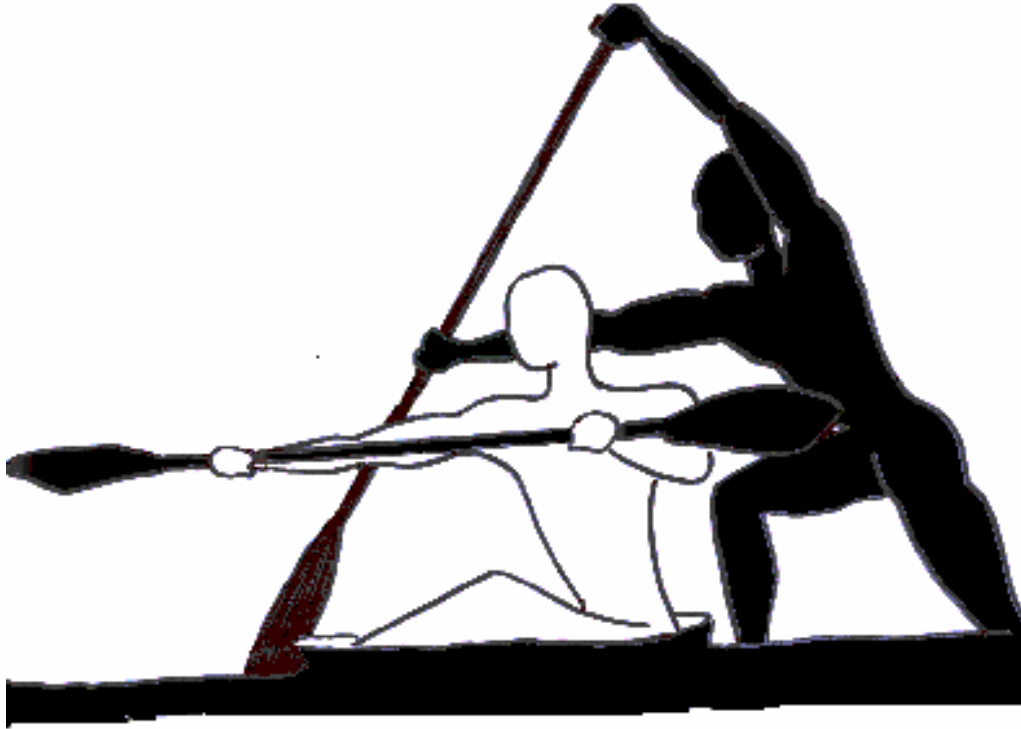


# BURNABY



## CANOE AND KAYAK CLUB

# MEMBERSHIP PACKAGE

Welcome to the Burnaby Canoe and Kayak Club, and welcome to the sport of flat water canoe and kayak racing. This membership package is designed to introduce you to the structure and guidelines for our club, as well as to canoe racing in general. Please take the time to read over the equipment rules, member code of conduct, and safety regulations before signing the attached sheets. Please note that all forms must be signed by paddlers and/or their legal guardians before membership is valid.

2004 is the second year we have had a member handbook. If you have any feedback, please email it to: [info@burnabylake.com](mailto:info@burnabylake.com)

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## **Mission Statement and Club Philosophy**

***Our mission is to foster both participation and athletic excellence in the sport of flat water canoeing and kayaking. We will meet our goals through providing quality coaching, competent administration, and appropriate equipment and facilities.***

Sport is not just about building athletes; it's about building people. The process of setting goals and working with discipline and diligence to achieve them is invaluable, and can be applied to every facet of life.

Through athletic training opportunities, we help build a foundation of skills which foster achievement in any sport, and in non-sport endeavors. We seek to foster lifelong participation in sport, and lifelong physical, mental, and social fitness.

Excellence is not measured merely in medals and selection to a team. A true champion competes to the best of his or her ability, with whole-hearted effort and acceptance of the outcome. This champion is a good teammate and friend, applies him or herself to academic and/or career goals, and always seeks to better him or herself. Our goal is to develop all-round champions; individuals who excel not only in competition, but also as members of our community.

We believe that flatwater canoeing and kayaking provides a unique opportunity to compete successfully and develop an all-round happy and successful individual. We strive to supply the resources necessary to achieve athletic excellence, whatever athletic excellence may be for a given individual.

