

# Kamloops Canoe & Kayak Club



Policies and Procedures Manual

General Operating Procedures  
Of

Kamloops Canoe & Kayak Club

Version 5.0 March 2024

## Acknowledgements:

### First Nations Land Acknowledgement

The Kamloops Canoe & Kayak Club acknowledges that we are on Tk'emlúps te Secwépemc territory, within the unceded ancestral lands of the Secwépemc Nation.

We honour and respect the people, the territory and the land that houses our community.

### Acknowledgement of our Community

The Kamloops Canoe & Kayak Club (KCKC) has been a force in the sports community since 1990. Since its inception, our club has strived to make a positive difference in the community while providing youth opportunities to develop physical literacy, healthy lifestyles and leadership skills.

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# 1. Preamble

## 1.1. Philosophy of the Kamloops Canoe & Kayak Club

KCKC is eager to build on its tremendous success by partnering with community organizations that empower youth, create sustainable programs, and contribute to local, regional, provincial and national success.

### 1.1.1. Mission

1. To provide the Kamloops community with a flatwater paddling club that offers quality programming within a safe, inclusive, fun and supportive environment so all members can set and pursue their personal goals.

### 1.1.2. Values

1. The Club is a safe, welcoming, and encouraging environment for all members, coaches, and volunteers.
2. All Kamloops and surrounding area residents can participate and share in the enjoyment of canoe and kayak racing.
3. Every dedicated athlete has the support to achieve success at their chosen level.
4. By operating fairly and responsibly, the club instills good citizenship and leadership skills in its members.

### 1.1.3. Vision

1. KCKC is a vibrant, healthy club that works to provide opportunities for success for all members of the community.

## 1.2. Incorporation

**1.2.1.** As an incorporated body under the BC Society Act, the Kamloops Canoe & Kayak Club must comply with the provisions of that Act. Every registered non-profit society must incorporate under the Societies Act. Proof of this is by a Certificate of Incorporation.

**1.2.2.** The Kamloops Canoe & Kayak Club was 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 the 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 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, alters or defeats any [Bylaw of the Kamloops Canoe & Kayak Club](#).**

### **1.3.1. Changes to the Manual**

Most of the information in this manual is based on past practices and policies, as identified by motion date and approval information. A constitutional policy change takes place at an Annual General Meeting.

The Club's Board keeps this Policy and Procedures Manual up-to-date. Changes are of two types:

1. Arising from administrative changes in procedures, and
2. Policy decisions of the Board of Directors, or the Club in general

Changes that arise from board/executive motions do not require further approval. The Commodore will ensure that all changes to this document conform to motioned policies and are consistent with the club's constitution and bylaws.

Any member may seek changes to this Manual. Each member of the Board of Directors must receive a written proposal of changes ten (10) days before 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**

The purpose of this manual is 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.

Attention to detail has been taken during the writing of this manual to ensure effective service to our members and 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, Secretary, Director at Large
2. Permanent Staff: Head Coach, Administrative Assistant
3. Temporary Staff: Summer Camp Leader, Summer Camp Instructor, Assistant Coach, Lifeguard (if needed).
4. KCKC representatives: CKBC Board member
5. From time to time, Committees such as Programs, Human Resources, Site Management, Financial and Grants Management, Fundraising and Sponsorship.

### 2.2. Affiliations

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

#### 2.2.1. Canoe Kayak BC (CKBC)

Canoe Kayak BC is the Provincial Sport Organization (PSO) and governing body for competitive canoe and kayak racing in British Columbia. Canoe Kayak BC is responsible for operating championships and regattas in the province of British Columbia and selecting the provincial team (Team BC). The Kamloops Canoe & Kayak Club must renew registration annually with CKBC.

#### 2.2.2. Canoe Kayak Canada (CKC)

Canoe Kayak Canada is Canada's National Sport Organization (NSO) and governing body for competitive canoe and kayak racing. The Kamloops Canoe & Kayak Club abides by all rules and regulations for competition as set out by CKC. CKC is responsible for the administration and development of Coaching and Officials' certification. CKC also makes selections for the National Team and for national cards. CKC is also responsible for the operation of the Canadian Sprint Nationals 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 must have a minimum of 3 and a maximum of 11 people.

Four are *Executive* positions including, the Commodore, Vice-Commodore, Secretary, and Treasurer.

Directors must be elected or appointed to the following positions at the general meeting: Commodore, Vice-Commodore, Secretary and Treasurer. A director other than the Commodore may hold more than one position.

Directors elected or appointed to positions on the Board in addition to the above are elected or appointed as Directors at Large. Directors at Large may be appointed Safety Officer, Discipline Chair, and Chief Grant Writer.

\*\*Please see the KCKC Bylaws Parts 4 and 6.

NOTE: To align with the [BC Community Gaming Grants Guidelines](#), vital for KCKC operations, the KCKC Board will not be larger than more than half of the voting membership. Before each AGM, the Board of Directors should assess the current voting members and projected number of voting members for the upcoming year to determine the preferred number of Directors to seek election/appoint to the Board at the next AGM.

