
2024 / 2025 Affiliation and Membership Changes

There have been significant changes to the Rowing SA affiliation / membership processes for 2024/25. These changes ensure that everyone in our sport is appropriately covered by insurance and regulations.

This document summarises:

1. Important changes to Affiliation
2. Important changes to Memberships
3. How to Affiliate with Rowing SA
4. How clubs can efficiently implement these changes
5. A Guide to Insurance – clubs and members
6. FAQs

Attachments

1. “How to” – Rowing Manager New Features Guide
2. NSOAF Communication
3. Circular C24021 – Club Safety Officers
4. Circular C24019 – Media Accreditation
5. Circular C24020 – National Police Checks for Clubs

What you need to do:

1. Review this document and its accompanying links
2. Affiliate your club for 2024/2025 - see *How to Affiliate with Rowing SA - page 5*
3. Ensure that all individuals within your club have an active membership on Rowing Manager

We have provided a ‘How to Guide’ for Club Administrators, to enact and manage these changes on Rowing Manager. This is attached to this document.

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Important changes in 2024 / 2025

There are several changes from last season which impact the renewal of your club/school affiliation with Rowing SA, as well as your individual members. These changes include:

Changes to Individual Membership

- ALL rowers, coxswains, administrators, coaches, volunteers; both competitive and non-competitive MUST have an individual Rowing SA membership to be covered by insurance and the National Integrity Framework.
- an increase to the Rowing Australia Affiliation Fee for Senior Competitors.
- the inclusion of Junior members within the Rowing Australia Affiliation Fee. This will be charged only to those who compete at the 2025 South Australian Rowing Championships or 2025 Australian Rowing Championships. This is a one-off fee per season.
- an increase to the Senior Entry Level Membership to align the differentiation more accurately between the Junior and Senior membership category.
- a 15% discount will be applied to all members of regional clubs.
- memberships are categorised into 'Junior' and 'Senior' rather than 'School' and 'Club' to align with the Rowing Australia Affiliation Fee structure.
- a 'bulk member upload form' is available to clubs to assist entering large numbers of members for their first time.
- the addition of a Come & Try/Learn to Row Membership category with a \$5 fee to cover each member for up to 8 weeks during all rowing activities.
- the addition of a Social/Recreation Membership category with a \$20 fee to cover each member for the full year during all rowing activities.
- the addition of a Coach Membership category with a \$20 fee to cover each member for the full year during all rowing activities.

The justification for charging a fee to a Come & Try / Learn to Row, Social / Recreation Membership, and Coach Membership is that:

- in the past, competitive members have been subsidising the cost for these non-competitive members.
- these members need to be covered by insurance. It has previously been understood that the club insurance (Combined and Management Liability) received when affiliating with Rowing SA covers their individual members, however individuals need to take up their own Rowing SA membership through their club/school to receive the benefits and full coverage of the Personal Accident Insurance.
- all members can make an insurance claim and should be charged appropriately for this service. It could be argued that those with a Come & Try/Learn to Row, or a Social/Recreation Membership have a high likelihood to make a claim due to their lack of experience or irregular participation, therefore increasing the insurance premium next season.
- these members receive an array of benefits from Rowing SA, and it is important a fee is aligned to the services and programs available to them.

Condition of Affiliation

Clubs/Schools will need to ensure that all members taking to the water:

- have been instructed in the actions to be taken in the event of a capsize.
- are capable of releasing themselves from the boat.
- are able to swim 50m in light clothing (e.g. rowing kit) and be sufficiently at ease in the water not to panic.
- are able to tread water for a minimum of 3 minutes.

If any member is unable to meet these requirements for any reason, additional flotation aids, either on the person or within easy reach in the boat, or modifications to the equipment, must be adopted in conjunction with additional supervision and rescue plans.

If a safe alternative cannot be found the athlete should not be permitted on the water. These conditions are particularly relevant for athletes with reduced or limited mobility, athletes with limited swimming ability, and inexperienced athletes.

2024/2025 Club Affiliation Fees

Rowing SA - Affiliation & Other Fees

2024 / 2025 Affiliation Fees (Clubs/Schools)

0-49 members	\$393
50-99 members	\$670
100+ members	\$837

Based on the number of competitive members only

State & National Affiliation Fee

There are many benefits and services provided by Rowing South Australia and Rowing Australia which are available to clubs and individual members. A fee is provided to each Sport Organisation.

It is important that Rowing SA allocates appropriate fees to each membership category for the sustainability of all services and the growth of the sport in SA.

Rowing Australia acts on behalf of its members which includes Rowing SA, to develop, promote and strengthen the sport across all levels of participation and competition. The benefits of the National Sporting Organisation Affiliation Fee are attached as a separate document.

How to Affiliate with Rowing SA – Mandatory Changes

The affiliation process for 2024/2025 is now available. Please complete the affiliation process by using the following online form. [Affiliation Form 2024.](#)

Please take note of the following.

1. All designated personnel/committee positions **MUST** be uploaded into Rowing Manager. These positions will be used for the 2024/2025 Regatta Season contact list.
 - a. Please ensure that these contact details remain current/up to date so you do not miss important communications from Rowing SA.

2. All clubs and members should be aware that when they are engaged in activities associated with rowing at West Lakes they are bound by the conditions of the permit, which contains obligations that may differ to those of private citizens.

From August 2024, each club will be required to appoint a Club Safety Officer. This position will be required to be nominated within Rowing Manager. This will then act as notification of that individual to Rowing SA. **Please see the attached Circular 24021 – Club Safety Officers.**

3. All appointed photographers seeking access to Rowing South Australia (Rowing SA) events must be officially accredited. This requires the submission of a Media accreditation form

which is available in advance of each event. Such accreditation will require the photographer to provide proof of any relevant 'Working with Children' accreditation including a current police clearance. **Please see the attached Circular C24019 – Media Accreditation.**

4. We have created a Club App, which is a handy tool to access all Rowing SA forms. This App can be installed on your smartphone's home screen, always allowing for quick access. To download, scan the QR code below, or via the Rowing SA website under [Booking Forms](#).



The forms currently available include:

- Affiliation Form
- Booking Forms – Coastal / Indoor Rowing Room/ North Reserve
- Incident Report Form
- Screening Check – application to become an authorised officer for NPC
- Club Media Personnel Application Form

How clubs can efficiently implement these changes for 2024/2025

Rowing SA has developed an easy-to-follow guide that is specifically for the implementation of these changes within Rowing Manager. This document is designed to explain to club administrators how to complete the changes that are required within Rowing Manager. It is not a How to use Rowing Manager Guide.

We understand for example that the requirement to have all club members registered in Rowing Manager will be an additional administrative burden to clubs. Therefore, a Bulk Upload spreadsheet is available for clubs to enter multiple new members at once.

Please refer to the attached '**How To**' Guide which explains 'How to' use Rowing Manager efficiently.

2024 / 2025 Rowing SA Membership

Why join Rowing SA

The Rowing SA community consists of over 2,000 members who we know to be passionate and determined rowers, coaches, officials, volunteers and enthusiastic supporters who continue to make this sport what it is today within SA.

With 34 clubs and schools across the State, our community has access to both social and competitive rowing opportunities through Learn to Row programs, junior to master rowing programs, indoor and coastal rowing events, regattas for all levels, and State Team representation.

With so many ways to get involved and an abundance of rowing opportunities, we have made choosing the right membership simple with an array of membership options. Becoming a Rowing SA member does not only provide you with benefits including worldwide insurance coverage whilst training and competing, you'll also be supporting the growth of rowing within SA. Your membership allows us to push rowing within SA just that little bit further to ensure the wider rowing community can continue to enjoy exceptional rowing experiences.

What you receive from a Rowing SA Membership

Being a member demonstrates a commitment to the sport.

Members gain access to resources, guidelines, and information related to rowing, helping schools, clubs, and members stay informed and enhance their rowing.

Membership facilitates networking with other rowing entities, creating opportunities for collaboration, sharing best practices, and building a strong rowing network.

Insurance Coverage

Your membership fees ensure that you are covered by insurance whilst both training and racing and even attending or volunteering at Rowing SA sanctioned events. The Rowing SA insurance program has been specifically designed to cater to our rowing community to protect you when something does not quite go to plan. Insurance coverage is only valid after your membership has been renewed. More details on our insurance can be found on our website: <https://rowingsa.asn.au/insurance/>

Compliance and Governance

Proactive engagement with governing bodies like the Department for Sport, Recreation & Racing, South Australian Institute of Sport, Sport SA, Clubs SA, Events SA, and others to ensure compliance, inclusivity, and the sport's progression.

