Constituent Member until ratified by the Board of Directors.
- (vii) No transactions of a contractual or financial nature whatsoever may be negotiated by any Commission or member thereof and any assets acquired by a Commission shall remain the property of the NSW Rowing Association.
- (viii) The Board of Directors may by resolution disband a Commission.

1.25 COMMITTEES AND SUB-COMMITTEES

- (a) The Board of Directors may appoint Sub-Committees for specific purposes to make recommendations to the Board on matters pertaining to the administration, development and conduct of the sport.
- (b) The Board may also appoint Sub-Committees to assist Commissions in fulfilling their charters.

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- (c) All Committees or Sub-Committees appointed in accordance with Rule 10 (i) or Rule 15 shall be composed of registered members of this Association who need not be members of the Board of Directors or of Commissions.
- (d) The Association in General Meeting or the Board of Directors may resolve to delegate specific functions and responsibilities other than the Power of Delegation to nominated Committees or Sub-committees.
- (e) The Association, in General Meeting or the Board of Directors may resolve to withdraw either wholly or in part any delegation made under this By Law.
- (f) A resolution of any Committee or Sub-Committee shall not be binding on any Constituent Member until ratified by the Board of Directors.

1.26 APPLICATIONS TO CONDUCT REGATTAS

Applications from Constituent Members, Clubs, and Schools desirous of staging regattas during the forthcoming season/s, for the consideration of the Competition Commission, shall be submitted in writing in the form of Schedule 18 to the By Laws and lodged at the Association Office or Postal Address by no later than the 28th day of February in each year.

2 CONDUCT OF PROCEEDINGS OF THE ASSOCIATION

- 2.1 **RESOLUTIONS** Any resolution carried by the Board of Directors shall be binding on all Constituent Members of this Association unless such resolution is rescinded by a subsequent Annual General, General or Special General Meeting.
- 2.2 **MOTIONS** Any person entitled to vote as prescribed by Rule 7(vi) may propose any motion, resolution or amendment at a meeting and he shall, if required by the Chairman, deliver the same in writing to the Minute Secretary.
- 2.3 Any motion not seconded shall lapse but a motion may be amended or withdrawn by the proposer with the consent of the seconder.
- 2.4 Any business not disposed of at a meeting of either the Association or the Board of Directors shall take precedence over any other business at the next meeting of the Association or of the Board respectively.
- 2.5 Any person entitled to vote as prescribed by Rule 7(vi) may, at any stage of a debate move "That the question be now put." Such motion, if seconded, shall forthwith be put to the meeting without debate, and if carried the question then under debate shall be put to the vote forthwith.
- 2.6 **MEETINGS** The accidental omission to give notice of Annual General, General, Special General, or Board of Directors Meetings to or the non-receipt of any such notice by any Officer or Constituent Member shall not invalidate the proceedings at any such meeting.
- 2.7 The Board of Directors may continue to act notwithstanding any vacant position thereon so long as a quorum be present at their meetings.
- 2.12 All acts done by the Board of Directors, by any director thereof, or by any Officer of this Association in purported exercise of his authority shall, notwithstanding that it be afterwards discovered that there was some defect in the appointment or continuance in office of any such Board, Directors or Officer so acting, be as valid as if such person had been duly appointed and was qualified so to act.
- 2.8 **RECORDS** The Board of Directors shall cause Minutes to be made in books provided for that purpose and kept under the supervision of the Director-Administration of:
 - (a) All appointments of Officers made by this Association in General Meeting or by the Board of Directors;
 - (b) All resolutions and proceedings at all meetings of this Association, of the Board of Directors, or any Sub-Committees;
 - (c) The names of those persons present at each meeting of this Association or of the Board of Directors.

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2.9 The Financial Year of this Association shall commence on the first day of July in each year and shall end on the last day of June of the following year.

2.10 The Board of Directors shall cause accounts and records to be kept by the Director-Finance showing the true financial affairs of this Association.