**2.3.1.** Candidates for Directors must meet the following minimum criteria:

- Be 18 years of age or older,
- Be a resident of British Columbia,
- Be a current member in good standing of the Kamloops Canoe & Kayak Club

Additional information regarding persons qualified to be Directors can be found in the [BC Societies Act](#).

**2.3.2.** Each Director is elected for an official 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 Annual General Meeting.

**2.3.3.** Each Director and committee member must abide by the Canoe Kayak Canada Safe Sport policy and the KCKC Code of Conduct and Code of Ethics.

*The responsibilities and duties of the KCKC Board of Directors members are explained and described in [Appendix B](#).*

## **2.4. Meetings**

There are two types of Kamloops Canoe & Kayak Club meetings: the Annual General Meeting and the Board Members Meeting.

### **2.4.1. Annual General Meeting**

KCKC Bylaws Part 3 - General Meetings of Members

*The Annual General Meeting shall be held at the time and place the board determines. This must occur at least once every calendar year, in person or by video teleconference, and not more than 15 months after holding the last Annual General Meeting.*

Notice of the Annual General Meeting shall be given a minimum of 14 days and up to 60 days before the meeting, to each member entitled to vote thereat, either by electronic or postal mail or by insertion in the newsletter.

For further details regarding the Annual General Meeting, consult the Bylaws of the Kamloops Canoe & Kayak Club and the BC Societies Act.

#### **2.4.1.1. Election of Officers**

A call for nominations for ALL Board of Director positions must go to the membership 14 days minimum before the AGM but not more than 60 days.

A written list of nominees for the Board of Directors will be distributed 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 when available. If a non-voting individual, i.e., an Administrative Assistant, is unavailable, then a Board Member will chair the election as per meeting Chairperson designations based on availability at the AGM.

At the AGM, nominees will be presented one position at a time, and additional nominations shall be accepted "from the floor."

1. Where two or more nominees exist for a position, an election occurs. The election shall be by secret ballot. Voting members, as predetermined by the club Secretary and published before the AGM, are permitted to vote. The

nominee with the highest number of votes is elected. Where one nominee exists for a position, that nominee is acclaimed; therefore, no election takes place. \*[Roberts Rules of Order](#)

2. Where zero nominees exist for a position, the position is declared vacant until an eligible candidate(s) expresses interest. Appointments to vacant positions are at the discretion of the Board of Directors. Elections are not required until the next AGM.
3. Nominees can stand for more than one position; however, at *least* three individuals must be in *Executive* positions. The Commodore may not hold more than one position.
4. Nominees must exist for *at least* three positions one week in advance; otherwise, the Commodore shall postpone the Annual General Meeting.

### 2.4.1.2. Voting

To be eligible to vote at the AGM, the **CLUB MEMBER** must:

- Be 18 years and older.
- Be registered in RAMP as an athlete
  - Individual Membership
- Be the registered RAMP parent/guardian of an individual athlete member under the age of 18 years.
  - Family Membership
- Be in good standing with no outstanding fees.

Where there is more than one eligible Individual Club Member registered in the same family, and they have registrations in RAMP with the same primary address, a Family Membership exists. When a Family Membership exists, there is only one vote per family. The family must designate their AGM voting delegate to register at the AGM by following the AGM instructions. Associate and Guest Members are not eligible to vote at the AGM.

Voting by proxy is not allowed.

#### **The Club Membership Class includes:**

1. *Individual Membership Type* - Those individual club members who participate in a society competitive paddling program, are registered as an Official with Canoe Kayak BC, or are a Director for the society; have paid the membership dues as set by the Directors from time to time; and who remain in good standing; uphold the

constitution and comply with the Bylaws, society rules and regulations as established by the Directors.

Directors are considered to be Individual Club members and are not required to pay dues unless the Board of Directors decides to impose fees upon Directors in any given year.

2. *Family Membership Type* - Immediate family members that have at least ONE family member who is participating in a Society competitive paddling program; have paid the membership dues as set by the Directors from time to time; remain in good standing; uphold the constitution; comply with these Bylaws; comply with the society rules and regulations as established by the Directors from time to time
  - a. The individual membership belongs to a person under 18 years of age. In this case, the parent(s) or guardian(s) only of the individual member are considered family members who may vote or hold office on behalf of their youth member.
  - b. Two or more adult Individual members reside at the same permanent address according to where the Individual member is commonly living or the address entered into RAMP by the Individual members.
3. Club members in good standing who are 18 years of age and older have all rights and privileges of membership, including the right to vote at all club meetings and hold office.
4. Club members who are LESS than 18 years of age have all rights and privileges of membership, EXCEPT the right to vote at all club meetings and hold office.
5. Notwithstanding the above, where there is a Family Membership, there will be a limit of no more than ONE vote per family, notwithstanding that there may be more than one member of a family that would otherwise be eligible to vote.
  - a. NOTE: Individual Club Members who reside at the same address and may be eligible to vote fall within the Family Membership Type. There is ONE vote per family.

