

# POLICY & PROCEDURES HANDBOOK

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## INTRODUCTION & MEMBERSHIP

The Trenton Rowing & Paddling Club is a membership based organization, incorporated by the Province of Ontario. Anyone wishing to join the club must purchase an annual membership based on the fees set by the board of directors. All members are required to sign the necessary waivers before they are allowed to participate in Club events.

### APPENDIX 1 – MEMBERSHIP FORM

### APPENDIX 2 – CLUB WAIVER

The development of Policy and Resolutions at the Trenton Rowing & Paddling Club is the responsibility of the Board of Directors. All policy positions need board approval before they are released to the membership and enacted.

The context of all Club policies and procedure lie within the governing By-Law of the Club which states that the objects of the Club are:

1. Promoting rowing and paddling in Quinte West and surrounding communities;
2. Providing equal opportunity to all members of the community to participate in the sport of rowing & paddling;
3. Establishing and maintaining a facility and equipment consistent with these objectives.

## CODE OF ETHICS AND CONDUCT

These Policies apply to the conduct of Members and Participants at any Club activity, program and event, including parents, volunteers, spectators and non-member participants.

### Code of Ethics

The Club is committed to creating a high-quality and inclusive sports experience. All members and participants of the Club are thus expected to act in a spirit of:

- Care, respect and fairness for people
- Personal development of self and others
- Promotion of the Club and of the sports of rowing & paddling
- Cooperation with Club members and other community and sports partners

# TRENTON ROWING & PADDLING CLUB

## POLICY & PROCEDURES HANDBOOK

### **Code of Conduct – Members and Participants**

The actions of members and participants reflect on the Club and the sports of rowing & paddling.

Accordingly, members and participants must;

- Demonstrate through words and actions the spirit of sportsmanship, sports leadership and ethical conduct.
- Treat others with respect and refrain from negative remarks or conduct.
- Act with due care for their own safety and that of others.
- Care for and respect the property and assets of the Club as well as that of others.
- Consume alcohol and tobacco products responsibly in association with Club activities.
- Refrain from any behavior that constitutes or condones harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading or malicious.
- Refrain from any behavior that constitutes or condones sexual harassment, where sexual harassment is defined as unwelcome sexual advances or conduct of a sexual nature that: is offensive and unwelcome; creates an intimidating and hostile environment; or can reasonably be expected to be harmful to participants in the sport environment.
- Comply at all times with the By-Laws, policies, rules and regulations of the Club, comply with any contracts or agreements executed with or by the Club, and comply with any sanction imposed by the Club.
- Abide by the rules of our affiliated organizations including RCA, Row Ontario and Paddle Canada when applicable.
- Not get involved in any act considered to be an offense under federal, provincial or local laws.

### **Code of Conduct – Coaches, Supervisors and Leads**

Coaches play an important role in sport and their actions have a significant influence on the people in their charge. Accordingly, in addition to the above code, coaches must also:

- Consistently display high personal standards and project a favorable image of rowing/paddling and coaching.
- Develop their own coaching and rowing/paddling knowledge, and that of other members.
- Direct criticism at the performance rather than the person.
- Refrain from public criticism of other coaches, officials or volunteers.
- Abstain from the use of tobacco products while instructing.
- Promote responsible drinking and a drug-free sporting environment.
- Ensure that the activity being undertaken is suitable for the age, experience, and ability level.
- Promote and ensure safety.
- Encourage all athletes to demonstrate their own adherence to the code of conduct.

### **Discipline Procedure**

Failure by a Member or Participant to comply with the expected standard set out above may result in discipline and the imposition of a sanction or termination of membership of the Club under the By-Law listed below

#### *By-Law 8.03 Disciplinary Act or Termination of Membership for Cause*

1. *Upon 15 days' written notice to a Member, the Board may pass a resolution authorizing disciplinary action or the termination of membership for violating any provision of the articles or By-laws.*
2. *The notice shall set out the reasons for the disciplinary action or termination of membership. The Member receiving the notice shall be entitled to give the Board a written submission opposing the disciplinary action or termination not less than 5 days before the end of the 15-day period. The Board shall consider the written submission of the Member before making a final decision regarding disciplinary action or termination of membership.*

### **Reporting an Infraction**

- a) Any individual may report to a member of the board a complaint of an infraction by a Member or Participant. Such complaint must be in writing and must be made within 14 days of the alleged infraction.
- b) Upon receiving a complaint, the board member will present it immediately to the rest of the board for discussion.
- c) The board of directors has a responsibility to ensure procedural fairness is respected, and to act in a timely manner.
- d) The board of directors may determine that an alleged infraction is of such seriousness as to warrant suspension of the Member, or removal of the Participant, pending investigation, a hearing and a disciplinary decision.
- e) Upon receiving a complaint of an infraction, the board of directors will review the complaint and may:
  - Dismiss the complaint if they consider it to be trivial or vexatious.
  - Determine that the complaint does not fall within the jurisdiction of this policy, and refer it to the appropriate body having jurisdiction.
  - Direct that all other infractions be handled on an ad-hoc basis by the Club.

