

The Code of Conduct of the Richmond Hill Canoe Club

This Code of Conduct applies to all members of the Richmond Hill Canoe Club (paddling, general and special members) when participating in club activities or club-related events.

Members of the RHCC and other clubs, officials and spectators

- should be treated with dignity and respect
- should have freedom from physical and verbal harassment

Members must

- be responsible for their own actions
- follow club rules
- be co-operative with and respect the coaching staff
- respect the decisions of the Board of Directors, including those in the posted Club Policies
- refrain from shouting, rough play, throwing objects, horseplay on the dock
- be courteous in the use of language and avoid using any profane, vulgar, threatening, harassing or insulting expressions
- seek assistance of staff to resolve disagreements
- maintain a clean and safe environment
- show proper care for club property and the property of others
- respect and abide by decisions regarding regatta entries and the crews for team boats made by the coaching staff
- not drink or smoke under-age, possess or use illegal drugs, drive in a manner to endanger other members (on water or on land)

Violence in any form will not be tolerated: verbal and physical intimidation or assault, etc.

Conduct contrary to the code above is "injurious to the club" and can lead to suspension or termination of membership privileges.

The Guidelines for Discipline of the Richmond Hill Canoe Club

These Guidelines for Discipline apply to all paddling, general and special members of the Richmond Hill Canoe Club for all club and club-related activities.

Incidents are cumulative. Corrective action and interventions by the club that do not result in change or improvement will result in escalating consequences in the form of suspensions and finally termination of membership.

The Disciplinary Procedure shall include

- (1) a verbal warning, with a written record kept of the verbal warning
- (2) a written warning
- (3) an invitation to a documented interview with the Disciplinary Committee; in the event that the invitation is declined, a documented meeting and action by the Disciplinary Committee
- (4) a suspension of membership privileges for a given time
- (5) a termination of membership privileges.

A member with paddling privileges may have his/her membership suspended and/or revoked for the neglect of safety standards of the Richmond Hill Canoe Club. An infraction involving the refusal to comply with safety regulations shall mean an immediate suspension of membership privileges for a length of time determined by the Head Coach and the Commodore. A member and/or his/her parent may appeal this suspension by requesting a meeting of the Disciplinary Committee.

Letter of Warning will result from

- verbal corrective action by staff or disciplinary committee being ignored

Suspension from classes or competitive events will result from

- outright disobedience and disrespect to a staff member
- refusal to abide by selection to team boats
- any other action which violates the Code of Conduct upon decision of the Disciplinary Committee following a meeting to which the member has been invited to attend

For major infractions there will be an automatic suspension and possible expulsion. The police may be called. Major infractions include

- drinking underage
- use of illegal drugs or possession of drug-related items
- speeding or dangerous driving near the club or at away regattas (on water or land)
- violence or threats of bodily harm

Members who destroy or damage club property will be required to pay the cost of repair or replacement.

If fees are not paid within 2 weeks of being due, an invoice generated by the Treasurer (copied to the Commodore and Registrar) requesting payment will be hand-delivered or mailed, notifying the member that membership privileges will be suspended in 2 weeks if the fees remain unpaid at that time. Full privileges will be restored when fees are paid in full.

Disciplinary Procedures of the Richmond Hill Canoe Club

Members of the Disciplinary Committee for the upcoming year will be named prior to April 1 of each season. When vacancies occur on the Committee during the course of a year they shall be filled by persons appointed by the Board of Directors.

