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**Preamble:**

The Mic Mac Amateur Aquatic Club Rowing program (MMAAC Rowing) designates space for:

- a) members in good standing to store privately owned rowing shells, and
- b) Row Nova Scotia to store rowing shells for use by members of the Provincial Team.

**Definitions:**

Equipment Committee (EC): an established group of volunteers, reporting to the Steering Committee, responsible for equipment and boathouse maintenance and procurement.

Log Book: The book used for recording boat movements in and out of the club. PORS Owners must record each use of their PORS. Coaches (or a designate) are to record the shells and occupants being used during training sessions. The format and location of the Log Book will be determined by the EC.

Member in good standing: A individual who has paid all applicable MMAAC program fees or has a payment plan approved by the MMAAC Rowing Registrar for a program(s) spanning the typical on-water season of April 1-October 31 of the current year.

Privately Owned Rowing Shell (PORS): One (1) single scull, one (1) set of sculling oars, and one (1) rigger attached to the shell or stored in a defined location if it is a quick release rigger.

PORS Berth: Berths may include racks, ceiling slings, and/or appropriate floor space.

PORS Berth Fees: The annual fee payable prior to April 1 of each year, to cover the full-year rental of a berth at MMAAC Rowing for a PORS.

PORS Owner: Members in good standing, at least 18 years of age, who owns a PORS.

Steering Committee (SC): an established group of volunteers, responsible for general leadership and oversight of MMAAC rowing programs.

Waiting List: The chronological list of names and associated request dates of individuals who have requested a PORS Berth, but have not yet been granted one.

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1.0 PORS Berth Waiting List Process

1.1 The EC will maintain, and publish upon request, a PORS Berth waiting list.

1.2 Any member in good standing may request to have his / her name added to the PORS Berth Waiting List by submitting their request to the EC via email at: [micmacaacroving@gmail.com](mailto:micmacaacroving@gmail.com). A confirmation email will be sent within 2 business days confirming receipt of the request, and advising of the requestors position on the Waiting List.



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## 2.0 Assignment of available PORS Berths

2.1 When a PORS berth is forfeited or vacated, the EC will determine if the empty berth is to be made available for the storage of a new PORS, or if it will be used for club equipment. This decision will be made within 30 days of being notified of the future vacancy of the PORS berth.

2.2 If the EC determines that the available berth is to be offered for the storage of a PORS:

2.2.1 The individual at the top of the Waiting List will be notified by the EC, via email, that a berth is available for him/her to rent and occupy with a PORS. To claim the space, the individual must:

2.2.1.1 Sign the MMAAC Rowing Private Equipment Storage Agreement within three (3) weeks of notification,

2.2.1.2 Pay the pro-rated PORS Berth fee within three (3) weeks of notification, and

2.2.1.3 Provide proof within three (3) weeks of notification that they will be able to fill the PORS berth within four (4) months with a PORS.

2.3 If the individual does not wish to claim the PORS Berth being offered, or is unable to fulfill all of the obligations listed in 2.2.1.1 to 2.2.1.3, they immediately forfeit his/her position at the top of the Waiting List and his/her name is moved to the bottom of the Waiting List, unless he/she indicates no further interest in being on the Waiting List.

2.4 If the individual at the top of the Waiting List forfeits their position, the next individual on the Waiting List will be approached by the EC, and will be invited to claim the space following the process outlined above.

2.5 The process will continue through the names on the Waiting List until the space is claimed by an individual meeting the obligations outlined, or all individuals on the waiting list have been offered the opportunity.

2.6 Efforts will be made by the EC to balance the needs of new and existing PORS Owners, aiming to accommodate requests based on frequency of use and ability to access.

## 3.0 Obligations for PORS Berth holders

3.1 Individuals with PORS stored at MMAAC must be members in good standing, with the exception of rowing shells owned or co-owned by Row Nova Scotia.

3.2 Individuals with PORS stored must annually sign a MMAAC Rowing Private Equipment Storage Agreement prior to April 1, and, by doing so, acknowledge that their PORS and associated equipment (oars, riggers, etc.) is being stored at their own risk. Any damage incurred to a PORS as a result of MMAAC Rowing Club programs or participants, as



recorded in the Log Book, will be reviewed by the SC and the PORS Owner, and attempts made to reach an amicable solution. MMAAC Rowing is not responsible or liable for any undocumented damage to PORS or associated, privately owned equipment, of any sort by any cause.