**SAFETY CODE**

Head Coaches shall inform members, supervisors and other coaches about the safety guidelines and obligatory rules, ensure that notices regarding safety, safety equipment and safety training programs are in place.

All coaches should have current First Aid and Cardio-Pulmonary Resuscitation certification. It is critical that coaches know how to begin resuscitation procedures, stop excessive bleeding and treat hypothermia properly.

**MANDATORY SAFETY CODE:** Coaches and members are all expected to conform to the safety rules as a condition of their membership. Non-compliance with the safety rules may result in suspension of privileges or membership.

**SECTION 1: SAFETY ON THE WATER**

All Paddlers must wear a PFD with whistle while on the water, and their boat must contain a safety kit. All row boats must be equipped with a safety kit and enough PFDs' for everyone in the boat. (The PFD's do not need to be worn while rowing) Larger boats (8+, 4+/4X) may have the PFD's in the accompanying coach boat.

1.a **Rowing Equipment:** Before going onto the water all boats must be put onto stretchers and checked thoroughly. Any damage must be reported to the coach and recorded properly.

1.b **Paddling Equipment:** Before going down to the dock SUP's will be placed on the slings and kayaks and canoes on the grass and checked thoroughly. Any damage must be reported to the coach and recorded properly.

2. **Cold Water Rules** – Spring and Fall are great times to paddle or row, but the cold water temperatures can make it significantly more dangerous. Rowers/Paddlers who are immersed in cold water are at risk for hypothermia, cold incapacitation, cold shock, and death. Those who wear their life jacket and appropriate protective clothing can decrease that risk.

When the water temperature is 10 degrees C or below the following Cold Water Rules will be in force.

- No boats or equipment may go out unless they are accompanied by a buddy. All buddies must stay within visual contact/hailing distance to each other at all times. This applies to EVERYONE. On the water privileges will be revoked for anyone who does not comply.
- Club row boats must have a safety boat patrolling on the river within sight.
- It is recommended that big boats (8+s', 4+s', or T4X) be used for any new or unsteady rowers until the water temperature rises above 10 degrees.
- All paddlers are required to wear a wetsuit or dry suit when the water temperature is below 10°C.
- Paddlers are encouraged, but not required, to wear a wetsuit in water temperatures between 10°C and 16°F.

3. **Dock Protocol** – Coaches must ensure athletes launch and exit the dock and boathouse with a high regard for individual and equipment safety. Be aware of and follow the traffic pattern outlined below. All crews should move away from the dock in a timely manner.

Coaches, supervisors and leads will ensure that all athletes know how to handle equipment correctly and safely. All equipment must be signed out in the logbook before proceeding to the dock and logged back in upon return.

4. **Fog** – No boats shall be allowed on the water if visibility is reduced to less than 500 meters. If fog sets in during a practice return to the dock carefully. Use whistle warnings if necessary to alert others to your position. Know where you are on the river and proceed with caution.

5. **Darkness** – Lights must be carried on all boats before dawn and at dusk. White lights are to be carried on the bow of all boats and a red light at the stern. Rowers & paddlers are requested to wear white or a light coloured shirt to be more visible.

6. **Traffic Pattern** – Launch with the bow of the boat to the north (away from the Bay of Quinte) and follow a rectangular travel pattern at any turn around point to ensure safety. Turns must result in boats ending up on the correct side of the river. Keep to the east side of the river on the way up the river and to the west side of the river coming back down toward the Bay of Quinte.

- Approach to the docks for landing should be made from the south being aware of other community boating traffic.
- If passing beneath the 'Gateway to the Trent Bridge' and entering the Marina area, be on the lookout for, and take avoiding action if necessary, to avoid commercial and pleasure craft moving or reversing out from their berths. We do not have the right-of-way, they do.
- We share a river course and must respect other users. Collisions with other water craft (rowboats, canoes, kayaks, dragon boats, standup paddlers, etc.) must be avoided at all costs.
- *Rowers only.* No unsafe mid-river turns are allowed and no side by side racing unless accompanied by a coach boat.

