



BARRIE CANOE AND KAYAK CLUB, INC.

PROCEDURES AND GUIDELINES MANUAL

Dated: November 2009

President: John Rankin

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MEMBERSHIP

GENERAL MEMBERSHIP

The Membership will consist of all members of the general public who make application and agree to assume responsibility for following and monitoring risk management policies in the activities of the Club. Only members aged 18 years or older are eligible to vote at the Annual General Meeting.

LIFETIME MEMBERSHIP

The following have been given lifetime couple memberships (in order given).

Sylvia Humphreys
George Drought
Sue Ans
John Varty
Karen Haley (Beeswanger)
Bob Wilson
Jim Hobbs (deceased)
Phyllis Ross
Marilyn Clark
Fred Schwarz
Roger Parsons

ACCESS MEMBERSHIP

On an annual basis, the Club will issue Access cards to the following Barrie Canoe and Kayak Club, Inc. (BCKC) members:

- President
- Vice President
- Directors
- Coordinators
- Boat Space Renters

On a temporary basis, Club members who are activity organizers, course instructors and trip leaders may be issued an Access card for the duration of their activity.

Access cards may not be loaned to others. The privilege of carrying an Access card will be revoked for improper or unauthorized use.

FEE STRUCTURE

The fee structure is to be reviewed each year by the Directors. The purpose is to ensure adequate funding for the Club and its activities. Any fee structure should be in parity with other clubs offering similar services.

The General Membership, at the Annual General Meeting, must approve any fee change proposed by the Board of Directors.

The membership year will begin January 1st and end December 31st. Except in years when a new membership fee must be ratified at the Annual General Meeting, memberships paid for between October 1st and December 31st will be applied to the following year. Membership fees include insurance costs paid to governing organizations.

FEE REIMBURSEMENT

Elected Officers and Coordinators are given free membership privileges for their term of office. Membership includes immediate family members.

Past Presidents are given free membership privileges for two years after their term as President.

The annual membership fee will be reimbursed to qualified Trip Leaders guiding for four days (does not have to be consecutive days).

Candidates who wish to have their Instructor level course fees refunded must obtain formal approval from the Board of Directors before registering for the course. After successful completing the course, the certified candidate will be refunded 25% of the original course cost for every Barrie Canoe and Kayak Club course taught as the registered instructor in the same discipline, up to a maximum of 100%.

Candidates who wish to have their Ontario Recreational Canoe and Kayak Club (O.R.C.K.A.) Tripping 2 or Sea Kayaking Level II course fees refunded must obtain formal approval from the Board of Directors before registering for the course. After successfully completing the course, the certified candidate will be refunded at a rate of 25% for each BCKC trip led, up to 100 % of the total course fee.

Candidates who wish to have their Wilderness First Aid course fees refunded must obtain formal approval from the Board of Directors before registering for the course. After successfully completing the course, the certified candidate will be refunded at a rate of 25%, up to 100% of the total course fee. During the term of the certification, trip leaders will be reimbursed in exchange for four days led, and instructors for four courses taught; to be invoiced yearly, as courses or trips are completed.

FREE MEMBERSHIP DRAW

Each year a draw will be made at the January and February General Meetings for a one-year free membership. This draw is open to both new and paid up members. The Treasurer will issue a cheque for a refund of the winner's membership fee.

MEMBERSHIP DIRECTORY

A Membership Directory will be available to the general membership and will not be given to any group or individual for commercial purposes. The Membership Coordinator prepares the directory.

EQUIPMENT

Club equipment is available free of charge for members use under the following priority system:

1. Club Courses
2. Club Trips approved by the Tripping Coordinator
3. Outside Organizations with approval by Board of Directors. An honorarium would be expected with the use of Club equipment by outside organizations.

Members are generally not held wholly or completely responsible to replace or repair damaged or lost equipment. However, persons who damage or lose Club equipment should be prepared to help repair or replace such equipment. Each incident is to be judged by the Equipment Coordinator and the Trip Leader, on a case-by-case basis.

A penalty will apply for unauthorized use of Club equipment.

A penalty will apply for returning boats later than one day after the scheduled return date, unless previously arranged with the Equipment Coordinator or unless the Equipment Coordinator approves extenuating circumstances.

COURSES

The Course Coordinator will recommend an annual course schedule to the Directors for approval. Minimum course sizes will be determined by course costs, unless pre-approved by the Board of Directors.

All courses will follow the guidelines of the governing organizations (i.e. student: instructor ratios, etc.). Courses will not be extended beyond the scheduled hours without the consent of the Course Coordinator. All courses must be completed within the current paddling season.

RESPONSIBILITIES OF INSTRUCTORS

- To provide proof of certification to the Course Coordinator;
- To abide by Club risk management policies and procedures;
- To follow course outlines prescribed by the governing organization and the Barrie Canoe and Kayak Club;
- To provide the Course Coordinator with test and evaluation sheets in a timely fashion following completion of instruction.
- Instruction will be completed within the current paddling season.

COURSE FEES

Course fees will be determined by the Board of Directors and presented to the membership for ratification.

Food, lodging, and other costs not directly associated with the course are considered separate costs from course fees.

