



Victoria Canoe & Kayak Club Members Guide

January 2008

Welcome to VCKC

The Victoria Canoe and Kayak Club (VCKC) is a B.C. registered society formed in 1969. Its purposes are to encourage participation in all paddling activities, and to offer training in safe and skillful paddling on Vancouver Island and in the surrounding waters.

VCKC is a member of the Recreational Canoe Association of British Columbia (RCABC), the Canadian Recreational Canoe Association (CRCA) and the Canadian Outrigger Racing Association (CORA). We offer a number of courses and events sanctioned by these bodies.

Member Rights

Membership in VCKC (the Club) is open to anyone with an interest in paddle sports upon completion of an application form and waiver and payment of annual dues. Single, family, junior, and associate group memberships are available. All members have the right to participate in Club activities, to vote at general meetings and to be elected or appointed to the executive, excepting that junior and associate group members are not eligible for the executive and do not have voting privileges.

Member Responsibilities

Members are asked to observe the VCKC policies and procedures and to advise their guests accordingly. Members and guests shall release the Club of any liability for damage or loss as a result of participating in Club trips or using Club equipment and facilities by signing a waiver.

VCKC is a volunteer-based, community-oriented club. Members contribute thousands of hours of volunteer time in instruction, maintenance of the clubhouse and boats, and administration of club business each year. However, **no PLEASE RETAIN FOR YOUR RECORDS** member acting in a capacity as member, instructor, officer or director may receive any payment for services rendered on behalf of the Club. VCKC has a long history of participating in community events, raising funds for charitable causes, and providing boats or paddling events to non-profit organizations. Please get involved!

Meetings

General meetings are held the first Tuesday of each month, excepting July and August. Reports on club events and business are presented along with an informational or entertainment program; members are encouraged to suggest program ideas. The annual general meeting is held in January to elect an executive and approve club finances. The members may consider resolutions at the AGM as well as at general meetings. Members will receive two weeks notice of any meeting at which a special resolution is to be

considered.

Newsletter

The Club newsletter is published monthly (10 times yearly) in order to keep members informed of all upcoming club meetings, trips, events and about club business. Members are encouraged to contribute notices of club activities as well as articles, trip reports and other newsworthy items. An electronic version is available to members with internet access. Use of the electronic version saves the club both printing and postage costs and is highly encouraged.

Use of the Clubhouse Facilities

The Clubhouse and adjacent storage areas are leased for a nominal fee from the Municipality of Saanich for the use of Club members. The dock is privately owned by VCKC. The adjacent paved deck, drives and launch area are included in the Gorge Waterway Park and are open to the public.

The Clubhouse is a designated historical building. Please treat the facilities with the same care as if they were your own. Please also be aware and considerate of other members using the facilities, the caretaker, neighbours and public using the park. Keep noise to minimum, load and unload boats quickly if others are waiting to use the dock or launch area, and use caution when entering the building alone.

Routine maintenance is done by the members at spring and fall cleanups and as necessary, and by the caretaker. Any maintenance issues should be brought to the attention of the Buildings and Grounds Director.

Hours of Operation

Access to the clubhouse and dock is from 7 am until 10 pm only.

Bookings

The meeting room is generally reserved for general and executive meetings the first and second Tuesday evenings of each month from September through June. It is otherwise available for program meetings and other club activities (excepting Friday, Saturday, and Sunday evenings) by reservation with the appointed member of the executive.

Safety, Standards, and Education

VCKC is committed to ensure that its members participate in paddling activities with the utmost attention to safety. VCKC protocols are closely aligned with provincially and nationally recognized standards. We actively practice safety on every outing and activity whether on lakes or rivers, in the ocean or surf. The Club regularly offers courses and workshops in every aspect of paddle sports in the interests of safety. There may

be a charge for some courses or workshops. Upcoming courses are advertised in the newsletter.