6. Voting by proxy is not allowed. The voting Club Member must be present at the meeting.

## 2.4.2. Board Meetings

The Board of Directors shall meet regularly throughout the year. They usually meet once per month.

### 2.4.2.1. Notice of Meetings

Notice of meetings is provided through the minutes. The place, date, and time are scheduled at the previous board meeting. If this does not occur, the Commodore is responsible for determining and notifying the Board of Directors.

### 2.4.2.2. Absenteeism

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

A Director may be excused for missing more than two (2) consecutive meetings when:

- The Board member applies to be absent from more than two (2) meetings in advance of the second meeting planned to be missed.
- The majority of board members agree to the application for the absence.

When two (2) board meetings are unexcused without explanation or request for concession, the board member will be automatically removed and advised of such removal in writing by the Commodore.

## 2.5. Committees

The Board of Directors handles most administrative and operational issues as a “committee of the whole.” As the Club grows, committees will be required. This section sets the foundation for such committees. Each committee is designed to handle a specific aspect of Club administration/operations and shall report to the Board of Directors.

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

Any member may volunteer for a committee; however, membership on the committees shall be decided by the Board of Directors and selected from a list of qualified volunteers.

When insufficient numbers have volunteered, the Board of Directors shall solicit specific individuals for the position(s) when forming committees.

## **2.5.1. Regular Committees | Roles and Responsibilities**

### **2.5.1.1. 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.

Commodore (Chairperson)  
Vice-Commodore  
Treasurer  
Secretary

### **2.5.1.2. Administrative Committee**

KCKC information management system is within the Google Non-Profit Platform. This structure is critical to KCKC administration. All club business is to be housed under this structure to ensure the administrative integrity of KCKC. The KCKC Secretary manages and maintains access to the KCKC Google Non-Profits.

Secretary (Chairperson)  
Commodore  
Administrative Assistant  
Other qualified volunteers

### **2.5.1.3. HR Committee**

Annually, the HR Committee interviews, assesses, checks references and manages job offers.

Commodore (Chairperson)  
Treasurer or Secretary  
Other volunteers, Head Coach, and Administrative Assistant, as needed

### **2.5.1.4. KCKC Programs Committee**

Each year, the KCKC Board of Directors must decide on Programs to offer in the upcoming year. Demographics, success of other programs, expressed interest, club membership, staffing, budget, KCKC strategic plan and other criteria are processed. The Program Committee also decides on the regatta and race schedules.

Board of Directors  
Head Coach  
Treasurer\* *Required*

### **2.5.1.5. Grants Writer / Committee**

The Grant Writer/committee is responsible for submitting grant applications for KCKC to acquire funding for capital projects and programs. Grant Writer is a critical role. KCKC's budget relies heavily on successful grant applications.

Historically, KCKC has had a club member volunteer for this position for a one-year term who has then worked closely with the Board of Directors to ensure all grants are correctly submitted. Retaining and passing the information between grant writers is essential. The Grant Writer requires strong organizational and research skills. Additional requisite skills are a benefit; however, these can be developed.

The Board of Directors must be informed of all grants submitted by KCKC.

The KCKC Grant Folder must retain all information related to grant applications.

Note: Any person can write a grant: coaches, managers, board members or other volunteers.

### **2.5.1.6. KCKC Shumway/Pioneer Park Committee**

The KCKC Site Committee is responsible for scheduling and organizing work parties for site cleaning, updating and maintenance.

It is also responsible for race course installment, putting docks and dragon boats on and off the water.

Board of Directors (Chairperson decided ad hoc if needed)  
Administrative Assistant, if possible  
Volunteers



## 2.5.2. Special Committees | Roles and Responsibilities

### 2.5.2.1. Fundraising Committee

When the Board approves a fundraising proposal, a fundraising committee is formed. The member responsible for the fundraiser is responsible for creating their team of volunteers and following the process outlined in the [Fundraising Policy](#).

## 2.6. Expense Claim and Reimbursement

All members, directors, or employees purchasing on behalf of KCKC must strictly adhere to this policy. Should prior approval from the Board of Directors not be granted, the Treasurer reserves the right to withdraw reimbursement commitment.

Original expense receipts are submitted to the KCKC Treasurer. The Expense Claim Form is electronic. Members are required to share the Google Sheet with the Club's Treasurer within 60 days of the expense incurred. If you need the Google Expense Sheet, please contact the KCKC Secretary for the [link](#).

1. The Treasurer will reimburse the person named on the [Google Sheet Expense Claim form](#).
2. The Treasurer can authorize expenditures up to \$150.00
3. The Treasurer and Commodore can approve expenses for values up to 120% of the budget line item in the annual budget.
4. Expenditures over 120% of budget items must be pre-approved by the majority of the board of directors.

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

1. The type of expense is not in this policy
2. The type or amount of expense requires approval per this policy
3. The total amount of the purchase exceeds 120% of the anticipated/budgeted amount
4. The claim is submitted by a member who is *Not in Good Standing*.

### 2.6.1. General operational expenses

KCKC recognizes that the operation and administration of a canoe and kayak club require 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.