The course fees for non-members will equal the cost of the course for members-plus twenty dollars (\$20.00).

All fees are the responsibility of the participant, with the exception of Instructor Level courses (see below). After successful completion of the course, the Club will not reimburse fees in whole or in part.

Course applications are considered complete when payment is received. Cheques will be deposited when received. A receipt will be issued with refund policy (below) noted, as follows:

- Cancellation > 3 weeks before course start date: 100 % refund;
- Cancellation 2-3 weeks before course start date: 75 % refund;
- Cancellation < 2 weeks before course start date: 0 % refund.

The Board will approve appeals for refund due to extenuating circumstances on a case-by-case basis.

INSTRUCTOR REMUNERATION FOR BCKC SPONSORED COURSES

Instructors are to be paid an hourly rate, plus special expenses with prior approval by the Club's Directors. Qualified assistant instructors will receive a rate set at fifty percent (50%) of the instructor's rate.

Instructors will be paid as soon as possible after the Course coordinator receives an invoice, completed test sheets, course materials, and evaluation forms. It is expected that the Instructor will submit this material to the Course Coordinator within one week of completion of the course.

INSTRUCTOR/COURSE EVALUATION

Evaluation forms provided to the Instructor by the Course Coordinator will be distributed to students at the end of each course. Instructors will receive all feedback from their courses from the Course Coordinator.

AGE LIMIT

Students under the age of fourteen (14) must have a parent or guardian accompany them.

OUTSIDE ORGANIZATION SPONSORED COURSES

The Board of Directors and the outside organization will negotiate fees.

TRIPPING

Barrie Canoe and Kayak Club have developed the following safety policies to ensure that its members have a safe and enjoyable time while paddling.

- Trip Leaders must be certified according to the organization governing their sport and the policy of the Barrie Canoe and Kayak Club.
- Absolutely no alcohol permitted on any youth trip.
- Non-members to be allowed one-day trip per year; provided they sign a waiver and are sponsored by a Club member.

RESPONSIBILITIES OF TRIP LEADER

- To provide proof of appropriate certification with the organization governing their sport to the Trip Coordinator.
- To determine the number of persons and paddle craft they desire on the trip.
- To set skill pre-requisites for every activity they lead.
- To organize a planning meeting prior to an extended trip (greater than 3 nights out) and provide participants with all appropriate information.
- To provide the appropriate Coordinator (i.e., canoe/kayak) with a Float Plan for trips of 4 or more nights duration.
- To advise Equipment Coordinator of any damage to, or loss of, Club equipment and fill out an Equipment Damage/Loss Report upon completion of activity.
- To annually sign the Acknowledgment of Risk Form and abide by Club risk management policies and procedures.
- To provide the Club with a copy of all risk management forms collected for every activity led by year-end.
 - The records from each trip/event are placed in a sealed envelope with the name of the leader/instructor, date and location of event, and placed in the drop-box at the SSCC at the completion of the event and/or prior to year-end. The sealed envelopes are collected from the locked box periodically and put into a locked cabinet.
- To report any incidents to the Club President immediately upon return from activity.
- Note: Trip leaders have the right to designate a trip as “extended”, if the trip is greater than 3 nights duration. Trip leader may choose participants on extended trips in the interest of group safety.

RESPONSIBILITIES OF TRIP PARTICIPANT

- To abide by skill pre-requisites set by the Trip Leader for the activity.
- To provide your own equipment, or to contact the Equipment Coordinator and make the appropriate arrangements.
- To wear a properly fitting Canadian government approved personal flotation device or lifejacket.
- To provide the Trip Leader with the following information: name, address, phone number, emergency phone number, allergies or other medical problems.
- To bring a supply of medications which meets your personal requirements for the duration of the activity (i.e., allergy medications, Epi-pen, insulin, etc.), plus an additional 2-3 days.
- To be aware of your surroundings, recognize dangers, and act in a safe and responsible manner at all times.
- To assist the Trip Leader when necessary and co-operate with him/her at all times.
- To be conscious of group safety and act in the best interests of the group.
- To practice 'no-trace' camping on all trips.
- To advise the Trip Leader well ahead of time if you wish to participate in a trip, and to attend a trip planning meeting, if applicable.
- To report equipment loss or damage to activity leader. Arrangements may need to be made to repair or replace equipment, following discussion with the Equipment Coordinator
- To read and sign the appropriate risk management waivers and forms.

COORDINATORS

I. POSITION DESCRIPTIONS

II. COURSE COORDINATOR

- (a) Receives an honorarium for participation as a Coordinator.
- (b) Attends scheduled meetings.
- (c) Makes recommendations to the Board of Directors.
- (d) Reports to membership at Annual General Meeting.
- (e) To make available the opportunity for Club members, and non-members to learn correct and safe paddling skills through structured sessions. (i.e. paddle nights, clinics, courses)
- (f) To supply experienced persons to aid with the instruction.
- (g) To apply for accreditation to governing organizations to ensure we run certified courses.
- (h) To ensure that instructors hold a current instructor's certification.
- (i) Liaise with paddling coordinators on an annual basis in order to plan and administer courses.
- (j) Provide a list of courses and leaders to Board of Directors, Equipment Coordinator and Membership.
- (k) Announce at General Meetings that courses are being conducted and sign up sheets are available. Be sure the course leaders are introduced to the Membership.
- (l) Provide course leaders with participant lists, course materials and, in conjunction with the Membership Coordinator, current membership lists.
- (m) Provide Publicity Coordinator with information regarding courses, changes, times, costs, etc.
- (n) Organize a first aid, river rescue, and water safety course each year; or as required.
- (o) Responsible for collecting course fees; paying instructors in conjunction with the Treasurer; and distributing course certificates.
- (p) Compile a strategic plan for this position and submit to the Board in October for presentation at the joint meeting.