Use of Club Boats and Equipment

The Club owns a number of paddle craft including tandem, marathon, river, Voyageur and outrigger canoes, ocean kayaks and a dragon boat, as well as paddles and PFDs. The use of these boats and equipment is open to all club members for Club sanctioned activities, excepting that: 1) in the interests of safety, the Club may stipulate training required, and 2) boats may be reserved for sanctioned Club activities or regularly scheduled training. Contact the appropriate program director for more information.

Programs

There are five active paddling programs at VCKC which give members a wide range of paddling opportunities. Members may participate in any or all Club programs.

Canoe

The canoe program offers both moving and flat-water trips. River trips are scheduled from September to May (water level permitting). Ocean and lake day paddling trips are scheduled once or twice per month on a weekend from September to June. Canoe camping trips are scheduled occasionally; however the skill levels of trip members will be reviewed before a member is accepted on the trip.

Several RCABC canoeing courses are offered each year by qualified club instructors. These include: *Lake Water I/II*: an introduction to Lake paddling and a prerequisite for all further courses; *Lake Water III/IV*: advanced flat-water tandem techniques and solo paddling skill development; *Moving water III/IV*: introduction to moving water including basic tandem and solo river paddling and river reading skills; *Ocean Paddling III/IV*: an introduction to ocean paddling, including dealing with tides and currents and navigating with compass, tide and current tables and chart. Additional special courses may be offered if there is sufficient interest: *Poling* (up river techniques); *Advanced Moving Water* (refining moving water skills); *Flat-water instructors*, *Moving Water Instructors*, and *Ocean Instructors*. Additional training offered includes river rescue and canoe rolling clinics.

Regular canoe program meetings are held to plan trips and instruction courses, discuss interests and concerns specific to the canoe program. Entertainment is often provided following the business meeting.

Kayak

The sea kayak program offers trips throughout the year around lower Vancouver Island. CRCA

certified courses are also offered at a reasonable cost to members along with mostly free informal clinics (members only) on topics such as strokes, braces, rescues, rolling, kayak surfing, currents, tides, navigation, chart reading & weather. The kayak program meets on the third Wednesday of each month from September to May inclusive (except December) to plan courses and events.

Voyageur Canoe

The voyageur canoe program offers a variety of group paddling opportunities; the Clubs four voyageur canoes accommodate six paddlers per boat. Voyageur trips give beginners a chance to participate and explore waters near Victoria, as well as provide social opportunities. Program adventures range from excursions down big water rivers such as the Thompson and the Yukon, annual training paddles culminating in a return trip across the Strait to Port Angeles in support of Timmy's Telethon, to an easy paddle to Symphony Splash.

Outrigger Canoe

The outrigger canoe program offers both recreational and competitive ocean paddling opportunities. VCKC has 2 six seat outrigger canoes (OC6) and 2 single outrigger canoes (OC1) which are used to explore the waters around Victoria on recreational paddles and for team training and racing. Teams train year round for CORA races in March to November. Race distances range from 1000 metre sprints to 35-km open ocean iron races. Races are held on Vancouver Island, the lower mainland and Okanagan Lake. Paddling, steering, and rigging clinics are offered through the year. Teams also regularly practice the art of righting capsized canoes: huli-pu. Program meetings are held as needed to plan events.

Dragon Boat

Dragon boating is a fun, social and competitive team sport. Teams practice and compete against each other and other teams in Victoria, British Columbia and the western US. Dragon boat teams begin practicing in April for 500-m sprint races in June - September. Program meetings are held as needed to organize teams and plan events.

Insurance

VCKC carries third party liability insurance and is

also insured against claims for personal injury or loss of life from members while participating in Club activities and following approved procedures. RCABC and CRCA qualified instructors are further insured through those bodies when teaching. Club boats and equipment are insured against damage or loss at the clubhouse, but not on the water or on a trailer. Boats must be locked to validate insurance.

Guests

Members may invite guests to participate in Club activities and events. Guests are required to sign a waiver for club trips and for the use of Club boats. Guests are encouraged to join the Club if they intend to participate in more than two activities.