7. **Bridges & High Water** – Care must be taken to turn below or well above any bridge when there are fast current or windy conditions.

8. **Lake Practice or Lake Time Trials** – Coaches must carry adequate means of communications e.g. radios and/or cell phones to communicate with each other and be able to react to emergency situations when accompanying boats onto the lake.

- No lake rowing/paddling is permitted under adverse weather conditions. (Coaches/rowers/paddlers must check the weather at [www.weatheroffice.gc.ca](http://www.weatheroffice.gc.ca) and/or [www.accuweather.com/canada](http://www.accuweather.com/canada) before venturing onto the lake.)

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- *Rowers Only* - No club boats are to venture beyond the 'Gateway to the Trent Bridge' into the bay without adequate coach boat support (1 coach boat per 8 rowers). Private singles must have a buddy boat within visual contact at all times.
- Coxswain PFDs – A PFD must be worn in 8+ and 4+ boats traveling out on to the lake.

9. **Coach Boats** – Boats must be checked before leaving the dock to ensure there is adequate fuel and safety equipment

- All drivers must carry a valid boat operator's certificate
- Everyone in the coach boat must wear a PFD at all times..
- Coaches are to ensure that running lights are functional if going out before sunrise or at dusk.
- *Rowing Only*. Each boat must have a BIG BAG – full rescue bag (9 pfd's) plus blanket, paddle, throw buoy, self-bailer, a whistle, radio/cell phone, and lights. Each coach boat must carry enough life jackets for each person in the largest boat that they are following.
- Junior Rowers – No junior rowers (under age 18) are to go onto the water, at any time, without a coach boat supervising unless there is a coach in the row boat with them.

### **SECTION 2: EMERGENCY ACTIONS AND COMMUNICATION**

1. **On-river emergencies** – Signal another coach or athlete to obtain the additional support required – including a possible 911 call. Immediately secure the athletes, then the boat in trouble.

- If needed designate one person to monitor emergency calls and responders. If lives are at risk all other boat traffic should return to the dock and clear their equipment quickly. In cases where radios are available use them for inter-boat communication and cell phones for dock/911 calls.
- Rowers/paddlers must stay with their boat until help arrives. Buddy up holding arms across the boat or get as much of your body out of the water as possible by draping yourself across the hull of the boat.

2. **On-lake emergencies** – All coaches must carry a cell phone (in addition to a radio) for 911 or stranded coach boat emergencies. If multiple boats are on the lake, then the accompanying coaches must be able to communicate by radio with each other.

- Signal other coaches using radio equipment
- Secure the boat and athletes in trouble. Stay with the crew and remove them from the water – two or three coach boats are required to remove 9 athletes from the water.
- If available, another coach boat must take charge of the fleet and return all boats to the docks. If another coach boat is not available, athletes must gather by the distress situation and return with the rescued athletes.
- The coach in charge at the time must write and submit an Incident Report to the board within 24 hours of any incident.

3. **Hot Weather** – In extreme hot weather members must ensure that they have a hat, and adequate hydration. If the heat is severe activities may be suspended at the discretion of the Coach.

### **SECTION 3: HAZARD AVOIDANCE AND RULES**

1. **Weather** - Coaches must check the Environment Canada website for weather updates before venturing onto the lake (see section 1.8)
  - No boats must be on the water when lightning is present or imminent.
  - Athletes must wear appropriate clothing for cold weather. (Water temperature of 10 degrees C, or below, warrants cold water precautions).
  - Visibility in fog conditions must be a minimum of 500 meters (see section 1.4)
  - Lake rowing shall only occur in the absence of significant swells and significant water traffic. Steering measures to avoid large boat wakes must be undertaken. Wake cannot be taken head on or damage to the hull may ensue.
2. **River in Flood** – Should the river be in flood and/or there is floating debris, boats shall not be launched until levels stabilize, debris flow subsides and it is deemed safe.
3. **River Debris** – All on the water coaches should tag or safely remove any in-river or bank debris that may damage equipment or pose a risk for athletes.
  - Please notify the City of Quinte West of any large or immovable obstructions in the river in order that they can be clearly marked.