The Google Sheet Expense Claim Form must be submitted directly to the Treasurer.

The Treasurer is responsible for monitoring spending on general operations and reports to the Board of Directors.

### **2.6.2. Equipment and repair expenses**

KCKC recognizes 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.

Members are responsible for paying actual costs for repairs or replacement when KCKC equipment is broken or lost. Normal wear and tear will not be the athlete's responsibility. The coach or Board of Directors will assess normal wear and tear.

- Examples of items required to be replaced or repaired are broken rudders, lost seats, damage to boats from dropping them or damage caused by negligence.
- Club cost examples are general wear and tear of disintegrating gel coats; stress fractures; broken rudder strings; or broken parts inside of boats. This type of damage may be caused by age or long-term use.
- These lists are not exhaustive and are assessed case by case.

The Google Sheet Expense Claim Form must be submitted directly to the Treasurer.

Members using KCKC supplies to repair personal boats will receive invoices for the actual costs. If emergency repairs are required, please return the borrowed parts or arrange to purchase them from the club. Members will be invoiced for parts not returned after two weeks of borrowing to ensure the club can replace parts for repairs and emergency use. Fees will be invoiced through RAMP.

The Treasurer is responsible for monitoring spending on equipment repair and reporting to 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. Funds from grants are devoted to the accepted project. For example, student employment grants assist in paying student employees.

### 2.7.2. Fundraising

The Club raises funds through gaming and other ad-hoc fundraising initiatives such as fundraising dinners, 50/50 draws, etc.

Funds from ad-hoc fundraising initiatives support the general club or specific programs, such as athlete development (i.e. Athlete Fund Accounts), per the [Fundraising Policy](#).

### 2.7.3. Budgeting

The Treasurer, in cooperation with the Executive, is responsible for preparing a budget appropriate to meet the goals and objectives of the Club during each fiscal year. The Executive may consult individuals who have relevant information about the creation of the budget, for example:

- The Head Coach for programming
- Boat repair experts for costs associated with these items
- Administrative Assistant for advertising costs or application fees
- Other relevant persons as deemed necessary

The Budget is presented to the 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

Sports organizations require insurance coverage. The risk of injury to anyone involved in sporting events is always present, from volunteers and officials to

coaches and athletes.

KCKC's responsibility is to carry a general insurance policy to protect Club property and provide General Liability coverage.

Individual Club members have [compulsory insurance](#) through Canoe Kayak BC (CKBC). The type of insurance varies between Sprint Competitive and Recreational. RAMP describes if a member is purchasing accident, liability or both.

KCKC members may be provided with additional information upon request.

## 3. Membership

### 3.1. Classes of Members

There shall be three (3) CLASSES of Members:

#### 3.1.1.1. Guest Members

Non-voting members, who on the invitation of a Club Member or Associate Member of the club, may use the facilities temporarily. Please see the [Guest Athlete Policy](#) for more information.

#### 3.1.1.2. Associate Members

Non-voting members who have paid their membership dues and program fees for the duration their program is in operation. Their membership starts and stops with their program. (Field Trip, Summer Camp, Rentals, etc.)

#### 3.1.1.3. Club Members

##### 3.1.1.3.1. Non-Voting Members - Under Age 18

Non-voting Club Members are any members of the Club below the age of 18 who have paid their membership fees and program fees. These members may participate in all Club activities and are subject to the same fees as voting members. Non-voting Club Members CAN NOT VOTE at general meetings.

##### 3.1.1.3.2. Voting Members – Age 18 +

Voting Club Members who have paid their membership dues and program fees as applicable and who have reached age 18 may vote at general meetings. They are an athlete in a competitive program, a registered CKBC official with KCKC, a registered parent/guardian of an athlete under 18 who registers in a competitive program, or a masters athlete or recreational member in good standing. These members qualify to serve on the Board of Directors.

##### 3.1.1.3.3. Non-Voting Members - Employees

Non-Voting Club Members who are employees are those who stand to benefit financially from any Club activities. Including anyone involved in business dealings with the Club and anyone with family members 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 Club Members who are employees CAN NOT VOTE at general meetings (Head Coach, Administrative Assistant).

## 3.2. Conditions of Membership

Membership application shall be approved by a Club Coach and/or the Board of Directors. This is confirmed by the acceptance of membership and program fee payment.

### 3.2.1. Membership Forms

CKC/CKBC/KCKC Registration Forms and Medical Health Forms will be collected through RAMP Registration.

### 3.2.2. KCKC Membership Fees | CKC Membership Fees | CKBC Individual Insurance/Liability | KCKC Seasonal (Spring | Summer | Fall | Winter) Program Dues

1. KCKC Membership Fees are due April 1st\* of each year.
2. [CKC Membership Fees](#) are due April 1st\* of each year.
3. [CKBC Individual Insurance/Liability Fees](#) are due April 1st\* of each year.
4. The Seasonal Program dues for each training period shall be determined by the Program Committee and advertised with as much notice as possible.
5. Dues shall be posted in RAMP with as much notice as possible. Fees are payable until the day before the program start date.\*  
*Note: Insurance must be paid by April 1st each year at a minimum if an athlete is at a Spring Training Camp and the KCKC program begins after April 1st.*
6. Should any member fail to pay his or her dues before the start of the program, the Board of Directors shall prevent that person from taking part in any Club-sanctioned event.
7. The Board of Directors has the discretionary power to waive dues when the appropriate cause is shown.
8. Membership dues and Insurance are non-refundable. Please review the Payment Policy and Refund Policy in Appendix C for more information on this topic.