Advocacy

Support for diverse representation of SA members at all levels, by actively engaging with key commissions and working groups. Contributing to the strategic objectives at state and national level, and engaging new and diverse participants.

Investment

Channelling resources for growth initiatives, fostering early involvement in digital platforms like Row Nation and Coastal Rowing, encouraging innovation within the sport.

Operations

Sustaining the sport's infrastructure for administration, governance, compliance, and overall operational functionality, including facilitating diverse state-wide and national events across different rowing disciplines. Not only have your membership fees enabled us to establish a leading rowing organisation but they allow Rowing SA to grow, educate and assist our current volunteer workforce.

Education

Enabling participant experiences through coach and official accreditation, educational initiatives, and support for clubs and schools.

Sport Integrity

Meeting ongoing requirements of Sports Integrity Australia, the National Sports Tribunal, and participant obligations within the National Redress Scheme to ensure integrity and accountability within the sport.

Development

Supporting commercial initiatives such as database and participant management, media and communications strategies, partnership development, and comprehensive commercial planning for the growth of the sport holistically.

Rowing SA promotes member schools and clubs, increasing visibility within the rowing community and potentially attracting more participants and supporters. Follow us on socials Instagram, Facebook, LinkedIn, YouTube and sign up for our regular news updates.

Event Participation

Members can participate in rowing events, competitions, and regattas organised by Rowing SA.

Training & Development

Rowing SA may offer training programs, workshops, and development opportunities for coaches, athletes, and administrators, contributing to the overall growth of rowing expertise.

Rowing SA Membership Categories

Rowing SA offers several membership categories, all of which cater to different rowers within the SA rowing community. These membership options mean that members are able to join the growing SA rowing community whether you're cheering from the riverbanks, learning to row, racing with your local club or competing in state or national championships.

Category		Purpose
Senior and Junior	Coxswain	Available to club members who participate in regattas as a coxswain ONLY
	Full Season	Available to anyone wishing to compete in any SA event/regatta.
	January - June	
	July - December	
	Entry Level - Full Season	Only available to members who have never held an RSA Competitive Membership (apart from a Single Regatta Membership – up to two previously purchased).
	Registration - interstate regatta eligible	Registration for athletes competing at non-RSA Events (i.e. HOY)
	Single Regatta	Allows member to compete in any category and as many times on the regatta the membership specifies. Available for RSA regattas in SA only. Unable to compete in any State Championship regatta
Non-Competitive	Come & Try/Learn to Row (up to 8 weeks)	Non-Competitive Membership for up to 8 weeks. Does not allow individual to be entered in any event/regatta.
	Social/Recreational	Non-Competitive Membership. Does not allow individual to be entered in any event/regatta.
	Coach	Non-Competitive Membership. Does not allow individual to be entered as an athlete or to train.
	Official / Volunteer	The insurance component does not cover them during any rowing activity.

2024 / 2025 Rowing SA Membership Fees

		Rowing SA Fee	Rowing Australian Affiliation Fee (One off annual fee)	Total Cost
Senior 19 years of age or over as of 30 June 2025	Coxswain	\$120	\$45.50	\$165.50
	Full Season	\$320		\$365.50
	January-June	\$225		\$270.50
	July-December	\$173		\$218.50
	Entry Level - Full Season	\$163		\$208.50
	Registration - interstate regatta eligible	\$36	N/A	\$36
	Single Regatta	\$44	\$45.50	\$89.50
Junior 18 years of age or under as of 30 June 2025	Coxswain	\$86	*Calculated at \$22 per person competing the 2025 Open State Championships or Australian Rowing Championships.	\$86*
	Full Season	\$219		\$219*
	January-June	\$153		\$153*
	July-December	\$130		\$130
	Entry Level - Full Season	\$109		\$109*
	Registration - interstate regatta eligible	\$36		\$36
	Single Regatta	\$44		\$44
Non- competitive	Come & Try/Learn to Row (up 8 weeks)	\$5	N/A	\$5
	Social/Recreational	\$20		\$20
	Coach			\$20
	Official / Volunteer	\$0		\$0

Note: All members of regional clubs will receive a 15% discount to their individual membership fees.

***RA affiliation fee for Junior members who compete at the 2 regattas listed**

Membership Benefits		World-Wide Insurance	Compliance & Governance	Advocacy	Investment	Operations	Education	Sport Integrity	Development	Event Participation	Training & Development
Senior (19 years of age or over on 30 June 2025)	Coxswain	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Full Season	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	January - June	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	July - December	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Entry Level Full Season	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Junior (18 years of age or under on 30 June 2025)	Registration -	✓	✓	✓	✓	x	x	✓	x	x	x
	Single Regatta	✓	✓	✓	✓	partial	partial	✓	partial	partial	partial
Non-Competitive	Come & Try/Learn to Row (up to 8 weeks)	partial	partial	partial	partial	x	x	partial	x	x	x
	Social/Recreational	✓	✓	✓	✓	x	x	✓	x	x	x
	Coach	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Official / Volunteer	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Rowing SA - other regatta fees

- Failure to return a bow number will result in a \$30 fine to the Club.
- Crews that utilise an unregistered individual will be removed from the race and their club fined \$250. The unregistered rower shall not be allowed to compete until proper registration procedures have been followed.
- An appeal against any decision of the Jury, or the President of the Jury, or Regatta Operations Manager must be lodged in writing, within seven days of the Regatta, to the RSA Board, and a deposit of \$100 shall be included. This appeal will be considered at the first Board meeting after the appeal is received. The decision of the RSA Board shall be final, and if the appeal is rejected, the deposit shall be forfeited.
- Any member of the Association found to be in breach of the RSA Regulations for Boat Racing or the Rowing Australia Racing Code, disobeying the Jury, or behaving in an offensive manner may be fined up to \$250 and/or disqualified by the Jury, who shall notify the offender(s) that such action has been taken. The RSA Board may consider further action depending on the severity of the offence.

Scratching's and Substitutions

- Each scratching request received after 9:00am on the Wednesday prior to the Regatta will receive a penalty of \$25 (inc. GST) and \$50 (inc. GST) for Championship events.
- Any crew that scratches at Regatta Control within 1 hour prior to the final published starting time of their race shall be fined
- \$50 (inc. GST) and \$100 (inc. GST) for a Championship event.
- Non-Appearance – Any crew that fails to report at the start without notification shall be fined \$75 (inc. GST) and \$150 (inc. GST) for a Championship event.
- Please note that there are no exemptions to the determination of a scratching/issuing of any fines for scratching (unless a medical certificate is provided to Rowing SA within 4 days of the regatta being held, e.g. regatta held on Saturday, certificate to be provided no later than 5pm Wednesday).

2024 / 2025 Seat Fee

Regatta

Open State Champs (per seat)
Riverland (per person)
Grade State Champs (Nov. & 3rd) (per seat)
Masters & Sprint State Champs (per seat)

Seat Fee

\$17
\$31 (per person)
\$11
\$11

Appendix 1

Rowing SA Group Insurance - A Guide to Insurance for Clubs, Schools and Members

Rowing SA Membership Insurance

Rowing SA holds a Personal Injury insurance policy on behalf of its members. This policy provides insurance for the below registered members, for participating in sanctioned activities arranged by Rowing SA registered members and includes:

- non-participating officials
- coaches
- officials
- committee members
- Rowing SA employees
- apprentices
- volunteer workers
- work experience students.

A sanctioned activity means: a regatta or other rowing competition, event, or activity (including training), whether on a one-off basis or as part of a series, league, or competition, sanctioned or organised by Rowing South Australia

A portion of your affiliation and membership fees ensure that you and your rowing activities are covered by appropriate and high-quality insurance policies.

The Rowing SA insurance program has been specifically designed to cater to our rowing community to protect you when something does not quite go to plan. Insurance coverage is only valid after your affiliation and/or membership has been renewed. There is a grace period until 31 July 2024, however it is highly recommended to affiliate club and ensure that all members within your club have a Rowing SA membership and registered in Rowing Manager.

Rowing SA continues to partner with Adelaide Insurance Broker, 'Eastern Equity Insurance Broker' (EEiB) as the agent from 31 May 2024 – 31 May 2025. To date, EEiB has provided a superior level of customer service, the Policies provide excellent coverage and are value for money. The Policies and key features are listed below:

For Clubs – covered under the Club Affiliation process

1. Combined Liability: Sportscover Australia
 - Public Liability \$20M
 - Products Liability \$20M
 - Professional Indemnity \$10M
2. Management Liability
 - Directors & Officers \$10M
 - Employment Practices \$250,000
 - Tax Audit \$50,000

- Crime/Fidelity \$50,000
- Statutory Liability \$50,000
-

Liability to cover *licenced* clubs at no additional charge

For Individuals – covered under each individual Rowing SA Membership

1. Group Personal Accident Insurance: Blend Insurance

- Worldwide coverage
- Lump sum benefit \$100,000
- Injury \$1,000 per week
- Max benefit period 52 weeks

It is important that you understand the insurance coverage of the Rowing SA Insurance Program, so we have compiled a guide to the insurance coverage including several FAQs to assist.