Executive of the Club

The executive of the club is composed of a president, vice-president, secretary, treasurer, past-president, program directors, directors of membership, training and safety, building and grounds, boat storage and at least two members at large. The executive meet on the second Tuesday of every month or as required. The executive manages the business of the Club including membership records, financial affairs, correspondence and liaison with other clubs and agencies, organization of Club-wide events, coordination between programs, and communication with Club members.

Policies

Rules governing membership, meetings and voting, composition of the executive, duties of officers, and club finances are set out in the Constitution and Bylaws of the Club. These rules are unalterable except by special resolution of the membership. The executive of the Club may also establish policies and procedures to be observed by paddling programs, for the care and maintenance of Club boats and equipment, the administration of the club, and other matters.

Disclaimer

The Victoria Canoe and Kayak Club, its members, officers, directors, instructors, coaches, and trip

leaders do not warrant or guarantee the completeness or accuracy of the information expressed in any guides, instruction or direction that they or the Club may provide, and not withstanding any indemnity the Club may provide, do not assume any liability for any loss or damage incurred as a result of any person using Club facilities and equipment or participating in Club activities.

Privacy Statement

Victoria Canoe and Kayak Club (VCKC) respects the privacy of members. We do not rent, sell or trade our address lists or specific information about our members. With the signing of the application for membership or any club waiver certificate you will be consenting to our use of that information solely for the purposes of VCKC and its related activities. VCKC uses information you provide to organize and run our various programs, to keep you informed and up to date on the activities of VCKC. If you wish us not to use your information for any purpose, please request that recognition by e-mail or written communication to the Membership Director. Please note that such a request will result in a severe limitation in the membership services that would be provided; e.g. newsletters and program up-dates.

Individual club programs may collect both medical information and emergency contact information from participants. This information will be held by the program director and copies will only be distributed to recognized club instructors/coaches of the particular program. Club instructors/coaches may review the medical information of participants to assist in their instruction level or placement of individuals within the boat. Copies of both the medical information emergency contacts will be carried in the boat during practice periods and will be accessed only if emergency situations arise. Participants that choose not to submit both the medical information and emergency contact information forms may not be allowed to participate in all activities related to the individual program.

More Information

For more information on club activities and courses contact the appropriate program director. Happy and safe paddling!

Interpretation

“Approved steers person” is a Club member who has demonstrated to the program director that he/she has the experience and/or training to be competent in handling the type of craft in the expected setting and circumstances;

“Club boats” are the dragon boat, outrigger and voyageur canoes, club kayaks, club canoes and safety boat.

Use of Club Boats

Club boats must

- be used in the context of a VCKC Program;
- be booked with the program director or designate;
- be in the control of an approved steers person at all times;
- be operated in a safe and responsible manner at all times;
- follow accepted lanes for paddle craft in Victoria Harbour;
- not be used during lightning storms;
- be sea worthy - if the boat is not safe to paddle a note must be placed on the boat, on the Clubhouse basement door and the appropriate program board

Club boats will not be used in the open ocean after dusk.

The Club dragon boat will not be used beyond the Ogden Point Breakwater. A minimum of 12 paddlers and a steersperson are required to use the dragonboat.

The Club outrigger canoes may be used offshore provided that

- the stern person has open ocean experience;
- the crew of 6 are experienced paddlers;
- a minimum of 4 paddlers must have practiced righting the canoe (huli) during the last 6 months.
- Spray skirts are on.

The Club voyageur canoes may be used offshore provided that

- two canoes travel together;
- the steers person has open ocean experience;
- the crew are experienced paddlers.