The Disciplinary Procedure shall include

- (1) a verbal warning, with a written record kept of the verbal warning
 - (2) a written warning *from the Disciplinary Committee*
 - (3) an invitation to a documented interview with the Disciplinary Committee; in the event that the invitation is declined, a documented meeting and action by the Disciplinary Committee
 - (4) a suspension of membership privileges for a given time
 - (5) a termination of membership privileges.
1. All members are permitted to control an immediate safety issue.
 2. Parents may take corrective action for the behaviour of their own children or those who have been entrusted to their care. Concerns about the actions of other paddlers shall be brought to the attention of the coaching staff.
 3. All coaching staff are permitted to make a verbal warning of a disciplinary nature to any paddler. The verbal warning will be followed by a verbal report to the head coach for serious incidents. Repeated minor incidents or a major incident will be reported in writing to the Disciplinary Committee.
 4. Members' written concerns about incidents involving paddlers, parents, general members or staff at the club or competition site will be referred to the Disciplinary Committee.
 5. Members will be encouraged to settle mutual differences between themselves, mediated by a coach or member of the Disciplinary Committee.
 6. If the action of a member requires a meeting of the Disciplinary Committee then the committee shall be required to meet within 15 days of a written report regarding the infraction being delivered to the Head Coach, Commodore or Board of Directors. The decision of the Disciplinary Committee must be made available in writing to the member within 5 days of the meeting.

7. A decision of the Disciplinary Committee shall be appealed to the Board of Directors in the event that the member in question has grounds that the written Guidelines for Discipline were not followed. The request for appeal must be given in writing to the Board within 7 days of the receipt of the written decision of the Disciplinary Committee.

RICHMOND HILL CANOE CLUB PADDLING SAFETY POLICY

The following policies apply to all members, coaches and guests of the club.

COLD WATER PADDLING:

High Performance paddlers may go on the water if the water temperature is 8°C or lower. They must wear approved PFDs at all times. The coach's boat must be launched prior to any paddling and remain in the immediate proximity of the paddlers at all times.

Advanced paddlers may go on the water, at the coach's discretion, if the water temperature is above 8°C. PFDs must be worn until water temperature reaches 10°C. Same coach's boat rules apply.

If water temperatures are above 8°C for High Performance and 10°C for Advanced paddlers, PFD use is discretionary but may be mandated by the coach based on other safety considerations.

Each paddler shall have available a spare set of dry clothing at the Club House in case of an upset.

During cold weather, paddlers shall, whenever practical, stay in leeward shallow water where self recovery is possible.

If time trials for the Advanced Group are done in "cold water", a second safety boat shall be available at the other end of the lake. Radios shall be carried by the safety boats.

COACH BOATS:

The coaches' boats must be launched prior to any paddling activity occurring. Each boat shall carry a paddle, throw bag, whistle, bailer and emergency blanket. In addition, sufficient PFDs stored in the mesh bags, for individual or team boat members, shall be carried. Enough gasoline shall be taken at the start of each session to preclude having to go ashore to refuel.

There shall be, on the water, one coach/safety boat for every activity group. Excluding the war canoe, if a session has more paddlers that can be safely handled by one boat, the coach is authorized to use junior coaches in a safety role. The head coach shall keep a record of the hours for pay purposes.

LIGHTNING:

Practice or competitions are not to occur if lightning or thunder is perceived. The apparent distance or direction of the lightning or thunder is irrelevant.

TRAINING:

At the start of each session during the summer, new members shall demonstrate swimming and water treading ability. (They shall swim 50 m., tread water for 5 minutes, be able to put on a PFD while treading water and hold the "cold water tucked" position for 1 minute. Respective coaches shall brief members of procedures when an upset occurs. Wet exits and recovery are to be practiced during beginners' classes. Use of recovery equipment, throw bags, radios, whistle and horn signals shall be taught to all boat drivers and paddlers.

Members who do not pass a swim test must wear a PFD while on the water. All bantam, atom and peewee paddlers must wear a PFD. Shoes other than "water socks" are prohibited in club boats.

REGATTAS:

As per the OCSRA guidelines the following applies to regattas at Lake Wilcox.

At least one emergency transportation vehicle and a First Aider is to be available. This normally is St John's Ambulance personnel. The use of 911 paramedics to treat and transport during a critical emergency cannot be ruled out.

