



KAMLOOPS CANOE AND KAYAK CLUB

Operations Manual/Handbook

April 2017

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Acknowledgements

The Kamloops Canoe and Kayak Club (KCKC) has been a force in the sport community for nearly 25 years. Since its inception, our club has been dedicated to making a positive difference in the community, and has been focused on providing youth with opportunities to develop physical literacy, healthy lifestyles and leadership skills.

The fact that our community keeps growing every year brought us to the point of requirement of putting all the rules, policies and strategies together into one document that everyone will understand the community life, rules and operations strategies.

1 Preamble

1.1 Philosophy of Kamloops Canoe & Kayak Club

KCKC is eager to build on this tremendous success by partnering with community organizations that share a commitment to empowering youth, to creating sustainable programs, and to contributing to local, regional, provincial and national success.

1.1.1 Values

- a. The Club is a safe, welcoming, and encouraging environment for all members, coaches, and volunteers
- b. All Kamloops and surrounded areas residents have the opportunity to participate and share in the enjoyment of canoe and kayak racing
- c. Every dedicated athlete has the support needed to achieve success at his or her chosen level
- d. By operating in a fair and responsible manner, the club instills good citizenship and leadership skills in its members

1.1.2 Vision

- a. The Kamloops & Kayak Club will be the official body for canoe and kayak racing in BC Interior Region.
- b. By providing high-quality services in racing, fitness, and recreation for people of all ages and abilities, the Kamloops Canoe & Kayak Club will be recognized as the **leader in water sport activities** in British Columbia.

1.2 Incorporation

As an incorporated body under the BC Society Act, Kamloops Canoe & Kayak Club is required to comply with the provisions of that Act. Every registered non-profit society must be incorporated under the Societies Act and proof of this is by a Certificate of Incorporation.

Kamloops Canoe & Kayak Club has been issued a Certificate of Incorporation and reference number. The Club's Commodore holds the Certificate of Incorporation.

1.3 Policy and Procedure

The Policy and Procedures manual is the operating manual of Kamloops Canoe & Kayak Club. This document conforms to the policy decisions taken at Board Meetings, Annual and Extraordinary General Meetings of the Club. It is intended as a guide for the Board of Directors, staff and volunteers.

Nothing in the Policy and Procedures Manual, by itself or in conjunction with any other statement or document changes or defeats any Bylaw of the Club.

1.3.1 Changes to the Manual

Most of the information contained in this manual is based on past practices and policies, as identified by motion date and approval information. Constitutional policy changes can only be made at an Annual General Meeting.

It is the responsibility of the Club's Board to keep this Policy and Procedures Manual up-to-date. Changes are of two types:

- i. Arising from administrative changes in procedure; and
- ii. Policy decisions of the Board of Directors, or of the Club in general

If changes arise from board/executive motions no further approval is required. The Commodore will ensure that all changes to this document conform to motioned policies and are consistent with the Constitution and Bylaws of the Club.

Any member may seek changes to this Manual. To do so a copy of the proposed changes must be circulated to each member of the Board of Directors ten (10) days prior to the next Board Meeting. The Executive will then discuss and vote on the policy change. A majority vote is required to change policy.

1.3.2 Purpose

This manual is designed to provide a clear set of policy statements and descriptions of procedures for the Club to follow. It shall be the main operational guideline for the Board of Directors and Membership.

Every effort has been made in the preparation of this manual to ensure effective service to our members and to provide the Board of Directors with the necessary flexibility to operate the Club in a consistent and orderly fashion from day-to-day and year-to-year.

2 Administration

2.1 Organizational Development

The organizational development model of Kamloops Canoe & Kayak Club outlines the lines of communication and areas of responsibility.

1. Board of Directors: Commodore, Vice-Commodore, Treasurer, Director at Large, Secretary
2. Permanent Staff: Head Coach, Operations manager
3. Temporary Staff: Summer Camp Leader, Summer Camp Instructor, Assistant Coach, Lifeguard (if needed)
4. KCKC representatives: CKBC Board member, KamloopA representative
5. Committees: Program com., Site management, Financial and grants management, Fundraising and Sponsorship committee

2.2 Affiliations

Kamloops Canoe & Kayak Club is member of Canoe Kayak BC and the Canoe Kayak Canada.

2.2.1 Canoe Kayak BC (CKBC)

Canoe Kayak BC is the governing body for competitive canoe and kayak racing in British Columbia. Canoe Kayak BC is responsible for operation of championships and regattas in the province of British Columbia, as well as the selection of the provincial team (Team BC). Kamloops Canoe & Kayak Club must renew registration annually.

2.2.2 Canoe Kayak Canada (CKC)

The Canoe Kayak Canada is the governing body for competitive canoe and kayak racing Canada. Kamloops Canoe & Kayak Club abides by all rules and regulations for competition as set out by the CKC. The CKC is responsible for the administration and development of coaching and officials certification. The CKC also makes selections to the National Team and for national cards. The CKC is also responsible for operation of national Canadian Sprint Canoe Championships.

2.3 Board of Directors

An elected volunteer Board of Directors governs the Kamloops Canoe & Kayak Club based on the organization's Constitution and Bylaws. The Board of Directors may include but are not limited to the: Commodore, Vice Commodore, Secretary, Treasurer, Directors at Large, CKBC Rep.