Responsibilities of Steers Persons

The main duties of a steers person are to

- be familiar with, or anticipate, potential hazards in the trip area/route;

- be aware of weather and water conditions which may affect safety;
- check the latest public and marine forecasts and tides before departure where applicable. (Marine and Public forecast call 363-6717)
- discuss the objectives of the trip, route, type and known hazards of the trip, accident prevention, signals, emergency and rescue procedures with the crew;
- ensure that the required safety equipment is in the boat before launching;
- decide the safest course, watch for hazards such as debris, waves, and other boats and users of the water – swimmers, fishers, etc.;
- be aware of the rules for passing other craft and take appropriate action to avoid collisions;
- advise a responsible person if they are paddling offshore and when they are expected back;
- assure that he/she is the first level of authority in the boat, but also accept input from the crew.

Responsibilities of Paddlers

Paddlers using Club boats should

- only participate in trips that you feel competent to handle;
- be properly equipped for the trip;
- know the appropriate procedures to follow if the boat capsizes;
- be aware of the steers person’s responsibilities and cooperate with him/her with respect to the safety of the boat and crew;
- inform the steers person of personal circumstances that could affect your performance and advise him/her at any time during the trip if you experience discomfort or difficulty;
- know the proper procedures for lifting and carrying the boat. Launching and fetching boats can be physically demanding. Lift with legs, not the back, and carry with a straight back.

Safety Equipment

The minimum necessary equipment for trips in Club boats is

Boat and equipment

- at least 3 large bailing buckets;
- a paddle for each paddler;
- an extra paddle in each boat;

- an Emergency Safety Kit, including a watertight flashlight and flares, strapped to each boat;
- a buoyant heaving line at least 15 m in length (recommend a minimum of 60 feet line with a minimum 1800 lb. breaking strength);
- a white light as set out in collision regulations for unpowered craft operating after sunset and before sunrise or in periods of restricted or reduced visibility.
- a spray deck on outrigger canoes for trips in unsheltered waters, including trips that go beyond Ogden Point Breakwater.

Personal gear

- a PFD for each paddler properly fastened at all times;
- a whistle attached to each PFD is recommended; the stern person must have a whistle attached to their PFD;
- appropriate clothing for the weather and water conditions;
- a dry bag containing warm dry clothes if paddling offshore;
- a wetsuit is recommended if paddling offshore.

Care of Club Boats

Club boats must be

- treated with care to minimize damage and wear and tear; hulls should not be driven onto the shore or into rocks, pilings, etc; voyageurs gunwales should be handled firmly but not grabbed when lifting;
- stored so as to minimize stress on the boat, whether on land or in the water;
- rinsed and drained after each use.

If there is a boat cover it must be placed over the boat and tied down.

Damage to/loss of a boat or its equipment (including trailers) must be reported as soon as possible to the program director.

Club Trips

“Club trips” are those trips advertised in the newsletter open to all members with the necessary skills and equipment.

Club trips should only be undertaken if a competent trip leader is available.

There will be a minimum of three boats on Club canoe and kayak trips.

Responsibilities of Trip Leaders

The main duties of a trip leader are to

Trip planning

- provide an outline of the trip (ie: difficulty, route, times, and meeting places);
- if possible, have an alternative trip planned if conditions are unfavorable for the original trip;
- be familiar with, or anticipate, potential hazards in the trip area/route;
- check the public and marine forecasts and tides before departure where applicable; (Marine and Public forecast call 363-6717)
- carry phone number(s) of the nearest emergency contact in the area (ie: R.C.M.P., Air-sea rescue), and also consider notifying local authorities prior to departure;
- endeavour to ensure that only paddlers who are properly skilled and equipped attempt the trip.

Checks and briefing

- discuss the objectives of the trip, route, type and known hazards of the trip, accident prevention, signals, emergency and rescue procedures;
- ensure that the necessary extra group equipment is present and designate who will be carrying it;
- designate capable lead and sweep boats.

On the water

- endeavour to keep the group together and properly spaced, especially on rivers, rough water and in high traffic areas on lakes and ocean;
- set a pace which is comfortable to the entire group, allowing for sufficient rest stops;
- modify the trip according to changing paddling conditions and be prepared to handle emergency situations (paddling conditions, first aid, rescue);
- assure that he/she is the first level of authority on a trip, but also be prepared to delegate authority;
- debrief participants with any information which could help them improve their knowledge and skills;
- report situations (positive or negative) to the safety director that could benefit the leadership of future trips.