### **SECTION 4: INCIDENT REPORTS**

1. Any incidents that result in damage to equipment and/or persons are to be reported to the Coach in charge. An incident report form must be filled out by the parties involved. Reports are to be found above the log-book in the boat house. This report is to be given to the board of directors within 24 hours of the incident.
2. Damage to any boat/equipment must be recorded in the log-book and on the chalk board in the repair bay immediately.
3. Any incident that results in injury to athletes/coaches must be reported to Rowing Canada within 24 hours by the Club President. This is necessary to ensure insurance coverage.

## EQUIPMENT USE – ROWING

**AUTHORITY OF THE VP ROWING** - The VP Rowing, as the representative of the Board, is responsible for, and has authority over, all club rowing equipment and all water related activities. If the VP Rowing is not available, Board Members have this responsibility and authority.

- Club Boat Season - Club boats are only allowed on the water during when the club dock is in the water and the on-water season has started.
- Members who have not passed the Rowing test, may not row any club boat except under the supervision of a coach. Recreational boats may be used with the VP Rowing's permission in preparation for the Rowing test.
- The VP Rowing has the authority to place restrictions on any boat or piece of equipment when necessary.
- Rowing Test - All rowers must demonstrate their rowing ability by passing the Rowing Test to earn the privilege of using club boats during open hours & other events.
- Before taking the test, novice scullers must log 50 km's in a T boat.

In addition to this, all Rowing test applicants must demonstrate a thorough knowledge of the following:

1. The most current version of the river rules as defined by the Executive Committee
2. Contact information for the VP Rowing and other coaches
3. How to report an accident or incident
4. Reporting damage to a boat
5. Follow the boat use schedule when in use
6. Rules of boat use priority (based upon demand)
7. How to use the log book
8. The Club rules
9. Boat maintenance duties

The second part of the test asks for a demonstration of boat handling and rowing skill, which may include but not be limited to:

1. Racking the boats
2. Launching in the proper direction
3. Paddling (square and feather)
4. Turning (pivot)
5. Stopping quickly (holding water)
6. Rowing backwards (backing water)
7. Docking in the proper direction



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- Members must return club equipment in time for the beginning of the next session, whether or not the boat is reserved.
- The VP Rowing's permission must be obtained to use club equipment outside the hours of 5:30AM to 7:30PM, and to remove equipment from club property. Equipment includes, but is not limited to, boats, oars, car racks and boat trailer. Equipment must be properly signed out in the Equipment Loan Book.
- Open Hours will be determined at the start of each season. Once rowers have passed the Rowing test they will be able to sign out boats without a supervisor during open hours.
- Log Books - Members must make an entry in the appropriate log book at the beginning and end of each row. Entries shall include the names of all rowers, boat name, time of departure and return, number of km rowed.
- Members shall check the logbook to see that everyone is off the river before locking the bay doors. The last member to sign in is responsible for locking the boathouse.
- The logbooks serve as a means of record and communication. Neither the log books nor any of their contents shall be removed.
- Traffic Pattern - Members are expected to read and fully comply with the established and most current traffic pattern outlined in the Safety Code.

### EQUIPMENT USE - PADDLING

**AUTHORITY OF THE VP PADDLING** - The VP Paddling, as the representative of the Board, is responsible for, and has authority over, all club paddling equipment and all water related activities. If the VP Paddling is not available, Board Members have this responsibility and authority.

- Club Equipment Season - Club equipment is only allowed on the water during when the club dock is in the water and the on water season has started.
- Members who have not been evaluated by the paddling director or certified guide, may not paddle any club equipment except under the supervision of a guide.
- Open Hours will be determined at the start of each season. Once paddlers have been evaluated by the VP Paddling they will be able to sign out equipment without a supervisor during open hours if they have demonstrated the skills and knowledge required to do this safely.
- The VP Paddling has the authority to place restrictions on any boat or piece of equipment when necessary.
- Members must return club equipment in time for the beginning of the next session, whether or not the equipment is reserved.
- Any damaged to the equipment noticed by the paddler must be reported to a guide or board member before the equipment is put away.
- If any member feels unconfident putting equipment away by themselves please ask and wait for assistance.
- Log Books - Members must make an entry in the appropriate log book at the beginning and end of each paddle.

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- Supervisors shall check the logbook to see that everyone is off the river before locking the bay doors and will be responsible for locking the boathouse.
- The logbooks serve as a means of record and communication. Neither the log books nor any of their contents shall be removed.
- Traffic Pattern - Members are expected to read and fully comply with the established and most current traffic pattern outlined in the Safety Code.