At least three safety boats, including the official's boat must be on the water at all times during races. At least 2 members of the safety crew should be trained in first aid, lifesaving and CPR. Safety boats must be equipped as described in the coach boat section. In addition they should carry ladders to assist paddlers to board safely. An additional inflatable boat in the safety boats for extra capacity and to aid boarding should be considered.

Motors are to be turned off while paddlers are boarding safety boats.

Club radios are to be made available for the safety boats.

FIRST AID:

Coaches are to maintain first aid and CPR qualifications. A complete first aid kit shall be maintained in the Club House. Monthly inspections of the contents will be done during routine safety/security audits.

MASTERS:

Masters are encouraged to paddle during regular club hours while a safety boat is on the water. New masters are required to demonstrate swimming proficiency or to wear a PFD while on the water. If a master owns his/her boat, uses club facilities and paddles during off hours, he recognizes the inherent risks in this activity and holds the Club harmless. Masters who paddle alone, should be aware of the Coast Guard requirement to have on board a PFD, signalling device and throw rope.

If a master paddles during off hours, the Club House shall, for security reasons, be locked.

NO LONE PADDLING:

No Club Member under the age of 18 shall paddle alone on the lake whether using a club or privately owned boat.

SIGNALS:

Using either a whistle or the air horn:

- Attract attention by one long blast then
- 2 shorter blasts means return to shore,
- 3 shorter blasts means paddler in the water

A paddler who does not have a whistle can attract attention by holding a paddle overhead and then pointing to the direction of a problem.

Philosophy for Assignment of Paddlers to Team Boats Richmond Hill Canoe Club

The assignment of paddlers to team boats will be done by the coaching staff and will depend on the nature of the competition/regatta. Three such classes of competition/regattas are proposed:

- 1) internal RHCC regattas
- 2) regular season regattas, and
- 3) WOD trials and subsequent championships.

Trials and Championships are the following:

WOD Trials and Championships
Ontario Championships
Cloverleaf Championships
National Sprint Championships

The Ontario Summer Games fall in alternate years and may be considered either "for fun" or competitive depending on the wishes of the paddlers in a particular age grouping.

All paddlers are encouraged to participate in War Canoe.

Deviations from these guidelines are inevitable because of potential conflicts for boats and paddler participation arising from the particular schedule of a regatta.

Guidelines for Filling Team Boats for RHCC Internal Regattas

Objective: To allow all new members to have fun and gain experience in a familiar, stress-free environment.

- Encourage new and young paddlers to enter as many races as possible. Mixed age groupings and co-ed races are included to permit a full card of races.
- Balance teams so that boats are comparable in speed OR stagger starts so that there is a competitive end to the race. Everyone should have a chance to win.
- No Advanced/HP paddlers allowed to race in any boat other than pleasure canoe or war canoe.
- Advanced/HP paddlers to assist new or young paddlers in activities to be undertaken at regattas.

Guidelines for Filling Team Boats for Regular Season Regattas

Objective: To allow paddlers a reasonable number of races in each regatta.

- The number of races per paddler should be as balanced as possible.
- Normally paddlers will compete in their age group matched with paddlers of similar ability. If there is a shortage of paddlers in a given age group to complete a boat then underage paddlers may move up to fill spaces as needed. Paddlers will not move up to displace paddlers of the correct age group from having a race except in the case where the underage paddler does not have teams available in his/her age grouping.
- By the time of the Divisional Regatta teams should be proposed for the Divisional Trials using the criteria given below. If possible these teams should race together for the Division Regatta and the Balmy Beach Regatta since these two courses will be used for the Trials and Provincials.

Guidelines for Filling Team Boats for Trials and Championships

Objective: To maximize number of club medals at Provincials, Cloverleaf and Nationals.

