

VCKC POLICIES & PROCEDURES 2020

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Introduction

The Club's Bylaws contain the following policies and procedures (Para 25):

- a) Membership fee schedules.
- b) Conduct of members and other persons or groups within the Club and grounds.
- c) Procedures for suspension and expulsion of members.
- d) Care and maintenance of Club boats and equipment.
- e) Procedures to be observed by the paddling programs.
- f) Safety procedures around the Club and while paddling.
- g) Financial procedures; including procedures for reimbursement of out-of-pocket expenses.
- h) Schedule of events.
- i) Any other subjects which the membership or executive feels requires explanation, elaboration, direction or control.

These Club Policies and Procedures use the same structure with the following considerations:

- This listing of policy headings is not all-inclusive; some matters are covered elsewhere in the Bylaws.
- Matters relating to general common sense behaviour and safety are not covered.
- More specific material relating to each program may be found in the relevant section of the Club website.

Each subject area begins with Club-wide policy; followed by program-specific policies and procedures where required.

A. Membership and Fee Schedules

Membership Fees

General

- The executive will recommend a fee schedule for approval by the membership at the AGM.
- There are two categories of fee-paying general membership: Single and Family. Family memberships are for married, common-law partnership, or divorced/separated parents and their children under the age of 19 years residing in the same domicile.
- The full membership fee must be paid for every year or portion thereof. Fees paid in December will count towards the next year's fees.
- Guests are welcome to participate in two Club activities or events, but thereafter are expected to join the Club.
- 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.
- Program directors are responsible to ensure that all people using club boats and equipment are members or guests who have signed waivers.

VCKC Associate Group Membership Guidelines

Purpose

To allow deserving community organizations to be affiliated with and enjoy the Club's equipment and facilities.

It is the intent of this program to introduce individuals to paddling who may not otherwise have the opportunity to experience it. The

Associate Group Memberships are to provide responsible leadership and the VCKC is to provide access to boats and equipment.

Potential members may include a range of established community groups, such as school groups, not-for-profit organizations, and youth groups and seniors' groups.

Conditions of Associate Membership

1. Granting of associate memberships will be determined after a case-by-case review of applications by the Program Director and the President and approval of the VCKC executive.
2. Members of groups that have been granted associate membership may not vote and are not eligible to be elected or appointed to the VCKC executive.
3. Associate members may attend club general and program meetings. They may only participate in those paddling programs, courses, workshops and classes that have been identified as specific areas of club involvement for the associate member organization, as determined by prior discussions with the club executive.
4. Participating members of the associate member organization will be restricted to those individuals for whom the organization was founded, and, as applicable, their immediate supervisors for the club activity.
5. The associate member organization is required to have at least one regular VCKC member (individual or Family category) as a member of their organization. This member should be the primary person involved in coordinating the associate group activities with the VCKC. This same member must meet with, gain the support and approval of and work in cooperation with the appropriate program director, in order to plan their involvement in the paddling program(s) of interest to the associate member group. The needs of VCKC override those of the associate member in planning activities.

6. Associate member organizations will pay an annual fee of \$100 for their club membership.
7. VCKC insurance policies do not extend to cover the activities of associate member groups using the Club's equipment and facilities.
8. The VCKC reserves the right to terminate an associate membership if deemed necessary by the club executive.

- Offer assistance to anyone in genuine need, on or off the water, but should not put themselves or fellow paddlers at risk.
- Always behave appropriately when representing the club, be respectful of officials, competitors and organizers of all club-related events.
- 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.
- Have special regard for inexperienced paddlers in their group

B. General Code of Conduct for VCKC Members

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.

Club members should realize that membership is a privilege.

Club members and their guests should be attentive to and follow the guidance of club instructors, coaches, trip leaders, and coordinators of any club activity, especially when guidance is concerned with issues of personal and group safety.

Club members and their guests should treat all persons with respect at all times 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.

Examples:

- Convey respect when communicating about or referring to fellow paddlers, new recruits or guest paddlers (both oral and written communication);
- Refrain from, and refuse to tolerate in others, all forms of harassment or abuse;
- Respect the property and space of all individuals;
- Demonstrate integrity and good sportsmanship in all relationships;

Use of the Clubhouse

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.

The hours of operation of the Clubhouse and boat storage areas are 7 am to 10 pm.