Medical Cover relating to Sports (personal accident) Insurance in Australia

Understanding what is covered by Sports (Personal Accident) insurance especially in relation to Medicare and Medicare Gap costs, can be confusing. Simply put, Sports (Personal Accident) insurance in Australia covers non-Medicare medical expenses.

Examples of Non-Medicare Medical Items

Examples of Items Covered by Medicare

Covered by Sports/Personal Accident Insurance	Not covered by Sports/Personal Accident Insurance
Ambulance Physiotherapist Dental Private Hospital Accommodation Chiropractor MRI Scans*	Doctor Surgeon Surgeon's assistant Anaesthetist X-Rays MRI Scans* Public Hospitals

Please note: Medicare covers some or all of the costs of: CT scans, nuclear medicine scans, MRI scans, ultrasounds, X-rays - however sometimes the referrer and/or provider is not registered with Medicare, and the cost is claimable through Sports/Personal Accident insurance. If the provider chooses to bulk bill you, you won't pay any out-of-pocket costs.

How Does Medicare, private health care and sports injury insurance work together?

Medicare is administered by Services Australia <https://www.servicesaustralia.gov.au/medicare>. The medicare gap is an out-of-pocket cost that is the difference between the amount a doctor charges for a medical service and what Medicare and any private health insurer pays.

The table below is a general example to illustrate how coverage can work. It should not be used to as an accurate assessment of actual costs and procedures, this is for an example only.

Example: Two athletes, one with and one without Private Health Insurance, suffer the same injury, require the same treatment, and incur the same medical costs.

*Based on 90% private health re-imbursalment of surgery incurred costs and 70% of extra's cover on physiotherapy. Sports insurance based on 80% Cover and \$50 excess for athletes without private health insurance and \$Nil excess for athletes with private health insurance.

Athlete 1 – No Private Health Insurance

Service	Fee	Medicare Rebate	Private Health Refund	Sports Insurance Refund	Total Re-imbursalment	Out of pocket
General Practitioner	-\$200	\$100	-	-	\$100	\$100
Surgeon	-\$1,500	\$400	-	-	\$400	\$1,100
Anaesthetist	-\$1,200	\$400	-	-	\$400	\$800
Imagery (MRI scan)	-\$850	\$300	-	-	\$300	-\$550
Hospital fee	-\$1,000	-	-	\$800	\$800	\$200
Physiotherapy	\$-500	-	-	\$400	\$400	\$100
Excess			-	\$50	-\$50	\$50
Total	-\$5,250	\$1,200	\$	\$1,200	\$2,400	\$2,800

Athlete 2 – With Private Health Insurance

Service	Fee	Medicare Rebate	Private Health Refund	Sports Insurance Refund	Total Re-imbursalment	Out of pocket
General Practitioner	-\$200	\$100	-	-	\$100	-\$100
Surgeon	-\$1,500	\$400	\$990	-	-\$1,390	-\$110
Anaesthetist	-\$1,200	\$400	\$720	-	-\$1,120	-\$80
Imagery (MRI scan)	-\$850	\$300	\$495	-	\$795	\$55
Hospital fee	-\$1,000	-	-\$900	\$80	-\$980	\$20
Physiotherapy	-\$500	-	-\$350	\$120	\$470	\$30
Excess			-		\$0	\$0
Total	-\$5,250	\$1,200	\$3,455	\$200	\$4,855	\$395

Other Important Notes

Private health Insurance companies generally cover the Medicare Gap if you are treated at their suggested hospitals or by their recommended Health professionals.

Summary

If Medicare provides a benefit for a specific medical expense, government legislation prohibits any part of that expense from being covered under a sports (Personal Accident) insurance policy, even if there is a significant gap between the expense and the Medicare rebate.

It is advisable for sports participants to have Private Health Insurance. The sports insurance policy can serve as a backup to Private Health Insurance. Even with top-level Private Health Insurance, there can still be a substantial gap between the total non-Medicare expenses and the Private Health Insurance refund.

While a sports insurance policy cannot cover Medicare gaps, it does cover gaps left by Private Health Insurance. A combination of Private Health Insurance and sports injury insurance will help minimize non-Medicare medical expenses for members. Due to legislation, addressing the Medicare gap is not possible under sports (Personal Accident) insurance.

Disclaimer: This document is a General Summary on the Medicare Cover provided by Sports (Personal Accident) Insurance in Australia. It should not be taken as Personal Advice.

Frequently Asked Insurance Questions

Q I am getting in a boat to do very limited on water or limited physical training (only ergs) but my role at the club is more of a volunteer member – how do I register?

A If you are training in any capacity, in a rowing activity, you must have an active rowing membership – you cannot register as a volunteer only.

Q: I am a club volunteer; do I need to be listed in Rowing Manager as a member?

A: Yes, all club volunteers need to have a current membership in Rowing Manager for insurance purposes. The insurance and registration for volunteers is free.

This registration is for OFF WATER/NO TRAINING ACTIVITIES only.

Q: I am a coach; do I need to need to be listed in Rowing Manager as a member?

A: Yes, all club Coaches need to have a current membership in Rowing Manager for insurance purposes. The insurance and registration for coaches is \$20.

School Insurance

Q I am a school student and have insurance at school for school-based activities. Is this a double up on insurance?

A No this is not a double up and the insurance policies complement one another. School based activities are covered by your school policy, however any rowing activity as outlined and sanctioned by Rowing SA will only be covered under the Rowing SA policy.

Club Insurance

Q: I injured myself whilst training at my club - am I covered for insurance?

A: The Personal Accident policy through Rowing SA covers members at official events, during training, official social events, and fundraising activities as well as travel to and from such activities.

Q I'm running the club BBQ every weekend, so I'm not an active rowing member. Am I covered for insurance if I burned myself one weekend?

A Only members are insured under Rowing SA's Personal Accident policy. If you are volunteering to run the BBQ, you should be registered on Rowing Manager with the club as a volunteer to ensure your injuries from the burn are covered for insurance purposes.

Q Does the insurance cover equipment theft or damage to club equipment at our rowing shed?

A No, Rowing SA's policy does not extend to building or contents for clubs. Clubs will require their own insurance for this purpose. Rowing SA sponsor Eastern Equity Insurance brokers can provide you with a quote.

Q I'm an athlete and I have been injured and have been seeking professional medical assistance. I must do an erg for a trial and am fairly sure I'll be ok to participate, even though the Doctor has advised me not to row. I do the erg and my injury gets worse, am I covered for insurance?

A Pre-existing Medical Conditions are not covered under the Personal Accident policy. Your claim may be affected if you train against medical advice. It is advisable to speak to your Health Professional before doing your trial and if not cleared, complete an exemption form that Rowing SA will provide so you are exempt from the erg.

Q Are club social events, such as fundraising, club BBQs, or club room hire covered by the insurance if there is an accident?

A Coverage for social events held as part of regular club activities are covered under Rowing SA's insurance policy. The Public Liability insurance extends to cover hiring out of club rooms. This policy covers property damage or personal injury to third parties arising from your negligence.

Q When travelling to and from events (i.e. travelling to training, travelling to a competition, and travelling for a state team trip) and an accident occurs, am I covered under Rowing SA's policy?

A If the travel is for a Rowing SA sanctioned event or purpose, the personal accident insurance covers members traveling directly to and from this event.

Q What is the extent of travel coverage? (i.e. is my lost luggage covered?)

A Rowing SA does not have a Travel Insurance policy for its members. General travel insurance would be required by the individual for personal effects and loss.

Q What are our club's responsibilities regarding the insurance policy?

A The club is responsible for maintaining accurate records of members, advising Rowing SA of the full membership, ensuring all activities are conducted safely and in accordance with guidelines, and promptly reporting any incidents or claims to Rowing SA using the Incident Form.

Q We have booked an external contractor to attend the club for a maintenance issue (or other). If they get injured on the job, are they covered by the clubs' insurance?

A No, external contractors should carry their own Public Liability insurance.

Certificate of Currency

Q I have been asked to provide my Certificate of Currency, where do I get it?

A To access your Club or School Certificate of Currency follow the link from the buttons [here](#). (Club or School), select your Club from the drop-down menu, then print or save the document. Alternatively, this information is on the Rowing SA website -> Clubs -> Insurance.