### 3.2.3. Membership in Canoe Kayak BC

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

### 3.2.4. Club Members in Good Standing

All Club members shall be in “*Good Standing*”.

A club member is “*Not in Good Standing*” when the club member has failed to pay their current annual membership fee, insurance, or program fee as applicable, register as a volunteer or pay the volunteer opt-out or default on regatta expenses or any other subscription or debt due and owing by the member to the Club. The member is “*Not in Good Standing*” when the debt remains unpaid. Voting rights will also be withheld at the AGM.

## 3.3. Program Fees

All members of competitive teams receive coaching during scheduled practices and competitions. Program fees apply to all members who receive coaching AND/OR use the club’s property such as equipment AND/OR facility. **Program fees are charged on an *individual (per athlete)* basis and are compulsory for membership.**

### 3.3.1. Program Fee Deadlines

1. Program fees are due before athletes begin their first training session. If they are not registered, they may not train with the club for any on-water sessions.
2. Winter Training fees must be paid by the posted deadline. Winter training is designed based on surveying the membership and prior commitment to book facilities. If the minimum number of athletes do not register, the season will be cancelled. There are NO DROP in sessions and no late registrations for winter training based on the unique nature of the season set-up.
3. Athletes who wish to join the Performance program once 50% of the Spring, Summer or Fall season has passed, may register in RAMP once the package is posted. The fee will be 65% of the original program fee. Full Membership, Full CKBC Insurance and Full CKC Fees still apply at all times of year for all age groups for Club Members.
4. Learn To Train program fees for year “0” are paid after completion of a summer camp or an introductory program that commences in May and ends after the Fort/Ridge Regatta in September. These programs include the membership, insurance and CKC fees required for the athlete. Regatta fees are extra if these athletes attend.

5. Learn To Train year “1+” and Train To Train athletes follow the same fee structure and deadlines as the Performance athletes. These athletes are CLUB Members and have the same benefits of membership.

### **3.4. Benefits of Membership**

#### **3.4.1. Pioneer Park and Shumway Personal Boat Storage**

Each annual membership includes the benefit of personal boat storage for up to 2 personal boats, per the following.

- A. Only 1 boat at the Kamloops Watersports Facility, Shumway Lake.
- B. Any person storing a boat at either KCKC facility requires an annual membership.
  - a. *NOTE: This is not shared within a family to retain the integrity of individual membership benefits.*
- C. The competitive Sea Can at Shumway is reserved for boats belonging to athletes registered in a competitive program
- D. If an individual member intends to store both their boats at the Pioneer Park facility only an annual membership is still required (no partial memberships for access to one facility)
- E. Individual members intending to access their boats at either facility may obtain keys per the KCKC Key Policy

#### **3.4.2. Use of Club Boats and Equipment**

KCKC owns a variety of boats and paddles suitable for different athletes, levels and disciplines. The first two years any athlete is registered in a competitive program, they may use a club boat, lifejacket and paddle without additional cost and at the coach's direction. The Coach decides which equipment is suitable for what athlete and when they are ready to progress to more advanced boats.

After an athlete has been in a competitive program for two or more years the athlete must:

- A. Rent an available boat from KCKC for the calendar year for a fee decided upon annually by the Board of Directors.



- a. Renting a boat from KCKC means
  - i. The athlete has priority access to that boat (on occasion the boat may be used at the coach's discretion if the renter is not using it)
  - ii. KCKC will repair the boat from damage caused by normal wear and tear as needed.
  - iii. The renter will pay for repairs related to negligence such as dropping the boat, losing equipment or unreasonable use of the boat.
  - iv. NOTE: The renter must pay boat transportation costs for a rented boat the same as a personally owned boat

**OR**

- B. Purchase a personal boat
- C. In Year 3 + athletes must have their life jacket and paddle
- D. KCKC equipment lost or broken due to negligence will be replaced by KCKC, and the athlete will be invoiced for the total replacement cost.
- E. Boat storage for TWO (2) boats is included in each individual CLUB membership, except for individual membership that arises for parents or guardians of an athlete under 18. In these cases, the under-age athlete may store ONE boat in the Competitive Sea Can and ONE boat at Pioneer Park.

## 4. Coaching

### 4.1. Support, Training, and Development

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

1. Support the coach's creativity and encourage it when planning practices or workouts
2. Lend as much time as possible to assist the coach in practices, workouts, and regattas
3. Support the coach whenever possible in assisting with Club travel, transportation of boats, and chaperoning
4. Treat the coach with fairness, dignity and respect
5. Parents will discuss concerns with the coach outside of practice times and in private. Coaches appreciate advance notice when possible.
6. Coaches commit to equal and equitable treatment of athletes as they support athletes toward their athletic goals.