For events held at the Clubhouse:

- There is no smoking in the Clubhouse ;
- Noise is to be kept to a reasonable level;
- Groups will clean up before leaving;
- Bookings must be made through a member of the executive
- Any member should have reasonable access to the Clubhouse. Codes for the basement door and compound/deck locks are posted on the Club website in the Membership Section.
- General club activities take precedence over social events.
- It is the responsibility of every member to check that doors and gates are closed and locked.

Dragon Boat, Marathon and Outrigger Teams

- All team names must have VCKC preceding the name. For example, when registering a team for a festival, the registered name must be VCKC Ageless Warriors, not just Ageless Warriors.
- All team uniforms or t-shirts must show the VCKC and/or logo.

C. Procedures for Suspension and expulsion of members

See Bylaw #6

D. Financial Procedures

D.1. Instructor Reimbursement:

VCKC desires to maintain the volunteer nature of instructors, coaches and leaders, while at the same time understands that these individuals are required to successfully complete specific training to ensure competency in delivering services to our members. VCKC recognizes that reimbursement is an important part of maintaining the sustainability of volunteering.

In order to be eligible for consideration of expense reimbursement, the individual must be a member in good standing at the time any training is undertaken and continue in such for the duration of service delivery. In the event that a suitable candidate is unable to prepay the required course fees the Program Director may approach the Officers, requesting that all fees be paid in advance by the Club. An agreement will be undertaken in advance with the member regarding repayment of fees up to the full amount if they are unable to deliver the services as outlined. Approval is subject to the needs of the club.

All instructor/coach and trip leader reimbursements must be approved by the respective program Director(s), the treasurer and president. It is the responsibility of the members expecting reimbursements of any kind to bring their requests to the attention of the applicable

program Director(s) **before** incurring the expense. The Director(s) in turn will then bring all requests to the Treasure and President. If requested reimbursements exceed the budgeted allowance, the request will be brought to the executive. Approval is subject to the needs of the club. Reimbursement of expenses will be based on the costs for such a course delivered in our region. If a candidate wishes to take the course at another location, the increased portion of the fee is at their expense, unless prior approval has been received.

All active instructors/coaches may be reimbursed for

- The approving body's membership cost;
- Costs for approved instructor/coach recertification courses and related expenses;
- Out of pocket expenses required for completion of their volunteer responsibilities.

All active instructors, coaches and trip leaders who take and pass an approved course may be reimbursed up to 100% (50% the first year, 25% 2nd year and 25% 3rd) of the costs of the course after

- Instructing three VCKC courses for that type of paddling within each 12 month period;
- Coaching a team for the season within each 12 month period; or
- Leading four VCKC sanctioned trips within a 12 month period.

Each program director will have the discretion to reimburse the full amount of training costs for volunteers in one program year, if that is deemed to be in the best interest of the program and such reimbursement has been approved by the Treasurer and President prior to disbursement of funds.

Note: Reimbursement of member expenses does not cover annual VCKC membership dues.

Rationale for above changes are:

- to involve more than just the program director
- Treasurer must know how the expenses are spread over all programs to ensure requests do not exceed designated budget

President must have an opportunity to vet club

leadership (sometimes the President is uniquely privy to pertinent information)

Note: Reimbursement of member expenses does not cover annual VCKC membership dues.

Any request to the Treasurer for reimbursement must be accompanied by a written receipt or invoice, either in a paper or electronic form. The Treasurer may pay accounts by either electronic transfer from a VCKC bank account or by cheque.

D.2. Fundraising, Sponsorship and Partnership

In most cases organizations look for marketing and community relations opportunities in exchange for money, products or services, and they want corporate recognition for their involvement. It is critical for VCKC to balance its reputation management with revenue generation. Monies from this variety of sources are deemed a desirable form of revenue diversification which allows VCKC to keep membership dues low and event fees affordable while contributing to the overall operational, capital and/or program specific funds of the organization.

While wanting to encourage executive members to seek funding, sponsorship and partnership opportunities for VCKC with potential funders, like-minded Clubs and/or Businesses, we also want to ensure that the Executive is aware of possible negotiations and to avoid duplication of efforts in this area. Understanding that successful sponsorships are based on relationships, Directors shall be free to solicit and negotiate most sponsorships without delay of taking decisions to the Executive. Sponsorships of any size involving exclusivity, a length of three years or more, and/or an amount exceeding \$5,000 will require prior Executive approval.