2.11 **APPLICATION FOR AFFILIATION** (a) For any Club, Rowing Association or School Organisation to become admitted to this Association, it shall write to the Board of Directors requesting admission and shall advise the Board of the following information:

- (i) Name of Club, Rowing Association, or School Organisation;
- (ii) In the case of Rowing Associations or School Organisations the names of component clubs/schools;
- (iii) Racing colours (if more than one club/school then Colours of each club/school);
- (iv) Number of competitors registered with the Club, Association or Organisation;
- (v) Constitution and Certificate of Incorporation of the Club, Association or Organisation;
- (vi) Name and address of the President or Chairperson and Secretary;
- (vii) Short history of the Club, Association or Organisation, including any proposals for or likelihood of development or expansion;
- (viii) Copy of last Annual Report & Balance Sheet;

(b) After consideration of the application the Board of Directors shall report their recommendation as to admission to the next Annual General, General or Special General Meeting of the Association which meeting shall either approve or reject such application for admission, and, if approved, such Club, Association or Organisation shall be and become a Constituent Member of this Association on and from that date.

In its consideration of whether to recommend the admission of a Club to the Association, the Board shall in particular consider the following factors:

- (i) whether the number of active rowers and scullers in the club warrants it being given the status of a member club;
- (ii) whether the club should be affiliated separately from another club with which it is associated, especially where a women's club seeks affiliation separately from an associated men's club;
- (iii) whether the Constitution, Rules and Incorporation of the Club complies with statutory requirements and is appropriate for the efficient management of a rowing club.

2.12 **ADVICE OF AFFILIATE'S MEMBERSHIP** (a) Every Affiliated Rowing Association and Approved School Organisation shall forward to the Association before the Annual General Meeting of this Association a complete list of all Clubs forming such Association or Organisation as at 31st July in each year together with the names and addresses of each Club Secretary (or Rowing Master).

2.13 **NOMINEE'S EXPERIENCE** In the case of Nomination of Officers for election under Rule 4(ii) by the Board of Directors, the Board may require the nominating Club, Association or School Organisation to submit a short history of the experience and qualifications of the nominee for their information with each such nomination.

2.14 **EXHAUSTIVE BALLOT** In any election of Officers conducted by this Association at any Annual General, General, Special General, or Board of Directors Meeting where there are more than one more than the number of candidates for the position or positions for which the election is to be held, such election shall be conducted by exhaustive secret ballot, eliminating the candidate polling the least number of votes in each successive ballot until the number of candidates remaining is reduced to the number required to fill the vacancy or vacancies. The candidate or candidates so remaining shall be declared elected. In the event of an equality of votes in any ballot the Chairman of the meeting for the time being shall have a casting vote. Except that in any election for the Office of Vice-President of this Association the voting method shall be that known as "First Past The Post".

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3 SPONSORSHIP

3.1 The Board of Directors may permit sponsorship of a Club, crew, or competitor. In the case of a crew or competitor that sponsorship shall be registered with the Association and a suitable contract entered into between the sponsoring entity and the Association.

3.2(a) A club hosting an Association Pointscore regatta may obtain a sponsor for the regatta, and/or for individual events at that regatta.

(b) If a club is hosting a regatta incorporating NSW Championship events it may obtain sponsors for such Championships (provided the Association has not previously obtained sponsors for such Championships), and such sponsorship monies shall be retained by the host club.

(c) The Club conducting a regatta for which a sponsor has been obtained may display at the venue of the regatta such advertising material as has been agreed between the club and sponsor.

(d) For the purpose of this By Law, the Board will not approve sponsorship by any Tobacco Company.

3.3(a) Other than as referred to in By Law 3.2, a Club may obtain a major sponsor and afford to such sponsor such advertising rights as may be deemed appropriate by the Club, provided that such advertising does not conflict with any major sponsorship currently in force between the Association and a sponsor for the overall benefit of the sport.