#### 4.1.1. Coaching Development

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

The Club promotes the development of junior coaches by

1. Providing leadership and volunteer coaching opportunities
2. Providing mentoring opportunities under the Club Coach(es) and the Regional Coach
3. Notifying junior coaches of upcoming courses and volunteer opportunities

#### 4.1.3. Club Coaching

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

#### **4.1.4. Head Coach**

The Head Coach is the club's senior staff member and takes responsibility for day-to-day coaching operations. The Board of Directors hires the Head Coach. The Head Coach works for the club membership.

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

1. Shall have basic first aid, swimming, and lifesaving skills.
2. Shall be a member in good standing with Canoe Kayak BC.
3. Is a member of the Program Committee and works with the Board of Directors as needed.
4. Shall be involved in the hiring and management of additional coaches.
5. Carries out the duties and responsibilities of the Head Coach following the Head Coach's job description and their Employment Contract.

#### **4.1.5. Assistant Coach(es)**

1. Duties shall be outlined in the job description.
2. Shall be hired by the Human Resources Committee
3. Shall report to the Head Coach (if applicable)

#### **4.1.6. KCKC Season Structure**

##### **KCKC Training Seasons**

The KCKC Competitive Program is divided into four training seasons in general, beginning in the fall and culminating at Nationals at the end of August: Fall Training (Sept, Oct), Winter Training (November-March), Spring Training (March-June) and Summer Training (July-August). There is a different program fee for each season. KCKC uses a multi-sport approach to fitness off the water during the Winter Training season, while the rest of the year focuses on paddling and dryland conditioning as designed by KCKC coaches.

Training occurs at the KCKC Shumway Lake location, Thompson River/Pioneer Park location and various other venues to access running, weight training, nordic ski, yoga etc., around Kamloops.

#### **4.1.7. Training Camps**

Typically, High-Performance athletes attend a Fall Training Camp in October for one week and a Spring Training Camp in the Spring, ranging from 1-6 weeks. These camps are usually arranged in collaboration with the CKBC Technical Director or other clubs by the Head Coach and vary year to year on cost, location and eligibility. Each year, the Program Committee decides on plans for Training Camps and disseminates the information to the KCKC Membership.

#### **4.1.8. CKBC Fall Training Camp**

The CKBC Technical Director organizes this camp and provides the information in September. Accommodation is not supplied by KCKC or CKBC at this camp. Parents chaperone or arrange to billet their athletes with families during this camp.

#### **4.1.9. Spring Training Camp**

To achieve the athletes' goals and be able to compete with other clubs from BC and the rest of Canada, the Kamloops Canoe & Kayak Club organizes or collaborates with other clubs for spring paddling training annually. Participation at the spring paddling training camp is important for building an endurance foundation that determines future performance and success.

Spring training camp sessions are designed as high-volume and are longer in duration. The main focus is on hard work driven by possible high performance in the future.

On occasion, KCKC athletes attend other club's Spring Camps. Eligibility and opportunities are discussed with the Head Coach to explore each athlete's goals and which Spring Camp aligns with those goals.

Collaboration with several parties is important in creating a camp that appeals to the training goals of the athletes but is also cost-effective.

The organizer shares all program information and expectations regarding athlete eligibility, chaperone requirements, and fees. A NON-REFUNDABLE deposit of 50% of the camp fee is required. The fee is normally due late November to mid-December to finalize planning. Information specific to the camp is sent to athletes by the Head Coach or Camp organizer.

## 5. Regatta Policy

### 5.1. Regattas

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

#### Types of Regattas:

1. BC CUP – set of regattas for U14 and younger
2. U14 Regattas – Provincial Fun Regattas for U14 and younger. May be hosted by clubs within BC. Format varies and the focus is on Learn To Train racing to promote the sport of sprint canoe and kayak.
3. BC Provincial team trials – focus on provincial team athletes and athletes U15 and older
4. BC Provincial championship – focus on provincial team athletes and athletes U15 and older
5. HP Regattas – Ted Houk regatta in Seattle, Canada Cup West regatta in Regina, etc.
6. Games – BC Games, Western Canada Summer Games, Canada Games
7. National Team Trials – the highest competitive level, 17 years and older
8. Canadian Sprint Nationals Championship

#### Regatta Calendar

The BC Regatta calendar is created by the CKBC Technical Committee. Once the calendar is finalized it is shared with all KCKC members. Please check the [CKBC website](#) for the season schedule. The KCKC Board of Directors decides which regattas the Club will attend.

### 5.2. Regatta Commitment | Travel Expenses | Regatta Registration Fee

#### 5.2.1. Regatta Participation | Commitment Date

KCKC athletes/members are encouraged to commit to regatta participation in early April or as soon as possible. Commitment is necessary to estimate and pre-determine the calculation of expenses. This also helps with the regatta schedule setup.