3.3 Individuals with PORS must follow standard local rowing and Transport Canada safety practices when using their equipment for fitness or training purposes, with exceptions as noted in sections 3.4 and 3.5:

- a) record their activity in the Log Book, including any incidents or observations of damage to any PORS or club-owned equipment.
- b) carry a personal flotation device or lifejacket of an appropriate size for each person on board
- c) carry a sound signalling appliance or device
- d) carry a watertight flashlight, if the rowing shell is operated after sunset or before sunrise, or in periods of restricted visibility
- e) utilize navigation lights if the shell is used after sunset, before sunrise, or in periods of restricted visibility
- f) adhere to the Lake Banook flow pattern at all times
- g) adhere to the MMAAC Rowing Cold Water Policy at all times
- h) adhere to the Row Nova Scotia / Atlantic Division Canoe-Kayak Canada safety rules for Lake Banook and Lake Mic Mac.
- i) ensure that any MMAAC Rowing Coaching staff present are aware that they are on the water, and where they will be rowing

3.4 Individuals using PORS that are competing in a provincially, nationally or internationally sanctioned regatta or competition, or engaged in training at the venue at which the regatta or competition is taking place during set periods when the venue is under the control of the regatta organizing committee, are not required to carry on board the safety equipment outlined in Section 3.3 b), c), or d).

3.5 Individuals using a PORS are not required to carry on board the safety equipment required listed above if they are attended by a safety craft that is carrying on board a personal flotation device or lifejacket of an appropriate size:

- (a) for each person on board the rowing shell, if the safety craft is attending only one rowing shell; or
- (b) for each person on board the rowing shell with the most persons on board if the safety craft is attending more than one rowing shell

3.6 If the PORS is not attended by a safety craft, the user is required to carry on board the safety equipment listed in section 3.3, unless the criteria outlined in section 3.4 apply.

3.7 Rowing before posted sunrise and after posted sunset is discouraged, particularly if there are other vessels using the waters at those times, and should not be practiced without an accompanying safety boat. An additional risk is posed by rowing after sunset as an incident such as capsizing has to be dealt with in darkening conditions.



3.8 The EC and the SC will work with individuals needing assistance and feedback with following safety requirements. Failure to follow standard safety practices will result in withdrawal of PORS Berth privileges during or following the on-water season if unsafe choices continue to be made following progressive management by the EC and SC.

3.9 If individuals plan to participate in coached sessions while rowing their PORS, they must ensure that coaches are informed of this intention in an appropriate, timely manner.

3.10 Individuals must be active members of the club (see definition 3.10.1), and record all rowing activity in the Log Book. Failure to do so may result in forfeiture of his/her rental and use of a PORS berth, and the individual may be required to remove their PORS at the end of the current rowing season. The EC will review cases where this criteria is not being met, and initiate discussions with those involved. The SC will make final decisions regarding any recommendations for individuals to forfeit their PORS Berth.

3.10.1 Data will be collected from the Log Book during the 2017 season for both PORS and crew boat activity. This data will be reviewed by the EC in order to determine a definition for “active use”, to be applied for 2018 onwards.

3.10.2 Unforeseen circumstances such as medical conditions, military deployment, and other un-controllable constraints will be taken into consideration when reviewing individual usage data. These circumstances should be communicated to a member of the SC in writing (including through electronic communication), including estimated timeframes, as soon as possible.

3.10.3 PORS Owners choosing to remove their property from the premises for a period longer than a typical rowing session or regatta (e.g. traveling with PORS to an event, taking it to another location for a few days) must record this activity in the Log Book.

3.10.4 PORS Owners choosing to allow others to use their PORS and/or associated equipment must record the details of this permission in the Log Book.

3.11 Individuals with PORS have access to the club so they can access their shell outside of normal program hours, but within the club-defined access dates and hours. These individuals will:

3.11.1 Keep personal door entry and alarm access codes private and confidential.

3.11.2 If a PORS Owner is opening the club, turn off the alarm upon entry. If the alarm is triggered resulting in a call to the security service or police, a club emergency contact must be notified immediately. Any false alarm fines incurred as a result of an alarm being triggered will be the responsibility of the PORS Owner who failed to disarm and/or triggered the alarm. Failure to pay the fine will result in suspension of club access privileges until the fine is paid.



3.11.3 If a PORS Owner is the last person to leave the club, they are required turn off all interior lights, secure all bay and person doors, and set the alarm. If any club supplies and equipment have been left outside, they are to notify the club emergency contact as listed on the Safety Board by the Rowing Office .

3.11.4 Failure to perform the requirements set out in 3.11.1 to 3.11.3 may result in the removal of PORS Berth privileges.

3.12 Individuals must notify the EC via email at: [micmacaacroving@gmail.com](mailto:micmacaacroving@gmail.com) by March 1 of each year if they intend to vacate / not renew their PORS Berth rental for the upcoming on-water season.

#### 4.0 Additional Administrative Details

4.1 Review and modification of this Agreement will be made following the off-water season, and shared with the PORS Owners by March 1 of each year, except in exceptional circumstances as determined at the sole discretion of the SC.

4.2 The number of PORS berths to be offered for rental is decided by the SC and the EC on an annual basis on or before March 1 each year. The SC and the EC reserve the right to reduce the number of PORS Berths it makes available to individuals for the storage of PORS.