How to make a Claim

Q A member has suffered an injury, and we would like to make a claim for the incident. How do we do that?

A It is important that all incidents are reported even if they do not eventuate into a claim. Once an incident occurs, please complete the [Rowing SA Incident Form](#). This will be used in conjunction with a claim form. Rowing SA will be notified of the incident and if you need to make a claim, please email aswift@rowingsa.asn.au.

Frequently asked Membership questions

Q: What does my affiliation fee provide

A *Every rowing club in SA affiliates with Rowing South Australia, which is separate to the membership fee. This affiliation fee is based on the number of members in the club and the type of membership category that is taken up by each member. The affiliation fee includes:*

- *Club insurance*
- *Compliance and Government*
- *Advocacy*
- *Investment in resources*
- *Operations*
- *Education*
- *Sport Integrity*
- *Development*
- *Training & Development*

Q: I am a club volunteer; do I need to be listed in Rowing Manager as a member?

A: *Yes, all club volunteers need to be listed in Rowing Manager for insurance purposes. The insurance and registration for volunteers, is free. Membership is accessed via your club.*

Q: I am a coach; do I need to need to be listed in Rowing manager as a member

A: *Yes, all club Coaches need to be listed in Rowing manager for insurance purposes. The insurance and registration for coaches, is \$20.*

Q: I am a rower and only want to row in one or two regattas. What membership category is best for me?

A: *The single regatta membership will allow you to race in as many events in that single regatta as you wish.*

It won't allow you to race State Championship events as you will need a minimum of a half year membership.

If you purchased a single regatta membership for the Riverland Regatta, the extra seat fee specific to that regatta is also payable.

Q: I have never rowed, but want to come and try a few sessions – do I need to join a club and be listed in Rowing Manager?

A: *Yes, all members need to be listed in Rowing Manager, even Come and Try. The Come and Try membership is organised via each club. A \$5 membership fee goes to Rowing SA.*

Q: I am learning to row and don't think I'll compete – do I need to be registered in Rowing Manager?

A *Yes. You can join as a Come and Try Member and upgrade your membership to a competitive membership, if you decide to compete at a later time. The difference in cost between the two memberships is then payable.*

Q **I'm running the club BBQ every weekend, so I'm not a member and I don't row. Why do I need to join Rowing SA as a member?**

A *Only members are insured under Rowing SA's Personal Accident Policy.
If you are volunteering to run the BBQ, you should be registered on Rowing Manager with your club.*

Rowing SA Contacts

For any Membership questions, please contact:

Bec Lannan
Regatta Manager
E: blannan@rowingsa.asn.au
O: 08 8242 3288

For all Insurance questions, please contact

Christine Newberry
Operations Manager
E: cnewberry@rowingsa.asn.au
O: 08 8242 3288

For any Insurance claims, please contact

Andrew Swift
CEO
E: aswift@rowingsa.asn.au
O: 08 8242 3288

2024-25 ROWING SA
MEMBERSHIP CHANGES

SUMMARY OF CHANGES & ROWING MANAGER 'HOW TO' GUIDE

CONTENTS

SUMMARY OF CHANGES

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MEMBERSHIP

For the 2024-25 season Rowing SA requires all rowers, coxswains, administrators, coaches, volunteers; both competitive and non-competitive to have a Rowing SA membership in order to be covered by insurance and the National Integrity Framework.

This is a change from previous years where membership of an affiliated rowing club was sufficient to be covered by insurance and only members competing in Rowing SA Regattas were required to hold a current membership.

This change will mean members interacting with your club in any capacity will need to have a profile and a current membership on Rowing Manager. Some common groups this will impact will be:

- Coaches
- Come and Try athletes
- Club Volunteers (e.g., individuals involved in boat maintenance, cooking bbq's, serving on a committee)
- Social or Recreational athletes (i.e, athletes that are training either on or off the water but are not competing).

MEMBERSHIP CATEGORIES

There are a variety of Membership categories available to cater to the different groups within the Rowing SA community. There have also been some changes to existing membership categories to align with the Rowing Australia Affiliation fee structure.

Senior:

'Senior Memberships' have replaced 'Club Memberships' and are for all competitive members 19 years of age or over as at the 30th of June.

Junior:

'Junior Memberships' have replaced 'School Memberships' and are for all competitive members 18 years of age or under as at the 30th of June.

There are 7 competitive membership types available within each category:

There are 7 competitive membership types available within each category:

Coxswain: This should be used for athletes that intend as competing as a coxswain ONLY. Athletes with this membership will not be eligible to be entered in a rowing seat. This membership lasts for the duration of the season (1st of July - 30th of June).

Full Season: This is an unrestricted membership class and will allow the individual to participate in all regattas throughout the season in either a rowing or coxing seat.

July-December: This is a limited membership category that will allow the individual to participate in all regattas throughout July-December in either a rowing or coxswain seat.

January-June: This is a limited membership category that will allow the individual to participate in all regattas throughout January-June in either a rowing or coxswain seat.

Entry Level - Full Season: This membership is only available to members that are in their first competitive season of rowing. This membership category will allow the individual to participate in all regattas throughout the season in either a rowing or coxing seat.

Registration (Interstate Regatta eligible): This category is for individuals intending to compete in interstate regattas **ONLY**. It will cover the individuals participation in training activities. Individuals with this membership will **NOT** be eligible for regattas in SA.

Single Regatta: This membership is for individuals intending to compete in a single regatta. It will cover the individuals participation in training activities. Clubs must specify the regatta the membership is required for when applying the membership. An individual may purchase multiple single regatta memberships. Individuals with Single Regatta Memberships will **NOT** be eligible to compete in State Championship Events.

There are also a range of Non-Competitive Memberships available. These memberships are for individuals that will not be competing in a rowing or coxing seat at regattas. They are:

Come & Try/Learn to Row: This membership has a limited term of 8 weeks. It is for individuals participating in Learn to Row programs or Come and Try periods within a Club or School.

Social/Recreational: This category is for individuals who row or train recreationally or socially within a club.

Coach: This membership is for individuals participating in the sport as a coach of recreational or competitive athletes.

Official/Volunteer: This membership is for individuals involved in the sport as Rowing SA Officials or Volunteers, or individuals involved in Clubs or Schools in a Volunteer capacity in a non-training related role.

Please see the 2024/25 Rowing SA Membership Fees table for Membership Costs, or the 2024/25 Membership Guide for more information on the benefits of membership.

CHOOSING A MEMBERSHIP TYPE

It's important to select the membership that reflects the individuals participation in the sport. This will guarantee they have the appropriate insurance coverage.

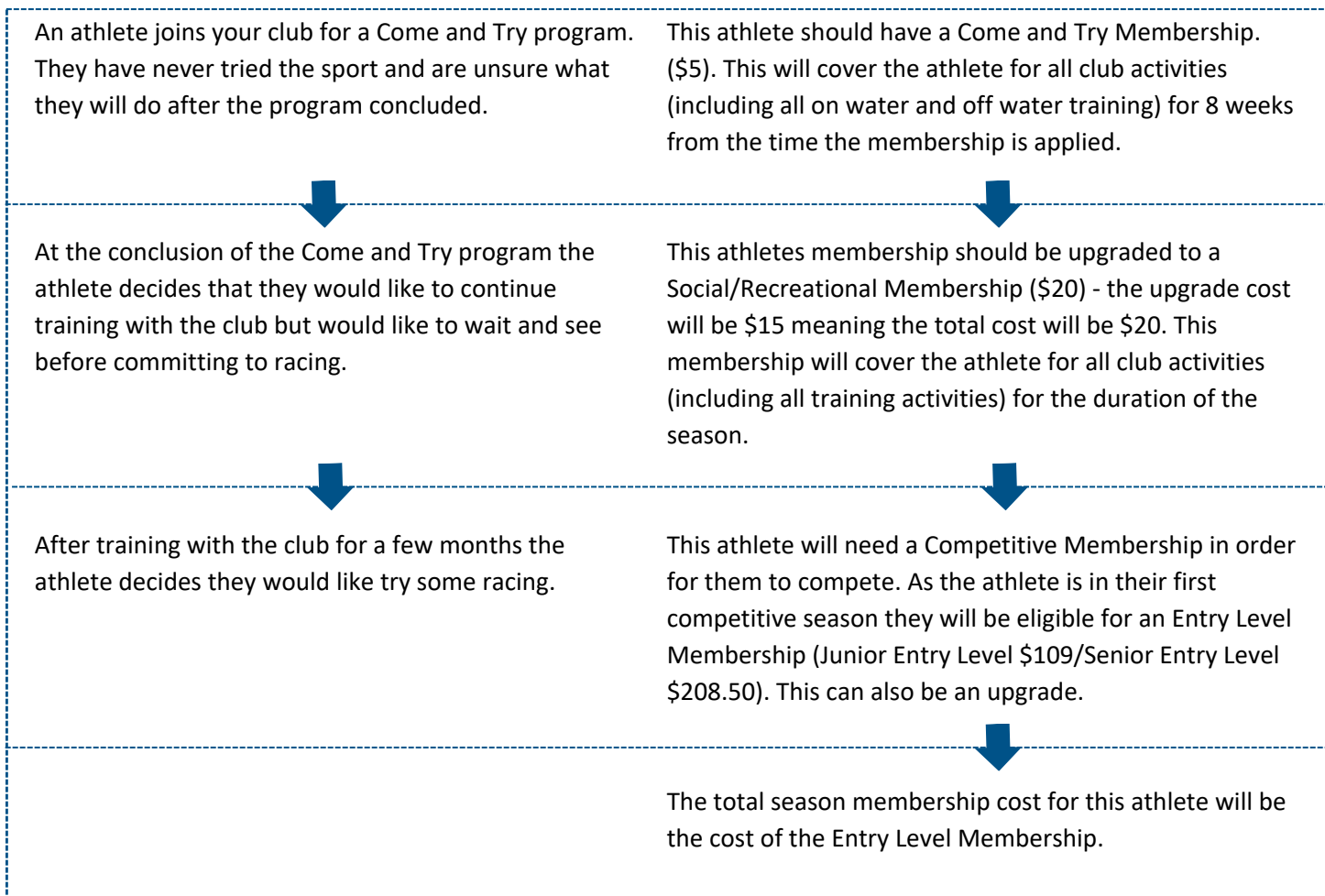
For example: An individual volunteering for your club as a coach must have a Coach Membership.