All Club Executive wanting to enter into a mutually beneficial agreement with Funding Organizations, Clubs or Business shall:

- present their desire to begin communication on behalf of VCKC to the

President or designate prior to any conversations including a clear rationale for why the venture might be beneficial; and

- prior to making any agreement, present the proposed arrangements outlining the benefits/costs to the Club and/or members at the next available executive meeting or by email if time sensitive to ensure that all executive members are knowledgeable of the agreement and can where appropriate add to the end result.
- receive Executive approval for those specific cases as identified above.

Except for fund raising that is undertaken to support a VCKC team all monies received will be included in the regular reporting of the Treasurer.

Any monies raised specifically for team use must be supervised by the program director and a written account be kept of all monies raised and used. This accounting must be provided to the Treasurer on an annual basis.

D.3. Community Participation and Fundraising Events

VCKC has and wishes to continue to support community programs through a variety of events. VCKC receives many requests for support during the year, however, acknowledges that not all requests can be met. Participation in any of these events will depend on the availability of volunteers to ensure that VCKC can maintain a safe environment for all participants.

Any Club member can request VCKC to participate in a community event, however, the final decision will rest with the Executive. When making a request the date, expected commitment of resources and any other relative information must be received a minimum of two months prior to ensure that the decision process can be completed.

A list of current annual events and organizations that VCKC supports are:

- Peninsula Paddle for the Kids – BC Children’s Charities
- Canada Day Paddle – Big Brother Big Sisters
- Paddle for Health -

Many of these event have a collection of funds element as part of the process. When this is the case, the organizer and/or Treasurer will work with the organization being supported to establish a process for collecting and accounting for any funds received as required. Any funds raised will not be accounted for in the revenue /expenditure reporting of VCKC.

E. Schedule of Events

There should be no other club activities or paddles scheduled during

- Club and Grounds or Gorge Waterway Clean-ups,
- Paddle for the Kids Event Day
- Wake Up the Gorge Event, and
- Canada Day Festivities.

It is expected that the membership participates in these events.

F. Other Subjects

F.1 Club Trophies

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

G. Care and Maintenance of Club Boats and Equipment

Use of Club Boats

Club boats include the dragon boats, outrigger and voyageur canoes, club kayaks, club canoes, marathon canoes and safety boat.

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.;
- 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.

Use of Club Equipment

The Club owns a number of paddle craft, 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. Club Trip Guidelines apply to all Club boat use. Contact the appropriate program director for more information.

Individuals wishing to use club boats must contact the Program Director or their appointed representative for permission to use Club boats for non-Club activities.

- Club paddles and PFDs are for the use of novice paddlers and guests participating in activities based at the Clubhouse and should not to be used away from the Clubhouse except with the consent of the program director. Regular paddlers are

expected to provide their own PFDs and paddles.

- Club tandem, solo and marathon canoes are to be paddled on the Gorge Waterway above the Tillicum Bridge or as approved by the Trip Leader or Program Director. Paddlers must have a minimum of Lake water Level 1 certification or equivalent as determined by the Program Director.
- Club river canoes are for the use of members and instructors in Club moving water courses. Because of the risk of damage, a usage fee will be charged when a member uses a Club boat for a moving-water course or Club moving-water trip.
- Club kayaks are to be paddled on the Gorge Waterway above the Tillicum Bridge or as approved by the Trip Leader or Program Director. Paddlers must have a minimum of Introduction to Sea Kayaking or equivalent as determined by the Program Director.
- Dragon boats must not be taken past the Ogden Point Breakwater without prior approval of the dragon boat Program Director and they must only be taken out under direction of a VCKC approved dragon boat coach
- Outriggers can be used on the Gorge Waterway or offshore, as detailed in the VCKC Trip Guidelines.
- Club voyageur canoes may be used by youth and other deserving groups, with the program director's approval, provided that the boat is not required for a Club activity.
- Teams may use club boats for non-club activities as long as the team has received consent from the program director.
- Club activities, courses and clinics have priority of use.
- Any damage to a boat must be reported to the program director, and damage to

dragon boats or outriggers must also be recorded in the logbook.

- The cost of repairing any damage to a club boat beyond normal wear and tear is the responsibility of the group causing the damage.

