



## **Job Description – Club Captain / Boathouse Manager**

### **Overview**

The Club Captain / Boathouse Manager is responsible for the coordination, maintenance, and oversight of all club rowing equipment, storage assets, and related boathouse operations. This role works closely with members, coaching staff, the Club President, and the Ridley College Boathouse Manager to ensure safe, efficient, and equitable use of club resources.

As a key operational leader, the Club Captain / Boathouse Manager plays an essential role in upholding Rowing Canada Aviron (RCA) Safe Sport standards, including the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS). They ensure that equipment, facilities, and operations support a safe sporting environment for all athletes and members.

They serve as an on-site presence during the active rowing season and is a central contributor to the successful functioning of the RGBC program.

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### **Key Responsibilities**

#### **Equipment Coordination & Assignment**

- Collaborate with members, coaching staff, the President, and the RC Boathouse Manager to manage equipment assignments, storage locations, and equipment disposition.
- Oversee all club and private equipment, including boats, oars, trailers, slings, and related assets.
- Ensure all equipment use aligns with RCA safety and Safe Sport expectations, including proper handling, safe operating conditions, and equitable access.

#### **Racking & Storage Management**

- Assign racking space for private and club-owned boats; adjust placements based on usage patterns.
- Determine inside vs. outside storage for club boats.
- Remove unused boats (private or club-owned) from prime indoor racking and reassign as necessary.
- Notify boat owners and the President of storage or racking changes.
- Conduct quarterly reviews of racking utilization with additional adjustments as needed.

- Prioritize keeping newer unused boats inside and older unused boats outside as membership grows.

### **Equipment Maintenance & Repairs**

- Maintain club equipment on an ongoing basis, including ordering and installing replacement parts.
- Perform repairs or coordinate repairs through qualified technicians.
- Assist with rigging activities for performance and athlete need as directed by Head Coach
- Immediately remove broken, unsafe, or non-compliant equipment from service to protect member safety and comply with RCA safety guidelines.
- Advise the Board on obsolete or end-of-life equipment and provide cost estimates for replacements.
- Provide monthly equipment status reports to the President.
- Obtain President/Board approval for expenses exceeding \$500.

### **Equipment Purchasing & Procurement**

- Identify equipment needs, solicit quotes, obtain Board approval, and execute purchase orders.
- Ensure proper payment processing, verify delivery, and confirm equipment quality and safety compliance.

### **Collaboration with Ridley College Boathouse Manager**

- Maintain professional daily communication with the RC Boathouse Manager or designate.
- Coordinate to ensure the safety of all athletes using shared facilities and equipment.
- Ensure that shared spaces and equipment are used in a manner consistent with Safe Sport and RCA safety policies.

### **Usage Tracking & Safety Logs**

- Maintain and oversee the member sign-out log to ensure accurate tracking of on-water activity and enhance member safety.
- Collect and review boat-use data to support decision-making and equipment management.
- Work with the RC Boathouse Manager to track RGBC equipment use by RC athletes.
- Ensure logs support RCA expectations around incident reporting, safety monitoring, and environmental risk management.

### **Regatta Preparation & Trailering Coordination**

- Partner with coaches and the President during racing season to develop trailering schedules.
- Ensure all equipment is safely loaded, transported, and unloaded for regattas.

- Maintain a Safe Sport–aligned environment by ensuring equipment transport and regatta setups prioritize athlete safety and well-being.

### **Member & Boathouse Support**

- Respond to daily inquiries from members, other clubs on Henley Island, and the RC Boathouse Manager during the spring, summer, and fall seasons.
  - Maintain an active, near-daily presence at the boathouse to manage issues, answer questions, and keep operations running smoothly.
  - Model Safe Sport behaviours and ensure boathouse conduct aligns with RCA’s Safe Sport framework, including the UCCMS and mandatory reporting obligations.
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### **Safe Sport Requirements**

The Club Captain must:

- Uphold all Rowing Canada Aviron Safe Sport policies, including the UCCMS and expectations for respectful environments.
  - Complete and maintain CAC Safe Sport Training (or equivalent approved training).
  - Participate in required RCA safety and Safe Sport orientations.
  - Promote a culture of safety, respect, and inclusivity in all boathouse operations.
  - Support mandatory reporting processes for safety concerns, equipment risks, or potential Safe Sport violations.
  - Ensure equipment and boathouse conditions reduce risk and support a safe environment for all members.
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### **Time Commitment**

- Significant on-site presence required during the primary rowing season (spring–fall).
- Year-round responsibilities for equipment oversight, ordering, maintenance, safety assurance, and communication

### **How To Apply:**

Please submit your:

- Resume
- Cover Letter
- 2 references

To **ridleygraduateboatclub@gmail.com**