III. TRIP COORDINATOR

- (a) Receives an honorarium for participation as a Coordinator.
- (b) Attends scheduled meetings.
- (c) Makes recommendations to the Board of Directors.
- (d) Reports to membership at Annual General Meeting.
- (e) Chairs a bi-annual planning meeting with other Coordinators, leaders and interested members in order to provide a list of trips and leaders.
- (f) Ensure leaders have the proper qualification to lead the proposed trip.
- (g) In conjunction with other Coordinators, provide a list of trips to the Membership; produce and maintain trip interest sheets at General Meetings.
- (h) In conjunction with Paddle Coordinators, provide the Publicity Coordinator with any information regarding trips; changes, times, costs, etc.
- (i) Provide trip leaders with trip interest sheets and up-to-date membership list in order to collect risk management forms (i.e., signed waivers) from non-member participants. (See Membership Coordinator)
- (j) Maintain liaison with Paddle Coordinators; ensure trips are going as planned.
- (k) In conjunction with Resource and Paddle Coordinators, collect and maintain trip reports, and information on trips.
- (l) Compile a strategic plan for this position and submit to the Board in October for presentation at the joint meeting.

IV. FLAT WATER

- (a) Receives an honorarium for participation as a Coordinator.
- (b) Attends scheduled meetings.
- (c) Makes recommendations to the Board of Directors.
- (d) Reports to membership at Annual General Meeting.
- (e) In conjunction with the Course Coordinator, provide the opportunity for Club members and non-members to learn correct and safe flat water skills.
- (f) Liaise with other Coordinators to provide a list of flat water trips and leaders to Board.
- (g) In conjunction with the Course and Trip Coordinators, announce courses and trips to the Membership. Introduce leaders.
- (h) Maintain liaison with trip leaders to ensure trips are going as planned. Conduct a follow-up in order to report on success, failure or suggestions for future.
- (i) Provide Publicity Coordinator with any information regarding trips; changes, times, costs, etc.
- (j) Organize any building program or repair/work parties necessary to keep flat water equipment safe and in good working order (see Equipment Coordinator).
- (k) Compile a strategic plan for this position and submit to the Board in October for presentation at the Joint meeting.
- (l) Act as on-going liaison with governing organization.

V. MOVING WATER KAYAK COORDINATOR

- (a) Receives an honorarium for participation as a Coordinator.
- (b) Attends scheduled meetings.
- (c) Makes recommendations to the Board of Directors.
- (d) In conjunction with the Course Coordinator, provide the opportunity for Club members and non-members to learn correct and safe moving water kayak skills.
- (e) Liaise with other Coordinators to provide a list of any moving water kayak trips/outings and leaders to the Board.
- (f) In conjunction with the Course and Trip Coordinators, announce courses and trips to the General Membership. Introduce leaders.
- (g) Maintain liaison with trip leaders to ensure moving water kayak outings are going as planned. Conduct a follow-up in order to report on success, failure or suggestions for future.
- (h) Provide the Publicity Coordinator with any information regarding trips; changes, times, costs, etc.
- (i) Organize any building program or repair/work parties necessary to keep moving water kayak equipment safe and in good working order (see Equipment Coordinator).
- (a) Compile a strategic plan for this position and submit to the Board in October for presentation at the Joint meeting.
- (j) Reports to membership at Annual General Meeting.
- (k) Act as on-going liaison with governing organization.

VI. MOVING WATER CANOE COORDINATOR

- (b) Receives an honorarium for participation as a Coordinator.
- (c) Attends scheduled meetings.
- (d) Makes recommendations to the Board of Directors.
- (e) In conjunction with the Course Coordinator, provide the opportunity for Club members and non-members to learn correct and safe moving water canoeing skills.
- (f) Liaise with other Coordinators to provide a list of any moving water canoe trips and leaders to the Board.
- (g) In conjunction with the Course and Trip Coordinators, announce courses and trips to the General Membership. Introduce leaders.
- (h) Maintain liaison with trip leaders to ensure moving water canoe outings are going as planned. Conduct a follow-up in order to report on success, failure or suggestions for future.
- (i) Provide the Publicity Coordinator with any information regarding trips; changes, times, costs, etc.
- (j) Organize any building program or repair/work parties necessary to keep moving water canoe equipment safe and in good working order (see Equipment Coordinator).
- (k) Compile a strategic plan for this position and submit to the Board in October for presentation at the Joint meeting.
- (l) Reports to membership at Annual General Meeting.

