

August 2016

Dear Club Secretary/Rowing Co-ordinator,

As the 2016/17 Rowing season is approaching there are a few necessary administrative tasks that need to be completed to ensure the season runs as efficiently and effectively as possible. We would also bring your attention to some changes from last season.

It is crucial that all clubs and schools ensure that all their contact details are up to date on Rowing Manager

Could you please address the following matters on the next page as soon as possible, and note that they must be completed, signed and returned to RNSW no later than the 2016 Annual General Meeting in September 2016.

Of course, if you have any questions regarding these or other rowing matters, please do not hesitate to contact us. We look forward to working with you and wish you the best of luck for the 2016/17 season.

Sincerely,



Hamish Playfair  
Administration

**1. Constituent Member Affiliation**

**The Affiliation fee is now included with the monthly levy. Monthly Levy payments must be up to date for each club prior AGM.**

2016/17 Levy Fee Invoices

**2. Forms Required to be submitted to the Office**

Accounts Contacts Form- Office  
Club's / Association's Annual Report & Balance Sheet  
Club's / Association's Constitution  
Online Entries Authorisation Form  
Request for Rowing Manager Training

**3. Registered Members**

2016/17 Financial Members

**4. Regatta Seat Fees**

2016/17 Seat Fees  
Payment for Regatta Entries  
Credit Card Payments  
Direct Deposit to Rowing NSW Account

**5. Insurance**

Automatic and Free Policies  
Optional Additional Policies  
Personal Accident Insurance

**6. Contact Information**

I have provided all the required information on behalf of \_\_\_\_\_ School / Club / Association as requested

Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

## 1. CONSTITUENT MEMBER AFFILIATION

### Affiliation Fees

Your 2016/17 Affiliation Fee is now included with the monthly levy, the Invoice has been sent in a separate email .All invoices must be up to date including levies prior to the 2016 AGM. In accordance with Rowing NSW By Law 2.12, affiliation fees are based on the number of competing members for the 2015/16 Season. The member number for each club is taken from membership reports as of June 30<sup>th</sup> 2016. The count does not include Patron, Supporting or Official members.

Constituent Members	Annual Affiliation Fee	Capitation Levy
Member Clubs	\$2500.00	Annually: \$60.00 per member up to 100 members, \$40.00 from 101 to 200 and \$20.00 above 200
New & Emerging Clubs	\$1000.00	\$1.25 / competing member/month
Affiliated Clubs and Schools	\$600.00	N/A
Affiliated Association of Schools or Clubs	\$600.00	N/A
Affiliated Kindred Associations	\$150.00	N/A

It is intended that all clubs and schools within the CDRA and NRRRA will be levied at the Affiliated Clubs and Schools rate of \$600 each per annum. The CDRA and NRRRA will administer the collection of the annual affiliation fee.

### Monthly Levies

Affiliation Levies are charged monthly to most affiliated associations however please advise us if your club would prefer to pay these levies on an annual or quarterly basis.

### Club Reports

Clubs and affiliated associations are requested to provide the following reporting with their annual re-affiliation with Rowing New South Wales:

- Club's / Association's Annual Report and Balance Sheet
- Club's / Association's Constitution

**Accounts Contacts Form**

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The \_\_\_\_\_ Rowing Club / School would like to nominate the following members who are authorised to complete financial transactions on behalf of the club or school:

(1) \_\_\_\_\_ registration number: \_\_\_\_\_

(2) \_\_\_\_\_ registration number: \_\_\_\_\_

If your member(s) requires training from RNSW on the use of the NSW Rowing Manager system, please place a "tick" beside the member's name. Rowing NSW will contact you separately to arrange an appropriate time for training .

Any changes during the year need to be communicated to Rowing NSW office.

All Club administrators have the ability within Rowing Manager to control who does and does not have access to online entries, account information etc.

Reminder emails will be sent for unpaid Regatta entries to those administrators with the email box ticked on.

Nominator's Name \_\_\_\_\_

Nominator's Position \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

## 2. REGISTERED MEMBERSHIPS

A list of your financial members from the 2015/16 regatta season can be found on Rowing Manager. Please ensure that all your rowers, coxswains and coaches are registered with Rowing NSW early in the season to ensure that they are covered by the National Insurance Schemes Personal Accident policy and to avoid entry hassles and non-member fines later in the season.