Responsibilities of Trip Members

Paddlers participating Club trips should

- attend only trips that you feel competent to handle;
- be properly equipped for the trip;
- be aware of the trip leader’s responsibilities and cooperate with him/her in performing these duties with respect to the safety and comfort of the group;
- inform the leader of personal circumstances that could affect your performance and advise the leader at any time during the trip if you experience discomfort or difficulty.

Open Canadian Canoes

The minimum necessary equipment for open Canadian canoes are

Boat and equipment

- a paddle for each paddler with an adequate spare in each boat;
- a bailer tied into the boat;
- buoyant bow and stern lines, minimum 3/8";
- Coast guard approved throw bag (buoyant heaving line);
- a sponge is useful on both flat and moving water trips;
- extra flotation tied into the boat is strongly recommended for moving water trips;
- appropriate navigation lights if paddling before sunrise or after sunset or in periods of restricted visibility.

Personal gear

- a P.F.D. for each paddler;
- a sound signaling device (whistle/air horn);
- a watertight bag containing adequate spare dry clothing to withstand the prevailing conditions;
- adequate food and water to last the duration of the trip;
- adequate footwear on moving water trips;
- wetsuits are optional but highly recommended on moving water trips.

Extra group equipment

- two knives;
- a whistle;
- a first aid kit;
- matches and fire-starter;
- two spare paddles;
- an extra bailer;
- an extra dry bag containing warm dry clothes;
- adequate charts and compass where applicable;
- the phone number of the local emergency organization.

Sea Kayaks

The minimum necessary equipment for sea (touring) kayaks are

Boat and equipment

- a paddle with adequate spare;
- perimeter deckline and grab loops at each end of the kayak;
- Coast guard approved throwline;
- a pump or bailer;
- adequate flotation;
- CCG approved navigation lights if traveling after sunset, before sunrise or in periods of restricted visibility.

Personal gear

- PFD;
- spray deck where applicable;
- a dry bag containing spare dry clothes to withstand the prevailing conditions;
- immersion wear if paddling offshore;
- a sound signaling device (whistle/air horn);
- adequate food and water for duration of trip;
- helmets if surf may be encountered.

Extra group equipment

- rescue stirrup;
- charts and compass where applicable;
- emergency signaling and communication devices (flares, vhf radio, cell phone);
- first aid kit and an emergency kit which should include a flashlight, lighter, fire starter, emergency shelter, knife, cordage, food;
- a spare dry bag containing warm dry clothes.

River Kayaks

The minimum necessary equipment for decked river kayaks are

Boat and equipment

- an adequate river paddle;
- grab loops at each end of the kayak;
- adequate flotation;
- spray deck

Personal gear

- PFD;
- helmet;
- a wet or drysuit is recommended;
- food and water to last the duration of the trip.

Extra group equipment

- a dry bag containing warm dry clothing;
- two throw ropes;
- two knives;
- a whistle;
- a first aid kit;
- matches and fire-starter;
- an extra dry bag containing warm dry clothes;
- the phone number of the local emergency organization.

VCKC POLICIES & PROCEDURES

Safe Paddling

1. (1) Personal Flotation Devices must be worn on Club events or when using Club equipment.
- (2) Members using Club boats or participating in Club trips shall observe the VCKC trip guidelines and the Canadian Coast Guard Safe Boating Guide.
- (3) Members should inform their guests of the guidelines for Club trips. All guests on Club trips and paddling events must sign a waiver and release of liability.

Membership and Fees

2. (1) In any year, full fees will be charged until the end of August, half fees from September to November, and fees paid in December will count towards the next year's fees.
- (2) The executive will recommend a fee schedule for approval by the membership.
- (3) New members may be introduced at the monthly meetings.
- (4) Guests are welcome to participate in two Club activities or events, but thereafter are encouraged to join the Club.
- (5) The Club may publish a membership list in agreement with the club's privacy statement including phone numbers to facilitate contact between members. Members contact information will not be given to third parties without their consent.