VII. SEA KAYAK COORDINATOR

- (a) Receives an honorarium for participation as a Coordinator.
- (b) Attends scheduled meetings.
- (c) Makes recommendations to the Board of Directors.
- (d) In conjunction with the Course Coordinator, provide the opportunity for Club members and non-members to learn correct and safe sea kayaking skills.
- (e) Liaise with other Coordinators to provide a list of any sea kayak trips and leaders to the Board.
- (f) In conjunction with the Course and Trip Coordinators, announce courses and trips to the General Membership. Introduce leaders.
- (g) Maintain liaison with trip leaders to ensure sea kayak outings are going as planned. Conduct a follow-up in order to report on success, failure or suggestions for future.
- (h) Provide Publicity Coordinator with any information regarding trips; changes, times, costs, etc.
- (i) Organize any building program or repair/work parties necessary to keep sea kayaking equipment safe and in good working order (see Equipment Coordinator).
- (j) Compile a strategic plan for this position and submit to the Board in October for presentation at the Joint meeting.
- (k) Reports to membership at Annual General Meeting.
- (l) Liaise with governing organizations for certification in sea kayaking and assist with providing guidelines for safe BCKC sea kayak clinics/courses.

VIII. VOYAGEUR COORDINATOR

- (a) Receives an honorarium for participation as a Coordinator.
- (b) Attends scheduled meetings.
- (c) Makes recommendations to the Board of Directors.
- (d) Provide an opportunity to Club members and non-members to learn Voyageur skills.
- (e) Liaise with other Coordinators to provide a list of voyageur events to the Board.
- (f) In conjunction with other Coordinators, announce events to the General Membership.
- (g) Monitor events and conduct follow-up in order to report on success, failure and suggestions for future.
- (h) Advise Publicity Coordinator of any events within or outside the Club.
- (i) Help with the organization of Voyageur events in conjunction with organizers and help with the promotion program.
- (j) Be responsible for the use of the Voyageur canoe and other Voyageur equipment.
- (k) Organize any building program or repair/work parties necessary to keep equipment safe and in good working order (see Equipment Coordinator).
- (l) Compile a strategic plan for this position and submit to the Board in October for presentation at the Joint meeting.
- (m) Reports to membership at Annual General Meeting.

IX. EQUIPMENT COORDINATOR

- (a) Receives an honorarium for participation as a Coordinator.
- (b) Attends scheduled meetings.
- (c) Makes recommendations to the Board of Directors.
- (d) Responsible for keeping an up-to-date cataloguing of Club equipment, with assistance from the relevant Coordinator.
- (e) Responsible for loaning of Club equipment; recording the letting out of equipment and return of same; co-ordination of requests for equipment.
- (f) Responsible for the acquisition, distribution and retrieval of cards/keys to equipment storage facilities.
- (g) Responsible for monitoring of Club buildings and equipment regarding renovations, repairs, or winterizing procedures.
- (h) Responsible for maintenance and upkeep of trailers for transporting club equipment.
- (i) Compiles a strategic plan for this position and submits to the Board in October for presentation at the Joint meeting.
- (j) Reports to membership at Annual General Meeting.
- (k) Responsible for appointing facility maintenance person(s).
- (l) Liaises with the Barrie Rowing Club on maintaining facility and coordinating joint activities.

X. PUBLICITY AND SPECIAL EVENTS COORDINATOR

- (a) Receives an honorarium for participation as a Coordinator.
- (b) Attends scheduled meetings.
- (c) Makes recommendations to the Board of Directors.
- (d) Is responsible for collecting materials reflecting the interests, activities, and concerns of the Club for internal and external distribution.
- (e) Responsible for the promotion of Club activities through the media of television, print and radio, including announcement of general meetings, special events and programming.
- (f) Responsible for distribution of promotional materials to the community.
- (g) Presents annual marketing plan to the Board.
- (h) Compiles a strategic plan for this position and submit to the Board in October for presentation at the Joint meeting.
- (i) Reports to membership at Annual General Meeting.

XI. WEBSITE / NEWSLETTER

- (a) Receives an honorarium for participation as a Coordinator.
- (b) Attends scheduled meetings.
- (c) Makes recommendations to the Board of Directors.
- (d) Maintains website with notices of club events, activities, trips, courses, and items of interest / concern to members
- (e) Oversees creation and distribution of quarterly newsletter containing notices of club event, activities, trips, courses, and items of interest or concern to members
- (f) Provides copies for Membership orientation packages and for Special Events
- (g) Liaises with Publicity/Special Events position to collect information on club activities
- (j) Presents annual marketing plan to the Board.
- (k) Compiles strategic plan for this position and submits to the Board in October for presentation at the Joint meeting.
- (h) Reports to membership at Annual General Meeting.

