

COMOX PADDLERS' CLUB

POLICIES AND PROCEDURES MANUAL

APPROVED: MARCH 4, 2010

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ADMINISTRATIVE POLICIES

Preparations for Annual, Special and General Meetings

APPROVED BY: CPC Membership, March 4, 2010

EFFECTIVE DATE: March 4, 2010

REVISED DATE:

Purpose: To outline the tasks that must be completed in advance of the AGM, Special and General meetings.

Policy: The executive shall ensure that all required steps be taken to hold meetings of the membership.

MOTION: Barb Dobree moved the policies and procedures be accepted as circulated.

SECONDED Elizabeth Karunaratne **CARRIED MARCH 4, 2010**

Procedures:

1. General Meetings shall be held as and when directed by the directors or on a petition of 20 per cent of the voting members.
2. Notice of a General Meeting shall be sent to each member at least 14 days before the date of the meeting.
3. Special Meetings may be held as required, providing that all members are notified at least 14 days prior to the meeting.
4. Three voting members or 20% of the voting membership, whichever is greater constitutes a quorum. If, when the meeting is called, there is no quorum, the meeting will be postponed for 15 minutes and three or more voting members present at that time will constitute a quorum.
5. A majority of votes cast is sufficient to pass an ordinary resolution or motion at a meeting.
6. Voting may be by a show of hands, or at the request of 20% or more voting members, by secret ballot.
7. Voting by proxy is not permitted.
8. A "special resolution" means a resolution passed in a general meeting by a majority of not less than 75% of the votes cast if at least 14 days prior to such meeting, a notice specifying the intention to propose the resolution as a special resolution has been given to every member entitled to attend and vote.¹

¹ From the Constitution and Bylaws

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Filing of Annual Report

APPROVED BY: CPC Membership, March 4, 2010

EFFECTIVE DATE: March 4, 2010

REVISED DATE:

Purpose: To outline the requirements under the BC Society Act.

Policy: The executive shall ensure that all required filings be made as specified under the BC Society Act.

MOTION: Barb Dobree moved the policies and procedures be accepted as circulated.

SECONDED Elizabeth Karunaratne **CARRIED MARCH 4, 2010**

Procedures:

1. The society shall file information in accordance with the guidelines of the Corporate Registry office to be found at: www.fin.gov.bc.ca/registries.
2. Section 68 of the *Society Act* requires every society to file an Annual Report (Form 11) within 30 days after the annual general meeting was held.
3. Information must be current as at the close of the annual general meeting.
4. Change of address, changes in directors or change in constitution/bylaws must be filed using the appropriate form and including the applicable filing fee.

FINANCIAL POLICIES

Maintenance and Review of Financial Records

APPROVED BY: CPC Membership – October 1, 2009

EFFECTIVE DATE: November 2009

REVISED DATE:

Purpose: To designate an individual to review the books and records of the Club and to ensure that they are maintained in good order.

Policy: The books and records of the Comox Paddlers' Club shall be maintained in good order by the Treasurer and shall be reviewed at least annually or as required by the executive committee.

MOTION: Dave Blamire moved that the past president review the Club's financial records annual prior to the Annual General Meeting.

SECONDED Shelley McEwan **CARRIED OCTOBER 1, 2009**

Procedures:

1. The club shall maintain a bank account in the name of the Comox Paddlers' Club.
2. The signing officers shall be any one of the Treasurer, the President or a designated Director.
3. The Treasurer shall deposit all membership dues and other receipts intact on the next business day or as soon as is practically possible.
4. All receipts for expenditures shall be filed in an orderly manner with the cheque number noted.
5. The Treasurer shall reconcile the bank account monthly and report the monthly opening balance, receipts, disbursements and the closing balance to the executive and membership.

MEMBERSHIP POLICIES

Emails to Membership

APPROVED BY: Membership – October 1, 2009

EFFECTIVE DATE: November 2009

REVISED DATE:

Purpose: To ensure that the membership list is used to circulate only information related to paddling.

Policy: The Comox Paddlers' Club shall circulate **paddling-related** information **only** on an information only basis.

MOTION: Chris Kissinger moved that circulating **paddling-related** information **only** is acceptable, on an information only basis, for members to act on or discard as they saw appropriate.

SECONDED Trevor Russell **CARRIED OCTOBER 1, 2009**

Membership Records

APPROVED BY:

EFFECTIVE DATE:

REVISED DATE:

Purpose: To ensure that the membership records are confidential.

Policy: The Comox Paddlers' Club shall obtain permission from each member that will permit a member's email address and phone number to be circulated only to other Club members.