## **Expectations for Club Members**

Paddlers are expected to abide by the club's rules at all times. Infractions of the rules will be dealt with individually. Maximum penalties for repeat offenses can result in expulsion from the club without refund. An expelled paddler may apply for re-admission by petitioning the current Executive.

### **Practice Preparation**

All paddlers are expected to be dressed and ready to train at their scheduled times. 'Ready' means: have a snack before you come, dress appropriately, give your attention to the coach, and be ready to warm up the first minute of practice. Paddlers are expected to be on their best behavior and to conduct themselves in a sportsmanlike manner at all times. Each athlete and/or their parents will be held responsible for their conduct at BCKC and at any out-of-town regattas. Athletes traveling with the club will be expected to remain with their teammates or designated chaperone at all times unless previous clearly defined arrangements have been made. All paddlers are expected to follow any guidelines set down by the coaches and chaperones.

### **Equipment/Facility Care**

Club members are expected to adhere to the equipment care guidelines as they are laid out in this manual. Paddlers are responsible for the care of boats, etc. used during their training times. Paddlers must ensure the locker room and bathroom are clear of litter at all times. If something needs fixing, let the equipment manager or an executive member know.

### **Positive Sport Conduct**

All paddlers are entitled to be treated with respect and courtesy by all other paddlers. Any instances of the following will not be tolerated: Discrimination (gender, racial, cultural, etc.), Abusive behaviour (physical, mental, or verbal - in any language, whether or not the victim understands that language), Coercion, Bullying, Bribery, in conjunction with time controls and team selection. All club members are expected to uphold the Fair play code of conduct as it appears in this manual.

### **Safety**

All paddlers are expected to adhere to the safety regulations as they are outlined in BCKC Safety Handbook. These rules are important to keep us all safe; please read the BCKC Safety Handbook thoroughly.

## **Code of Conduct – the Fair Play Code**

Positive Sport conduct (Sportsmanship) is an important part of sport. We seek to encourage healthy and positive behavior in and out of a sport context. Please see the below guidelines outlining this philosophy.

### **For Athletes**

1. I will participate because I want to, not just because my parents or coaches want me to.
2. I will play by the rules, and in the spirit of the event.
3. I will control my temper; I know that fighting and "mouthing off", can spoil the activity for everybody.
4. I will respect my opponents.
5. I will do my best to be a true team player.
6. I will remember that winning isn't everything; having fun, improving skills, making friends and doing my best are also important.
7. I will acknowledge all good performances - those of my team and of my opponents.
8. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

### **For Coaches**

1. I will be reasonable when scheduling events and practices, remembering that young athletes have other interests and obligations.
2. I will teach my athletes to play fairly and to respect the rules, officials and opponents.
3. I will ensure that all athletes get equal instruction, support and paddling time.
4. I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children participate in sports to have fun and must be encouraged to have confidence in themselves.
5. I will make sure that equipment and facilities are safe and match the athletes' ages and abilities.
6. I will remember that children need a coach they can respect. I will be generous with praise and set a good example.
7. I will obtain proper training and continue to upgrade my coaching skills.

### **For Officials**

1. I will make sure that every athlete has a reasonable opportunity to perform to the best of his or her ability, within the limits of the rules.
2. I will avoid or put an end to any situation that threatens the safety of the athletes.
3. I will maintain a healthy atmosphere and environment for competition.
4. I will not permit the intimidation of any athlete either by word or by action. I will not tolerate unacceptable conduct toward myself, other officials, athletes or spectators.

5. I will be consistent and objective in calling all infractions, regardless of my personal feelings toward a team or individual athlete.
6. I will handle all conflicts firmly but with dignity.
7. I accept my role as a teacher and role model for fair play, especially with young participants.
8. I will be open to discussion and contact with the athletes before and after the competition.
9. I will remain open to constructive criticism and show respect and consideration for different points of view.
10. I will obtain proper training and continue to upgrade my officiating skills.

### **For Parents**

1. I will not force my child to participate in sports.
2. I will remember that my child participates in sports for his or her enjoyment, not for mine.
3. I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
4. I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of an event.
5. I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
6. I will never ridicule or yell at my child for making a mistake or losing a competition.
7. I will remember that children learn best by example. I will applaud good performances by both my child's team and their opponents.
8. I will never question the officials' judgment or honesty in public.
9. I will support all efforts to remove verbal and physical abuse from children's sporting activities.
10. I will respect and show appreciation for the volunteer coaches who give their time to provide sport activities for my child.