(b) A Club securing a sponsor and wishing to alter its racing uniform for all its competitors shall first submit to the Board for approval the proposed change including the artwork for the sponsor's name and/or logo. If approved by the Board such alteration to the Club's racing uniform shall become the Club's new racing colours and shall be worn by all its competitors.

3.4(a) The Board may enter into a sponsorship agreement as set out in By-Law 3.5 with a company which wishes to utilise the names, pictures, persons, and sports performances of an individual competitor or a crew in the promotion of its products or services.

(b) If as part of such an agreement a competitor or crew will wear a sponsor's name and/or logo at Association regattas, such alteration to racing uniform shall have first been approved by the Board.

3.5 The Association, club and school crews, boat and oar makers shall have the right to carry advertising matter on their clothing, boats and oars and on the hard surfaces of vehicles in compliance with Rowing Australia Rule 4.4 "Advertising" as amended, the text of which follows:

4.4.1 "General Principles (as amended Nov. 2001)

(1) These rules:

- (a) Apply to all regattas conducted under the auspices of Rowing Australia;
- (b) Apply to competitors, boats and oars as well as to regatta officials and umpires when they are on the water during the hours of the regatta, and at any time on or near the victory pontoon or stage.

(2) Subject to meeting any advertising and signage requirements of Rowing Australia on behalf of its sponsors, all forms of fixed advertising at Australian Championship Regattas and any other event conducted by or on behalf of Rowing Australia shall be under the control of the Organizing Committee appointed by the Board for that event.

(3) If a manufacturer is also a sponsor it may use the space reserved for a sponsor but is not allowed to create a single larger area by combining the two specified areas.

(4) If the area reserved for the manufacturer is not used by the manufacturer, it cannot be used for another purpose.

(5) The advertising does not necessarily have to be the same on the boat, the clothing and the oars/sculls, but within each description it must be identical.

(6) This Rule applies for each individual crew – that is to say the advertising on the clothing of the rowers of a coxless four of one Club or State Association does not

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necessarily have to be the same for the rowers of an eight from the same Club or State Association.

4.4.2

Restriction on Advertising on Equipment

Boats, equipment and competitors clothing shall be subject to the following restrictions:

- (1) A boat may carry the name or symbol of the manufacturer as a plaque (or equivalent), so long as the dimensions of the plaque are not greater than an area of 50cm², inside the boat, as well as, outside the boat, one identification, placed once on each side of the shell in the cockpit area (including the saxboard) with a maximum area of 100cm² per identification. This identification being placed at the rear of the cockpit in sizes no larger than 5cm in width and 20cm in length.

Identifications on Boats

Name and/or logo of sponsor
Of Rowing Australia up to 800cm²
(Refer Rule 4.4(1))

Manufacturer's name and/or
logo up to 100cm²
(Refer Rule 4.4.2(1))

- (2) On each scull the inboard section of the loom or shaft may carry identification of the manufacturer to a maximum area of 72cm². This identification being placed adjacent to the sleeve in sizes no larger than 4cm in width and 18cm in length.

Identification on Sculls

(Not to scale)

Name and or logo of sponsor
Of Rowing Australia up to 72cm²
(Refer Rule 4.4.4(2))

Manufacturer's name and/or
logo up to 72cm²
(Refer Rule 4.4.2(2))

- (3) On each sweep oar the inboard section of the loom or shaft may carry identification of the manufacturer to a maximum area of 100cm squared. This identification being placed adjacent to the sleeve in sizes no larger than 5cm in width and 20cm in length.