Please encourage your members to renew their membership online:

<https://secure.rowingnsw.asn.au/renewalform>

Within Rowing Manager, select 'expired membership list' and check those rowers to be renewed. An email notification will be sent to the RNSW office.

Schools have the ability to renew their memberships in bulk via NSW Rowing Manager. This will alleviate the need for spreadsheets, or membership forms to be completed for your rowers.

### Schoolgirl Entries

In addition this year any schools entering schoolgirl regattas will need to, at the start of the season, nominate which year their athletes are in. This information will be carried forward in the Rowing NSW data base and automatically up dated on an annual basis. This will allow the tracking of athletes so as to comply with rule changes to school girl rowing.

### Membership Categories

The following categories of registered members are available for the 2016/17 season:

There has been no increase to membership pricing.

- |                         |                                  |
|-------------------------|----------------------------------|
| I. Life Members;        | IV. Recreational Rowing Members; |
| II. Official Members;   | V. Supporting Members; and       |
| III. Competing Members; | VI. Honorary Members             |

Category of Registered Members	2015/16 Fees	2016/17 Fees	Variance
Life Members	\$0	\$0	\$0
Official Members	\$0	\$0	\$0
Metropolitan Competitor	\$110.00	\$110.00	\$0
Regional Competitor	\$75.00	\$75.00	\$0
Metropolitan Junior	\$65.00	\$65.00	\$0
Regional Junior	\$50.00	\$50.00	\$0
Recreational Members	\$20.00	\$20.00	\$0
Supporting Members	\$20.00	\$20.00	\$0
Honorary Members	\$0	\$0	\$0
AAGPS	\$20	\$20	\$0

The above figures are inclusive of GST

### Patron Members

Any obligation or liability with respect to the payment of membership fees and subscriptions of all former Patron Members will be honored by Rowing NSW.

### **Online Membership Applications**

New members are now able to register with Rowing NSW online. Club administrators will be required to authorise all new members through Rowing Manager.

### **Non-Member Fines**

From 1 July, fines will be issued for rowers who enter and compete in regattas who are not current members of Rowing NSW. The fine is \$50 +GST per non-member per entry. 'TBA' & 'TBC' are not members and will attract this fine.

### **3. ONLINE ENTRIES REGISTRATION**

All NSW regatta entries must be made via Rowing Manager. Club and school administrators who had online access in the 2015/16 season will remain the same and will not have to reapply for access. However, this access will not be revalidated until they are financial members for the 2016/17 season. Any club/school administrators who require access, go to the RNSW Website ([www.rowingnsw.asn.au](http://www.rowingnsw.asn.au)), select 'Links', then 'Rowing Manager'. All applicants must be current members of Rowing NSW and club administrators should join as an 'Official Member' if they are not already a member of the association.

It is important that each administrator logs on to Rowing Manager and verifies that the individuals with online access for their respective club or school are current and correct. Administrators can control access of any individuals as appropriate to that club or school.

### **Rowing Manager Training**

**Rowing NSW strongly recommends that we provide full training on Rowing Manager to any new regatta secretary or individual who completes your club's or school's online regatta entries.**

### **Rowing Manager Reporting**

Rowing Manager has multiple reporting functions to make the online entry process as efficient as possible, including providing up to date account summaries per club or school.

### **Seat Fee Invoices**

Only Regatta seat fee Invoices are available from Rowing Manager and all monthly club levies and any other invoices are generated from our accounting system by email. **Please ensure that your club or school provides the details of the appropriate individual to receive the invoices.**

**Authorised Persons**

Please nominate your authorised club or school member/s who will complete your online entries, and if training is required from RNSW on the use of the NSW Rowing Manager system. Online training can easily be provided via teleconferencing and other online services; hence geography is not a barrier to this service

**Club Rowing Manager Nomination Form**

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The \_\_\_\_\_ Rowing Club / Association would like to nominate the following authorised members to complete online regatta entries