Boat and Equipment Storage

- 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.
- VCKC will only store members boats that are in good working order, no longer than 20" and no wider than 38".
- Boat storage is for the convenience of paddlers who use their boats regularly. Regularly means at least monthly, unless the member is away on holiday, or unable to paddle temporarily due to illness. Owners of stored boats that are obviously not in regular use may be required to remove same.
- An annual fee will be charged for canoe, kayak and SUP storage and for use of lockers. Fees will be set by the Executive. Spots will be allocated by waiting list, one boat storage spot per individual member, two per family membership. For boat storage information, contact the Boat Storage Director.
- Storage and the waiting list are only for members of the Victoria Canoe and Kayak Club. There is no waiting list for non-members.

- Boat owners are responsible for locking 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.
- Club members wishing to store other items in the Clubhouse or on the premises must receive permission from the Executive.

H. Procedures to be observed by all Paddling Programs

1. Habitat and Wildlife- Every effort shall be made at all times to avoid disturbing wildlife during club trips or when using club boats, especially in the upper Gorge waterways from November through December (salmon spawning season) and from March through June inclusive when herons are nesting in Cuthbert Holmes Park. Avoid entering the waterways during these times.
2. Do not feed the wildlife.
3. Habitat should be left as found. When paddling the Gorge, enter the creeks and rivers only when water is deep enough to prevent boats and paddles from hitting the bottom. Do not turn boats longer than 20 feet around in the mudflats of Colquitz River. These boats are required to back out.

I. General Use of Club Boats

1. Club boats must be used in the context of a VCKC Program;
2. be booked with the program director or designate;
3. be in the control of an approved steers person at all times;
4. be operated in a safe and responsible manner at all times;
5. All VCKC boats must follow the rules and regulations of the Victoria Harbourmaster

and Canadian Coastguard. (See Canada's Safe Boating Guide

<http://www.tc.gc.ca/media/documents/marinesafety/TP-511e.pdf>

6. not be used during lightning storms;
7. be seaworthy - 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
8. Club boats will not be used in the open ocean after dusk.

J. Trip Guidelines (All Outings)

Big Boats

All Club Big Boats – Dragonboats, Outrigger OC6 Canoes and Voyageur Canoes may only be used under the direction and control of an approved stern person and with sufficient crew members.

See individual program areas for minimum crew numbers. The approved stern person is the person who makes the decision re the safety of the proposed trip or practice, given the conditions, the crew and their experience

An **Approved stern 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.

DRAGONBOAT

- The Club dragon boat will not be used beyond the Ogden Point Breakwater. A minimum of 10 paddlers and an approved steersperson are required to use the dragonboat.
- There is to be No Drumming west of the Tillicum Bridge.

OUTRIGGER CANOE

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 previous 1 year.
- Spray skirts are required in open waters.

J. 1 BIG CANOES

The Club big canoes may be used offshore provided that

- At least two canoes travel together;
- the steers person has open ocean experience;
- the crew include a minimum of 4 experienced paddlers.

Responsibilities of Steers Persons

- 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 tide tables before departure where applicable. (Marine and Public forecast call 250-363-6717) or website: http://www.weatheroffice.gc.ca/city/pages/bc-85_metric_e.html Public: http://www.weatheroffice.gc.ca/marine/forecast_e.html?mapID=03&siteID=07003 Marine
- 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;

Responsibilities of Paddlers

- Supervision of minors must be provided by the parent or parent designated guardian. (Family Membership)
- Supervision of minors on Associate Membership events/trips must be provided by the associate member. (Associate Membership).
- 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, carrying and transporting the boat.

J 2. Club Canoes and Kayaks 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 solo and/or tandem boats on Club canoe and kayak trips.

Responsibilities of Trip Leaders

The main duties of a trip leader are:

- Trip planning
- provide an outline of the trip (i.e. difficulty, route, times, and meeting places);
- if possible, have an alternative trip planned if conditions are unfavourable for the original trip;
- be familiar with, or anticipate, potential hazards in the trip area/route;
- check the public and marine forecasts and tide tables before departure where applicable; (Marine and Public forecast call 250-363-6717)
- carry phone number(s) of the nearest emergency contact in the area (i.e.: 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

- endeavor 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.

I. Courses

- Courses will be taught according to standards defined by the associations governing that particular paddling program.
- **Canoe** instruction will follow the Recreational Canoe Association of BC (RCABC) standards.