Identification on Sweep Oars

Name of and /or logo of sponsor
of Rowing Australia up to 100cm²
(Refer Rule 4.4.4 (3))

Manufacturer's name and/or
logo up to 100 cm²
(Refer Rule 4.4.2 (3))

4.4.3

Restriction on Advertising on Competitors Clothing

- (1) A clothing manufacturer may, on each piece of clothing (with the exception of a hat, head band or socks) worn by a competitor, have identification of its company or brand name not exceeding 16cm² in area.
- (2) The clothing of all members representing the same School, Club, Institute or State Association in a crew must be identical and uniform and any sponsor identification must be worn on the same part of the clothing by each crew member from the same School, Club, Institute or State Association

4.4.4

Rowing Australia Sponsors Advertising

The Board, on reasonable notice, may require, during the conduct of an Australian Rowing Championship or any other event conducted by or on behalf of Rowing Australia, the identification of a sponsor of Rowing Australia to be displayed as follows:

- (1) On a boat on both sides of the boat (including the sax board) and once on either the bow or stern canvas in area up to 800cm². This identification being placed once on the bow canvas (i.e. in the cockpit section) in sizes no larger than 12.5cm in width and 64cm in length.

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- (2) On sculls or oars on the inboard section to an area up to 50cm² with a maximum height of 5cm.
 - (3) On rowing tops or zoot suits or similar (or other garment/top worn in racing or at a presentation ceremony) on the right breast and on the right thigh and not more than 50cm² in area.
 - (4) On rowing tops or zoot suits or similar (or other garment/top worn in racing or at a presentation ceremony) advertising in addition to 4.4.3.(1) and 4.4.4(3) only on the left breast, on the front left thigh and in the centre of the front neck line and not more than 50cm² in area in each case.
- 4.4.5 **Blades of Oars and Sculls**
Only the colours of State Associations, Institutes, Schools or Clubs may be displayed on the blades of sculls and oars.
- 4.4.6 **Enforcement**
The Board, through the CEO or nominee, may, upon the request of the Organising Committee of the Australian Rowing Championships or any other event conducted on behalf of Rowing Australia or its representative or on its own volition, may instruct any person that any advertising matter in conflict with these rules be modified or removed. The penalty for non-compliance with such instruction shall be disqualification from the regatta of the offending State Association, Club, School, Institute, crew or individual.
- 4.4.7 **Limitation**
The display of advertising material showing tobacco or tobacco products is prohibited.”

4 REPRESENTATIVE TEAMS

- 4.1 INTERSTATE REGATTA The Colours and Uniform of any crew or sculler representing this State shall be as follows:
- (a) Oar spoons painted sky blue;
 - (b) A one piece rowing suit with sleeveless singlet of sky blue with an embroidered Waratah and crossed oars on the left breast and navy blue rowing trunks;
 - (c) The Board may approve other clothing (track suit, polo shirt, training singlet, cap) or an event specific racing suit which may form part of the team budget or may be at the athlete, coach or team managers personal cost;
 - (d) A royal blue blazer with breast pocket badge comprising two crossed blades surrounded by the initials N.S.W. and surmounted by a Waratah; the year or years of representation are to be shown thereunder, and in the case of a manager or coach the words “Manager” or “Coach” respectively shall be inscribed under the year(s) of representation shall be optional garment at the representative athlete, coach or team manager’s personal cost;
- 4.2 In the case of a representative crew or sculler winning the principal race in which it was primarily chosen to compete each member of the crew who actually competes in that race (including the coach & the coxswain) shall be entitled to wear on the blazer pocket a laurel wreath of gold enclosing the year of winning representation.
- 4.3 In the case of a Manager of a representative crew which wins the principal race in which it was primarily chosen to compete such Manager shall be entitled to wear on the blazer pocket a laurel wreath of gold enclosing the year of such winning representation
- 4.4 (a) Members of crews or scullers representing this Association in any race shall only be selected from Competing Members.
(b) Every person selected to represent this Association in the Interstate Events conducted at the Australian Rowing Championships shall comply with the requirements as set out in the Rules of Rowing Australia Inc. in particular Rule 5.5 Status of Competitors and Rule 5.6 State of Origin.

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(c) Registered members desirous of being considered for selection to represent this Association in any event may be required to complete the prescribed nomination form and declaration form (Form No 31) and lodge it at the Association's office by the date from time to time as indicated by the Board.