- i. Five or more are *Executive* positions including the Commodore, Vice-Commodore, Secretary, Treasurer, and one or more other positions.
- ii. Each Director is elected for an officer term beginning with the first Board Meeting following the Annual General Meeting by which they were elected, and serves until the first Board Meeting following the next year's Annual General Meeting.
- iii. Each Director and committee member must abide by the Conflict of Interest Policy

- iv. Each Director and committee member must abide by the Code of Conduct and Harassment Policy

2.3.1 Commodore

- i. Presides at all meetings of the Club, unless the voting members or the Directors decide otherwise
- ii. Produces agendas for all board meetings.
- iii. Enforces all rules of the Club
- iv. Has general supervision over all matters affecting the interests of the Club
- v. Is a member of all committees
- vi. Co-chairs the Club Development Committee (assumes the responsibilities of the KamloopA Rep if vacant)
- vii. Is responsible for updating the Policy and Procedures Manual and ensuring no conflict between old and new policies or with Bylaws.
- viii. Acts as the chief liaison with community groups.

2.3.2 Vice Commodore

- i. Attends all Board and Executive Committee meetings.
- ii. Carries out the duties of the Commodore during the Commodore's absence.
- iii. Ensures the implementation of Club policies and procedures at the operational level
- iv. Co-chairs the Club Development Committee (assumes the responsibilities of CKBC Rep if vacant)
- v. Approves external programs/courses offered, their schedule and content in conjunction with the Head Coach and Operations Manager.
- vi. Gives direction to the Head Coach and acts as a liaison between the Coaching Staff and the Board of Directors
- vii. Hires summer coaching personnel

2.3.3 Treasurer

- i. Attends all Board and Executive Committee meetings.
- ii. Keeps the financial records, including books of account, necessary to comply with the Society Act.
- iii. Renders financial statements to the Board of Directors, members and others when required.
- iv. Deposits the funds in the name of the Club in such bank or banks or with such depository or depositories and in such manner as the Board of Directors may from time to time direct.
- v. Signs or countersigns such instruments as require their signature and perform all duties incident to their office or that are properly required by the Board of Directors.
- vi. Keeps track of motioned spending so that the Club does not over spend
- vii. Renews the Club's general insurance policy annually.
- viii. Remits CKBC registration forms within 30 days for insurance purposes.

- ix. Applies for and monitors the progress of summer employment grants.

2.3.4 Secretary

- i. Attends all Board and Executive Committee meetings.
- ii. Conducts the correspondence of the society.
- iii. Issues notice of meetings of the society and Directors.
- iv. Keeps minutes of all meetings of the society and Directors.
- v. Has custody of all records, and documents of the society, except those required to be kept by the Treasurer.

2.3.5 Director at Large

- i. Attends all meetings of the Board and the Executive Committee.
- ii. Assists the Board of Directors in any way possible.
- iii. Prioritizes and develops a plan of action for major repairs/projects.
- vi. Investigates sources for new equipment, presents information to the Board of Directors, and after approval, orders and purchases equipment.
- v. Advises the Board of Directors on transportation of equipment.
- vi. Inventories equipment for insurance purposes.

2.4 Committees

Currently, the Board of Directors handles most administrative and operational issues as a “committee of the whole”. As the Club grows in size, it is anticipated that committees are required. This section sets the foundation for such committees. Each committee is designed to handle a specific aspect of Club administration/operations and shall be chaired by a member of the Board of Directors.

There are two types of committees: *Regular Committees* and *Special Committees*. Regular committees meet on a regular basis as determined by the Chairperson, whereas Special Committees meet on an ad-hoc basis as needed.

- i. Membership on the committees shall be determined by the Board of Directors and will be selected from a list of qualified volunteers.
- ii. When insufficient numbers have volunteered, the Board of Directors shall solicit specific individuals for the positions(s).

2.4.1 Regular Committees

2.4.1.1 Executive Committee

The Executive Committee is responsible for setting policy and has the authority to make decisions on behalf of the Membership of the Club.

- i. Commodore (chairperson)
- ii. Vice Commodore
- iii. Treasurer
- iv. Secretary
- v. and one or more other(s) elected at the AGM

2.4.1.2 Club Programs Committee

The Club Programs Committee is responsible for setting up the paddling program such as the whole program scheduling, regattas management and coordination.

- i. Commodore
- ii. Head Coach
- iii. Operations Manager
- iv. Regatta manager
- v. Volunteers

2.4.1.3 Club's Site Committee

The Club's Site Committee is responsible for scheduling and organizing work parties towards site cleaning, updating and maintaining.

It is also responsible for race course instalment, putting docks and dragonboats on and off the water.

- i. Director at Large
- ii. Site Manager

- iii. Racing course manager
- iv. Trailer manager
- v. Head coach
- vi. Volunteers

2.4.1.4 Fundraising Committee

The Fundraising Committee is organizing fundraising opportunities for the Club. This may include but not limited to: fundraising dinner, Paddle – a – thon, etc.

- i. Fundraising manager
- ii. Director at Large
- iii. Volunteers
- iv. Treasurer

2.4.1.5 Grants Committee

The Grants committee is responsible for grants applications as an important funding element of the club.

- i. Treasurer
- ii. Grants supervisor
- iii. Volunteers

2.4.2 Special Committees

Special Committees may include any of the following as well as “ad-hoc” committees formed as necessary:

2.4.2.1 Sponsorship Committee

The Sponsorship Committee seeks new sponsorship opportunities as a an additional funding resource.