Procedures:

1. The membership secretary/treasurer maintains a list of current members and their contact information. Annual membership runs from April 1 to March 31.
2. Members will be asked to sign a release to give permission to the secretary/treasurer to include their names and contact information on a club membership list. Members not signing the release will not be included on the list.
3. Correspondence to groups of members via email will utilize an 'undisclosed' list or bcc to minimize spam.

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***Membership Disclosure of Responsibilities, Release of Liability,
Assumption of Risk and Indemnity Policy***

APPROVED BY: CPC Membership, March 4, 2010

EFFECTIVE DATE: March 4, 2010

REVISED DATE:

Purpose: To ensure that the membership have read and signed the Disclosure of Responsibilities, Release of Liability, Assumption of Risk and Indemnity Form. (DRRLARI Form)

Policy: The Comox Paddlers' Club shall obtain a signed DRRLARI Form from each member with the membership application annually.

This form will be reviewed annually by the executive.

MOTION: Barb Dobree moved the policies and procedures be accepted as circulated.

SECONDED Elizabeth Karunaratne **CARRIED MARCH 4, 2010**

Procedures:

1. The membership secretary/treasurer will maintain a file of signed DRRLARI forms.

CLUB ACTIVITY POLICIES

Trip Policy

APPROVED BY: CPC Membership, March 4, 2010

EFFECTIVE DATE: March 4, 2010

REVISED DATE:

Purpose: A primary activity of the Club is to facilitate enjoyable and safe recreational trip outings for members. Information about Club trips will be circulated to all members.

Policy: The Comox Paddlers' Club shall offer schedules of club trips that are reasonably expected to be within the Comox Paddlers' Club Rating Levels 1 and 2, available on the website www.comoxvalleypaddlers.ca. While each trip will be ranked by expected level, members need to understand that conditions can change during a trip. All participants must sign the Comox Paddlers' Club Trip Release Form.

MOTION: Barb Dobree moved the policies and procedures be accepted as circulated.

SECONDED Elizabeth Karunaratne **CARRIED MARCH 4, 2010**

Procedures:

1. The *Trip Coordinator's Guidelines* shall be the basis of planning all Club trips. See the attached document.
2. The CPC executive will determine which trips will be accepted for the CPC trip schedule and circulated to the membership.
3. The Disclosure of Responsibilities, Release of Liability, Assumption of Risk and Indemnity Form. (DRRLARI Form) signed by each member at the time of membership is understood to apply to all trips. Any guest of a member or non-member on a trip must also sign the DRRLARI form. See the attached document. Any individual who has not signed a CPC trip release form must sign one before participating in any trip, as must any guest of a member on a trip.
4. Trip participants are expected to uphold CPC expectations regarding safety for themselves and the well-being of the group. See *Comox Paddlers' Club's Expectations for Trip Participants* attached.
5. Trips when underway operate on a peer group consensual paddling basis. This means that trip participants using their good judgment should take appropriate steps to ensure safe paddling, such as having a buddy system, using group leaders when appropriate, or any other decisions that are appropriate to the individual, the group, and the trip.
6. Release forms shall be retained grouped by trip for a period of not less than 2 years.

EDUCATION POLICIES

Expectations of Members

APPROVED BY: CPC Membership, March 4, 2010

EFFECTIVE DATE: March 4, 2010

REVISED DATE:

Purpose: The Club recognizes that safety education is vital to the members and the executive shall endeavour to make the membership aware of the members' trip expectations and guidelines.

To ensure that the membership is aware of some of the risks associated with paddling.

Policy: The Comox Paddlers' Club shall include at least one session on trip safety in each year.

MOTION: Barb Dobree moved the policies and procedures be accepted as circulated.
SECONDED Elizabeth Karunaratne **CARRIED MARCH 4, 2010**

Procedures:

1. The Club and its members shall develop and update the '*Comox Paddlers' Club's Expectations of Trip Participants*'
2. '*Comox Paddlers' Club's Expectations of Trip Participants*' will be circulated to the members annually by email or, if requested, by mail.
3. The executive of the Club will review the document with the membership annually.

FORMS AND SCHEDULES

Trip Coordinator's Guidelines

Overview

The trip/activity coordinator is a club member who volunteers to initiate and/or carryout planning and logistics for a Club activity or trip. The coordinator is not an instructor, a guide or trained in first aid. Club members on any Club activity or trip are responsible for their own skill level, equipment and safety.