(d) Every person selected to represent this Association in any race may be required to pay towards the expenses of such representation a sum from time to time determined by the Board of Directors.

(e) If any such sum be not paid by any person within the stipulated time such person may be debarred from competing.

4.5 OTHER REPRESENTATIVES The Board of Directors will specify an appropriate uniform and insignia for crews, coaches and managers representing the state in competitions other than the Interstate Regatta; such as the Australian Youth Rowing Cup Regatta; Trans Tasman Regatta; Australian Indoor Rowing Championship or Ergometer Championships; National Masters Regatta and the Australian Youth Olympic Festival Regatta. The conditions of By-Law 4.5 (a) & (c) will apply to such representatives.

5 AWARDS & PRIZES

5.1 PRIZES

(a) Any Constituent Member of this Association conducting a regatta under the auspices of this Association shall present to the winners of each event or, in the case of events conducted in Divisions, each Division held at such regatta (except as hereinafter provided) a prize of suitable style and quality which should be presented at the regatta at which it was won; the Board of Directors may determine whether or not a prize is of suitable style and quality. The Board may upon application by any such Club approve a prize comprising cash or cash equivalent provided that any such prize be awarded to the Club(s) whose members comprise the winners of such event or division and not to the individual members thereof.

(b)(i) NSWRA State Championships

For State Championship races held over 2000 metres the Association, or regatta host should the regatta be held on behalf of the Association, shall award suitable Championship Medallions to each successful competitor and shall award a Championship Certificate to the club or school for which each successful crew or sculler competes and to the coach/es of each successful crew or sculler. Second and third place medallions will be awarded to the competitors who finished as place getters provided that the event involved more than three starters.

(ii) NSWRA Sprint Championships

For Sprint Championship races held over 500 metres the Association, or regatta host should the regatta be held on behalf of the Association, shall award Sprint Championship Medallions to each successful competitor and shall award a Championship Certificate to the club or school for which each successful crew or sculler competes and to the coach/es of each successful crew or sculler.

(iii) NSWRA Masters Championships

For Masters Championship races held over 1000 metres the Association, or regatta host should the regatta be held on behalf of the Association, shall award Masters Championship Medallions to each successful competitor and shall award a Championship Certificate to the affiliated club or school for which each successful crew or sculler competes and to the coach/es of each successful crew or sculler. Second and third place medallions will be awarded to the competitors who finished as place getters provided that the event involved more than three starters.

5.2 PREMIERSHIP POINTS

(a)(i) Points shall be awarded for all races in both male and female categories in regattas designated as pointscore regattas on the approved Program of this Association

(ii) Notwithstanding the provisions of By Law 5.2(a)(i) double points shall be awarded in regattas designated as country pointscore regattas on the approved Program of this Association.

(iii) Notwithstanding the provisions of By Laws 5.2(a)(i) and 5.2(a)(ii) triple points shall be awarded for Championship Events and Medals Events.

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(iv) The provisions of By Law 5.2(a)(ii) and 5.2.(a)(iii) shall not apply to designated events in the Masters Category.

(v) The method of competing points be as follows:-

1 ST -	4 points
2 ND -	2 points
3 RD -	1 points

(b) Points shall only be awarded to the crews judged to have finished in first, second, and third positions. When two or more crews from the same Club finish in any of these positions then points shall only be awarded to the first of such crews.

(c) In the event of only one or two boats starting and/or finishing in any race then the points shall be awarded as hereinbefore provided. Where less than three crews or scullers finish a race, status of the winning crews shall not be affected.

(d) In the event of crews from Member Clubs or Clubs associated with an Affiliated Rowing Association or Approved School Organisation competing with other crews (i.e. crews not of member clubs) in any race for which points are awarded then the points shall be awarded in accordance with the order in which the crews from such member clubs finish.

(e) In all cases the points shall be awarded in accordance with the final result of the race.