- **Kayaking** instruction will follow the Paddle Canada sea-kayaking standards.
- Outrigger coaching will follow Canadian Outrigger Association (CORA) standards.
- **Dragonboat** coaching will follow Dragonboat Canada standards.
- **Marathon** canoe coaching - as determined by the Program Director.
- Only members¹ may take courses.
- Course fees will be prepaid and non-refundable, except in extraordinary circumstances.
- Club members who instruct Club courses do so only on a voluntary basis.
- Instructor's meetings will be held following courses taught. Course feedback from other instructors should be handled diplomatically and internally.

Instructors & Coaches

"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/Paddle Canada, /NCCP, Dragonboat Canada).

J. Safety Procedures While Paddling

Personal Gear for All Programs

- a Transport Canada or previously, Department of Transport, Canadian Coast Guard, or Fisheries and Oceans Canada approved PFD must be worn and properly

¹ A non-member who wishes to take a course may do so after payment of the appropriate membership fee in addition to the cost of the course itself.

fastened by all paddlers while paddling as part of a club function, in a club boat, or from the club float.

- 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 or dry-suit is recommended if paddling offshore.

Medical Assistance during Club Events

Organizers of Club paddling events with registrations in excess of 100 persons must make provision to have medical assistance such as a licensed physician or St. John Ambulance present for the duration of the event.

Safety Equipment for Big Club Boats²

The minimum necessary equipment for trips is:

- Minimum of 3 large bailing buckets
- a paddle for each paddler;
- an extra paddle in each boat;
- a watertight flashlight
- 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 on the boat as set out in collision regulations for unpowered craft operating after sunset and before sunrise or in periods of restricted or reduced visibility.
- An Emergency Safety Kit, including flares, attached to each boat, if in open waters;
- a spray deck on outrigger canoes for trips in unsheltered waters, including trips that go beyond Ogden Point Breakwater.

Incident Reports

In order to keep a history of the Club's activities as well as to learn from the past members are asked to submit their view of what happened when an incident occurred.

Incidents may involve interactions between members, accidents at the clubhouse or dock ,, damage to club boats injuries to members or in some cases close calls where no damage or injury occurred.

All incident Reports should be sent to the Safety Director. Reports should also be sent to any other pertinent Director.

Anyone involved in an Incident should consider it carefully and send in an Incident Report.

The Safety Director should review reports on a particular Incident, consult with the other Directors involved and write a Summary Report. This Summary Report should be submitted to the Executive and if approved should be put into a file of Incident Reports maintained on the club website and organized by years A paper copy should also be filed in the cabinet at the club office

In submitting an Incident Report send an email using the following outline. Do not use specific club members names.

1. When did this Incident occur?
2. Where did this Incident occur?
3. Describe the situations which lead to the Incident.
4. Describe what error(s) occurred or what unexpected situation caused the Incident.
5. Describe what can be learned to make our club and its members safer as a result of the incident.

Please send all Incident Reports to safety@vckc.ca and to other relevant Directors at the following:

- canoe@vckc.ca

² (Dragon Boats, Big Canoes and OC6 Outriggers)

- dragonboat@vckc.ca
- kayak@vckc.ca
- outrigger@vckc.ca
- marathon@vckc.ca
- voyageur@vckc.ca
- clubhouse@vckc.ca

Note: Specific safety rules for each program are attached at the end of this document.

K Program-Specific Rules and Guidelines

K. 1. Canoe Program

Safety equipment for Open Canadian Canoes

The minimum necessary equipment for trips is:

- 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 required 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.
- Helmets if on moving water.

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.

K. 2. Dragon Boat Program

The Dragon Boat policy includes the following:

- All paddlers must be made aware of boat safety.

Qualifications

As dragon boating is a team activity, the boat should only be taken out under the guidance of qualified paddlers. Specifically

Coach – should have taken and passed a recognized approved training program or have comparable experience as deemed acceptable by the Program Director.

Stern – should have taken and passed a recognized clinic on sterning a dragon boat or possess comparable experience as deemed acceptable by the Program Director.