Activities of a Trip/Activity Coordinator

1. Declare interest in coordinating a particular trip.
2. If a trip is not on the annual CPC Trip Schedule, propose and describe the trip to the CPC executive through the Vice President (overall trip coordinator) for consideration.
3. Work with the CPC executive to determine the appropriate trip level.
4. If approved, the trip will be added to the CPC trip schedule and circulated to the membership.
5. Be available for questions from members regarding the trip/activity including conditions (e.g. numbers, issues such as currents, rating, weather conditions etc.) that may apply or affect the trip.
6. Coordinate departure, return times, etc.
7. Announce trip/activity cancellation in an appropriate manner and time due to weather or sea conditions etc.
8. TRIP DAY
 - Have each participant sign CPC Trip Release Form before departing to be returned to the CPC executive following the trip.
 - Discuss with participants on-water plans, safety and emergency preparedness and personal risks etc.
9. Submit a trip report to the Club – photos are encouraged - to be added to the CPC website and possibly presented at a future Club meeting.

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Comox Paddlers' Club's Expectations of Trip Coordinators

Comox Paddlers' Club trip coordinators are not guides and do not assume responsibility for the skill levels of trip participants.

Each trip coordinator will facilitate the group's prelaunch discussion regarding expectations during the outing. The prelaunch discussion may include:

- division of large groups into smaller pods based on paddler preference, speed, goals, or other criteria
- information regarding access, route, timetable, tides, sea conditions, terrain and weather
- formations for crossings
- lead and sweep (rear) paddlers
- identification of buddies
- paddle or whistle signals or radio contacts
- gear check
- personal limitations or medical conditions that may impact the trip
- other items pertinent to the trip.

Comox Paddlers' Club's Expectations of Trip Participants

The choice to paddle with a club peer group requires that all participants adhere to the consensus decisions of the group, and recognize the importance and responsibility of each participant for the safety of the entire group.

Club members are encouraged to further their own skill development through Paddle Canada recognized courses offered by various providers (e.g. recreation departments, local vendors, SKILS). Comox Paddlers' Club members do not provide instruction on club trips or practice sessions.

Participants must comply with the latest revisions to the Canadian Shipping Act applicable to kayaks and canoes as outlined in the Safe Boating Guide. Form TP5 11E

Participants must wear their PFD's properly secured.

Participants must evaluate their own skill level in the context of the planned trip and attend only trips that they are competent to handle.

Participants should review the Transport Canada checklist for kayakers (see Attachment B)

Participants should review the Transport Canada guidelines for planning and preparing trips: <http://www.tc.gc.ca/marinesafety/tp/tp14726/section12.htm>

Attachment A: Legal Requirements for Operating Sea Kayaks and Canoes

Transport Canada regulations require that each kayak or canoe carry:

1. **Personal flotation devices (PFD) or lifejackets approved for use in Canada and of a suitable size for each person on board.** PFDs must be comfortable and functional enough to be worn at all times. Highly visible, short models with pockets for distress flares, radio, and whistle are preferable. **(PFD WORN – CLUB POLICY)**
2. **A buoyant heaving line at least 15 metres long** (floating throwline or throwbag).
3. **A manual propulsion device. The paddle** is the propulsion device and must be carefully selected. It may be made of wood, aluminium, plastic, or composite materials. The blades may be unfeathered or feathered. Two-piece take-apart paddles are also available in all three materials and are good emergency paddles. There are models for every budget and taste, so try them before buying.
4. **A bailer or manual water pump for removing water.** A pump is more efficient. A large sponge can be used to remove remaining water. Don't forget to tie them down.
5. **A sound-signalling device.** You can use a whistle, a foghorn or compressed air foghorn.
6. **Navigation lights.** Between sundown and sunrise or when visibility is reduced, a white light visible over 360° is preferable, but a watertight flashlight is acceptable.

Attachment B: Transport Canada Checklist for Sea Kayakers

Check the following before setting out:

- Kayak: Watertightness of hull and compartments. Watertightness of compartment hatches. Lifting toggles at bow and stern. Throw bag and/or floating throw line at least 15 meters long. Rudder or centreboard in good condition. Screws and bolts tight. Spray skirt and pedals adjusted. PFD WORN
- Pump well attached
- Spare paddle in good condition (it's like a spare tire for your group)
- Paddle float functional and within easy reach
- Compass well attached (removable models)
- Map and watertight case within easy reach and well attached
- Foghorn in good condition (new gas cartridge and/or spare cartridge if necessary) or a second whistle
- Small watertight sack with extra clothing and paddle food within easy reach
- Radio in good working order (new and/or spare batteries)
- Distress flares in good working order (check expiry date) within easy reach
- Working watertight flashlight with spare batteries;
- First aid kit suitable for the number of people and length of the excursion;
- Tide and current tables;
- Camping stove with appropriate fuel;
- Drinking water;
- Make sure you leave a copy of your trip plan and contingency plan with a third party;
- Listen to the latest weather and marine forecasts;
- Make sure everyone knows their safety precautions;
- Establish a clear operating framework for group members (group leader, last paddler, etc.). If you are not sure of your abilities, call on professional guides or outfitters.