KCKC attends regattas as a club when five or more athletes commit to going. Below this minimum, attendance is assessed on a case-by-case basis as the

costs per participant will increase as the number of attending athletes decreases. When fewer than five members express interest in attending a specified event, members are consulted regarding projected fees beforehand.

Regattas expenses are calculated based on athletes' commitments towards regattas. Fees for boat transportation, coach per diem and coach transportation and accommodation are divided equally between athletes and billed after the event by the Treasurer.

Shared expenses per athlete are determined based on the **TOTAL NUMBER OF COMMITTED ATHLETES**. Once committing to regattas, athletes are required to pay their portion. Commitment cancellation made less than **14 days** before the regatta makes the portion of the expenses/deposit determined based on commitment **NON-REFUNDABLE**.

**NOTE:** 2024 Regatta Expenses will be reviewed based on the size of the membership. The Board of Directors will strive to support the team through fundraising and other means to keep expenses manageable.

### 5.2.2. Regatta Expenses | Athletes/Parents

All the athletes are responsible for their own transportation and accommodation expenses related to REGATTAS.

Athletes and parents are encouraged to organize carpooling and sharing accommodations when feasible.

Each regatta Athlete or Parent/Guardian incurs the following expenses:

1. Their equal share of the Coach's expenses and boat transportation (billed by KCKC after the event).
  - a. These expenses include athletes using KCKC equipment at regattas, such as tables, numbers, tents and racks, safety boats etc.
2. The price per athlete is calculated by the number of athletes attending the event. The increased distance required to travel requires more event planning and early commitment dates.
3. Athletes must indicate their intention of attending events within the time frames provided by the Coach.

Athletes / Parents/Guardians may be responsible for their portion of the shared expenses whether or not they attend the event, as some expenses are occasionally incurred based on the number of athletes who commit to attending the event in advance.

Athletes/Parents/Guardians must pay close attention to the preconditions announced for each event, for example, cut-off dates and refund parameters.

### 5.2.3. Expenses | Trailer transportation

See the [KCKC Trailer Towing Policy](#)

When KCKC employees pull KCKC trailers, they are paid according to the KCKC Trailer Towing Policy. No additional payment for KM driven.

### 5.2.4. Expenses | Coach's Travel

KCKC is responsible for covering all the coach's expenses related to regattas. Coaches are encouraged to keep their expenses as low as possible.

The list of ALL expenses related to regattas is as follows (or as per Coach's Employment Contract):

1. Travel/Transportation expenses (explained above)
2. Accommodation expenses
3. Per Diem expenses (\$55/day while out of Kamloops for regatta/training camp)
4. Additional expenses related to travel as approved by the Board of Directors.

## 5.3. Regatta Registration Fees:

There are Regatta Registration Fees and Regatta Expenses. These are two different costs (Regatta Expenses addressed above).

Regatta Registration Fees:

- These are charged by the event organizer and are meant to pay for the administration of the event, for example, by CKBC or CKC.
- Athletes register for regattas through RAMP and pay their Regatta Registration "Race" Fees directly to CKBC or CKC.
- In the case of out-of-country events such as the Ted Houk Memorial Regatta or for the races hosted by clubs such as the RCKC Season Opener, KCKC pays the fee and later bills the athlete along with the Regatta Expenses.



## 6. KCKC Programs

### 6.1. Recreational Programs

KCKC provides an inclusive environment for youth and families to learn to paddle. Recreational programs include partnerships with organizations in the community to promote canoe and kayak opportunities to groups who may not have access to this sport. Sun Peaks Adaptive Sports and Kamloops Immigrant Services apply for grants and use our facility to provide programs to their members. Family paddling sessions and youth and Adult sessions are also available to encourage community members to get out and learn to paddle.

KCKC Recreational programs based on age and skills:

1. Introductory Programs: Field Trips | Canoe Kids Summer Camps |

Beginner Paddling | BC Summer Games Learn To Train

U8, U9, U10, U11, U12, U13, U14

Our program is tailored to young paddlers aged 7 to 14, introducing them to the fundamental principles of water safety, stroke technique, coordination, and balance across various boats, including team boats. We encourage participants to compete in local regattas to further develop their skills by transitioning into the Summer Learn To Train program.

### 6.2. Competitive Program

The primary purpose of KCKC is to offer the Olympic Flatwater Sprint paddling program, an internationally represented sport by ICF – International Canoe Federation.

KCKC Competitive programs are structured on age and skills. Depending on the number of athletes registered and other factors such as the skill and experience of the groups, the Head Coach will break down the group into training cohorts. The following is a suggested breakdown framework for cohorts:

1. **LEARN to TRAIN: Year "0" - 1**
  - a. Year "0": Program set up for kids who finished the "Intro to Paddling" program or learned fundamental sprint skills during our Summer Camp. Kids get the opportunity to participate in the

BC Bantam Championship in September. The club provides ALL equipment, including single boats, team boats, paddles and life jackets.