### PRIVATE BOAT STORAGE

The Trenton Rowing and Paddling Club (TRPC) makes space available for members in good standing to store privately owned boats. A member in good standing is defined as a member who abides by the all of the rules/policies established by the TRPC, including those outlined on this form. Also, the member must have paid the applicable membership and boat storage fees no later than May 1.

The storage rules/policies have been established to provide a fair system for allocation. The rules/policies are as follows:

1. Individuals storing private boats on space/racks/slings must be full active members of the club and in good standing.
2. Requests for private boat storage must be made to a member of the TRPC board who will then forward the application on to the Building Maintenance Director.

All requests will be ranked based on the date on which they were received.

3. A waiting list will be established and posted in an area accessible to all members. The list will be updated periodically as new requests are made, cancelled or filled.
4. When space becomes available, the first member on the waiting list will be notified, and must make every effort to occupy the space immediately. If the member is unable to occupy the space immediately, the TRPC will allocate the space/rack/sling to the next person on the list.
5. The assignment of specific space/rack/sling is at the discretion of the TRPC. The board will use the following criteria to ensure the allocation of the more accessible spaces/racks/slings is as fair and equitable as possible. The criteria are as follows: frequency of use; height, experience, ability of athlete; weight, length/size, rigger type; contribution to the Club.
6. The TRPC reserves the right to move, relocate or remove any privately owned boat (POB). The affected member will be notified, in writing, by the TRPC prior to initiating such action. The notification will explain the reasons for such movement, relocation or removal of the POB.
7. Disputes concerning private boats that cannot be resolved by the Building Maintenance Director are to be referred, in writing, to the board of Directors.

8. A member who has been assigned a space/rack/sling and wishes a different location in the boathouse, must make a request in writing to the Building Maintenance Director. They will assess the merit of the request and will make every effort to accommodate the request.

9. All private boat owners store their boat/equipment at their own risk. The Club does not assume responsibility for damage, loss or theft involving members' boats/equipment stored at the Club's premises. It is the sole responsibility of the private boat owner to obtain the appropriate insurance protection and to follow the TRPC safety rules.

10. Private boat owners wishing to discontinue occupancy of their space/rack/sling should notify the Building Maintenance Director, preferably in writing, as soon as possible. With regards to the upcoming season, notice should be given before May 1st and the boat removed on or before TRPC boathouse official opening.

11. All private boat owners will complete the Private Boat Storage Form which includes a description of the equipment stored. This agreement will remain valid for as long as the private boat owner is in good standing.

12. It is the responsibility of the boat owner to adhere to all boathouse access rules/policies and failure to do so could lead to removal of boat storage privileges.

### **APPENDIX 3 - BOAT STORAGE FORM**

#### **ON SITE AND OFF SITE PADDLES**

All sanctioned TRPC paddles will have an appropriate certified guide/trip leader to lead the paddle. These people share their favorite paddling places with others in the club while providing leadership and safety coordination for the paddle trip.

Certified guides/trip leaders will be Paddle Canada or equivalent certified and continue to develop their own skill set as well helping others develop theirs.

#### **Types of paddles**

- TRPC On Site Paddles (Paddling from and returning to TRPC facilities, in same day)
- TRPC Off Site Paddles (Any paddle that does not start or end at TRPC facilities)
- The Paddling Director plans On Site paddles for the Club, while anyone can submit an Off Site Paddle Form for board approval. Off Site Paddles not approved by the board can still proceed however they are not covered by TRPC insurance or policies. TRPC sanctioned paddles will be listed on the TRPC Facebook/ webpage under the heading Club Paddles. These trips will have at least one Certified Guide/Leader to lead them.
- TRPC "OFF SITE" Paddles The "OFF SITE" paddles can be posted on the TRPC Facebook Page by anyone before or after board approval to gauge interest. Non sanctioned/non-approved Off Site paddles can be posted on the Facebook Page as well as long as it clear that any participants participate at their own risk.