XII. PROGRAM COORDINATOR

- a) Receives an honorarium for participation as a Coordinator.
- b) Attends scheduled meetings.
- c) Makes recommendations to the Board of Directors.
- d) Book the General Meetings in advance for the next year, up to and including May, and informs Treasurer of any user fee.
- e) Book off-site meeting space, as required; informs Treasurer of any user fee.
- f) Delegates an individual to pick up keys at City Hall before 4:30 p.m. the afternoon of the General, and/or other meetings, if applicable.
- g) Responsible for lockup after meetings.
- h) Organize and coordinates meeting activities, as applicable.
- i) Arrange audio-visual equipment for General Meetings. Advise Treasurer of cost, if applicable.
- j) Help compile membership survey information, as required, for program content ideas.
- k) Chairs a planning forum with other Coordinators in November to outline programming for the year, under the following guidelines: January/February - keynote speaker; May - equipment; June to September - outdoors; October to May - indoors.
- l) Compile a list of possible speakers for future reference.
 - Make initial contact by telephone, and with written confirmation, to potential speakers.
 - Obtain background for each speaker to be used as introduction at meeting.
 - Delegate individual to introduce and thank speaker.
 - Discuss honorarium at previous Coordinators meeting. Arrange with Treasurer for cheque, Resource Coordinator for clothing, or Membership Coordinator for membership.
 - Write thank you letter for each speaker.
- m) Before each meeting, arrange for advertising of meeting with Publicity Coordinator.
- n) Appoints social convener(s) to be:
 - Responsible for providing refreshments at all General Meetings and/or special occasions when required.
 - Responsible for the maintenance of coffee urns, and purchasing and storing the necessary supplies.
- o) Compile a film and videotape library resource list, in conjunction with the Resource Coordinator.
- p) Compile a strategic plan for this position and submit to the Board in October for presentation at the Joint meeting.
- q) Reports to membership at Annual General Meeting.

XIII. MEMBERSHIP COORDINATOR

- (a) Receives an honorarium for participation as a Coordinator.
- (b) Attends scheduled meetings.
- (c) Makes recommendations to the Board of Directors.
- (d) Responsible for keeping track of membership registration, waiver and insurance forms. The following should be performed upon receiving a request for membership:
 - i. Mail or give out a membership form
 - ii. Upon receiving a paid membership form; record how paid (cash or cheque)
 - iii. Give or mail to the new members the following:
 - Membership card
 - A new member's orientation package, including: a Membership Directory, a copy of the latest newsletter, trip and course schedules, available resource materials, etc. Other information may be added at the discretion of the Board
 - iv. Renewal: Give or mail a membership card
 - v. Summarize membership monies received. Turn in to Treasurer once a week between meetings and at the close of each General Meeting
- (e) Calculates membership figures monthly and reports to Board, as requested. Be able to produce the following at Coordinator meetings:
 - I. A short review of membership status, including current number of members, number of new members, number of renewals, monies received, updated total of membership receipts.
- (f) Prepare an updated name and address listing for the complete membership as required. This is generally January, April, July and October 31st.
- (g) Prepares a Membership Directory containing the names and phone numbers of those members who have agreed to have their names published; to be used for communication between members.
- (h) Have the following ready for General Meetings:
 - i. Membership forms
 - ii. Copies of the latest newsletter
 - iii. List of the NEW members who have joined since the last meeting. (This is so they can be introduced at the meeting)
- (i) Submit to the Publicity Coordinator the following:
 - i. Names of winners of the free membership draw, when applicable.
 - ii. Note of welcome to the new members and a list of their names plus any other relevant data that may be of interest to the Club.
 - iii. Any Membership information the members may be interested in.
- (j) Reports to membership at Annual General Meeting.

XIV. RESOURCE COORDINATOR

- a) Receives an honorarium for participation as a Coordinator.
- b) Attends scheduled meetings.
- c) Makes recommendations to the Board of Directors.
- d) Maintains Club scrapbooks in an up-to-date manner, including the collection of data pertaining to Club activities and any data relevant to paddling and associated activities.
- e) Preserves all Club documents in an organized manner.
- f) Prepares articles of historical nature for Club publications.
- g) Researches information on past Club activities for the Board and Club members upon request.
- h) Maintains library of books, magazines, videocassette recordings, etc. for use of Club members.
- i) Maintains reference material for use by Club members.
- j) Responsible for the sale and distribution of Club merchandise.
- k) Reports to membership at Annual General Meeting.

XV. VOLUNTEER COORDINATOR

- a) Receives an honorarium for participation as a Coordinator.
- b) Attends scheduled meetings.
- c) Makes recommendations to the Board of Directors.
- d) Liaise with Directors, Coordinators and committees to provide volunteers for Club activities.
- e) Organize "paddle nights"; arranging for volunteers, safety boats, etc.
- f) Compile a strategic plan for this position and submit to the Board in October for presentation at the Joint meeting.
- g) Reports to membership at Annual General Meeting.

Risk Control and Safety Guidelines

The Barrie Canoe and Kayak Club (BCKC) organize and conduct courses, clinics, workshops, and trips, employing the guidelines outlined below. It is the BCKC's expectation that its instructors, leaders, Coordinators and Directors will examine these guidelines and adopt them in their activities, where applicable. Where these guidelines are not applicable, individuals should consider adapting the risk management process and, in consultation with the Board of Directors, produce risk control and safety guidelines unique to their activity.

These risk control and safety guidelines examine five major exposure categories: people, equipment and facilities, management systems, procedures and other or non-sport related exposures. Each category is further subdivided.