- i. Operations Manager
- ii. Director at Large
- iii. Volunteers

2.5 Meetings

There are two types of meetings held by the Kamloops Canoe & Kayak Club: the Annual General Meeting, Board Members Meeting

2.5.1 Annual General Meeting

The Annual General Meeting shall be held at least once every calendar year and not more than 15 months after holding the last preceding Annual General Meeting.

Notice of the Annual General Meeting shall be given prior to the meeting, to each member entitled to vote thereat, either by electronic or postal mail, or by insertion in the newsletter.

The order of business at the Annual General Meeting shall be as follows

- i. Approval of Agenda
- ii. Minutes of the last Annual General Meeting
- iii. Reports
- iv. Unfinished Business
- v. New Business
- vi. Elections of Officers
- vii. Adjournment

For further details regarding the Annual General Meeting consult Bylaws of the Kamloops Canoe & Kayak Club.

2.5.1.1 Election of Officers

A written list of nominees for the Board of Directors will be circulated at the commencement of the Annual General Meeting.

A non-voting individual not associated with the Board of Directors shall chair the election of officers.

Nominees will be listed, one position at a time, and additional nominations shall be accepted "from the floor".

- i. Where two or more nominees exist for a position, an election occurs. The election shall be by secret ballot. Voting members in good standing are permitted to vote. The nominee with the greatest number of votes is elected to the position. If there is a tie, the chair shall cast the deciding vote.
- ii. Where one nominee exists for a position, that nominee is acclaimed to the position and no election takes place.
- iii. Where zero nominees exist for a position, the position is declared vacant until such time as eligible candidates(s) express interest. Appointments to vacant positions are at the discretion of the Board of Directors and no election is required until the next AGM.
- iv. Nominees can stand for more than one position, however there must exist *at least* five separate individuals in *Executive* positions.
- v. Nominees must exist for *at least* three positions one week in advance or the Commodore shall postpone the Annual General Meeting.

2.5.2 Board Meetings

The Board of Directors shall meet at regular intervals throughout the year. They usually meet once per month.

The order of business at Board Meetings shall be as follows:

- i. Approval of agenda
- ii. Adoption of previous meeting's minutes
- iii. Reports
- iv. Announcement of new members
- v. Unfinished Business
- vi. New Business
- vii. Action items and policy changes
- viii. Adjournment

2.5.2.1 Voting

- i. all Board Members elected at an AGM are eligible to vote
- ii. Associate and Junior class members cannot vote;
- iii. there shall be no more than two (2) votes for any family

2.5.2.2 Notice of Meetings

Notice of meetings will be made through the minutes and the place, date, and hour will be determined at the previous meeting. If this is not possible, the Commodore is responsible to determine and notify the Board of Directors.

2.5.2.3 Absenteeism

Directors missing more than two (2) consecutive meetings shall be required to forfeit their position and the Board of Directors will appoint a new person to their position.

2.5.2.4 Guest Attendance

All members in good standing are permitted to attend Board Meetings as non-reporting, non-voting guests.

2.6 Expense Claim and Reimbursement

Any member, director, or employee purchasing on behalf of the Club, must strictly adhere to this policy. If all aspects of this policy are not followed, without prior approval from the Board of Directors, the Treasurer reserves the right to withdraw reimbursement commitment.

Original receipts must be attached to a completed Expense Claim Form and submitted to the Club's Treasurer within 30 days of the expense being incurred.

- If Board approval is not required, the Treasurer will provide reimbursement payable to the person named on the Expense Claim form.
- If Board approval is required, the Treasurer will add the claim to his/her report at the next Board Meeting. Reimbursement will be made pending board approval.

Approval of an Expense Claim by the Board of Directors is required if any of the following apply:

- i. The type of expense is not identified in this policy
- ii. The type or amount of expense requires approval per this policy
- iii. The amount of expense exceeds 130% of the anticipated/budgeted amount
- iv. The claim is made by a member not in good standing

2.6.1 General operational expenses

KCKC recognizes that the operation and administration of a canoe and kayak club requires the purchase of external products and services from time-to-time. Examples may include, but are not limited to: engine fuel, photocopying, office supplies, first aid supplies, etc.

An Expense Claim Form must be submitted directly to the Treasurer.

The *Treasurer* is responsible to monitor spending on general operations and report to the Board of Directors

2.6.2 Equipment and repair expenses

KCKC recognizes that there are regular expenses associated with the maintenance of equipment and facilities. Examples may include, but are not limited to: repair supplies, maintenance equipment, canoe/kayak parts, etc.

An Expense Claim Form must be submitted directly to the Treasurer. .

The *Treasurer* is responsible to monitor spending on equipment repair and report to the Board of Directors.

2.6.3 Travel expenses.

2.6.3.1 Athletes/Parents

i. All the athletes are responsible for their own transportation and accommodation expenses related to REGATTAS. The transportation and accommodation expense is NOT a part of KCKC membership fee. Athletes/parents are responsible for organizing carpooling and sharing accommodation.

ii. Regatta manager is making a list of accommodation opportunities for all regattas (always in February) and negotiates the group rates.

iii. Board members/Parents attending mandatory sanctioned events (CKBC AGM, officials training, etc.) will be reimbursed for their expenses base on Executive' s decision. An Expense Claim Form must be submitted directly to the Treasurer.