It is also important that an individual has a membership that covers them for the duration of their participation in rowing or club activities, and that the membership is applied prior to taking part in those activities.

For example: an athlete beginning to train in August needs a membership even if they do not plan on racing until December.

We understand that sometimes it is difficult to know what membership type may be best for an individual. To assist with this most membership categories are upgradeable with just the difference payable.

EXAMPLE 1



EXAMPLE 2



BULK NEW MEMBER UPLOAD FORM

We understand that the requirement to have all club members registered in Rowing Manager will be an additional administrative burden to clubs. Therefore, a Bulk Upload spreadsheet will be available for clubs to enter multiple new members at once (this sheet has previously only been available for schools).

MEMBER DETAILS

Additional details will also be required when registering new members and renewing members in Rowing Manager. As usual each member will require:

- Name
- Date of Birth
- Gender (Male/Female/Non-Binary)
- Email Address

In addition to this all members will now require:

- Postcode
- Emergency Contact Details (Name, Mobile Number, Email Address, Relationship)

CLUB DETAILS

There has been an expansion to the Club Details and Contacts functionality on Rowing Manager. There are 3 new functions as part of this expansion.

1. Office Bearers & Contacts (Now a requirement for all clubs)

As part of the 2024-25 Affiliation Agreement Clubs and Schools will now be required to maintain their Office Bearer & Contact Lists within Rowing Manager. These lists will form the main contact lists for communication from Rowing SA. Details on the Contact & Office Bearers List is **NOT** public and is for internal use only. Clubs and Schools will have a slightly different set of Office Bearer & Contact Positions available to them.

2. Website Contacts

This is public club contact information and details. This information is public and will be displayed on the Rowing SA Website for members within the rowing community, or general public, to utilise. An example of this information in use can be found [here](#).

3. Learn to Row

This is public information and will be displayed on the Rowing SA Website. This page will allow clubs to enter details about their Learn to Row Programs so members of the public can easily find them. An example of this information in use can be found [here](#).

HOW TO: USE THE BULK NEW MEMBER UPLOAD SPREADSHEET

This spreadsheet is for the processing of multiple new members (members that do not have an existing profile on Rowing Manager). Existing members requiring membership renewal can be processed through the 'Membership Renewals' menu, or existing members requiring a transfer from one club to another can be processed through the 'Club Transfers' menu.

The Bulk New Member Spreadsheet can be accessed by clicking on 'Bulk New Members' in the menus on the left of the screen under the 'Club Administration' options and then downloading the spreadsheet template 'bulk_new_members.xls' near the bottom of the page.

Profile/Login:

(submit entries for a different club)

SA Season:

Regattas
[Regatta Entries](#)
[Entry System Users](#)
[Crews List](#)
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[Membership Renewals](#)
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[New Memberships](#)
[Club Transfers](#)

User Profile
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[Change Password](#)
[My User Account](#)
[Officials Module](#)

Logout
[Logout](#)

Bulk New Member Requests

You may submit a list of new rowers to be added to the database in an Excel spreadsheet. This spreadsheet must conform to the format of the template below.

First Name, Last Name - no all uppercase names please.
Gender - must be either 'M' or 'F' or 'N' (Male/Female/Non-Binary are also acceptable).
Date of Birth - d/m/yyyy (4 digit year required).
Membership Category:
 Please note that you can apply for different membership categories for different people within the same spreadsheet, so it is necessary to supply the membership category for each person. It is recommended that you use the category abbreviation as it is less ambiguous.

Abbrev.	Category	
Coach	Coach	@ \$20.00
Soc/Rec	Social/Recreational	@ \$20.00
Snr Reg	Senior - Registration	@ \$36.00
Snr Entry	Senior - Entry Level	@ \$208.50
Jnr Cox	Junior - Coxswain	@ \$86.00
Jnr Jul-Dec	Junior - July-December	@ \$130.00
Jnr Jan-Jun	Junior - January-June	@ \$153.00
Jnr Full	Junior - Full Season	@ \$219.00
Sen Cox	Senior - Coxswain	@ \$165.50
Sen Jul-Dec	Senior - July-December	@ \$218.50
Sen Jan-Jun	Senior - January-June	@ \$270.50
Sen Full	Senior - Full Season	@ \$365.50
Sen Single	Senior - Single Regatta	@ \$89.50
Jnr Single	Junior - Single Regatta	@ \$44.00
Off/Vol	Official/Volunteer	@ \$0.00
Jnr Reg	Junior - Registration	@ \$36.00
Jnr Entry	Junior - Entry Level	@ \$109.00
LTR	Come & Try/Learn to Row	@ \$0.00

Additional columns that may be requested depending on State requirements:
Email Address, Mobile Phone, Postcode, Emergency Contact Person

Spreadsheet Template: [bulk_new_members.xls](#)

By submitting new member requests via the spreadsheet template you are certifying that information provided is correct to the best of your knowledge and that your club/school is accepting financial liability for these memberships. Club applicants will subsequently be required to agree to the sport's terms of membership. School applicants should also be made aware of the relevant Rowing South Australia Policies and Rules, including the Anti-Doping Policy.

When complete the file should be emailed to: blannan@rowingsa.asn.au

The Bulk New Member Spreadsheet looks like the below. It is important that your club name appears in the top left, and to ensure all details are entered, correct, and complete for all members. The membership category selected must use the Membership Category abbreviations as found at the top of the spreadsheet. This data gets imported straight into Rowing Manager and errors in fields like name, date of birth, or email, can have significant impacts on how an athlete is classified for entry purposes or if they are able to receive and complete their waiver to make them eligible for entry.

Once complete you will need to email the spreadsheet to blannan@rowingsa.asn.au for processing.

	A	B	C	D	E	F	G	H	I	J	K
1	CLUB:	Rowing South Australia									
2	Please ensure names are in Proper Case and spelling is correct.										
3	Membership Categ Coach, Soc/Rec, Snr Reg, Snr Entry, Jnr Cox, Jnr Jul-Dec, Jnr Jan-Jun, Jnr Full, Sen Cox, Sen Jul-Dec, Sen Jan-Jun, Sen Full, Sen Single, Jnr Single, Off/Vol, Jnr Reg, Jnr Entry, LTR										
4	First Name	Last Name	Gender (M/F/N)	Date of Birth (d/m/yyyy)	Membership Category	Email	Postcode	Emergency Contact	Emergency Phone	Emergency Relation	Emergency Email
5											
6											
7											

HOW TO: UPGRADE MEMBERSHIPS

To upgrade a membership you will need to go to your existing membership list - this can be found in the Club Administration menus on the left of screen.

Profile/Login:

Select Club...
(submit entries for a different club)

SA Season: 2024-20...

