



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 the mandatory volunteer commitment for families with athletes participating in our sprint canoe kayak programs.

1.2 Purpose

The CPCC is a not-for-profit organisation that depends on the participation of all its members to ensure regatta safety and successful experiences for all athletes and coaches. The purpose of this policy is to ensure that the CPCC develops a culture of volunteerism, that members understand the importance of volunteering and that volunteer requirements are set out and made clear to all members. It is critical that the CPCC avoids low volunteer commitment at club events and regattas as this 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 not completing mandatory volunteer requirements.

To support this policy and our members, the CPCC will ensure that volunteer positions are explained and made available to our members early in the season and will communicate training opportunities, such as officiating and boat driving to our members.

2.0 CULTURE OF VOLUNTEERISM

2.1 Importance of Volunteering

Volunteering plays a crucial role in fostering a sense of community, collaboration, and growth within our club. By giving time and effort to the club, volunteers help the CPCC and our community to thrive, create social connections, deliver successful events, and develop new skills. The CPCC is committed to developing a culture of volunteerism which means nurturing a member mindset where volunteering is valued and encouraged. In such a culture, members actively seek opportunities to contribute their time, skills, and resources.

2.2 Benefits of Volunteering

Volunteer commitment provides opportunities to connect with other members, learn new skills, to develop a sense of common cause, strengthen our community and continuously improve our club’s services.

3.0 VOLUNTEER COMMITMENT

3.1 General Requirements

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 workdays, clean-up days, general repairs etc.

This volunteer requirement applies to:

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

2. **Minimum 2 shifts** at Eastern Ontario Division hosted events. An EOD shift typically involves a 4-hour morning or afternoon shift. The number of shifts required per regatta is assigned to the club by the Eastern Ontario Division. If the required number of shifts is not met, the club is charged a fine. Any fines incurred by members not meeting their EOD shifts will be passed on to the individual to pay. If these shifts are not filled in entirety before the regatta it could possibly be canceled as this makes it an issue to run an event with safety for the athletes as the top priority.

This volunteer requirement applies to:

- Families with members in U12 and U14 Youth Sprint Racing groups
- Individuals or families with athletes in U16+ Sprint Racing and High-performance programs
- Adult Sprint Canoe Kayak members

Families with U10 Youth Sprint participants only are exempt from completing EOD regatta volunteer shifts.

3.2 Volunteer Hours

- A half-day CPCC or EOD regatta volunteer shift = 4 volunteer hours.
- CPCC work task shifts can vary in length so volunteer hours will be awarded equivalent to the length of the shift carried out by the member (e.g. a 2 hour work task shift = 2 volunteer hours).

3.3 Volunteer Sign-Up

Volunteer sign-up positions generally include the following:

1. Boat Drivers (safety drivers & referees)
2. Safety Boat Spotters
3. Regatta Officials (E.g. starters, assistant starters, finish line judges, timekeepers, results runner, awards)
4. Other Club Volunteer Sign-up opportunities include:
 - i. Club Clean-Ups (Spring & Fall)



- ii. Regatta Committee Member
- iii. Fundraising Committee Member
- iv. Social Event support (E.g. event set-up/tear down, food preparation and canteen servers)

Volunteer shifts are made available for member sign-up through our online event sign-up platform. CPCC will provide members with a link to the online sign-up platform early in the season for volunteer sign-up. CPCC will share the link to sign-up for EOD events as soon as it is made available to the CPCC.

Volunteers will receive a confirmation email outlining the position they have signed up for, the event name, and the date and time commitment. Volunteers can contact the CPCC Volunteer Committee lead if they forget what they have signed up for or want to make a change.

3.4 Changing or Cancelling a Volunteer Shift

If for any reason a volunteer must cancel their volunteer shift, it is their duty to find a replacement to fill the position. Members should send an email the CPCC Volunteer Committee lead to let us know of the change so that volunteer hours can be tracked accurately or if they need assistance in finding a shift replacement.

4.0 VOLUNTEER DEPOSIT

4.1 Deposit

CPCC members are required to submit a volunteer deposit of \$150 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.

4.2 Deposit Returns and Penalties

Members who complete their volunteer commitment as outlined in this policy will have their volunteer deposit returned in full. Members who do not meet their volunteer commitment forfeit their deposit to the club as a financial penalty.

5.0 COMPLIANCE

5.1 Consent

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