Safety

- The boat must have a safety bag.
- All paddlers must be familiar with the standard dragon boat commands for steering and controlling the boat.
- The boat should only be taken out in safe weather and water conditions
- The Captain/Coach should be aware of any pre-existing medical conditions of paddlers in the boat that may be affected by paddling.
- All paddlers should wear appropriate clothing for the weather and be advised to have water and to use sunscreen when necessary.
- There should be a minimum of 10 paddlers and a qualified stern before a dragon boat can go out.

Equipment

Club equipment must be treated with care. The Captain/Coach is required to report any damage or misuse of equipment to the Program Director.

- The club will provide paddles and PFDs for new paddlers, but it is expected that team

and regular paddlers will purchase their own equipment.

- The dragon boats should be locked and tied up securely at the end of each practice, with the cable and ropes out of the water.
- At the end of each practice the Dragon Boats will be empty of water and cleaned.
- The clubhouse door must be closed before the boat leaves the dock

Responsibility

- Captain/Coach – ensure that all safety points are covered and that you take charge of the boat, as you are the ‘Captain of the boat’.
- Stern – is aware of water and weather conditions and communicates effectively with caller (Captain/Coach).
- Paddlers – is a paid-up member of the club or has signed a waiver if a guest, listens to the Captain/Coach/Stern instructions, informs the Captain/Coach if there are any pre-existing medical conditions that may be affected by paddling.
- The Captain and Coach are required to submit a team roster to the DB Director at the beginning of each season. Names of any new members joining mid-season will need to be added to the team roster.

The Captains & Coaches will provide the Program Director with team member lists regularly to ensure all paddlers (except guests) are paid up members.

K.3. Kayaking Program

Leadership

- Programming is led by the Kayak Program Director.
- Instructors must be certified by Paddle Canada to deliver relevant course levels.

The minimum necessary equipment for kayaks is:

- a paddle with adequate spare;
- perimeter deck line and grab loops at each end of the kayak;
- Coast guard approved throwline;
- a pump or bailer;J.4.
- 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.

Kayak Paddlers Responsibilities

- Participants must be familiar with and adhere to VCKC policies.
- Participants must wear a government-approved PFD when paddling in VCKC Programs, using VCKC kayaks, and/or paddling from the VCKC dock.
- Participants should be familiar with the current Greater Victoria Harbour Authority – *Harbour Regulations*.
- When using club property, participants should act to preserve existing equipment and maintain the security of the premises. Participants agree to promptly inform the Director if any club property is lost, stolen, or damaged.
- Participants agree to maintain an environment free from harassment and discrimination. Participants are encouraged to approach the Director and/or the VCKC President to report if they have witnessed, or been subjected to, discriminatory and/or harassing behaviour from a VCKC member.

K.4. Marathon Canoe Program

Marathon Canoe at VCKC

- The Marathon Program use light, narrow, fragile racing canoes specific to the discipline that are propelled by bent shaft paddles by participants who typically train for and compete in races varying from 10km to several hundred kilometers in length.
- Participants at VCKC's Marathon Program are also welcome to take a recreational approach to canoe marathon.
- There are 5-main racing classes of marathon canoes. VCKC's Marathon Program includes two of these classes: single canoe (C1) and double canoe (C2).

Leadership

- Programming is led by the Marathon Program *Director* and/or the Marathon *Coach(es)*, or a *Mentor*.
- A Director has the minimum experience of being a Coach or a previous Mentor.
- Coaches are NCCP Marathon Canoe certified or equivalent.
- A select number of Mentors are designated annually by the Director and Coach as having the necessary marathon canoe and safety skills to lead a program session and who are agreeable to do so in the absence of the Director and/or Coach. A Mentor will be formally requested in advance to lead a program by the Director or Coach on the specific days in which they will be absent.
- During a Marathon Program *session*, the Leadership will oversee the club equipment selected for use, organization of doubles and singles paddlers, course paddled, appropriate pacing, skills instruction, group safety, and cleaning and storage of equipment.
- A session may only proceed under the supervision of designated Leadership.
- Leadership agrees to have an up to date, annual Criminal Record Check if they will

be overseeing any session where minors are participating without the continuous direct supervision by their guardian.

Dates and times

- The Marathon Program formally meets on Saturdays at 0800h.
- Practice sessions typically last 1-3 hours.