Administration
Administration Menu

Regattas
Regatta Entries
Crews List
Boats Register
Results Reports
RP7 Software

Accounts
Regatta Accounts
Membership Invoices
Payment History

Club Administration
System Administrators
Membership List
Membership Renewals
New Member Request
Bulk New Members

SCC Account
SCC Account

User Profile
My Details
Change Password
My User Account
Officials Module

Logout
Logout

Membership List

Current Season Previous Season (Process Renewals)



ROWING SOUTH AUSTRALIA Sort by: Name Download

2024-2025 Rowing South Australia Financial Members (@ 8/7/2024)

Last Name	First	Date of Birth	Other Club/Sch.	Cox Accrd	Coach Accrd	Rowing Score	Grd	Member#	Type	Sch. Year
Membership Types:										
Coach	Coach									
Jnr Cox	Junior - Coxswain									
Jnr Entry	Junior - Entry Level									
Jnr Full	Junior - Full Season									
Jnr Jan-Jun	Junior - January-June									
Jnr Jul-Dec	Junior - July-December									
Jnr Reg	Junior - Registration									
Jnr Single	Junior - Single Regatta									
LTR	Come & Try/Learn to Row									
Off/Vol	Official/Volunteer									
Sen Cox	Senior - Coxswain									
Sen Full	Senior - Full Season									
Sen Jan-Jun	Senior - January-June									
Sen Jul-Dec	Senior - July-December									
Sen Single	Senior - Single Regatta									
Snr Entry	Senior - Entry Level									
Snr Reg	Senior - Registration									
Soc/Rec	Social/Recreational									

☑ = Birth Date Verified

From here you will be able to see your entire current season membership list and their details, including their membership type.


Individuals that have not completed their waiver will appear in grey with a  next to their name. All other members will appear in black with a  next to their name.

Click on either of these two symbols to bring up the individuals Member Record. This will have more details including the individuals memberships for that season and their total membership fees. To upgrade, click on the blue 'Purchase Subscription' button.

Membership: **Subscriptions:**

7/7/2024 \$20.00 Social/Recreational

Total Fees: \$20.00

 Purchase Subscription

And then click on the 'Subscription' drop down menu to bring up a selection of available memberships. Once you have made your selection the 'Purchase/Upgrade Cost' will be displayed. To finalise the upgrade click 'Purchase'.

Please note: a membership can not be downgraded. If required, please contact the Rowing SA Office to discuss downgrading an individuals membership.

HOW TO: UPDATE EMERGENCY CONTACT DETAILS & POSTCODE FOR EXISTING MEMBERS

To update emergency contact and postcode details for existing members you will need to open their Member Record. To do this go to your 'Membership List' - this can be found in the 'Club Administration' menus on the left of screen.

Profile/Login:

(submit entries for a different club)

SA Season:

Administration
Administration Menu

Regattas
[Regatta Entries](#)
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[Bulk New Members](#)

SCC Account
[SCC Account](#)

User Profile
[My Details](#)
[Change Password](#)
[My User Account](#)
[Officials Module](#)

Logout
[Logout](#)

Membership List

Current Season
Previous Season (Process Renewals)



ROWING SOUTH AUSTRALIA Sort by: [Download](#)

2024-2025 Rowing South Australia Financial Members (@ 8/7/2024)

Last Name	First	Date of Birth	<input checked="" type="checkbox"/> Other Club/Sch.	Cox Accrd	Coach Accrd	Rowing Score	Grd	Member#	Type	Sch. Year
Membership Types:										
Coach	Coach									
Jnr Cox	Junior - Coxswain									
Jnr Entry	Junior - Entry Level									
Jnr Full	Junior - Full Season									
Jnr Jan-Jun	Junior - January-June									
Jnr Jul-Dec	Junior - July-December									
Jnr Reg	Junior - Registration									
Jnr Single	Junior - Single Regatta									
LTR	Come & Try/Learn to Row									
Off/Vol	Official/Volunteer									
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Sen Full	Senior - Full Season									
Sen Jan-Jun	Senior - January-June									
Sen Jul-Dec	Senior - July-December									
Sen Single	Senior - Single Regatta									
Snr Entry	Senior - Entry Level									
Snr Reg	Senior - Registration									
Soc/Rec	Social/Recreational									

☒ = Birth Date Verified

From here you will be able to see your entire current season membership list and their details, including their membership type.

Individuals that have not completed their waiver will appear in grey with a  next to their name. All other members will appear in black with a  next to their name.

Click on either of these two symbols to bring up the individuals Member Record and scroll down to the section marked 'contacts'.

Click on the blue 'Edit Contacts' button to make all fields editable. Once complete, click the green 'Save Contacts' button.

HOW TO: REQUEST AN INDIVIDUAL LOG IN TO ROWING MANAGER

Any member with a valid email address associated with their Rowing Manager profile can request a password and log in to their personal profile. From here an individual will be able to see their membership record including their race history, update their phone number, email address, postcode, and emergency contact details, and view their regatta entries (if they are a member with Regatta Entry privileges assigned by their club).

Senior clubs in particular may wish to encourage this approach for their members in order to keep details as up to date as possible.

To obtain an individual password go to [Rowing Manager](#) and click 'Recover Password'.

Welcome to RowingManager.com
Membership, Regatta Entries, Boat Race Officials and more...

User ID:

Password:

[Log In](#)

By logging in to this website you agree to abide by and use the information in accordance with the Privacy Policies of the relevant Rowing Associations.

[HERE](#) | [Recover Password](#) | [Privacy](#) | [Support](#)

Complete and submit the 'Password Recovery' form. This will generate an email to the members registered email address. They will then need to follow the prompts in this email to set their password.

HOW TO: MANAGE CLUB SYSTEM ADMINISTRATORS ON ROWING MANAGER

All Clubs and Schools are able to manage their own Rowing Manager Administrators and their associated privileges on Rowing Manager.

it is strongly recommended that these are reviewed at least annually and updated as required.

To access this go to the 'System Administrators' menu - this can be found in the 'Club Administration' menus on the left of screen.

Regattas
Regatta Entries
Entry System Users
Crews List
Boats Register
Results Reports
RP7 Software

Accounts
Regatta Accounts
Membership Invoices
Payment History

Club Administration
• **System Administrators**
Learn To Row
Website Contacts
Office Bearers & Contacts
Membership List
Membership Renewals
New Member Request
Bulk New Members
New Memberships
Club Transfers

HERE

From here, you will see a list of your current Club Administrators and the administration levels they are able to access.

These are:



Admin. - This is the highest access level and will give the member access to all other levels. Members with Admin. privileges will be able to edit Club Details (including Office Bearer & Contacts), view and manage accounts and invoices, add members and view/manage all member details, submit regatta entries. **All members with Admin Access are able to add or remove club System Administrators.**

Regattas - This will allow the member to submit and edit regatta and entries, and authorise entries submitted by Regatta Entry Systems Users (if the club has assigned any), view results reporting, and edit crews lists and boat registers.

Membership - This will allow the member to create new members, upgrade existing memberships, and view/edit members details.

Accounts - This will allow the member to view all invoicing and accounts details.

To add or delete System Administrators you will need to have Admin. privileges yourself, then:

- Use  **New Administrator** to open a member search bar. Enter the name of the person you would like to add as an administrator (you can search and add any member - not just your own club members).
- Use ☒ Admin ☒ Regattas ☒ Membership ☒ Accounts => ☒ emails to assign privileges by ticking/unticking the checkboxes.
- Use  to remove a member entirely as a System Administrator.

When finished click the 'Save Permissions' button.

HOW TO: ADD OFFICE BEARER & CONTACT INFORMATION

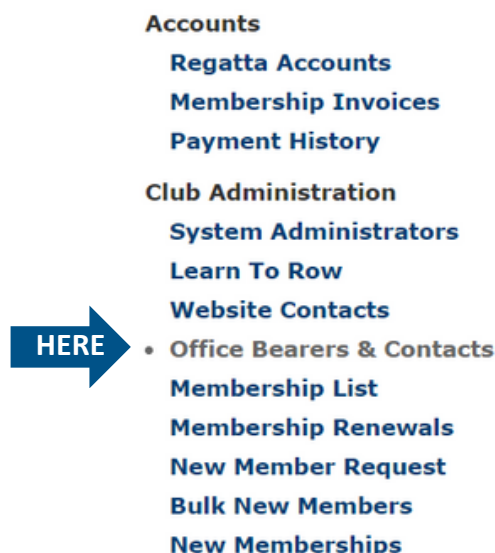
Office Bearer & Contact Information is a new function for our clubs on Rowing Manager and completing/keeping this information updated is now a condition of affiliation with Rowing South Australia moving forward. Rowing SA will be using this information to form the basis for all our communication with schools and clubs.

Clubs and Schools will have a slightly different list of Office Bearers & Contacts available to them.