2.6.3.2 Coach's travel expenses – regattas

i. The KCKC is responsible for covering all the coach's expenses related to regattas. At the same time, coach is encouraged to keep the expenses as lowest as possible.

ii. The coach is responsible for trailer transportation to and back from regattas. While driving a trailer, coach is being reimbursed as **\$0.90/1km**. In case the

coach is supposed to drive without towing the trailer, he is being reimbursed as **\$0.55/1km**. The reimbursement shall cover all the expenses related to driving.

iii. The list of ALL expenses related to regattas is as follows:

1. Travel/transportation expenses (explained above)
2. Accommodation expenses
3. Per Diem expenses (\$50/day while being out of Kamloops for regatta/training camp)
4. Additional fees and costs (travel insurance, immunization, travel fees)

iv. **KCKC athletes are responsible for sharing all coach's expenses based on their commitments towards regattas.**

v. Shared expenses per one athlete are being figured based on the total number of committed athletes. Once committing to regattas, athletes are supposed to pay their portion. Commitment cancellation made **less than 14 days prior** to regatta makes the expenses' portion figured based on commitment **non-refundable**.

2.6.3.3 Other Travel Programs

2.6.4 Major capital purchase

Major purchases, rents, leases, or service agreements made on behalf of the Club, including paddles, canoes, kayaks or infrastructure (e.g. docks, trailers, facilities), require the advance written consent of the Board of Directors.

2.7 Funding and Finances

The funding and finances of any non-profit organization are the most critical areas. As a non-profit local sports organization, the Club derives its funding from member/program fees, fundraising, and government grants.

2.7.1 Revenue

The Treasurer has the authority to charge **annual membership dues** on behalf of the Club.

Government and private grants may be received by the Club each year, and are entirely devoted to the area for which they were applied. For example, student employment grants are entirely devoted to student employees.

2.7.2 Fundraising

The Club is very active in raising funds through gaming as well as other ad-hoc fundraising initiatives such as fundraising dinner, etc.

Funds raised from ad-hoc fundraising initiatives may be targeted to general club account, or specific programs such as athlete development (i.e. Paddler's Accounts), as determined by the Board of Directors.

2.7.3 Budgeting

The Treasurer in cooperation with Executive and Headcoach is responsible for preparing a budget appropriate to meet the goals and objectives of the Club during each fiscal year.

The Budget shall be presented for Board of Directors for approval.

Any member may request a copy of the current budget by contacting the Treasurer.

2.7.4 Financial Statements

At each Annual General Meeting, and when otherwise required, the Treasurer shall report as to the finances of the Club and on every account or Balance Sheet.

2.8 Insurance

Insurance coverage is a very important part of activities that are carried out by any sports organization. The risk of injury to anyone involved in any kind of sporting event is always present, from volunteers and officials, to coaches and athletes.

It is the Club's responsibility to carry a **general insurance policy** to protect Club property and provide general liability coverage.

Individual members are covered by compulsory Canoe Kayak BC (CKBC) membership, which includes **accident/injury coverage**.

2.8.1 Insurance coverage for facilities, equipment and general liability

The Club's comprehensive insurance package is reviewed by the Board of Directors and renewed by the *Treasurer* each year.

Any theft or damage to Club property shall be reported to the Treasurer, who will make claims within 30 days of the incident.

2.8.2 Insurance coverage for individual members

All **REGISTERED** athletes, coaches, volunteers and officials of Canoe Kayak BC are automatically covered for **accident/injury** while participating in any activities sanctioned by the Club under CKBC's insurance policy.

All **ACTIVE** members (active means those who participate in ANY Club sanctioned event including volunteers) of the Club are required to sign the CKBC registration form and pay the appropriate fees annually, which confirms acceptance of insurance coverage. Insurance coverage, and therefore membership in-good-standing with CKBC, is a compulsory component of Club membership and cannot be waived.

In addition, any person participating in Club program(s), or using Club equipment is required to register with CKBC. Insurance coverage of volunteers, officials, executive, and directors

Volunteers, officials, executive, and directors of the Club, including other individuals acting in similar positions, are covered for **accident/injury and directors liability** through mandatory CKBC registration.

2.8.3 Insurance coverage for coaches and employees

Coaches and employees of the Club are covered for **accident/injury and liability** through mandatory CKBC registration.

3 Membership

3.1 Classes of Members

There shall be three (3) CLASSES of members:

3.1.1 Voting Members – “Senior Members”

Voting Members are those who have reached the age of majority and may vote at general meetings. These members qualify to serve on the Board of Directors.

3.1.2 Non-Voting Members (Senior) – “Associate Members”

Non-Voting Members (Senior) are those who stand to benefit financially from any Club activities, including persons who have business dealings with the Club or who are, or have family members who are, employed by the Club. These members may participate in all Club activities, be subject to the same fees as voting members, and serve on the Board of Directors but not in an executive position. Non-Voting Members (Senior) CAN NOT VOTE at general meetings.

3.1.3 Non-Voting Members (Junior) – “Junior Members”

Non-Voting Members (Junior) are any members of the Club below the age of majority. These members may participate in all Club activities, and are subject to the same fees as voting members. Non-Voting Members (Junior) CAN NOT VOTE at general meetings. They are permitted, with their parent/guardian consent, to serve on the Board of Directors but not in an executive position.

3.2 Benefits of Membership

3.2.1 Use of Club boats and equipment

Members may have based on schedule - use of Club boats and equipment in accordance with the Use of Equipment by Members Policy.

There may be restrictions on the availability of high-performance racing boats and equipment.

Members of competitive team are always preferred according to boat usage.