### **APPENDIX 4 -TRIP PLANNER FORM**

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### TRPC Paddle Planning and Communication

- All paddlers participating in a TRPC sanctioned paddle must sign in. Off Site paddle attendance will be looked after by paddle guide. If you have not signed in you will not be considered to be on a sanctioned paddle.
- All equipment will be moved to the launch area. If On Site, no equipment will be placed on the dock unless immediately launching.
- All paddlers will gather for a safety briefing/check at which time any paddlers missing mandatory safety equipment shall be provided with some.
- The Guide(s) reserve the right to refuse anyone they deem to be of insufficient competence to the conditions and/or the anticipated distance and/or hazards
- Providing launch area is clear (ie. Dock at On Site) paddlers will begin to launch.
- All on Site paddles will follow established Flow Pattern (Paddling Director/Certified Guide reserves the right to make changes to the flow pattern when conditions demand, ie. Wind/wave/weed conditions)
- All boats will hold close to the launch area until Guide(s) are on the water and give the all clear to begin the paddle.
- Paddlers will follow and adhere to all Ministry of Transportation requirement/regulations for watercraft.
- All paddlers will respect and be attentive to the Guide(s)
- All paddlers returning to take out site will wait for an all clear from the Guide(s) before final approach and disembarking.
- Equipment will be removed from the landing zone as quickly as possible
- Finally **all club equipment will be cleaned, dried and returned to its place of origin in the boat house**
- Before paddlers leave the premises the Guide(s) will ensure that club equipment has been returned in good order.
- Guide(s) will ensure before final lock up of the boat house no one remain inside the building.

### Emergency Signals on the water

## WHISTLE SIGNALS

(Accepted International Whistle Signals)

In some situations paddlers might need to signal each other immediately and the whistle hanging on your life jacket might be the best way to do it. Especially if you are too far to shout.

Here is the system:

## ONE BLOW:

ATTENTION – Attention or Look this way

## TWO BLOWS:

STOP – I need to stop or bring the group to a stop

## THREE BLOWS:

EMERGENCY – A paddler is in trouble or we have a problem.

### COMMON PADDLE SIGNALS

Help/Emergency – Paddle raised above ones head, vertically (blade up), waving in a circular motion.

Stop – Paddle raise above ones head, horizontally, with **one hand**

Raft Up – Paddle raise above ones head, horizontally, with **both hands**

Go That Way – Point the paddle blade overhead in the direction of travel (ie. Left or right)

Come ahead/proceed – Paddle raised above ones head, vertically (blade up)

### VOLUNTEERS & COMMITTEES

**All TRPC committees report to the board of directors.**

**Special Events Committee** – This committee will work with the Special Events director to plan special events and to help with the logistical and volunteer requirements.

**Rowing Committee** – This committee will work with the VP Rowing to help plan and implement the rowing program for the upcoming year. All rowing coaches and supervisors shall be part of this committee. The committee will look at all aspects of the rowing program including learn to row, recreational, competitive, youth and regatta's and make recommendations to the board on equipment needs.

**Paddling Committee** – This committee will work with the VP Paddling to help plan and implement the paddling program for the upcoming year. All coaches, supervisors and Guides shall be part of this committee. The committee will look at all aspects of the paddling program including group paddles, excursions, equipment, courses and training.

### **TRPC Paddling Course Program**

TRPC in house paddling course reimbursement program is a way to get more of our paddlers certified through Paddle Canada to provide certified guides to lead On Site and Off Site paddles and get more people on the water.

The program reimburses half the cost of a Paddle Canada Course above the basic level courses in exchange for a commitment to the club to supervise a set number of On Site and Off Site paddles.

If you are interested in starting to work up the ranks of the Paddle Canada Course the first step is completing a Skills Level Course in Kayak, SUP or Canoe. Half of this would be reimbursed once you've completed your commitment to the club.

Paddle Canada has Skill Levels and Instructor Levels. You must be one Skills Level higher than the Instructor course, so for example once you complete the Skills Level 2 you can then do the Instructor Level 1 course.

If you are interested in getting involved with TRPC or this program please contact one of our paddling board members for more information.

### **APPENDIX 5-TRPC REIMBURSEMENT FORM**

#### **PRIVATE BUSINESSES USING OUR DOCK**

Private Enterprises wanting to use club docks for their own paddling excursions may do so once they have signed the TRPC Use of dock Agreement which includes the following criteria:

1. The owner of the company is a member in good standing with TRPC.
2. They add TRPC as an additional insured on their commercial liability insurance policy and provide a copy to TRPC for our files.
3. A schedule of their activities relating to the TRPC dock is given at least 1 week in advance so coaches and supervisors know when they will be down there.
4. Members have priority on the dock and businesses will not hold their events during the peak times when club paddles and other club activities are scheduled.
5. They work in partnership with TRPC to promote the sport of paddling.
6. They report any damage to the docks and any hazards in and around the area to TRPC as soon as possible.

### **APPENDIX 6-TRPC USE OF DOCK AGREEMENT**