4.3 Individuals renting a PORS Berth may not sub-let or otherwise transfer the berth to another individual even if they remove their PORS prior to the end of their agreed to rental period.

4.4 An individual renting a PORS berth is entitled to remove their PORS from their berth for rowing in other locations, for any part of the current rowing season. However they must meet the usage requirement as outline in 3.10.1.

4.5 MMAAC Rowing reserves the right to temporarily or permanently relocate, or remove any PORS. The affected individual will be notified by the EC, via email, prior to initiating any action, except in cases of emergency where a delay in moving the equipment may result in damage to the equipment, surrounding equipment, building or building contents, or individuals in the area. The notification will explain the reasons for such movement, relocation, or removal of the PORS. The PORS Owner will have 48 hours to respond. If the affected PORS Owner disagrees with the action taken by the EC, a written appeal may be initiated by the individual through communication with the Registrar. The Registrar will notify the SC and the EC of any written appeals. The SC will establish an ad hoc sub-committee to review the appeal, and will have thirty (30) days to respond, in writing (including through electronic communication), to the individual submitting the appeal.

4.6 In the event that a PORS Owner is not meeting the obligations of Section 3, and progressive management by the EC and SC has not resulted in resolution of the non-compliances, PORS Owners may be asked to remove their PORS from the premises. Any



PORS Owner who is formally requested, in writing (including through electronic communication), to remove their PORS, for any reason, will have six (6) weeks to do so, unless the PORS Owner contacts the SC in respect of circumstances which make removal in this time frame untenable, in which case the SC will make a final evaluation as to the date upon which to remove the PORS. If the PORS is not removed within the six (6) week period and the PORS Owner has not contacted the SC to advise of extenuating circumstances, attempts will be made to contact the PORS Owners emergency contact / next of kin. If following these attempts the PORS is still not removed, the PORS will be considered as abandoned and will be made available for use by MMAAC Rowing members. The PORS will be held for at least ninety (90) days. Following the ninety (90) day period, the PORS will become the property of MMAAC Rowing.

4.7 The type and location of PORS Berths will be determined by the EC, and are subject to change at the discretion of the SC or EC.

4.8 PORS Berth rental will renew annually unless the PORS Berth holder has notified the EC via email of their intentions to vacate / not renew their PORS Berth, or if the obligations outlined in Section 3.0 have not been met.

4.9 Individuals employed by MMAAC Rowing to lead its rowing programs will demonstrate, promote, and provide training to participants in their programs on the safe handling of equipment, in order to minimize the risk of damage to PORS and club-owned equipment.

4.10 Individuals employed by MMAAC Rowing to lead its rowing programs will record all activity for each of their sessions in the Log Book, including equipment used each session, the occupants of each boat, and any incidents or observations of damage to PORS or club-owned equipment.

## 5.0 PORS Berth Fee Schedule (2017-2021)

5.1 Boat Storage Fees are non-refundable.

5.2 In the Spring of 2017, boat storage fees will transition from being payable on November 1 annually, to April 1 annually. PORS Owners who paid boat storage fees of \$160 in fall 2016, will have a pro-rated credit applied to the new fee payable April 1, 2017. The following table outlines the impact of this change in 2017, and the PORS Berth fees payable for the subsequent 4 years.

Payment Period Start Date	01-Apr-17	01-Apr-18	01-Apr-19	01-Apr-20	01-Apr-21
Boat Storage Fee Payable	\$66.67**	\$200	\$225	\$250	\$275





\*\*For existing PORS Berth holders who made a payment of \$160 in Fall 2016, to cover April 1, 2017 - March 31, 2018:

\$160 / year paid November 2016 = \$13.33 / month

x 5 months (November 2016 -March 2017) = \$66.67

\$160 - \$66.67 = \$93.33 = balance remaining of fees that were previously paid

## 6.0 Program Fee Schedule

6.1 The SC will establish the annual fees for programs and on or before March 1st of each year.

6.2 A PORS Owner must be a member in good standing of a program in order to maintain their berth.

## 7.0 Acknowledgement of Risk and Release of Liability

I hereby acknowledge that I:

- a) have reviewed and understand the contents of this Agreement, and
- b) understand that there are inherent risks involved with storage of privately-owned equipment at MMAAC Rowing, and therefore agree that the Mic Mac Amateur Aquatic Club and MMAAC Rowing, its officers and any beneficiaries of the aforementioned, shall not be held liable or responsible for any personal injury, loss of life, or loss or damage of personal possessions sustained as a result of club use or participation in any of the sports programs.

## 8.0 Signatures

_____ PORS Owner (Print Name)	_____ MMAAC Rowing EC Representative (Print Name)	_____ MMAAC Registrar (Print Name)
_____ Signature	_____ Signature	_____ Signature
_____ Date	_____ Date	_____ Date