3.3 Program fees

All members of competitive teams are receiving coaching during scheduled practices and at competitions. Program fees apply to all members who receive coaching. Program fees, unlike membership dues, are charged on an *individual* (per athlete) basis and are a compulsory for membership.

Fees are set up and updated by Board of Directors in cooperation with head coach.

Members are divided into groups to ensure effective coaching and skill development. In such cases members may only attend their own group, unless otherwise permitted by the Head Coach.

3.4 Conditions of Membership

Application for membership shall be approved by a Club Coach and/or the Board of Directors.

3.4.1 Membership Forms

Membership Application Forms, Canoe Kayak BC Registration Forms and Medical Health Forms will be collected by a Club Coach and kept at Shumway Lake during the all paddling season.

3.4.2 Seasonal (summer/winter) Membership Dues

- a. The amount of annual membership dues for each type shall be determined by the Board of Directors before January 31st (summer paddling season) and before August 31st (winter conditioning season).
- b. Dues shall be **payable during the first week of paddling season/winter conditioning season** in each year and any member whose current dues are not paid in full after the first week of paddling shall forfeit the privileges of membership without further notice or proceeding;
- c. Should any member fail to pay his or her dues in full during the first week of paddling in any year, the Board of Directors shall prevent that person from taking part in any Club sanctioned event.
- d. The Board of Directors has discretionary power to waive dues when appropriate cause is shown.
- e. **Membership dues are non-refundable.**

3.4.3 Membership in Canoe Kayak BC

All members of the Kamloops Canoe & Kayak Club shall register as members of Canoe Kayak BC. Those wishing to enter competition(s) must purchase a competitive membership. All others may purchase a non-competitive or equivalent membership.

3.4.4 Volunteerism

The Kamloops Canoe & Kayak Club is run by its volunteer members. There are many ways to volunteer to ensure the success of the Club. See more about volunteerism at the "Volunteer guide".

Athletes and parents of the club are encouraged to volunteer whenever possible.

3.4.5 Members in Good Standing

All members shall be in good standing except a member who has failed to pay his or her current annual membership fee, or any other subscription or debt due and owing by the member to the Club, in which case the member is not in good standing so long as the debt remains unpaid.

3.4.6 Code of Conduct for Junior Members

Junior Members shall **sign AND adhere to** the CKBC Code of Conduct.

4 Coaching

4.1 Support, Training, and Development

The Kamloops Canoe & Kayak Club, its members, and Board of Directors will:

- i. support the coach's creativity and encourage it when planning practices or workouts
- ii. lend as much time as possible to assist the coach in practices, workouts, and regattas
- iii. support the coach whenever possible in assisting with Club travel, transportation of boats, and chaperoning
- iv. treat the coach with fairness, dignity and respect
- v. be mindful of misunderstandings and communicate with the coach in the appropriate environment

4.1.1 Coaching Development

The Kamloops Canoe & Kayak Club is committed development of its coaches, and the coaching profession, through the National Coaching Certification Program (NCCP). As such, the Club will **encourage and support its coaches' training and development** whenever possible.

4.1.2 Junior Coaching

The Kamloops Canoe & Kayak Club recognizes junior coaches as the future coaches and leaders of our sport and is committed to supporting and developing qualified coaches from within the club.

The Club promotes the development of junior coaches by:

- i. providing leadership and volunteer coaching opportunities
- ii. providing varied opportunities to mentor under the Club Coach(es) and Regional Coach
- iii. notifying junior coaches of upcoming courses and volunteer opportunities

4.2 Club Coaching

The Club employs a Head Coach and Assistant Coach(es) based on the membership size and funding availability.

4.2.1 Head Coach

The Head Coach is the senior staff of the Club and is responsible for day-to-day operations. The Head Coach is hired by the Board of Directors of the Club and works for the membership of the Club.

- i. Shall have a minimum Level 1 NCCP certificate or similar international qualification in Sprint Canoe & Kayak

- ii. Shall have basic first aid, swimming, and lifesaving skills
- iii. Shall be a member in good standing with Canoe Kayak BC
- iv. Shall be required to attend all meetings of the Board of Directors, the Annual General Meeting, and shall be a member of several committees to ensure the successful operation of the Club.
- v. Shall be involved in the hiring and management of additional coaches

4.2.2 Assistant Coach(es)

- i. Duties shall be outlined in the job description
- ii. Shall be hired by the Head Coach and Operation Manager
- iii. Shall report to the Head Coach (if applicable)

4.3 Employment Standards

As per the Employment Standards Act, the Club shall:

- i. not discriminate in employment advertisements and hiring on the basis of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation age, or conviction on a criminal or summary offence unrelated to the employment
- ii. Meet or exceed the minimum wage of the Province of British Columbia
- iii. Pay an employee who reports to work minimum daily pay for 2 hours
- iv. Entitle the employee to an unpaid half-hour lunch break after 5 hours worked
- v. Not deduct from an employees wages, unless required to do so by law (e.g. CPP, EI, Income Tax) or by written request from the employee.

4.3.1 Overtime

The Kamloops Canoe & Kayak Club gives its employees the benefit of a **flexible work schedule**. As such, if hours worked exceed the employee's regular work schedule, additional hours can be "banked".

In any case, the average work schedule shall not exceed 8 hours per day, or 40 hours per week.

4.4 Employee Expectations

All employees must remember that their duties include assisting and working closely with Club members and volunteers. All employees should display a positive attitude toward the Kamloops Canoe & Kayak Club at all times. Furthermore, all employees are expected to uphold the spirit of the goals and objectives of the Club.