Marathon Paddlers Responsibilities

- Participants must be familiar with and adhere to VCKC policies.
- Participants must wear a government-approved PFD when paddling in VCKC Marathon Programs, using VCKC marathon canoes, and/or paddling from the VCKC dock.
- Participants should be familiar with the current Greater Victoria Harbour Authority – *Harbour Regulations*.
- When using club property, participants should act to preserve existing equipment and maintain the security of the premises. Participants agree to promptly inform the Director if any club property is lost, stolen, or damaged.
- Participants agree to maintain an environment free from harassment and discrimination. Participants are encouraged to approach the Director and/or the VCKC President to report if they have witnessed, or been subjected to, discriminatory and/or harassing behaviour from a VCKC member.

Participation

- Adult members new to the sport of marathon canoeing must have existing small boat paddling experience (at least RCABC Level 1 & 2 - Lake Water or equivalent) and safety skills, in addition to no less than a moderate level of fitness for sustained submaximal and maximal efforts.
- A minor requires the express written consent of their guardian to participate in

sessions unless their guardian participates in the same canoe with the minor.

- Newcomers are encouraged to approach the Director or Coach to begin participating in the Saturday morning sessions between May 1st and October 1st.
- Please inform the Director if you have any medical condition that may affect your ability to participate in marathon canoe training or racing.
- The Marathon Program is active year-round, and participants should prepare appropriately for the conditions of the day (i.e. wind, humidity, precipitation, air quality, air temperature, water temperature, UV index, tides, currents, etc.).
- Participants agree to take part in annual canoe rescue and self-rescue programming, as scheduled by the Director and/or Coach.
- Participants may use Marathon Program equipment only as authorized by the Director and are encouraged to use their own equipment whenever possible.
- Marathoners will be encouraged to participate in races appropriate to their level of skill, fitness, ambition and confidence.
- Participants are encouraged to engage in the repair and routine maintenance of Marathon Program equipment. The repair of Marathon Program equipment is only as specified and supervised by the Director and/or Coach.
- Participants are encouraged to volunteer for VCKC sponsored events.
- A member's participation in any given VCKC Marathon Program session is at the sole discretion of the Director or Coach (or in their absence the designate Mentor)

K.5. Outrigger Canoe Program

VCKC owns traditionally styled 6 person outrigger canoes (OC 6), and single paddler training/- recreational canoes (OC 1). Crews are formed and paddle in 3 classes; recreational, recreational/racing, and racing.

Paddler Responsibilities:

- All paddlers must be aware of boat safety procedures.
- The steer person must be made aware of any outstanding health problems before a person is allowed to paddle.
- The wearing of PFDs is mandatory at ALL times for insurance and liability reasons, no exceptions.

Steer person's responsibilities:

- Check that the boat has a minimum of 2 large bailers, and smaller ones for all crew members (4 more?).
- Check that the rigging is tight and unfrayed, that the fore and aft plugs are in, and that there is no water in the ama or the floatation tanks.
- Make sure that a properly stocked emergency kit and throw bag are in the boat, and mount at least 1 light if you will be out after dark. Check to ensure all paddlers are wearing PFDs.
- Check the weather and the appropriate tide/current tables, and do not take the boat out unless you are sure that your skills are up to safely handling the expected sea conditions! (unless you have a more experienced coach or steerer to help)
- Stay close to shore when the wind is up.
- Assign seats. Be sure to rotate seats so that each paddler learns each seat.

- Tell the crew about the planned paddle and be sure that they are aware of their individual roles in case of a huli.
- Avoid paddling under the Tillicum Bridge when the predicted current exceeds 2 knots (from current table) unless you have a strong crew, and you are confident that you will be able to control the boat and be successful in the attempt. Avoid going out to Victoria Harbour if the tide will change against your return.

Huli Drill

- All VCKC outrigger crews are expected to practice huli recovery, and crews are not allowed to take a boat out unless at least 4 of the crew members have participated in a huli recovery within the past 1 year.
- Crews should plan to do a huli practice each year, so that all members (including spares) become familiar with their responsibilities when the inevitable occurs.
- Steerers and coaches should verbally describe huli procedures to new crew members.
- Racing crews should practice huli procedures more often, as it is possible to recover quickly enough to retain position in a race.
- It is highly recommended when paddling that members equip themselves with a PFD light.

Paddling outside the inner harbour

During the summer one OC 6 is moored at Oak Bay or Cadboro Bay. Waters are generally rougher than normally encountered in the Inner Harbour or Gorge, so the chance of a huli in these cold waters increases.