- b. Year 1: Kids continue learning basic sprint paddling skills while using a variety of boats, such as kayaks, canoes, and SUPs. Kids are also learning team boat skills. Kids participate in the series of regattas called BC CUP and BC Bantam Championship.
- c. Three sessions per week during the school months. Full-day week-long training camps (10 - 12 sessions/week) OR morning OR afternoon sessions during the summer months based on racing and development schedules.
- d. ***The club provides ALL equipment, including single boats, team boats, paddles and life jackets.***

## 2. TRAIN to TRAIN: Year 2 - 3

- a. Kids are developing all paddling skills with a focus on paddling techniques for all boats such as kayaks, canoes, SUPs and whitewater boats.
- b. Based on the development and skills level, kids are offered a spot at the Spring training camp during spring break.
- c. 3 - 4 sessions per week are offered during the school months. Full-day week-long training camps (10 - 12 sessions/week) OR morning sessions OR afternoon sessions during the summer months based on racing and development schedule.
- d. Youth start participating in more advanced regattas, such as Canadian Sprint Nationals (age 15 and older)
- e. During early spring and late fall, paddling occurs on the South Thompson River.
- f. ***The club provides ALL single boats and team boats. Athletes purchase a private paddle and a life jacket based on the coach's recommendation.***

## 3. PERFORMANCE: Year 4 and up

- a. Athletes are enrolled in full-time training and may work toward qualifying for the Provincial team AND/OR National team based on their level of performance and commitment.
- b. Athletes participate in 2 - 4 weeks of Spring Training Camp, and one week of Fall Camp. They attend the National Team Trials #2, Canada Games and Canadian Sprint Nationals championship based on qualifications for each event.
- c. 6 - 8 sessions per week are offered during the regular weeks. During training camps, the practice sessions increase to 15/week.
- d. Athletes attend 7 - 12 regattas per paddling season. Some of the events are in eastern Canada and Washington State.

- e. ***The club provides team boats. Athletes purchase private single boats, paddles and private life jackets based on the coach's recommendation.***

## 7. Parents as a Volunteer

### 7.1. The KCKC Volunteer

The Kamloops Canoe & Kayak Club was established in 1990 by volunteers. After 33 years, it is still successful thanks to the volunteer commitment from parents, grandparents, and other family members in our community.

KCKC recognizes your time is precious to you. We also recognize and understand that today's volunteers prefer to volunteer for short-term projects that are well organized and have established clear guidelines, expectations and flexibility while meeting personal interests.

There are policies to help clarify the roles and responsibilities of volunteers in Appendix C and [Safe Sport](#).

Once a parent registers in RAMP as a volunteer, they will be contacted regarding their preferences and availability to support the club.

Volunteering includes but is not limited to

- Water refills and delivery from Aqua Pure
- Garbage removal from KCKC and transport to the TNRD Eco-Depot on Wednesday or Saturday.
- Lake Maintenance - Racecourse; Dock install and removal; grass cutting.
- Club House opening and closing procedures.
- Club House cleaning during the shoulder seasons.
- Dragon Boats - putting in and out of the lake
- Fundraising
- Grant Writing
- Board Member positions (elected)
- Other duties as needed

## 8. Safety Management and Risk Management

For complete details see the following documents:

- 8.1. [KCKC Communicable Disease Plan](#)
- 8.2. [KCKC Risk Assessment and Management](#)
- 8.3. [KCKC Safety Management 2023](#)
- 8.4. [Kamloops Water Sports Facility Emergency Plan](#)
- 8.5. [Pioneer Park / Thompson River Emergency Plan](#)
- 8.6. [Safe Sport | Screening and Compliance](#)

## 9. Appendix A

- 9.1. [Kamloops Canoe & Kayak Club Constitution](#)
- 9.2. [Kamloops Canoe & Kayak Club Bylaws - Certified October 25, 2018](#)
- 9.3. [KCKC 2023-2027 Strategic Plan](#)

## 10. Appendix B

- 10.1. [KCKC Board of Directors Code of Conduct and Code of Ethics; Conflict of Interest Policy; General Roles & Responsibilities; Statement of Understanding](#)
- 10.2. [KCKC Board Member Roles & Responsibilities](#)

## 11. Appendix C

- 11.1. Operations Policies
  - 11.1.1. [Canoe Kayak Canada Gender Inclusion Policy](#)
  - 11.1.2. [KCKC Fundraising Policy](#)
  - 11.1.3. [KCKC Guest Athlete Policy](#)
  - 11.1.4. [KCKC Key Policy](#)
  - 11.1.5. [KCKC Privacy Policy](#)
- 11.2. Payments and Refund Policies
  - 11.2.1. [KCKC Late Fee Policy for Competitive Team Members](#)
  - 11.2.2. [KCKC Payment Policy](#)
  - 11.2.3. [KCKC Refund Policy](#)
- 11.3. Volunteer Policies
  - 11.3.1. [KCKC Volunteer Driver Boat Trailer Towing Policy](#)
  - 11.3.2. [KCKC Volunteer Pay or Play Policy](#)

## 12. Appendix D

- 12.1. Annual Reports
  - 12.1.1. [KCKC Annual Report 2022/2023](#)
  - 12.1.2. [KCKC Annual Report 2023/2024](#)