### **For Spectators**

1. I will remember that children play sports for their enjoyment. They are not playing to entertain me.
2. I will not have unrealistic expectations. I will remember that child athletes are not miniature professionals and cannot be judged by professional standards.
3. I will respect the officials' decision and I will encourage participants to do the same.
4. I will never ridicule an athlete for making a mistake during a competition. I will give positive comments that motivate and encourage continued effort.
5. I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and officials.
6. I will show respect for my team's opponents, because without them there would be no competition.

7. I will not use bad language, nor will I harass athletes, coaches, officials or other spectators.

**Why is this page blank?**

## **Boathouse Facilities**

### *Boathouse*

The boathouse on Burnaby Lake is where we store our boats, paddles, lifejackets, motor, and other equipment. We share the boathouse with the Burnaby Lake Rowing Club, and they are our neighbors and allies in sport. We seek to accommodate each other and have a history of good relations. Please be considerate of all user of the boathouse. If you are the last one to leave the boathouse, ensure that all equipment is put away and lock all the doors. Be careful not to lock anyone out; check for rowers on the water and in the change rooms.

### *Grandstand*

Boats are also stored in under the grandstand on the east end of the cement pad. Boats in the grandstand must be stored upside down. Do not ever walk on top of the grandstand. Please watch your step inside the grandstand, the floor is made of chain-link material and can buckle or sway.

### *Change rooms*

The boathouse also has men's and women's change rooms with showers. When using the showers, please be considerate of people waiting to shower next and shower quickly. Also, please dry off completely on the blue mat so that you do not drip on the floor. Please store all bags and belongings in the change room and not on the dock, in the boathouse, etc.

### *Keys*

The boathouse, the grandstand, and the washrooms all have the same key. Keys are available to club members for the current, paid year only. The cost for a key is \$5.00, and a \$25.00 deposit is also required. The deposit will be returned upon the treasurer's receipt of the key.

### *Motorboat*

The motorboat is for pre-approved use by BCKC programs for reasons of safety and performance enhancement. All motorboat operators must be trained and competent, and must be approved by the head coach and executive. The motor is stored chained and locked in the boathouse; the gas tank must be stored in the grandstand due to fire regulations. The boat itself is stored chained up on the dock. All motor boat equipment must be put away properly and locked before leaving the site. Please contact the head coach, equipment manager, or executive for more information on the motorboat.

### *CG Brown pool*

May prove to be a valuable, close-by venue for winter training. Please contact the head coach for winter swim times.

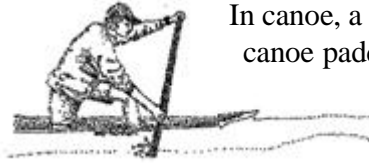
### *Bill Copeland Sports Arena*

We hold many of our club meetings at Bill Copeland, in the meeting room by the hockey rink. Contact an executive member for more information on the next meeting.

## Equipment

### Introduction to Boats and Paddles

#### Canoe or 'C-boats'



C-1 being paddled

In canoe, a paddler kneels on one knee and paddles on one side with a canoe paddle. This is very difficult due to the narrow instability of the boats and the high center of gravity in the high-kneel position. A canoeist is therefore a very dedicated individual.



C-1 or racing canoe for one person

An international style canoe is narrow and diamond or torpedo shaped. International style canoes can be paddled by 1, 2, or 4 people.



A Canadian style canoe is wooden and has more of a traditional, rounded canoe shape. This type can be paddled by either 4 or 15 people. A 15-person canoe is called a war canoe, and one person, called a coxswain steers and commands the crew.

#### Kayak or 'K-boats'

In a kayak, the paddler sits on a seat, paddles with a double-bladed paddle and steers using a rudder. Kayaks can be paddled by 1, (K-1) 2 (K-2), or 4 (K-4) people. Kayaks have a covered deck, and the paddler sits in the



A K-1 or racing kayak for one person



A K-2 or racing kayak for two people

cockpit. Seats are removable, and boats are less tippy without seats, so they are usually not used until a paddler gets his or her balance.

At one point, racing boats had a minimum width restriction, and so there was a 'wide' portion of the boat behind the paddler(s) which met this requirement. Now that this restriction has been removed, boats are as slim as a paddler's hips can accommodate.