Use of the Clubhouse

3. (1) The Clubhouse may only be used regularly for water related activities by Club members and associates. Acceptable (to the Executive) individuals or groups may use the Clubhouse occasionally (not more than twice a year) if a normal meeting place is not available. A donation of \$20 would be appreciated in such cases. A limit of approx. 40 persons at such meetings should be observed

- (2) The hours of operation of the Clubhouse and boat storage areas are 7 am to 10 pm.
- (3) For events held at the Clubhouse
 - (a) there is no smoking in the Clubhouse;
 - (b) noise is to be kept to a reasonable level;
 - (c) groups will clean up before leaving;
 - (d) bookings must be made through an appointed member of the executive.
- (4) Any member should have reasonable access to the Clubhouse.

Use of Club Equipment

4. (1) Club paddles and PFDs are for the use of members participating in activities based at the Clubhouse and should not to be removed from the Clubhouse except with the consent of the program director.
- (2) Club tandem and marathon canoes are for the use of Club members with flat-water certification, participating in a Club activity. Usage must be approved by the program director. Canoes are to be paddled within the confines of Victoria Harbour or adjacent inland waterways or as approved by the program director.
- (3) Club river canoes are for the use of members and instructors in Club moving-water courses. A usage fee will be charged when a member uses a Club boat for a moving-water course or Club moving-water trip.
- (4) Members may use Club boats for non-club trips provided that
 - (a) the boat is not required for a Club activity;
 - (b) if damage to the boat occurs, financial responsibility for the repairs rests with the person who caused the damage;
 - (c) the member has received consent for the use of the canoe from the program director
 - (d) the member has a minimum of Lakewater Level 1 certification
 - (e) a usage fee will be charged if the boat is used for more than one consecutive day.
- (5) Club voyageur canoes may be used by youth and other deserving groups provided that
 - (a) the boat is not required for a Club activity;

- (b) if damage to the boat occurs, financial responsibility for the repairs rests with the group who caused the damage;
 - (c) the organization enters into a Boat Loan Agreement and/or indemnity agreement.
- (6) Members may use the Club canoe and kayak molds providing that:
 - (a) the work must be supervised by a qualified person approved by the Executive;
 - (b) if damage to the mold occurs, financial responsibility for the repairs rests with the person who caused the damage;
 - (c) a rental fee and damage deposit will be required if the mold is to be removed from the Club.
 - (7) Kayaks which have been purchased by the Club are for Club activity use only. A daily usage fee applies. Donated or "found" boats are for personal use of members in the local area and no usage fee applies. Courses and clinics have priority of use.
 - (a) Use of Club kayaks must have the approval of the program director or representative.
 - (8) Club dragonboat may be used provided that
 - (a) the boat is only taken out under direction of a VCKC certified dragonboat coach;
 - (b) the boat will not be taken past the Ogden Point Breakwater without prior approval of the dragonboat program director;
 - (c) any damage to the dragonboat (collision, grounding, etc) must be reported to the program director; financial responsibility for the repairs rests with the team causing the damage.

Boat and Equipment Storage

5. (1) Except for boats belonging to the Club, no craft larger than those that are normally paddled by two persons may be stored at the Club. Larger boats may be temporarily stored at the Club for races and other paddling events.
- (2) An annual fee will be charged for canoe and kayak storage and for use of lockers. Spots will be allocated by waiting list. Fees will be set annually by the Executive. For boat storage

information please contact the Boat Storage Director.

- (3) Boat owners are responsible for securing their boats and equipment. The Club is not responsible or liable for theft, fire or damage to individually owned boats and equipment. Members are encouraged to take out insurance on their boats and equipment.
- (4) Club members wishing to store other items in the Clubhouse or on the premises must receive permission from the Executive.