People	I	Participants
	II	Instructors and Trip Leaders
	III	Directors and Coordinators
Equipment and Facilities	I	Equipment
	II	Physical Teaching Environment
	III	Boathouse - Southshore Community Centre
Management Systems	I	Qualifications of Instructors/Trip Leaders
	II	Reporting
	III	Audit and Risk Control Program
	IV	Insurance
Procedures	I	Audits
	II	Supervision
	III	Waivers and Release Forms
	IV	Safety Education
	V	Claims Reporting
	VI	Emergency/Crisis Management
	VII	Checklists
Non-Sport Related Exposures	I	Transportation

PEOPLE

I. Participants

To the best of the participant's knowledge, they should be physically, mentally and emotionally fit to participate in the activity. It is, in part, the responsibility of the participants to determine beforehand the stresses to which they may be exposed during the activity.

Participants must sign:

- The Waiver of Liability and Release of Claims.
- The Assumption of Risk and Responsibility form, if requested.
- The Medical/Emergency form prior to commencement of an activity.

For their application to be considered, Participants' must provide the Course Coordinator with a signed course application and payment. Applications will be accepted or rejected by the Course Coordinator based on the prerequisites specified by the governing organization and the Barrie Canoe and Kayak Club.

Participants may be required to withdraw from a course/trip or have their involvement limited if the participants' conduct or skill level jeopardizes the safety of themselves and/or the group. The Coordinator, in consultation with the Instructor(s)/Leader and the participant(s) will make this decision.

Participants will be made aware of activity-specific safety risks and procedures prior to commencement of the activity.

Participants are responsible for their own safety and have a right to refuse to take part in any activity that, after due consideration and consultation, they feel will put them into a position of risk beyond what they are willing to assume.

Participants under the age of fourteen (14) must have a parent or guardian accompany them.

II. Instructors and Trip Leaders

Instructors/Trip Leaders must be currently certified by the organizations governing their sport and comply with the directives of the Club, as follows:

- Must be familiar with risk management/safety procedures and agree to abide by them.
- Are responsible for advising participants of specific risks and safety procedures before the activity begins.
- Will ensure that participants have access to all specified risk management forms prior to the commencement of the activity.
- Will ensure participants are aware that completion of risk management forms is a condition of their participation in the activity.

- Will collect completed risk management forms prior to the commencement of the activity.
- Will file completed forms following the activity, following the procedure outlined by the Board of Directors.
- Will provide the President with all completed risk management forms in the event of any incident.

III. Directors and Coordinators

Directors and Coordinators must be familiar with BCKC risk management forms and procedures, and facility safety procedures.

The BCKC will provide it's Members, Leaders and Instructors with insurance coverage during sanctioned activities.

Directors will ensure:

- Instructors and Trip Leaders have appropriate certification to teach a BCKC course and/or lead trips.
- Instructors and Trip Leaders are BCKC members or have been contracted by the BCKC.
- Instructors, Trip Leaders and Participants have access to risk management and safety forms.
- Instructors and Trip Leaders are abiding by safety procedures.
- Instructors' hand in completed and signed forms within one week following completion of a course.
- Trip Leaders hand in completed risk management forms annually.
- In the case of an incident, all completed forms for that activity are given to the President as soon as possible.

EQUIPMENT AND FACILITIES

I. Equipment

Personal Flotation Devices (PFD's) provided by the BCKC must be Canadian government approved and should appear in good condition.

All Instructors and participants will wear PFDs correctly fastened while participating in on-water teaching activities, unless otherwise authorized by the Instructor.

PFDs will be worn correctly fastened by participants on trips, unless otherwise authorized by the Instructor or Trip Leader.

Helmets will be worn when canoeing, kayaking or swimming moving water.

Boats will be equipped with safety equipment to meet Canadian Coast Guard regulations.

Rescue equipment appropriate to the activity will be readily available at all times.

A First Aid kit suitable for the activity and location will be readily available.

II. Physical Teaching Environment

Instructors and Leaders must arrange with the Equipment Coordinator for facility Access cards and equipment.

Everyone must be made aware of the location of the First Aid Kit and emergency telephone. Facilities should accommodate the group comfortably. Exits should be unrestricted.

On-water sites will be chosen for their appropriateness to the activity and the skill level of the participants.

Instructors and Trip Leaders will be aware of the closest and/or most appropriate emergency and medical assistance.

The Course Coordinator and/or Instructors should inspect the facility being used prior to the arrival of the participants. It should be stocked with sufficient and appropriate supplies and equipment for treatment of injuries anticipated at the site. (i.e. well stocked First Aid kit)

III. Boathouse - Southshore Community Centre

BCKC will operate in accordance with its Facility Agreement with the City of Barrie.

MANAGEMENT SYSTEMS

I. Qualifications of Instructors and Trip Leaders

Instructors must hold a current Instructor certificate in the appropriate discipline of the governing organization. Trip Leaders hold certification in accordance with governing bodies for their sport and requirements set by the Board of Directors.

At least one instructor on each course and one assigned person on each trip must have a minimum of a current Standard First Aid and CPR certification.