- (1) \_\_\_\_\_ registration number: \_\_\_\_\_
- (2) \_\_\_\_\_ registration number: \_\_\_\_\_
- (3) \_\_\_\_\_ registration number: \_\_\_\_\_
- (4) \_\_\_\_\_ registration number: \_\_\_\_\_
- (5) \_\_\_\_\_ registration number: \_\_\_\_\_

Please place a "tick" beside the member's name who require training from RNSW on the use of the NSW Rowing Manager system. Rowing NSW will contact you separately to arrange an appropriate time for training

Nominator's Name \_\_\_\_\_

Nominator's Position \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

#### 4. REGATTA SEAT FEES

##### 2016/17 Seat Fees

Regatta Seat Fees for the 2016/17 season are as follows:

2016/17	Club and School Entries	Club and School Entries at SIRC	Championship Entries
Seat Fee	\$13.00	\$18.00	\$28.00
Host Club/School	\$6.50	\$9.00	-

##### **Host Clubs and Schools**

Host clubs and schools are required to submit a tax invoice for their share of regatta entry fees. RNSW will only pay upon receipt of a tax invoice.

##### **Payments for Regatta Entries**

All regatta seat fees must be paid for prior to the commencement of the regatta (i.e. Payment must be received by Rowing NSW by late entries close) via the secure online credit card payment system as per the [RNSW Invoicing & Debtors Policy](#). **If seat fees are not paid by close of entries, they will not be included in the regatta draw.**

**If a club or school has outstanding entries the online access to Rowing Manager will be disabled for that club/school until the outstanding entries have been paid.**

If required, please contact the RNSW Finance Officer to negotiate flexible payment options to suit your school or club.

##### **Regatta invoices available online**

All club/school invoices for regattas are available from Rowing Manager. If your Treasurer or Bursar does not have online access please ensure invoices are provided to them for payment prior to close of late entries

##### **Invoices in advance**

All Schools will be invoiced for the 2016/17 season in advance based on the seat fee spend of the 2015/16 season. This option is also available for Clubs. The prepaid funds are allocated against the particular school or club giving them an available funds balance amount.

When selecting the payment option for seat fees for a particular regatta you are given the option of allocating the appropriate amount from your fund's balance. At any time the current fund's balance and allocation of previous amounts from the fund's balance can be viewed. Please do not hesitate to contact the Finance Officer for further information regarding this option.

##### **Refunds**

Refunds for cancelled races or regattas are no longer automatically refunded unless requested. Any refund amounts will be allocated to the affected club or school's fund balance.

### **Referee Fines**

Invoices may also be issued separately at Regattas for Referee fines. Referee fines for the 2016/17 are \$30.00 plus GST per offence.

Common Referee fines include but are not exclusive to the following:

1. Missing Bow Numbers
2. Incorrect Uniforms
3. No Show for Races
4. Late withdrawal from Races

Please refer to “Rules of Boat Racing” regarding fines. Any disputes regarding a referee fine must be raised on the day with the regatta referee.

### **Not for Profit**

Rowing NSW does not profit from the allocation and administration of member fines. All fines collected by Rowing NSW throughout the season are disbursed to the LE Stepto Trust. The Stepto Trust supports NSW youth representative teams annually.

### **Credit Card Payments**

For your personal financial security, Rowing NSW no longer stores registered credit card information on file or accepts credit card information submitted via unsecured e-mail.

### **Direct Deposit to Rowing NSW Account**

If paying accounts by direct deposit into the Rowing NSW account you must include who is depositing the money (club or school name) including the invoice number or regatta name.

### **Bank account details**

The restructure of Rowing New South Wales has resulted in new banking details:

Account title:	Rowing New South Wales Incorporated
Account number:	466702805
BSB:	112-879

## 5. INSURANCE

Rowing New South Wales and Rowing Australia, in conjunction with V-Insurance Group, have developed a National Rowing Insurance Program for all affiliated clubs and schools. The National Rowing Insurance Program will provide suitable cover whilst presenting significant financial savings across the rowing community.