Courses

6. (1) Canoe instruction will follow the Recreational Canoe Association of BC (RCABC) standards.
- (2) Sea kayaking instruction will follow the Canadian Recreational Canoe Association (CRCA) sea-kayaking standards.
- (3) Only members can take courses.
- (4) Course fees will be prepaid and non-refundable, except in extraordinary circumstances.
- (5) Club members who instruct Club courses do so on a volunteer basis.
- (6) Instructor's meetings will be held following courses taught. Course criticism from other instructors should be handled diplomatically and internally.

Reimbursement of Instructor Course Fees

7. (1) In this part "Active Instructor/Coach" is a Club member who has a current instructor/coach certificate and has instructed/coached, or assisted to instruct/coach at least one VCKC sponsored course in the previous 12 months; "Instructor/Coach Course" is a provincially or nationally certified paddling course for instructor/Coach certification (e.g. RCABC/CORA/CRCA/NCCP).
- (2) All Active Instructors/Coaches may be reimbursed for
 - (a) out of pocket expenses directly related to instructing or assisting instruct a VCKC instruction course;
 - (b) costs of instructor/coach re-certification courses.
- (3) All Club members who take and pass an instructor course may be reimbursed

50% of the costs of the course up to \$200.00 after instructing one VCKC course for the type of paddling within the 12 months following the course.

- (4) All Club instructors/coaches may be reimbursed for 50% of their annual certification fee after instructing one VCKC course for the type of paddling within the 12 months following the course.
- (5) If a Club member is unable to pay for an instructor's course, they may approach an executive member requesting exemption from the fees, either entirely or in part, or for reimbursement at later qualification. The executive committee may, at its discretion, approve or reject such a request. The individual and identifying circumstances will remain in the confidence of the approached member and the committee.
- (6) Dragonboat coaches will be reimbursed up to 50% of the base dragonboat course fee once the course has been completed and a course certification certificate has been issued. VCKC dragonboat coaches will belong to a pool of coaches that may coach or co-coach individual teams or move between teams throughout the season.

Duties of the Executive

8. (1) The duties of the Executive shall be to promote the purposes and to manage the affairs of the Club. The Executive shall be guided by the expressed wishes of the majority of Club members. The Executive shall keep members informed of events and issues concerning the Club through the newsletter and general meetings.
- (2) The Executive meets the second Tuesday of each month except for June and July. Members are welcome to attend and/or make presentations at Executive meetings.
- (3) The Officers main duties are that the:
 - (a) President shall chair all executive, general, and annual general meetings; represent the Club in dealings with government and other groups; supervise the other Directors; ensure that the Club constitution, bylaws and policies are observed; and prepare an annual report to the members and to Registrar of Societies;
 - (b) Vice-President shall assist the President in the performance of his/her duties, and in the absence of

the President, carry out the duties of that position;

- (c) Secretary shall record the minutes of executive, general, and annual general meetings, and maintain records of minutes and correspondence of the Club;
 - (d) Treasurer shall receive and disburse all monies on behalf of the Club, maintain the financial records required by the Societies Act, prepare an annual budget and financial reports as required by the Executive, and prepare an annual report for the members and Registrar of Societies;
 - (e) Past-President shall advise the Directors, receive nominations and oversee elections.
- (4) The Directors main duties are that the:
 - (a) Membership Director shall review applications for membership and maintain the Register of Members required by the Societies Act;
 - (b) Education, Standards, and Safety Director shall promote safe paddling, recommend safety standards, represent the instructors, and advise the Directors on risk management;
 - (c) House and Grounds Director shall advise the Directors on the maintenance of the Clubhouse facilities and coordinate construction and maintenance projects;
 - (d) Program Directors shall chair program meetings, prepare an annual program budget, recommend specific program policies and procedures, provide schedules for boat use, coordinate regular boat maintenance, promote education and training within the program, and coordinate program activities;
 - (e) Directors-at-Large shall represent the interests of the members at large and serve on committees as required.
 - (5) The Executive may establish committees as necessary, the terms of reference to be decided by the Executive. Committee members may be drawn from the Executive or the regular membership and will report to the Executive.