If the course or trip will, at any time, be beyond the reach of normal EMS response, at least one assigned person must have a Wilderness First Aid certification.

When courses take place on moving water, at least one instructor and/or trip leader must be experienced in river rescue.

II. Sea Kayaking Trip Leader Requirements

As the governing bodies do not, at the present time, have requirements for sea kayak trip leaders, the following are BCKC requirements.

Day Trip Leader

1. Holds Level 2 Sea Kayak Certification;
2. Has previously participated in at least 10 overnight sea kayak trips (which includes 2 trips as an assistant leader); and
3. Has a current Wilderness First Aid Certificate.

Extended Trip Leader

- Holds Level 2 Sea Kayak Certification;
- Has a current Wilderness First Aid Certificate;
- Has previously participated in at least 10 overnight sea kayak trips plus 2 trips of one-week duration in different locations. On one of the one-week trips, candidate must have participated as an assistant to the trip leader; and
- Has sea Kayak tripping distance totaling at least 500KM.

A BCKC Sea Kayak Trip Leader will focus on leadership, judgment, group management and seamanship. Skills such as a strong forward stroke, effective rescue skills and appropriate equipment, such as that required for towing, are necessary!

III. Reporting

Instructors and Trip Leaders will retain Assumption of Risk and Responsibility Forms (if utilized), Medical/Emergency Information, and Float Plans (if utilized) for each activity and turn them over to the appropriate Coordinator for filing by year-end.

Instructors will provide the Course Coordinator with test sheets and evaluations within a week of course completion. All courses will be completed within the current year.

Membership Applications and Waivers will be collected by the Membership Coordinator and kept on file for a period of at least 7 years.

Trip evaluation forms will be available to members and submitted to the Trip Coordinator for review. Any items relating to risk will be brought to the attention of the Board of Directors.

Incident forms will be collected by the President and kept on file for a period of at least 7 years following the date of the incident.

BCKC will maintain a file system for all collected forms for education or litigation purposes.

Directors will report any incidents and/or violations of safety procedures to the President.

The Board of Directors will notify the Ministry of Consumer and Business Services, as an incorporated entity, and the City of Barrie, as a lessee, of any revisions or additions to its Policies and By Laws, as approved by the membership.

IV. Audit and Risk Control Program

The Directors will review incident reports and risk management procedures on an annual basis and make arrangements for training and revisions to risk management procedures in accordance with their findings.

Members who purchase an Access Membership will sign a contract acknowledging that any personal equipment stored in the boathouse is not covered by insurance. See Appendices.

V. Insurance

The Board of Directors will ensure liability coverage for its members while they are engaged in sanctioned activities.

BCKC will provide liability coverage on the facility insurance to the City of Barrie as an additional insured.

PROCEDURES

I. Audit

Copies of the Policy and By Law Manual and the Procedures and Guidelines Manual will be given to each Director at the beginning of their term of office and/or when it is updated.

Copies of the Procedures and Guidelines Manual will be given to each Coordinator, Instructor and Trip Leader when they express an interest in volunteering for those positions.

Instructors and Trip Leaders will agree to abide by risk management procedures before being approved by the Board of Directors.

Directors, Coordinators, Instructors and Trip Leaders will sign to indicate they have read, understood, and will abide by BCKC policies and procedures, including risk management.

Directors will be responsible for ensuring that Coordinators, Instructors and Leaders are adhering to safety guidelines, and will report any infractions to the President.

II. Supervision

BCKC courses will follow the student/instructor ratios set by the governing organization.

Their parent or guardian will accompany participants under fourteen (14) years of age on courses and/or trips, unless otherwise approved by the Directors.

III. Waivers and Release Forms

Risk Management forms will cover the following BCKC activities:

- Courses / Clinics / Pool Sessions / Paddle Nights
- Trips (Moving Water, Flat Water, Sea Kayaking) including Portaging
- Camping (Winter and Summer)
- Hiking / X-C Skiing / Snowshoeing
- Meetings / Special Events / BBQs
- Equipment Loss, Damage, Storage
- Facility (Fire, Flood, Dock Installation/Removal, Hazardous Materials)
- Community Paddle Events

Waiver and release forms will be made available to participants prior to the activity and collected before the activity begins. These forms will be available:

- At General Meetings
- In the Boathouse
- On the Website
- From the Course Coordinator and Instructor
- From the Trip Leader

Participants must read and sign the appropriate forms, and give them to the instructor or leader before the activity begins.

Participants who refuse to sign risk management forms will not be allowed to participate in BCKC activities, and will be given a full refund of any activity fees they have paid.

Directors will be responsible for ensuring compliance.