(f) In the event of two or more clubs scoring an equal number of points the Premiership or Shield concerned shall be awarded to the Club scoring the greatest number of points in Championship races.

(g) In the event of a composite crew gaining points then the points shall be divided between the Clubs concerned in proportion to the number of rowers or scullers from each Club in the competing crew.

(h) Any Club found by the Board of Directors to have entered and/or raced any competitor in breach of the requirements of Law of Boat Racing 10 (c) shall forfeit the number of points which would have been awarded had such competitor won the event for which such competitor was entered in the classification in which such competitor was entered and/or raced.

5.3 SHIELDS

(a) Shields may be presented annually by this Association to the Clubs in the following categories which score the highest number of points in such category in events during the preceding season.

- (i) Premiership
- (ii) Men's Elite (Elite and Under 22)
- (iii) Women's Elite (Elite and Under 22)
- (iv) Men's Senior
- (v) Women's Senior
- (vi) Combined Under 20
- (vii) Combined Novice
- (viii) Schoolboy
- (ix) Schoolgirl
- (x) Combined Masters

(b) Points scored in each category shall be determined as follows:

- (i) Premiership - the total of points gained in all other shields except Novice, Schoolboy and Schoolgirl.
- (ii) Men's Elite (Elite and Under 22) - the total of points gained in all Men's Elite, Open and Under 22 events.
- (iii) Women's Elite (Elite and Under 22) - the total of points gained in all Women's Elite, Open and Under 22 events.
- (iv) Men's Senior - the total of points gained in all Men's Senior events.
- (v) Women's Senior - the total of points gained in all Women's Senior events
- (vi) Combined Under 20 - the total of points gained in all Men's and Women's Under 20 and Under 18 events.
- (vii) Combined Novice - the total of points gained in all Men's and Women's Novice and Under 16 and Under 15 events.
- (viii) Combined Masters - the total of points gained in all Men's and Women's Masters events.
- (ix) Schoolboy - the total of points gained in all Schoolboy events conducted at Association pointscore regattas and such other regattas which may be approved at the June General Meeting.

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- (x) Schoolgirl - the total of points gained in all Schoolgirl events conducted at Association pointscore regattas and such other regattas which may be approved at the June General Meeting.
- (c) The Club winning each shield shall be presented with a suitably inscribed shield bearing the name of the shield, the club winning such shield and the season in which such shield was won.
- (d) The Premiership Shield shall be inscribed "L.E. Stepto Memorial Shield - Premiership N.S.W.R.A."
- (e) The Club winning any shield shall be entitled to hold and display such shield for the ensuing season provided that such Club shall be able to satisfy the Board that it can provide adequate security for such shield. At the expiration of the ensuing season such Club shall return such shield to this Association for presentation to the next winning Club and this Association shall provide to such Club a certificate in appropriate form evidencing that such Club was the winner of that shield in that particular season.

5.4 AWARDS

(i) COMPETITORS OF THE YEAR

- (a) During each racing season the Association shall award a suitable prize to the oarsman and oarswoman considered by the Board of Directors to be the most outstanding oarsman and oarswoman to have competed in that season.
- (b) The Selectors shall recommend to the Board of Directors by 31st May each year the names of the competitors they consider should be awarded the "Oarsman of the Year" and "Oarswoman of the Year" awards.
- (c) The awards may be made to a rower or sculler but not to either a coxswain or a coach.
- (d) The nominees need not have represented the State nor be Elite competitors but will be either rowers or scullers who appear to the Selectors to have been outstanding in their rowing or sculling in the season immediately preceding the presentation of such award. The criteria of selection for the award will be criteria connected with the rowing ability and achievements of the nominees only.
- (e) The Board of Directors shall only reject the Selectors' recommendations if, for reasons unconnected with the rowing ability of the nominee(s) concerned, the Board considers such nominee not to be a person to whom the award should be made.
- (f) The award shall be presented either at the Association's Annual Presentation Dinner, or if such a function is not conducted then at such other suitable function as the Board may deem fit.