4.4.1 Conflict of Interest

Employees are not permitted to work during Club time, or during their own time using Club equipment or materials, on non-Club related business without prior approval from the Board of Directors.

Other employment and/or potential conflicts of interest must be communicated to the Board of Directors.

4.4.2 Grievance Procedure

- i. An employee who is dissatisfied with any procedure or treatment should first take the matter up with their immediate supervisor.
- ii. Employees may not speak negatively about administrators, parents, athletes or other members during work hours, or while in the presence of Club members.
- iii. Employees may not advocate their personal issues with any individual Club member or Director without the consent of the Director of Coaching.

4.5 Summer season coaching/Winter season coaching

The KCKC program is split into to “seasons” in general – summer and winter. There is different membership, coaching fee and set up for each season.

Summer season – paddling season coaching – is designed to follow the main purpose and KCKC set up. Summer season is mainly oriented on paddling in all the levels based on program and based on athletes’ goals.

Besides paddling we do lots of conditioning stuff – running, weight training, swimming.

Besides Shumway Lake we occasionally paddle on Thompson River or some other lakes in Kamloops area.

For better understanding of opportunities, benefits and set up related to summer membership, spring/summer/fall schedule and membership form is attached at the of this document

Winter season – winter season is mainly oriented on conditioning through all the different sport activities – XC skiing, crossfit, weight training, swimming, rock climbing.

For better understanding of opportunities, benefits and set up related to winter membership, winter schedule and membership form is attached at the of this document

5 Regattas Policy

5.1 Regattas

The Kamloops Canoe and Kayak Club attends regattas all around Canada and some regattas in USA.

Types of regattas:

BC CUP – set of 3 regattas for U15 and younger

BC Bantam Championship – Provincial Championship for U15 and younger

BC Provincial team assessment – focus on prov team athletes and another U16 and older

BC Provincial championship – focus on provincial team athletes and another U16 and older

HP Regattas – Ted Houk, Canada Day regatta, etc.

Games – BC Games, Western Canada Summer Games, Canada Games

National team trials

Canadian National Championship

The main focus is on regattas which are part of BC CUP, BC Bantam Championship and BC Provincial Championship.

5.1.1 Regattas calendar

The Regattas calendar is created by CKBC Technical Committee, usually in November. Once the calendar is finalized, this is being shared with all KCKC members as soon as possible.

See the Regatta calendar below:

<http://www.kamloopscanoeandkayakclub.ca/schedules>

5.1.2 Participation commitment date

KCKC athletes/members are encouraged to commit to regattas participation always in early April. This is necessary to figure expenses calculation, it will also help with regattas schedule set up.

5.2 Commitment and Expenses, Regatta Fee

Regattas expenses are calculated based on athletes commitments towards regattas.

Expenses which have to be covered are as follows:

- **trailer transportation expenses:** driving a trailer to and back from regattas is one of the coach's responsibilities. While driving a trailer, coach is being reimbursed as \$0.90/1km (single axle racks old trailer). In case the coach is supposed to drive without towing the trailer, he is being reimbursed as \$0.55/1km. The reimbursement shall cover all the expenses related to driving.

- **coach' s transportation expenses:** included in the "trailer transportation expenses"

- **coach' s accommodation expenses:** based on CKC policy, coach should never share accommodation with any athletes. Coach is encouraged to keep the expenses as lowest as possible.

- **coach' s Per Diem expenses** (\$50/day spent out of town)

- **additional expenses** – if needed (extra insurance, cost of ferry, etc.)

The KCKC is responsible for covering all the coach's expenses related to regattas. At the same time, coach is encouraged to keep the expenses as lowest as possible.

KCKC athletes are responsible for SHARING all regattas expenses and coach's expenses based on their commitments towards regattas.

Shared expenses per one athlete are being figured based on the **TOTAL NUMBER OF COMMITTED ATHLETES**. Once committing to regattas, athletes are supposed to pay their portion. Commitment cancellation made less than 14 days prior to regatta makes the expenses' portion figured based on commitment **NON – REFUNDABLE**.

Based on previous years' experience with amount of money being spent towards regattas expenses, KCKC will only participate at regattas in case there are at least **6 athletes committed**.

Regatta Fee:

Regattas fee meant to be amount of money being spent towards organizing regattas. This is set up and charged by Canoe Kayak BC. The cost for 2018 paddling season is \$20/day of regatta.

KCKC athletes are charged for "regatta fee" as a part of their "regatta expenses". KCKC is being invoiced by CKBC.

6 Training Camps policy

6.1 General information

To achieve the athletes' goals and being able to compete with other clubs from BC and rest of Canada, the Kamloops Canoe & Kayak Club organizes spring paddling training annually. Participation at the spring paddling training camp is very important for building up the endurance foundation which will predetermine the future performance and success.

It is very important to understand, that spring paddling training camp sessions are designed as a high – volume and long – period ones. The main focus is on hard work driven by possible high performance in the future.

6.1.1 Location and duration of the camp

Location and duration will be pre – set up by Head coach and discussed with interested athletes and their parents at the end of paddling season (September), approximately 6 – 7 months prior to camp. The final decision should be made till mid October.