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Membership			
APPLICATION	<i>Membership Coordinator</i>	Must be signed.	
WAIVER OF LIABILITY AND RELEASE OF CLAIMS	<i>Membership Coordinator</i>	One per adult participant. Must be signed, witnessed and dated to complete application. If applicant will not sign, see Assumption of Physical Risk.	
ASSUMPTION OF PHYSICAL RISK	<i>Membership Coordinator</i>	If applicant will not sign waiver above, he/she must sign, date and have witnessed, or membership is denied.	If applicant is 17 years of age or under, parent must sign. Form must be dated and witnessed.
ACCESS MEMBER	<i>Membership Coordinator</i>	Contract for boat storage must be signed and fee paid annually.	
Courses			
APPLICATION	<i>Course Coordinator</i>	Must be signed and dated.	
WAIVER OF LIABILITY AND RELEASE OF CLAIMS	<i>Course Coordinator</i>	If participating as a non-member, one per adult participant. Must be signed, witnessed and dated to complete application. If applicant will not sign, see below.	
ASSUMPTION OF PHYSICAL RISK	<i>Course Coordinator</i>	If applicant will not sign waiver above, he/she must sign, date and have witnessed or application is denied.	If applicant is 17 years of age or under. Parent must also sign. Form must be dated and witnessed. Participants under 14 years of age must be accompanied by parent/guardian unless otherwise approved by Instructor.
MEDICAL AND EMERGENCY INFORMATION	<i>Instructor</i>	Recommendation is to provide to participant at least 24 hours before course begins. Form available on web site, in boathouse, at registration desk, and from Instructor. (Note: Photocopies must have current date and signature)	
FLOAT PLAN	<i>Instructor</i>	Given to designate Emergency Contact person. Copy kept for reference during activity.	
EVALUATION	<i>Instructor</i>	Given to participants as part of course content.	
INCIDENT REPORTING	<i>Instructor</i>	Has available for documenting incidents.	
EQUIPMENT DAMAGE AND LOSS	<i>Instructor</i>	Filled out and given to Equipment Director, when applicable.	

Trips (on land / water)		
TRIP INTEREST SHEET	<i>Trip Coordinator and Leader</i>	Provide participant with information to self-assess risk. (i.e. level of experience required, length of trip and portages, difficulty rating)
WAIVER OF LIABILITY AND RELEASE OF CLAIMS - GUESTS	<i>Leader</i>	Gives one per adult participant, if person is participating as a guest of a member on a day trip. Must be signed, witnessed and dated. If guest will not sign, see below.
ASSUMPTION OF PHYSICAL RISK - GUESTS	<i>Leader</i>	<p>If guest will not sign waiver above, he/she must sign, date and have witnessed, or participation is denied.</p> <p>If guest is 17 years of age or under. Parent must also sign. Form must be dated and witnessed.</p> <p>Guests under 14 years of age must be accompanied by parent/guardian unless otherwise approved by Leader.</p>
MEDICAL AND EMERGENCY INFORMATION	<i>Leader</i>	Recommended to provide to participant at least 24 hours before activity begins. Form available on web site, in boathouse, at registration desk, and from Leader. (Note: Photocopies must have current date and signature)
FLOAT PLAN	<i>Leader</i>	Given to designated Emergency Contact person. Copy kept for reference during activity. Given to President in case of incident.
EVALUATION	<i>Trip Coordinator</i>	Available at meetings, in boathouse, and on website. Advertised in newsletter.
INCIDENT REPORTING	<i>Leader</i>	Available for documenting incidents. Given to President in case of incident.
EQUIPMENT LOSS AND DAMAGE	<i>Leader</i>	Filled out and given to Equipment Coordinator, when applicable.
Boathouse Paddle Activities		
SOUTHSHORE COMMUNITY CENTRE BOATHOUSE PADDLE ACTIVITY PROCEDURES	<i>Flatwater Coordinator</i>	Posted in boathouse. Information shared with paddle activity volunteers through team leader.

IV. Safety Education

The BCKC will offer courses and clinics promoting on-water safety in the flat water, moving water canoeing and kayaking, and sea kayaking disciplines.

The BCKC will advertise opportunities for additional skills training appropriate to its activities on an annual basis through other organizations.

It will encourage instructors and leaders to upgrade their skills in order to provide safe, high quality learning experiences for our membership and the community.

At year-end it will conduct an evaluation of the number and quality of opportunities provided.

V. Claims Reporting

Appropriate forms will be completed for all accidents and incidents that result from participation in any BCKC activity. See Appendices.

All incidents will be reported to the President as soon as possible.

Incident forms will be filed and kept for a minimum of 7 years.

VI. Emergency/Crisis Management

The Instructor or Leader at the scene takes initial responsibility for action and any subsequent decisions should be made by the person in charge in consultation with the "victim", if appropriate.

The Instructor or Trip Leader will record and document any and all incidents, obtain witness statements and follow a pre-determined emergency response plan.

The Instructor/Leader in consultation with the Directors will determine debriefing and follow-up procedures on a case-by-case basis.

All incidents or near accidents will be discussed and used to enhance the learning of fellow instructors and trip leaders.

The President, or a member assigned by the President, will speak to the Media.

VII. Checklists

Checklists will be provided to instructors and leaders. See Appendices.

A complete Trip Leader's package will be distributed and reviewed at an annual meeting of leaders.

NON-SPORT RELATED EXPOSURES

I. Transportation

Transportation to and from BCKC activities is the responsibility of each participant, unless the Club hires or arranges the transportation (i.e., shuttles, buses).

APPENDICES

Attached are the current forms used by the Club to manage risk.