(ii) NOVICE OF THE YEAR

The Board may make an award "Novice of the Year" to a competitor in their first season of competition in Novice classification with the most outstanding record of performance, or at its discretion may make more than one award taking into consideration male and female competitors as rowers and scullers, or may if it sees fit make no award in any particular year. Clubs wishing to nominate a competitor for such an award must do so in writing listing details of the competitor's record of wins by the 30th April.

(iii) COXSWAIN OF THE YEAR

The Association shall award a suitable prize to the coxswain recording the most wins in each racing season; only races carrying competition points will count towards this prize award.

(iv) COACHES OF THE YEAR

The Board may make an award or awards to a coach or coaches who have, in its opinion, had an outstanding record of achievement during the season and contributed to the development of the sport and the wellbeing and success of its competitors.

(v) THE RUSTY ROBERTSON MBE AWARD FOR SERVICES TO ROWING.

The Board of Directors may from time to time at its discretion confer an award to be known as the "Rusty Robertson MBE Award" to an individual who has, or group of individuals who have, in the opinion of the Board made a significant and sustained contribution to the endeavours and objects of the Association.

(vi) THE KEVYN WEBB OAM ACHIEVERS AWARD

The Board of Directors may, at its discretion, award a suitable award from time to time known as the "The Kevyn Webb OAM Achievers Award" to an individual who, or club which in the opinion of the Board has accomplished major advances in the sport.

(vii) VOLUNTEERS OF THE YEAR

The Board of Directors may, at its discretion, award a suitable award from time to time known as the "The NSWRA Volunteers of the Year Award" to an individual or individuals who, or club which in the opinion of the Board has given outstanding service to the sport as a volunteer.

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6 INSURANCE OF PARTICIPANTS

- 6.1 All clubs and schools are required to hold a current accident insurance policy for their participants.
- (i) The Board shall approve a Group Personal Accident Insurance Policy and set the fees for that policy in June each year.
 - (ii) Between 1st July and the 1st September in each year every club and school shall complete Schedule 13 to the Rules in respect and compliance with this By-Law.
 - (iii) The premium will be calculated on Schedule 13 and be deemed to include all persons involved in the sport who actually take to the water be they competitors, coaches, veterans, Boat Race Officials, beginners etc. who are liable to sustain injury.
 - (iv) Provided that any affiliated club or school shall comply with this By-Law by producing a Certificate of Currency of an insurance policy providing similar benefits to the Association's Group Policy, for the participants for that club or school.
 - (v) Every affiliated club and school shall complete Schedule 13 in compliance with this By-Law.
- 6.2 Member Clubs, Rowing Associations, School Organisations and Schools that conduct any approved regatta will effect a Public Liability insurance policy approved by this Association in the sum of not less than \$10,000,000 effective on and off water for the duration of that regatta and the time taken to prepare and dismantle the course and the facilities to be used in the conduct of that regatta. They will lodge (with this Association 3 days prior to the commencement of racing) the receipt for payment of the premium charged under that policy or copy of the certificate of currency of the policy.

7 SAFETY, LIGHTS & REPORTING

- 7.1 Constituent members, clubs and schools are required to report to the Board of Directors and the NSW Maritime any serious accident or injury in which their members are involved whilst participating in rowing or sculling or any incident of dangerous navigation which comes to their attention involving any of their members whilst so doing. Such report shall be in accordance with the 'NSW Maritime Boating Incident Report' Schedule 12.
- 7.2 All clubs and schools shall ensure that any rowing or sculling boat which is on the water at night (i.e. between sunset and sunrise) carries a light or lights which are clearly visible from all directions and which comply with the NSW Maritime Code of Conduct for Rowing and Sculling Shells