CLUBS	SCHOOLS
President	Rowing Coordinator
Captain	Accounts Manager (Bursar)
Secretary	Head Coach
Treasurer	Media Officer
Head Coach	Parent Committee
Learn to Row Program	Regatta Entries
Safety Officer	
Child Safety Office (where club has U18 members)	
Media Officer	
Regatta Entries	

A name, email, and mobile phone number are required for the mandatory positions. This information is not public and is for communication between the Rowing SA and the Clubs and Schools only.

To complete this information use the 'Office Bearers & Contacts' menu - this can be found under the 'Club Administration' menus on the left hand side of the screen.



Complete the Office Bearers & Contacts details (some positions are not mandatory and will not be utilised by each club - these have a checkbox to indicate the position is not held) and click the blue 'Save Contacts' button.

Once all contacts have been updated for the season click the checkbox marked 'updated for 2024-2025 season'.

These details can be edited using the same steps.

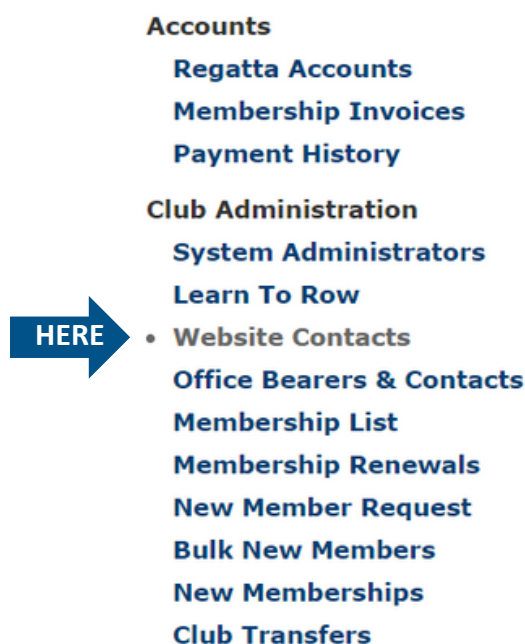
HOW TO: ADD CLUB CONTACT DETAILS

The Club Contact Details section is a new function. This information is **public** and will be displayed on the Rowing SA Website for members within the rowing community, or general public, to utilise.

An example of this information in use can be found [here](#).

Clubs will need to keep their own Club Contact details updated in Rowing Manager.

To do this click on the 'Website Contacts' menu - this can be found under the 'Club Administration' menus on the left hand side of the screen.



Clubs may choose which information they wish to complete however it is recommended that clubs complete as much as possible. This will enable other clubs, members of the rowing community, and members of the public to easily access up to date information about the club.

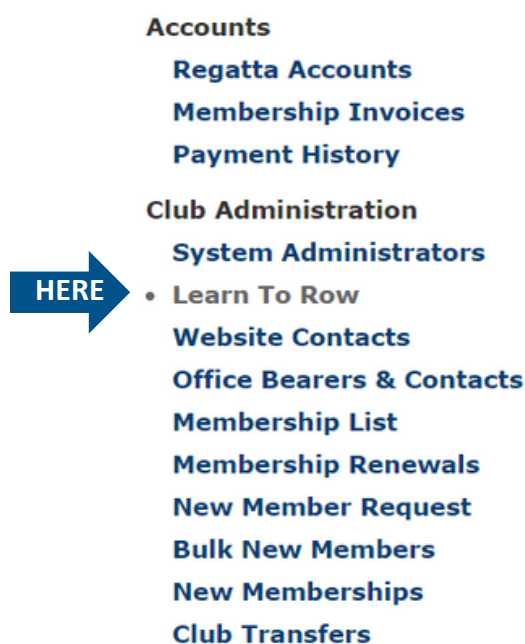
HOW TO: ADD CLUB LEARN TO ROW DETAILS

The Club Learn to Row Details section is a new function. This information is **public** and will be displayed on the Rowing SA Website for members within the rowing community or members of the public to view to and access Learn to Row Programs.


An example of this information in use can be found [here](#).

Clubs will need to keep their own Learn to Row details updated in Rowing Manager.

To do this click on the 'Learn To Row' menu - this can be found under the 'Club Administration' menus on the left hand side of the screen.



Clubs may choose which information they wish to complete however it is recommended that clubs complete as much as possible. This will enable members of the rowing community and members of the public to easily access up to date information about the clubs Learn to Row Programs.



FOR FURTHER ASSISTANCE PLEASE CONTACT THE
ROWING SA OFFICE OR EMAIL
blannan@rowingsa.asn.au



ABOUT ROWING AUSTRALIA

Rowing Australia is the official National Sporting Organisation (NSO) that governs the sport in Australia.

We are committed to providing our community with a safe, positive and vibrant sport that delivers on our strategic pillars of Participation and Growth, High Performance, People and Culture, Commercial and Governance.

Rowing Australia is the sole governing body in Australia recognised by World Rowing, which in turn is a constituent member of the International Olympic Committee. Rowing Australia acts on behalf of its members to develop, promote and strengthen the sport across all levels of participation and competition. We also select and prepare teams to compete at peak international events for each age category, including World Rowing Cups, World Rowing Championships and the Olympic and Paralympic Games.

Our member associations operate across seven states, including more than **156 clubs** and **185 schools**



STRONGER TOGETHER



BENEFITS OF AFFILIATION

Being a member of Rowing Australia (RA) brings significant benefits and affiliation fees enable services that support administration, integrity, funding, pathways, events and operations, among many other offerings.

Some of those include, but are not restricted to:

- ✓ Participants engaging in a sport that is governed to rigorous standards and highly regarded in the national sporting landscape;
- ✓ Planning and execution of national events, including the Australian Rowing Championships, Australian Masters Rowing Championships, Australian Indoor Rowing Championships and the Australian Coastal Rowing and Beach Sprints Championships;
- ✓ Development of all disciplines of the sport, including traditional Flatwater Rowing, Coastal Rowing and Beach Sprints (a new Commonwealth and Olympic discipline) and Indoor Rowing;
- ✓ Development, education, and accreditation of coaches and officials through recognised programs, modules and conferences;
- ✓ Deep collaboration with State Sporting Organisations (SSOs), empowering participants to perform across the country;
- ✓ Provision of funding, resources and administration (\$11m+ direct investment nationally across the period of 2017-2024) to provide and support the elite Performance Pathway program nationally;
- ✓ RA delivers all national team activities relating to the Australian Rowing Team, across all age groups, to ensure Australia remains one of the world's premier rowing nations;
- ✓ RA is driving innovation and digital transformation across all areas of the sport;
- ✓ RA advocates on behalf of the sport at all levels of government and provides aligned support to the state bodies in approaching state and local government;
- ✓ RA facilitates the relationship with the US College system, which is a highly attractive prospect for many school rowers and their parents;
- ✓ RA actively promotes the sport of rowing through our media and communications activities, actively engaging through our own channels as well as wider media organisations. We are committing to ensure our great stories are being shared;
- ✓ RA provide development through programs such as Start2Row, and the Riggers Program through Sporting Schools;
- ✓ RA provide leadership, governance, and compliance relating to the integrity-related matters and the National Integrity Framework;
- ✓ RA provide leadership and administration relating to state engagement, governance, sport optimisation and efficiency;
- ✓ Engagement and advocacy with key stakeholders, including the Australian Sports Commission, Australian Institute of Sport, Paralympics Australia, the Australian Olympic Committee, the Commonwealth Games Federation, World Rowing, Sport Integrity Australia and the National Sports Tribunal.

Rowing Australia shares a vision of excellence with our valued stakeholders across the sport and remains committed to a strong future of class-leading governance, administration, advocacy and enrichment for our athletes, administrators, coaches and volunteers.



STRONGER TOGETHER



Circular

Title: Club Safety Officers

Document ID: C24021

To: All Clubs and Schools – all members

Date: 11th July 2024

Club Safety Officer

Rowing SA is granted a permit for the use of West Lakes by the Charles Sturt Council covering the use of the Lake and adjacent footpath, by our affiliate members, regardless of the location of their boatshed.

All clubs and members should be aware that when they are engaged in activities associated with rowing at West Lakes they are bound by the conditions of the permit, which contains obligations that may differ to those of private citizens.

Any act by a coach, athlete, spectator, official, or volunteer of any club or school that jeopardises this permit, and in turn, the reputation and future of our sport, will be treated in the most serious manner.

From August 2024, each club will be required to appoint a Club Safety Officer. This position will be required to be filled within Rowing Manager, which will suffice for the correct notification to Rowing SA.

The Club Safety Officer will:

- Ensure Club Coaches and Athletes are aware of rules and safety requirements (including club or shed rules).
- Ensure relevant rules and safety signage and course maps are displayed around the Club and sheds.
- Monitor and improve compliance with all rules and safety policies and procedures within the club.
- Ensure all members are familiar with incident reporting procedures and obligations.
- Report hazards, incidents, and near misses to the club and to Rowing SA.
- Be the main point of contact between the club and Rowing SA regarding safety and rules issues (including breaches, general updates, communication).