- Team boats should be filled by a #1 crew (fastest group), #2 crew (second fastest group), etc. with the ranking determined by the head coach.
 - Normally, Advanced/HP paddlers within an age group would be faster than Summer Members.
 - An underage Advanced/HP paddler can move up to a higher age level team boat if there are no suitable paddlers in that age grouping of Advanced/HP paddlers.
 - A Summer Member in that age group can paddle with an Advanced/HP team if the team performs better than it can with the underage Advanced/HP paddler.
 - In the event that a team may perform better with underage paddlers in the boat in place of paddlers who are both of the correct age group and are competent in the boat:

- (1) Due consideration should be given to possible loss of morale of the paddler and the length of time that the individual has been with the club vs. the benefit to be gained in time and placement. Clearly this should only even be **considered** for a team of advanced/HP paddlers (high time investment) for whom qualifying at the Trials is on the line.
- (2) Underage paddlers should not substitute for paddlers of the correct age in teams of Summer Members. Summer members are here for the fun and experience and a "house-league" approach is preferred.

- In the event that a paddler is isolated in his/her age group at his/her ability level (e.g. Advanced/HP) then that paddler will be treated as an equal member of the higher age group at the ability level and be placed in team boats according to his/her ranking within that group.
- Paddlers who compete in 1 discipline (plus war canoe) within one age group can participate in all team boats for which they are eligible within the 6-race limit. Members who are required to paddle up to permit competitive races for a higher age group may be ineligible for some team boat races within their own age grouping. These cases will need to be addressed on an individual basis so that all age groups have the best chance of qualifying.
- Advanced/HP paddlers competing in midget or higher age groups will be considered to have 1 primary discipline. At these events it is important to have adequate rest and preparation between races and, due to the race schedules, this can only be done when racing within a single discipline.
- Once a paddler has accepted a position in a team boat then a commitment to the team has been made. The paddler must make every reasonable effort to train regularly and to participate on race day. If this commitment is not upheld the paddler may be replaced.

"Club performance at the Provincial and National Level can on occasion be enhanced if we deliberately substitute a paddler (A) in a team boat at WOD trials by a paddler (B) who results in a slower race for the boat but still maintains the chance of qualifying the boat. This can be done for one of the following reasons:

- A is in a tight race situation too close to the time of this particular race. Racing with A may result in a weaker performance for the club in one or the other of the races, compared with performance with the paddler B.
- A is in the full complement of races already.

If you have not been informed **in writing** that you or your child is racing as a substitute then the paddler is racing for himself/herself."

Richmond Hill Canoe Club Refund Policy

Refunds of membership fees will hold back the amounts required for Canoe Ontario Insurance, the CCA fee and a \$50 administration charge. The remaining fees will be refunded on a pro-rated basis based on the time of the cancellation.

10% of the membership fee will be deducted if the cancellation occurs in the first week, 25% in the second week.

Refunds will be given if programs are not offered as advertised. Prepaid coaching fees are only refundable in case of injury or illness.

Bingo Policy

The Richmond Hill Canoe Club is a member of the Aladdin Newmarket Charities Association, a group of 28 charities that participate in running daily bingos at Bingo Country in Newmarket. The pooling revenue from this bingo operation helps support our canoe club and its programs and means that we can offer affordable membership fees. All full program members, with the exception of the youth war canoe, are required to work a certain number of bingos each year. The requirement may vary from year to year based on membership and our bingo license.

Each registration form for a full program should be accompanied with one cheque in the amount of \$100 for each bingo required. The cheque should be dated for the start of the paddling season. This cheque will be cashed only if you fail to meet your bingo requirement over the subsequent 12 month period.

Exceptions to this policy will be decided upon by the board of directors after review and discussion of a written petition from the member.

Boat Storage

Members storing their private boats in the boathouse will incur a \$50 fee per boat per annum payable upon registration. An exception will be made for those members who make their boat available for general club use. The boat owner will still be responsible for their own insurance.

Boat Allocation

Ultimately the head coach will make the final decision on allocating boats to paddlers enrolled in club programs (excluding masters) both for training and at regattas and trials.

The coach will use the following factors in the decision.

- commitment to training
- care of boat
- medal chances in racing situations
- gender equality