Membership Application and Disclosure of Responsibilities, Release of Liability, Assumption of Risk and Indemnity Form

Note: By signing this document you waive certain legal rights, including the right to sue. This document may be used against you in a court of law. Please read carefully before signing.

The **Comox Paddlers Club (CPC)** is a group of people who share an interest in outdoor recreation and related activities. The group coordinates trips, activities, and social events for its members but does not provide professional services such as training or guiding.

Responsibilities

The coordinator of the activity or trip is a volunteer who may or may not be an instructor, guide, or first aid attendant. The function of the coordinator is limited to coordinate the activity or trip.

It is the responsibility of each member involved in a Comox Paddlers Club activity or trip to ensure that he/she has the necessary skills, experiences, fitness, health, and equipment for the requirements of the trip or activity. Each person is responsible for his/her safety, for having suitable first aid and safety supplies, and for confirming that his/her clothing and equipment are suitable for the trip or activity and in good working condition.

Risks

Outdoor recreational activities and trips (hereinafter referred to as activities) are potentially dangerous and can result in property damage or loss, injury and death. Risks and hazards include but are not limited to the effects of tides and currents, sudden and unpredictable changes in weather and water conditions, immersion in cold water, hypothermia, hazards of travel, forces of nature, acts of God, attacks by animals, falling, accident or illness occurring in remote areas, negligent or inadequate rescue operations, and the action, inaction or negligence of the Comox Paddlers Club, its directors, officers, members, volunteers, associates, agents and/or representatives (hereinafter referred to as CPC).

There may be other not known or reasonably unforeseeable risks and/or hazards associated with participation in CPC activities.

Assumption of All Risks, Release of Liability, and Indemnity

I recognize and accept that CPC activities involve risks, hazards and dangers which are inherent in outdoor recreation.

I hereby freely accept and fully assume all such risks, dangers and hazards and the possibility of personal injury, death, and property damage or loss resulting therefrom.

In consideration of permitting me to participate in CPC activities and for other good and valuable consideration,

I hereby agree as follows:

1. That **I am responsible for my own safety and ensuring that I have the appropriate skills, experience, and equipment necessary** to participate in CPC activities;
2. That I acknowledge and understand that **CPC activity coordinators are volunteers and may or may not in any way be trained, certified, or prequalified by CPC or any other organization or group** so far as their skills and abilities related to the activities concerned;
3. **TO WAIVE ANY AND ALL CLAIMS** that I may have **against CPC** (hereinafter referred to as the Releasees);
4. **TO RELEASE THE RELEASEE(S) from any and all liability** for any loss, damage, injury, or expense that I may suffer or my next-of-kin may suffer as a result of my participation due to any cause whatsoever, **INCLUDING NEGLIGENCE OR BREACH OF ANY STATUTORY OR OTHER DUTY OF CARE ON THE PART OF THE RELEASEE(S);**

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COMOX PADDLERS' CLUB
BOX 10045 COMOX BC V9M 3S5

5. **TO HOLD HARMLESS AND INDEMNIFY THE RELEASEE(S) from any and all liability** for any property damage or loss or personal injury to any third party, resulting from my participation in this activity;
6. That **this Release of Liability shall be effective and binding upon my heirs, next-of-kin, executors, administrators, assigns and anyone else who may claim on my behalf** in the event of my death or incapacity;
7. To permit video and photographic records of my participation in this activity to be taken;
8. That in entering this agreement, I am not relying on any oral or written representations or statements made by the Releasee(s) other than those set forth in this agreement;
9. That if it is held by a court of law that one or more of the provisions of this agreement are unenforceable, the remaining provisions shall remain in full force and effect.
10. That this release and any actions, suits or claims will be governed by and interpreted in accordance with the laws of the Province of British Columbia; and
11. That I have accepted responsibility to verify that I do not have any physical or psychological problems which would impair my ability to participate in the activity or would create undue risk to myself or others who may depend upon me during the activity.

I hereby acknowledge that I have read and understand this and the previous page of this document.

Name 1: (print) _____ Name 2: (print) _____

Signature: _____ Signature: _____

Witness Name (print) _____ Date: _____

Witness Signature: _____

NB. Initial pages 1 & 2 on the bottom right corner

MEMBERSHIP APPLICATION

Address _____ City _____

Postal _____ Telephone _____

Email 1 _____ Email 2 _____

Do you have a boat? Y/N ___ Kayak ___ Canoe ___ Both ___

New ___ Renewal ___ Individual \$20.00 Family \$25.00

Payment to: **Comox Paddlers Club** Mail to: **Box 10045 Comox BC V9M 3S5**

Cheque _____ Money Order _____

I agree that my phone number and email address may be circulated to other club members through the club's membership list for the purpose of providing contact information for club activities.

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Yes	No
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