- Crews using the 'outside' boat should do at least one huli drill near shore so that all members are aware of the effects of the cold water on their recovery attempt.

- Use of wet- or dry-suits is encouraged if paddlers have them.
- When paddling to and from this location from the club, and for paddle offshore (outside of the breakwater in general), paddlers should provide their own dry bags containing dry clothes in case of a huli.
- Carrying a VHF radio is likewise strongly encouraged if paddling outside the harbour area.

K.6. Stand-Up Paddleboarding (SUP) Program

SUP at VCKC

- The SUP program uses a combination of either inflatable or hard boards of varying length that are propelled by participants using long paddles. Participants typically participate in recreational touring.
- Participants also may compete in recreational and/or competitive races

Leadership

- Programming is led by the SUP Director and/or the SUP Coach(es), or a Mentor.
- A Director is a certified Paddle Canada basic flatwater instructor as a minimum.
- A select number of Mentors are designated annually by the Director and Coach as having the necessary SUP paddling and safety skills to lead a program session and who are agreeable to do so in the absence of the Director and/or Coach. A Mentor will be formally requested in advance to lead a program by the Director or Coach on the specific days in which they will be absent.
- During a SUP Program session, the Leadership will oversee the club equipment selected for use, organization of paddlers, course paddled, appropriate pacing, skills instruction, group safety, and cleaning and storage of equipment.
- A session may only proceed under the supervision of designated Leadership.

Dates and Times

- The SUP Program formally meets on the first Wednesday of every month between April and October at 1730hr.
- Practice sessions typically last 1-3 hours.
- Additional sessions will be added on an ad hoc basis but should be planned as far in advance as practical and requires the approval of the SUP Director / Coach
- Cancellation – from time to time a session may need to be canceled or timings adjusted due to circumstances not under the control of the organizers (weather, coaching, etc.).

SUP Paddlers Responsibilities

- Participants must be familiar with and adhere to VCKC rules and policies.
- Participants must wear a Transport Canada-approved Personal Floatation Device (PFD) when paddling in VCKC SUP Programs, using VCKC boards, and/or paddling from the VCKC dock.
- Participants should be familiar with the current Greater Victoria Harbour Authority - Harbour Regulations.
- When using club property, participants should act to preserve existing equipment and maintain the security of the premises. Participants are required to promptly inform the Director if any club property is lost, stolen, or damaged.
- Participants agree to maintain an environment free from harassment and discrimination. Participants are encouraged to approach the Director and/or the VCKC President to report if they have witnessed, or been subjected to, discriminatory and/or harassing behaviour from a VCKC member.

Personal gear

- a P.F.D. for each paddler;
- a sound signalling device (whistle/air horn);
- immersion wear/footwear appropriate to the conditions;
- a leash attached to the paddler and the board;
- a waterproof light if traveling on water ½ hour after sunset until ½ hour before sunrise;
- a watertight bag containing adequate: spare dry clothing to withstand the prevailing conditions, adequate food and water to last the duration of the trip.

Participation

- A minor requires the presence of their parent or guardian who is also participating in the club activity.
- Newcomers will be invited by the Director or Coaches to begin participating in the Wednesday evening sessions between April 1st and October 1st.
- Program participants are encouraged to take the Paddle Canada Basic Flatwater Skills course.

- It is a requirement that the Director is informed of any medical condition that may affect your ability to safely participate.
- The SUP Program is active year- round, and participants should prepare appropriately for the conditions of the day (i.e. wind, humidity, precipitation, air quality, air temperature, water temperature, UV index, tides, currents, check-ins etc.).
- Participants may use SUP Program equipment only as authorized by the Director and are encouraged to use their own equipment whenever possible. Participants will only be considered eligible to use Program equipment without the presence of a Director/Coach/Mentor once they have successfully obtained the Paddle Canada SUP Basic Flatwater Skills certificate and have the Director's documented written consent (could be electronic).
- Participants are encouraged to engage in the repair and routine maintenance of SUP Program equipment. The repair of SUP Program equipment is only as specified and supervised by the Director and/or Coach.
- Participants are encouraged to volunteer for VCKC sponsored events.
- A member's participation in any VCKC SUP Program session is at the sole discretion of the Director or Coach (or in their absence the designated Mentor).