The Australian Rowing National Insurance Program has three elements:

### 1. Automatic and Free Policies

Automatic and free cover for all affiliated rowing associations, clubs, schools and members for the following policies:

- a) Public Liability Insurance / Professional Indemnity Insurance
- b) Association Liability (Directors & Officers) Insurance

By virtue of your affiliation with Rowing New South Wales you are already covered for the automatic and free policies listed above as part of the Australian Rowing National Insurance Program. It is possible that your club may have its own insurance policies that are in duplication to those of the Australian Rowing National Insurance Program. In this situation it may be possible for you to cancel your existing policies and gain refunds from your current insurers.

Check your certificate of currency [here](#):

([http://www.rowingsw.asn.au/files/16-17/certificate\\_currency\\_2016-17.pdf](http://www.rowingsw.asn.au/files/16-17/certificate_currency_2016-17.pdf))

### 2. Optional Additional Policies

V Insurance Group is able to arrange additional cover for affiliated rowing organisations on an individual basis according to their requirements for each of the following policies:

- Marine Hull / Rowing Scull Insurance
- Business Insurance (Building, non-Marine Property & Contents etc)

V Insurance Group has finalised policy terms for the National Marine Hull / Rowing Scull insurance program and is able to obtain extremely competitive rates with fantastic policy inclusions such as removing the need to double insure boats that are borrowed by other clubs/schools.

### 3. Personal Accident Insurance

Personal Accident Insurance is now inclusive with an individual's membership of Rowing NSW. Rowing NSW have several [membership categories](#) that cater for all levels of competitors, volunteers, officials and supporters alike. In order for an individual to be eligible for a claim under the Group Personal Accident Policy, that person must have their affiliation details confirmed and approved by both their Club/School and Rowing NSW. To enable this verification to occur, all State Associations will record the membership details of each individual member covered under the Group Personal Accident policy.

Please refer to the attached LINKS which details the insurance program, policy details, claims process and other relevant information:

<http://rowingnsw.asn.au/documents/documents-policies.html>

- [A summary flyer of the National Rowing Insurance Program](#)
- [A summary flyer of the additional Marine Hull Program](#)
- [An application form for the additional Marine Hull Program](#)

Further information regarding the National Rowing Insurance Program can be found on the dedicated website: <https://welcome.willis.com/rowing/default.aspx>

Please note that this year we have added Cyber-Security Insurance to our cover which includes all affiliated clubs. Cyber Insurance guidelines are also available :

<http://rowingnsw.asn.au/documents/documents-policies.html>

Please refer to the National Rowing Insurance Program website for further information on:

- What is covered.
- How to make a claim
- Policy Wording

Any insurance claims by clubs or Individuals should be directed through the Rowing NSW office rather than going directly to V Insurance. It is a requirement that all incidents are reported to the Rowing NSW office.

## 6. CLUB AND SCHOOL'S CONTACT PAGE

Each club and school must complete their Directory Information and update their current Website Contact details.

**This contact list is the primary database that Rowing NSW will be using to communicate with affiliated members for the 2016/17 season. Please ensure that you complete all available fields accurately.**

This requires that you log in to Rowing Manager as an authorised administrator (usually your registered regatta entries person).

It is now also possible for you to add additional administrator logins that are restricted to viewing and editing of club membership & contact information only.

To update your contact information please refer to the two Rowing Manager menu items indicated.

- Website Contacts
- Directory Contacts

Once the Directory Contacts are up to date, be sure to check the “**updated for 2016-2017 season**” option before saving.

This process supersedes our previous distribution of Excel spreadsheets.

**All updated information must be completed online before Friday 23<sup>rd</sup> September 2016.**

**Regattas**

- [Regatta Entries](#)
- [Crews List](#)
- [Results Reports](#)
- [RP7 Software](#)

**Accounts**

- [Regatta Accounts](#)
- [Membership Invoices](#)
- [Payment History](#)

**Club Administration**

- [System Administrators](#)
- [Website Contacts](#)
- [Directory Contacts](#)
- [Membership List](#)
- [Membership Renewals](#)
- [New Member Request](#)

**User Profile**

- [My Details](#)
- [Change Password](#)

**Logout**

- [Logout](#)