6.1.2 Participation, commitment and expenses

Based on estimated total expenses, athletes are committing towards participation at the training camp – end of October

Most of expenses towards the camp are meant to be “shared expenses” by athletes. It is important to realize, that all expenses are figured based on number of committed athletes. **CONSIDER THIS FACT BEFORE COMMITTING.**

Athlete must be at least 14yo to be allowed to participate at the camp. Exception might apply. Younger athletes might be allowed to participate as well, in case parents are present all the time and are taking care of young kids on the water as well.

Once commitment is being made by athletes, the amount of money equals to **SHARED EXPENSES will be charged as a deposit** (November). This deposit will be **NON – REFUNDABLE**, unless some other athlete expresses the interest in participation later and the original athlete will be replaced.

Shared expenses: 1. All the coach's expenses (accommodation, per-diem, travel expenses, travel insurance, etc.)

2. Part of chaperon's expenses (up to \$1000)

3. Boats transportation expenses – trailer

4. Accommodation (in case this is shared one, depends on the facility)

5. Transportation around the destination (in case this is being shared)

Another non – shared expenses:

1. coaching fee

2. all the individual expenses

Athletes who are part of the BC Provincial team are eligible for provincial funding which is set up by CKBC.

7 Parents as a Volunteer Guide

The KCKC Volunteer

The Kamloops Canoe and Kayak Club was established in 1990 by volunteers and after almost 30 years – it's still successful thanks to the volunteer commitment from parents, grandparents, and other family members in our community.

At KCKC we recognize your time is precious to you. We also recognize & understand that today's volunteers prefer to volunteer for: short term projects that are well organized, establishing clear guidelines, expectations and flexibility while meeting personal interests. Therefore we developed this manual to help you with your wish to volunteer with the KCKC.

Benefits of Volunteering

In becoming an active volunteer with the KCKC you help enhance the paddling services we provide to the kids and our community. When you volunteer with us, everyone benefits; kids, parents, coaches and staff. We sincerely appreciate your interest in volunteering with the KCKC. It is our hope that you will find your experience as a volunteer personally satisfying.

Some of the benefits of volunteering with the KCKC are:

For the Kids

- Enhancing their achievement and well-being by involving parents.
- Developing deeper relationships with their parents through shared moments and memories

For Parent Volunteers

- Knowing they are making an important contribution to their kids achievements
- Improving parents' relationships with their kids and their kids coaches / instructors, which comes through understanding more about the programs and what they involve
- Developing long lasting relationships with the paddling community in Kamloops, as well as around British Columbia and Canada

For Coaches & Instructors

- Enabling coaches & instructors to spend more time with kids rather than

organizing events

- Expanding the variety of activities when they have extra help
- Increasing parent and community understanding of the learning and development achievements
- Creating additional resources

For KCKC

- Engaging and enhancing community understanding in the KCKC programs and achievements
- Enriching the quality of programs by involving more adults
- Reduces burn out of our volunteers

Volunteer Package and Volunteer Requirement

All major volunteer positions displayed and described in the “KCKC structure” sheet. This one is attached at the end of this document.

Besides all the positions related to KCKC there are always lots of opportunities for volunteerism.

All individual members (competitive athletes U13 and older) are expected to volunteer a total of 16 hours per summer season.

All member families are expected to volunteer 1 day at KCKC site at Shumway Lake, 1 day at domestic regatta and 1 day at out-of-town regatta.

8 Appendices

1. Spring/Fall schedule 2018
2. Summer schedule 2018
3. Winter schedule/registration form 2017/2018
4. Paddling season 2017 registration form

1. Spring/Fall schedule 2018

	<i>MON</i>	<i>TUE</i>	<i>WED</i>	<i>THU</i>	<i>FRI</i>	<i>SAT</i>	<i>SUN</i>
JUNIOR COMPETITIVE team (U12) & BEGINNERS PADDLERS (all age)	6.00 – 7.30	4.00 – 5.30	OFF	6.00 – 7.30	4.00 – 5.30	OFF Or EVENT	OFF
PERFORMANCE team (U15)	4.00 – 6.30	5.00 – 7.00	OFF	4.00 – 6.30	5.00 – 7.00	11.00 – 1.00pm Or EVENT	OFF
HIGH PERFORMANCE team (U16 and older)	4.00 – 6.30	5.00 – 7.00	PM: Weight training YMCA after school	4.00 – 6.30	5.00 – 7.00	11.00 – 1.00pm Or EVENT	OFF
PARENTS PADDLING program	4.00 – 7.30	4.00 – 7.00	OFF	4.00 – 7.30	4.00 – 7.00	11.00 – 1.00pm Or EVENT	OFF

2. Summer schedule 2018

Expected to be 8.30 – 3.00 everyday Mon – Fri for Jun Competitive and Performance team

Expected to be similar as Jun competitive team plus additional early morning practices.

Detailed schedules will be released after having summer staffing figured.

3. Winter schedule/registration form 2017/2018



2017/2018 WINTER REGISTRATION

First Name: _____ Last Name: _____

Street Address: _____

City: _____ Postal Code: _____

Birth Date (dd/mm/yy): _____

Beginning of the winter program: 13th November 2017

End of winter program: 16th March 2018 (could be changed based on Spring training camp)

Break: 24th December 2017 – 1st January 2018

Winter XC skiing training camp – Stake Lake: 2nd January – 6th January 2018

Winter schedule info:

The KCKC Winter Program participant has access for practices at Acceleration gym – weight training, TCC swimming pool, Cliffside Rockclimbing gym, Beattie elementary school – crossfit and ball games, Overlander ski club access with discount same as last year (\$5 for day pass, \$5 for rental).