8 CODE OF CONDUCT

- 8.1 Where a person is adjudged by the Board of Directors to be in breach of the Code of Conduct, that person may be called upon to retract or apologise for the same at any meeting of this Association or its Board of Directors and failing to do so as required shall be dealt with as the meeting may think fit; such person shall, if required by the meeting, retire whilst his conduct is being discussed. The Board of Directors shall have the power to impose a fine not exceeding one hundred dollars or a period of disqualification or suspension upon any registered member of this Association for objectionable language or conduct of such member at any meeting function or regatta conducted by or under the auspices of this Association. Such member may appeal against a penalty imposed under this By-Law to a General Meeting of this Association provided the member involved lodges notice of such appeal in writing at the Office or Postal Address of the Association within fourteen days of the penalty being imposed. Such member shall be entitled to make representations to, or appear before, such General Meeting of the Association, as such member shall choose, prior to a decision being made by such General Meeting in relation thereto.
- 8.2 The Code of Conduct is that which the Board of Directors may adopt and review from time to time as set out in the Member Handbook and the NSWRA Directory.

9 SEXUAL HARASSMENT

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9.1 All registered members of this Association shall be subject to the general provisions of the Commonwealth Sex Discrimination Act 1984 as amended and the NSW Anti-Discrimination Act as amended in respect to discrimination on the grounds of Sexual Harassment in sport.

9.2 The Sexual Harassment Policy is that which the Board of Directors may review from time to time as set out in the Members Handbook and the NSWRA Directory.

10 CHILD PROTECTION (PROHIBITED EMPLOYMENT) ACT 1998

All members and affiliates are required to comply with the Child Protection (Prohibited Employment) Act 1998 and register all employees and volunteers (coaches, officials etc) who come into direct, unsupervised contact with children.

Please refer to the “Working with Children Check” information sheet and “Prohibited Employment Declaration” contained in the NSWRA Directory.

11 SCHOOLGIRL COMPETITION

11.1 The Association shall conduct a Schoolgirl Head of the River Regatta at a suitable venue to promote the sport amongst girls’ schools.

11.2 The Association recognises that the Regatta is an all girls schools event and acknowledges that the hosting of the regatta will be determined by the NSW School Sport Co-ordinating Council. Such host shall be affiliated with the NSW Rowing Association and make application in accordance with By-Law 1.25.

11.3 The Association holds the following Perpetual Trophies in trust for competition at this regatta:

- (i) The Union of Ex- Oarswomen Rose Evans Trophy for competition between Schoolgirl First Eights.
- (ii) The University of Sydney Women’s Sports Association Trophy for competition between Schoolgirl First Coxed Fours.
- (iii) The Union of Boat Race Officials Shield for competition between Schoolgirls First Quadruple Sculls.
- (iv) The University of NSW Trophy for competition between Schoolgirls Open Fours.
- (v) The NSW Union of Ex-Oarswomen “Golden Scull” Trophy for competition between single scullers.
- (vi) The Margaret Varady Trophy for Year 10 First Quadruple Sculls.
- (vii) The Betty Deer Rosebowl for the highest aggregate point score between competing schools.

12 DESIGNATED TRAINING AREAS

12.1 The Board shall have the power to declare any area of water a Designated Training Area, and shall cause maps of any such Designated Training Areas to be distributed annually to member clubs and schools. The Board shall also cause maps of all designated Training Areas to be published on the Association’s website.

12.2 Crews or scullers entering, leaving or turning in a Designated Training Area shall give way to any crews or scullers already in the Designated Training Area.

12.3 Crews or scullers who stop in a Designated Training Area shall keep out of the way of all other crews or scullers in the Designated Training Area.

12.4 Crews or scullers who are under way in a Designated Training Area shall keep out of the way of any other crews or scullers who are overtaking them.

12.5 Notwithstanding the provisions of 12.1 to 12.4, nothing in this By-law shall relieve a person of his or her obligations to comply with NSW Maritime Law or any other NSW or Australian laws.

NOTES & AMENDMENTS

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