



Carleton Place Canoe Club Volunteer Policy

1.0 PURPOSE

1.1 Statement

This policy lays out the expectations and management practices of the volunteer program at the Carleton Place Canoe Club ("CPCC") and outlines the expectations that define member responsibilities with respect to mandatory volunteer commitment for families with athletes participating in our sprint canoe kayak programs.

1.2 Purpose

CPCC is a not-for-profit organisation that depends on the participation of all its members to ensure regatta safety and a successful experience for all athletes and coaches. Low volunteer commitment at regattas can lead to the need for hiring positions like boat drivers and canteen staff or being issued fines by the Eastern Ontario Division (EOD) of Canoe Kayak Canada for incomplete volunteer hours at EOD hosted regattas. To support this policy and our members, CPCC will ensure that volunteer positions are explained and available to our members early in the season and provide training opportunities such as officiating and boat driving.

2.0 VOLUNTEER COMMITMENT

2.1 Requirement

Each member family is required to complete:

1. **Minimum 8 volunteer hours** at CPCC hosted club events or club work tasks. A CPCC regatta shift typically involves a 4-hr morning or afternoon shift. Work tasks may range in shift length from 1 to 4 hours and may include work days, clean up days, general repairs etc.

This volunteer requirement applies to:

- Families with members in U10, U12, U14 Youth Sprint Racing groups
- Individuals or families with athletes in U16+ Sprint Racing Programs
- Adult Sprint Canoe Kayak members

2. **Minimum 2 shifts** at EOD hosted events. An EOD shift typically involves a 4-hour morning or afternoon shift.

This volunteer requirement applies to:

- Families with members in U12, U14 Youth Sprint Racing groups
- Individuals or families with athletes in U16+ Sprint Racing Programs
- Adult Sprint Canoe Kayak members
- **U10 Youth Sprint participants are exempt** from completing EOD regatta volunteer shifts



2.2 Volunteer Hours

- One half day CPCC or EOD regatta volunteer shift = 4 volunteer hours;
- One CPCC food contribution to any event at the value of \$20 = 1 volunteer hour;
- CPCC tasks shifts vary in length so volunteer hours will be awarded equivalent to the length of the shift. E.g 2 hour work task = 2 volunteer hours

2.3 Volunteer Sign-Up

Volunteer shifts are available for member sign-up through an online event sign-up platform and may include the following types of positions:

1. Boat Drivers (safety & referee)
 2. Safety Boat Spotters
 3. Officials (starters, assistant starters, finish line judges, time keepers, etc.)
 4. Awards (ribbon table)
- **Other Volunteer Opportunities/Positions:**
 - Club Clean-Ups (Spring & Fall)
 - Fundraising
 - Socials/Events (set-up/tear down, food preparations, etc.)

CPCC will provide members with a link to the CPCC online sign-up platform early in the season for volunteer sign-up. The Link for sign-up to EOD events will be shared as soon as it is made available to the CPCC. Members requiring additional information or assistance with Volunteer Sign-Up should email our Club Administrator at cpcanooclub@gmail.com with any questions or for assistance.

2.4 Cancelling a Volunteer Shift

If for any reason a member needs to cancel a volunteer shift, it is their duty to find a replacement to fill the position they have signed up for. They must send an email to our Club Administrator at cpcanooclub@gmail.com to advise CPCC of the change to ensure volunteer hours are tracked accurately.

3.0 VOLUNTEER DEPOSIT

3.1 Deposit

CPCC members are required to submit a volunteer deposit in the amount of \$100.00 per individual or family. The volunteer deposit fee will be included in sprint program registration fees and will be held in trust until the end of the season.



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3.2 Deposit Returns and Penalties

Members who complete their volunteer commitment will have their deposit returned in full by e-transfer.

Members who do not meet their volunteer commitment lose their deposits to the club as a financial penalty.

4.0 COMPLIANCE

4.1 Consent

By registering in a CPCC Sprint Program, individuals or families agree to comply with this policy.