Financial Disbursements

9. (1) Except as described in paragraph 2, no officer, director, or other person acting for the Club may spend an amount over \$50 without prior approval of the Executive.

- (2) The Treasurer can pay customary account/bills over \$50 without Executive approval.
- (3) Directors may spend up to \$50 on incidental expenses within an approved annual program budget.
- (4) Any request to the Treasurer for reimbursement must be accompanied by a written receipt or invoice. The Treasurer will pay all accounts by cheque only.
- (5) The signature of any two Officers of the Club is required on cheques and other financial documents.

Fundraising and Sponsorship

10. Where fundraising events and sponsorship represent VCKC they shall
 - (a) have a clear purpose or goal;
 - (b) have executive approval;
 - (c) be supervised by a program director.
 - (d) Monies collected to be dealt with according to the fundraising policy.

Codes of Conduct

11. General Code of Conduct for VCKC Members

The VCKC requires that all club members and their guests conduct themselves in a manner that respects the General Code of Conduct. The Code of Conduct states that:

1. Club members and their guests should use club facilities and equipment in a respectful, careful and secure manner, so as not to cause damage of any kind to club property, or risk injury to themselves, other club members, or members of the general public.
2. Club members and their guests should be attentive to and follow the guidance of club instructors, coaches, trip leaders, and co-ordinators of any club activity, especially when guidance is concerned with issues of personal and group safety.
3. Club members and their guests should at all times be respectful of their fellow club members and conduct themselves in a manner that agrees with the VCKC Policies and Procedures, to ensure the success and enjoyment of club activities for all members.

12. Dragonboat Program - Paddlers Code of Conduct

1. Treating all persons with respect at all times;
2. Conveying respect when communicating about or referring to fellow paddlers, new recruits or guest paddlers (both oral and written communication);
3. Refraining from, and refusing to tolerate in others, all forms of harassment;
4. Demonstrating integrity and good sportsmanship in all relationships;
5. Participating with team and program members in a positive and productive manner;
6. Abiding by team protocols and requirements that are established by individual teams;
7. Directing any concerns or complaints about team issues to the team coach/captain/manager, not other paddlers;
8. Not challenging a coach's decision while in the boat and during practice, but rather, discussing the issue on land either before or after the practice session

13. Canoe Program - Paddlers Code of Conduct

1. Club members and their guests should always behave appropriately when representing the club, should respect the officials, competitors and organizers of all club-related events.
2. Club Members and their guests should respect the fact that all individuals within the club have a common interest and are present at events and activities as either participants or volunteers of their own time.
3. Club members and their guests should have special regard for inexperienced paddlers in their group
4. Club members and their guests should respect those paddlers in their group who are experienced and use their knowledge as a resource.
5. Club members should realize that membership is a privilege.
6. Club members and their guests should never harass or discriminate against anyone.
7. Club members and their guests should respect the property and space of all individuals.
8. Club members and their guests should respect all other water users.
9. Club members and their guests should offer assistance to anyone in genuine need, on or off the water, but should not put themselves or fellow paddlers at risk

14. Recreational Outrigger Program - Paddlers Code of Conduct – Friday Morning Teams A and B

Every team member agrees to:

1. Be committed to the schedule
2. Find a replacement from the spares list when necessary and as far ahead of the scheduled date as possible; then advise the team captain.
3. Arrive no less than 15 minutes prior to launch time, properly equipped and clothed for the event and weather conditions.
4. Take care of personal pre-launch duties.
5. Do a personal recall of huli duties or ask the stern to confirm those tasks prior to each outing; AND be prepared to participate in a practice huli every six months.
6. Advise the stern/captain of any personal physical limitations prior to each outing, or promptly should something occur during the trip.
7. Contribute to an enjoyable and safe outing.
8. Take care of assigned post trip duties.

Miscellaneous

15. Club trophies will remain in the Clubhouse rather than be given to the winner to take home.