A K-4 or racing kayak for four people

## PADDLES

Conventional blades (flat blades) are generally sturdier than wing blades (scoopy blades). They are easier to feather with, will survive more wear and tear, and are better suited for beginners. Racing blades are built to be light, and are more fragile. Scratches and dents have a greater effect on racing paddles. Conventional paddles can be used in any boat. Racing paddles should be used in racing boats only. Paddlers who are committed to racing should seriously consider buying personal paddles.

*Paddle types, sizing a paddle, where to buy, price range where are you going with this?*

We are an amateur sport organization. The club provides paddles, boats and kneeling pads for use by the membership and program participants. **The Burnaby Canoe and Kayak Club does not rent boats or paddling equipment to individuals.**

BCKC offers limited storage facilities for private boats at the club. Space allocation is managed by the equipment director under the following conditions:

1. all boats must be registered with the BCKC
2. one space per membership
3. \$50 boat storage fee applies Is this an annual fee?
4. Member is not permitted to loan or rent his or her space.
5. Members must agree that the Burnaby Canoe and Kayak Club is not liable for any and all damages for private boats stored at the Club

## Clothing and Gear

### Summer

*Competition* Regulation wear for regattas consists only of an official club racing singlet available for purchase at the club. National rules state that all athletes must race in an official club jersey. Purchase and maintenance of the jersey is the responsibility of the athlete.

Paddlers should bring running shoes, shorts, t-shirt, swimsuit, and a towel to practices.

A change of clothes should be available to change into after practice.

A hat and sunglasses are strongly recommended for sunny days.

A good quality sunscreen is essential.

All bantam, peewee and atom paddlers must wear an approved PFD while engaged in on the water activities.

### Winter

The general guidelines for winter paddling clothes are those that fit close to the body, do not soak up water, and conserve body heat. Shirts should be breathable; neoprene and rubber are too hot and restrictive for intense activity. Polyester or polypropylene shirts, such as Helly Hansen/Lifa brand, are perfect. Appropriate shirts can be purchased at Mountain Equipment coop, 3 Vets, or other outdoor equipment stores. BCKC also has club long and short-sleeved shirts available to order.

One other consideration for paddling clothes is: can you tread water in what you are wearing? The answer should always be 'yes'. Note: Cotton should not be worn when

canoeing in cool conditions. Jeans and heavy sweatpants should never be worn on the water.

Sprayskirts are large nylon coverings for the cockpit of a kayak. They keep water and wind out, and are necessary for cold weather and very rough water. Pogies are like nylon mittens that cover the hand and paddle and limit water and wind exposure. They are made for both canoers and kayakers. Athletes who paddle during the winter should purchase their own set of pogies and Sprayskirts.

### **PFD's**

Please see the BCKC Safety Handbook for more information on PFD's

### **Equipment Care Guidelines: 'The Rules'**

Equipment is for use by club members and paid program participants only. Scheduled programs and regattas have priority over equipment. Please check the schedule if you are planning to come down for a paddle. If you would like to borrow a boat for a non-club event, or move it from the boathouse for any other reason, you will need written consent from the executive. Taking a boat without consent will be regarded as theft, and we will prosecute accordingly.

Our club uses many different kinds of equipment and in order to keep it all in working order, we must learn how to take care of it. This should be done at the first day of every summer program before paddlers handle the boats. Equipment handling should be outlined as each new piece of equipment is introduced. The rules are not about yelling at people or making them feel bad; just informing, so that people know, and reminding, because everyone forgets sometimes.

### **PRIVATE EQUIPMENT**

Private paddle storage is available at the club for members only. Only one paddle per club member, please.

This next section was already covered on page 11 – do you want to consolidate it so that it's not redundant? Due to limited storage space, we reserve the right to limit storage of private boats. Because the mandate of the club is focused on racing, only racing canoes and kayaks may be stored at the boathouse. Private boat owners must submit a colour photograph of their boat with current contact information on the back. There is also an annual boat storage fee of \$50 per year. If your boat is stored in the boathouse and you have not paid the boat storage fee or submitted a photograph, your boat will be subject to seizure in accordance with the Warehouseman's act.

### **PADDLES**

- Place paddles down gently on the shore or dock
- If you lean a paddle up against something, make sure it isn't going to fall
- A paddle is neither a shovel nor a cane. Do not dig with it or lean on it.
- Keep your paddle on your foot to avoid chipping the edge.