Club Responsibilities

Clubs are the frontline for educating members and monitoring compliance and are held responsible for any breaches of this policy committed by their members.

Clubs are responsible for:

- Ensuring all club members are aware of and comply with all traffic, rules and safety requirements of relevant waterways.
- Ensuring all club members are competent and capable of managing the conditions on any given waterway prior, to entering that waterway, and are aware of, and practiced in,

- capsize and rescue procedures.
- Creating, implementing and regularly reviewing safety and compliance procedures and practices within their club.
- Appointing a Club Safety Officer
- Maintaining a visible copy of the relevant traffic rules and emergency phone numbers in all boatsheds.
- Ensuring all equipment being used for all rowing and training activities, is safe and fit for purpose.
- Ensuring appropriate supervision is in place during all rowing and training activities.
- Ensuring swimming ability and capsize training is recorded for each member.

Individuals

All members of the rowing community have a responsibility to ensure their actions, both on and off the water, do not compromise the safety of themselves or others.

All individuals must familiarise themselves with relevant course and waterway maps. Athletes must be sufficiently capable of manoeuvring their craft in accordance with those course or waterway maps, and any prevailing conditions, prior to conducting any rowing activities on that waterway.

Individuals must take all reasonable action to avoid a crash or collision when on any waterway or any shared path.

Coaches

Coaches are responsible for the athletes in their charge (particularly so for underage athletes).

Coaches must ensure they are informed of all safety procedures and rules and abide by them at all times.

Coaches should be aware of the weather forecast and should evaluate the environmental conditions before deciding, in light of the rowers' capabilities and limitations, whether it is safe for rowers to go out on the water.

Near Misses or incidents

All individuals should report any concerns, incidents, or near misses to their Club Safety Officer, or directly to Rowing SA. Please see Section 5 of the Rowing SA Safety and Training Policy for further information on Incident Reporting.

Compliance Officers

Prior to the commencement of season, Rowing SA will issue a reminder to all Clubs and Schools regarding compliance items. For a limited time during the season, Rowing SA Compliance Officers will attend West Lakes, to monitor adherence to the rules and requirements, as stipulated by the West Lakes Aquatic Permit.

These compliance officers will:

- Monitor and improve compliance with all rules and safety policies and procedures within the club.
- Ensure all members are familiar with incident reporting procedures and obligations.
- Report hazards, incidents, and near misses to the club and to Rowing South Australia.

100 Military Rd, West Beach SA 5020
t: + 08 8242 3288
w: rowingsa.asn.au

Club Safety Officers will be contacted in the case of a there is a breach of the rules and will be expected to :

- Educate the members/athletes
- Communicate with the club or School Sport Director
- Contact Rowing SA to provide the follow-up that may be required.

For all questions and queries, please contact

Christine Newberry

Operations Manager

Rowing SA

E: cnewberry@rowingsa.asn.au

P: 0419 618 704

Circular

Title: Clubs and School Media Accreditation

Document ID: C24019 – Media Accreditation

To: All Clubs and Schools

Date: 11th July 2024

Media Accreditation

All appointed photographers seeking access to Rowing South Australia (Rowing SA) events must be officially accredited.

This requires the submission of a Media accreditation form which is available on request in advance of each event. Such accreditation will require the photographer to provide proof of any relevant 'Working with Children' accreditation including a current police clearance.

Accreditation will be granted on the following conditions:

- That any photograph/film/imagery taken of competitors during or in connection with any of these events may only be used for editorial and non-advertising purposes
- Any commercial reproduction of photographs (including on selling of images or forwarding to external organisations) must receive prior written approval by Rowing SA
- Accreditation passes are non-transferable

Only Rowing SA accredited photographers are allowed to take photos at a regatta. This may be of athletes, spectators, or other. Any other photographers shall be asked to cease taking photos. If a photographer cannot produce accreditation, or they do not leave the controlled area, they may be asked to leave the venue.

Club Media Personnel

Clubs can request, using the application for members to act as Media personnel each season. Only registered members with:

- a current police clearance,
- current and not prohibited Working with Children Check,

will be approved. Clubs can request a maximum of 6 members to act as Media personnel.

All applicants must be familiar with and abide by the National Integrity Framework Guidelines on and have a current National Police Clearance.

The orange High Vis Accreditation vest will be issued at the regatta from Regatta Control and all accredited photographers will be required to be identified by wearing a media vest and badge/lanyard.

[Media Accreditation Form](#)

Accreditations may take up to 5 working days. If submitting for an upcoming regatta, it must be submitted by the close of entries for that regatta, to allow enough time to be processed prior to the regatta.

Those who meet the requirements will receive an email confirming their accreditation. They are the only permitted person to undertake photography duties at regattas for that club/school.

The number of photographers per Club is limited to a maximum of 3 at any one time

Photographers must SIGN ON at the Regatta Control & will receive their accreditation lanyard/badge and media vest for the regatta.

They must then SIGN OUT at completion, returning the lanyard/badge and vest.

Photographers are to comply with BRO/Volunteer directives regarding positioning, if applicable.

This circular has been produced to assist clubs and schools comply with the Rowing SA Photography and Media Policy 2024.

For all questions, please contact:

Christine Newberry

Operations Manager

P: 0419 618 704

O: 8242 3288

E: cnewberry@rowingsa.asn.au

Circular

Title: National Police Check

Document ID: C24020 – National Police Checks for Clubs

To: All Presidents and Secretaries

Date: 11th of July 2024

What is a National Police Check ?

A National Police Check (NPC) in South Australia is a criminal background check conducted by South Australian police agencies for residents of the state.

These agencies review the applicant's name through their criminal record system to identify any disclosable court outcomes (DCOs). If any DCOs are found, they will be listed in the applicant's criminal background check results. If no DCOs are found, the results will indicate a No Disclosable Court Outcome (NDCO).

Who needs an NPC?

Background checks are a key component of the overall screening and selection process during recruitment of both volunteers and employees. Screening is mandated by legislation in certain situations and is recommended for volunteering positions that involve risks, such as financial malpractice, and working with vulnerable individuals.

While police checks are not required for all volunteers, club committees should assess the risks associated with engaging volunteers. This should be conducted by considering the direct requirements of the position(s) and the nature of any existing criminal records. Committee and club positions requiring a background check based on a risk assessment, will include consideration to:

- The organisation's goals and purpose
- The nature and duties of the position, including any public visibility which may apply
- Any specific risk factors such as: opportunity for financial malfeasance; contact with vulnerable people; driving duties, money management etc

There are required standards for committee members of incorporated associations and this relates to specific offences that may require permission from the Office of Consumer and Business Affairs for a volunteer to join a committee or this may prevent someone from being allowed to be a committee member.

Please read the fact sheet from CBS to understand these requirements – [Requirements for Members Fact Sheet](#)

How is an NPC different to a Working with Children Check (WWCC)?

A WWCC is an assessment of a person's eligibility to work or volunteer with children.

An NPC is a list of criminal offences from a person's history which can be disclosed. An NPC is current only at the time of its issue and is strictly supplementary to the WWCC.

NPC using a VOAN.

Rowing SA has been provided with a VOAN number. This is a volunteer organisation number that allows to National Police checks to be provided, through SAPOL, **for no cost**.

Each club will require a nominated person to be authorised to allow these checks to be processed for free. If the VOAN is not utilised there is a cost to obtain an NPC.

Each club requires a nominated person, to complete this process. The details of that person must be provided via this [form](#) to enable Rowing SA to add that authorised person to the Rowing SA account. The following details are required:

Full Name

Email

Position at Club

This nominated person will then be authorised to submit volunteer police check applications to South Australia Police at no cost. Clubs can obtain NPCs via a registered organisation or via SAPOL - this will incur a cost and cannot be charged back to Rowing SA.

How to apply for a police check

Step 1: Complete an [application](#) form

1. Complete a police check application form [online](#) then print it out. Download the application form and refer to the Frequently Asked Questions.
2. Download this application form and fill out by hand or get a form from your local police station and complete it by hand.

Step 2: Check your proof of identity

- Check that you have 100 points of original identification
- A list of what SAPOL accept is provided on the application form.

SAPOL Website - <https://www.police.sa.gov.au/services-and-events/apply-for-a-police-record-check>

Please do not hesitate to contact me if you have any other questions or need assistance with this.

Warm regards,

Christine Newberry
Operations Manager

M: 0419 618 704

Email: cnewberry@rowingsa.asn.au