HP athletes will NOT have unlimited access to Acceleration gym this winter, since they won't have individual weight training until January 9th 2018. This individual weight training will be happening at the YMCA, Prov team carded athletes have free access there, non – carded athletes will get their YMCA membership for \$42/month or \$6.50 as a Drop in.

Weekly Schedule:

Mon: Acceleration gym – weight training (3.30 – 5.00pm)

Tue: TCC body weight training, swimming – till Christmas (6.00 – 8.30pm)

XC skiing – Stake Lake – after Christmas (5.00 – 7.30pm)

Wed: Beattie elementary crossfit OR TCC swimming (Beattie 5.30 – 7.30pm, TCC 6.00 – 8.30pm)

Thu: TCC body weight training, swimming – till Christmas (6.00 – 8.30pm)

XC skiing – Stake Lake – after Christmas (5.00 – 7.30pm)

Fri: Acceleration gym – weight training OR Rockclimbing Cliffsides gym (Acceleration 4.30 – 6.00pm, Cliffsides TBD)

Sat: TCC swimming OR XC running - till Christmas (9.00 – 10.30am)

XC skiing – Stake Lake – after Christmas (9.00am – 1.00pm)

Sun: OFF

Detailed schedule with timeframes and updates will be available online for all members through Google Calendar

Membership fees (highlight your picked one):

Full membership: \$1081 (\$216.2 in case using 5 post dated cheques payments option)

- Access to all practices and facilities based on schedule under conditions mentioned above
- HP team athletes are expected to get this membership

Half membership „Acceleration option“: \$856 (\$171.2 in case using 5 post dated cheques payments option)

- Option for 3 practices a week which includes access to Acceleration, Cliffsides Gym and TCC pool or Beattie elementary school
- This option is meant to be for athletes of Performance/Jun competitive team u14 and younger

Half membership „NO Acceleration option“: \$706 (\$141.2 in case using 5 post dated cheques payments option)

- Option for 3 practices a week which includes access Cliffsides Gym and TCC pool or Beattie elementary school
- This option is meant to be for athletes of Performance/Jun competitive team u14 and younger

**Cheques with total payment or 5 post dated cheques should be made payable to KCKC and send/deliver to
KCKC address
551 Laurier DR, V1S 1C2 Kamloops**

4. Paddling season 2018 registration form

Note: in 2018 we the whole registration and payment process is expected to be done ONLINE only



Kamloops Canoe and Kayak Club-Registration 2018

First Name: _____ Last Name: _____ Gender: ☐ Male ☐ Female

Street Address: _____

City: _____ Postal Code: _____

Phone # (home): _____ (cell) _____ (work) _____

Email: _____

Birth Date (dd/mm/yy): _____ Aboriginal Status: ☐ Yes ☐ No

KCKC MEMBERSHIP FEE INCLUDES:

- KCKC membership cost for paddling season 2018
- KCKC coaching fee for paddling season 2018
- Canoe Kayak BC insurance for competitive athletes
- access to paddling club for 6 -7 months (depends on weather conditions)
- opportunity to practice up to 7x/week during school months, up to 10x/week during summer months
- possibility to spend up to 45 FULL days by sport activities at beautiful Shumway lake during summer
FULL summer day: 8.30 AM – 3.00PM, 2 – 3 sessions/day (this doesn't apply for HP team – different schedule)
- opportunity to paddle single and multiple seats Kayaks and Canoes provided by club
- receiving 1 on 1 coaching from headcoach and assistant coach
- enjoying time by paddling Standupboards, Dragonboats and Warcanoe with the teammates
- spending time on club's Watertrampoline and by playing dry-land games
- exploring the nature by hiking and cross country running workouts
- improving the general condition and strength skills
- opportunity to participate at up to 8 regattas
- occasionally paddling at some other lakes and Thompson River

COMPETITIVE TEAM PROGRAMS RATES SEASON 2018

(Performance and High Performance team: April - October)

(Junior Competitive team: April - October)

Junior competitive team: U12 and younger age category	\$720 CAD (CKBC insurance fee is included)
Junior competitive team: Sibling U12 and younger age category	\$570 CAD (CKBC insurance fee is included)
Performance team: U15 – U13 age category	\$1230 CAD (CKBC insurance fee is included)
High Performance team: U16 and older age category	\$1570 CAD (CKBC insurance fee is included)

Short term (1 month or 2 months) Competitive Team programs rates available upon REQUEST

DEVELOPMENT TEAM - 1st YEAR PARTICIPANTS RATES SEASON 2018

one age category – U15 and younger

(paddling season ends at the end of September)

3 months	\$600 CAD (CKBC insurance fee not included)
3 months sibling	\$450 CAD (CKBC insurance fee not included)
2 months	\$380 CAD (CKBC insurance fee not included)
2 months sibling	\$ 300 CAD (CKBC insurance fee not included)
1 month	\$ 250 CAD (CKBC insurance fee not included)
1 month sibling	\$ 200 CAD (CKBC insurance fee not included)
1 week	\$ 100 CAD (CKBC insurance fee not included)

Payment options – established competitive team – DUE BY April 20th

1. One time payment CASH or CHEQUE
2. 5 post dated cheques – please date the cheques **by April 10th , May 10th , June 10th , July 10th , August 10th**

Please make the payment payable to KCKC and MAIL or DELIVER it to KCKC address:

Kamloops Canoe and Kayak Club

551 Laurier Dr.

Kamloops, BC

V1S 1C2