## RACING BOATS

### *General Considerations*

Racing boats are built for speed, and are very fragile. Scratches and dents increase turbulent flow and slow the boat. Always avoid contact with rocks, sand, or anything solid on the hull of the boat.

Racing boats are very expensive, and as a non-profit society, we don't get new ones very often. Taking care of our boats means they will stay usable for a long time, and we can rationalize boat repairs and buying new equipment if we know they will be taken care of.

### *Boats on the Shore*

- Boats are stored upside down on the dock, or on stretchers/boat stands.
- Boats are set down away from any path where people will be walking.
- If you are done with a boat, put it back in the boathouse.
- Absolutely no horseplay around the boats.

### *Carrying Boats*

- Boats shall be carried by 2 junior paddlers (C-4s and K-4's need 4 people to carry them)
- Boats are to be gently laid upside down on the dock. If there is no dock, then boats may be rested on stands, lifejackets, or foam blocks.

### *On the Water*

- Every paddler should know the basic strokes before going out on to the water.
- Racing boats are not to come into contact with other boats or hit the dock.
- If it looks like you are going to hit the dock, continue to back stroke while you call for someone to catch you.
- It is the responsibility of those who are in non-racing boats to avoid the racing boats.
- Please refer to the BCKC Safety Handbook for information on traffic patterns and right-of-way on Burnaby Lake.

### *Falling out*

Racing kayaks are built for speed and not stability, so it's inevitable that some people will be swimming. They are made out of fiberglass, which sinks in water.

- The single most important thing to remember when paddling a racing kayak is: if you tip, flip it over immediately!
- While you are pushing your boat, make sure that it is upright and that more water is not getting in it
- For more information on emergency procedures, please refer to the BCKC Safety Handbook.

### *Clean -up*

- Everyone who uses equipment gets to help clean up.

- Empty all boats completely on the dock; do not spill water in the boathouse.
- Boats are wiped down after use so that they don't develop a gross yellow stain.
- Boats should also be washed every one or two weeks. Put the boat on stretchers and use dish soap and some elbow grease. Do not use organic or non-polar solvents (acetone) as they can damage the boat's finish.

#### *At Regattas*

- Most of the same rules apply for regattas.
- Keep all the paddles in one spot so that they do not get tripped over, stepped on or damaged.
- Store boats on foam blocks, stretchers, lifejackets, or as a last resort, upside down.
- Beach entry: when getting in from the shore, get in one foot at a time, do not straddle the boats. Ask for help if you feel tippy. Avoid digging into rocks or sand with your paddle.
- When coming into the shore, do not drive up onto the beach. Stop in 1 foot of water so you can get out without damaging the hull.
- Then pick up your boat and bring it to the racks/foam/etc.

## **BCKC Equipment Progression Model**

As an athlete progresses, their equipment needs change. They become more proficient at balancing and get faster. At this point they can appreciate lighter, faster boats. Paddling high-level racing boats before this point is counter-productive, as they are less stable and provide less opportunity for stroke development. In addition, moving up to progressively tipper and faster boats provides an incentive and a reward for training. More importantly, boats designed to be light and fast can be damaged by tipping in. This page shows the progression from boat to boat.

### **Entry level recreational boats**- *Gannets, Recreation Canoes*

Used in the summer program, usually for 1-2 weeks.

For the first time paddler. These boats are for introducing paddling skills. They are stable, sturdy, and will survive some bumps. It is ok for these boats to bump one another on the water and be set hull down.

### **Entry level racing boats**- *Orange and Kirton K-2, Dosza, Lancers, Commander*

Used by developing racers. One can spend one to two years in this category. There is progression within this category, and the coach will assign boats depending on a paddler's size, skill level, and boat availability.

These boats are for developing balance and introducing racing skills. Many have been repaired and so will never be high-performance boats. Good equipment care skills must be developed using these boats. Treat them well and they will last a long time.

### **Competition racing boats**- *Green K-4, Regina, Porche, Green Csepels*

For established paddlers with well developed balance. Using these boats is a privilege; they are the best and most expensive boats in the boat house. They are very fragile and will not survive misuse. Falling out of these boats often results in damage to the gunwales. Repairing damage will not restore their competitive value. Assignment of these boats is up to the head coach.

### **Private boats**- *Spam, Mahogany Lancer, Pinky, KK*

These boats are privately owned. They can only be used by the owner, or with explicit consent of the owner.

## Athlete Development

Top flat water paddlers are some of the most well conditioned athletes. They have the strength of a weight lifter, the stamina of a long distance runner, and the mental toughness of a true competitor. However, the emphasis in children's sports is on fun and challenges appropriate to their development level. Some paddlers start at age 10 or younger, but many thriving athletes started later. Caroline Brunet, the most successful Canadian paddler to date, didn't start until she was 16. There is lots of time for competitive racing and keeping sport fun and enjoyable makes it more likely that participants will stay involved and pursue their own goals.

Generally, the stream of athlete development in BC is as follows:

### CLUB LEVEL

A paddler participates in an introductory program at his or her local club and gets involved in practices a few times a week. Basic skills like balance and strokes are developed.

Spring	Summer	Fall	Winter
1-2/week	3-5/week	0-1/week	Other sports

### REGIONAL LEVEL

The paddler gets involved in local regattas.

Spring	Summer	Fall	Winter
2-3/week	4-6/week	0-2/week	0-2/week

### PROVINCIAL LEVEL

The paddler gets involved in provincial championships and may be named to the regional team. This is a development pool used to select provincial team members. At one point it also meant competition at the BC Games, but Canoeing is not currently a BC Games sport. We are trying to re-incorporate Canoeing into the BC Games program.

Spring	Summer	Fall	Winter
5-7/week	5-8/week	4-6/week	3-5/week

### NATIONAL LEVEL

The paddler may be named to the provincial team. The paddler starts competing at the Canadian National Championships or, if named to the provincial team, at Canada Games or Western Canada Games.

Spring	Summer	Fall	Winter
7/week	7-9/week	5-7/week	5-7/week

### INTERNATIONAL LEVEL

The paddler may attend the National Team Qualification Regatta and may be selected to the National Team, National Development Team, or Junior National

Team. National Team members represent Canada at international events like Junior World Championships, World Championships, Pan-Am Games, and the Olympics.

Spring	Summer	Fall	Winter
12/week	9-12/week	9-12/week	9-12/week

## **Competitions – What is a regatta?**

### **What to expect from your first regatta**

As a new experience, the first provincial regatta can be anxious. Hopefully, knowing what to expect will make athletes (and parents) more prepared and more at ease.

### **Before the Regatta**

You will need to let your coach know you will be attending the regatta so that she can enter you in the races. You will also need to pay your race entry fee to the club so that the club can pay the regatta organizers. Boats will need to be transported to the regatta, usually with roof racks on the cars or vans of paddlers. You will need to help tie on the boats that you will be using; boats are expensive and a bad tying job can mean a whole bunch of Kevlar splinters on the freeway. Check out the following section on tying boats.

You should know where the races are being held and when to show up. It is best to arrive 1 hour before the first race so that there is time to untie boats and warm up. It is best to arrive at this time even if your race isn't until later in the day; racing schedules often change.

Usually the Friday night before the Saturday regatta or the Saturday morning there is a scratch meeting. During this meeting changes are made to the schedule and instructions are given to the coaches and officials. Make sure someone from your club is attending the scratch meeting.

### **Tying down Boats**

Loss of boats on the highway is devastating, but also very preventable. Taking care of our boats while traveling ensures that we will be able to paddle them for a long time.

- Boats should be tied on to good solid roof racks or a stable trailer. Factory roof racks designed for skis are often too loose and too close together to form a stable foundation for boat tying. Consider investing in a set of Thule or Yakima racks, as they are the most stable.
- Boats should be secured using ratchet straps. This kind of strap takes the guesswork out of knots and provides security without putting a lot of pressure on the boats. Ratchet straps for canoes are available at Western Canoeing.
- ALWAYS tie your boat down on a piece of foam or fabric to avoid scratching the hull. Foam pipe insulation is a cheap and convenient way to protect the boats from damage and is also removable.
- No one is born knowing how to tie down a boat. If in doubt, ask the coach or a parent who has done it before. When it comes to our equipment, it is always better to be safe than sorry.
- Please ask someone experienced in tying boats to check your knots before driving anywhere.

### **At the Regatta**

The first morning of the regatta is the time to find out when your races are. It is a good idea to write down the time of all your races, which boat you are in, and

with whom. This way you will not have to continually pester your coach. A typical canoe racing meet involves a lot of waiting between races. Staying at the race course in between races means that you will not have to rush back or worry about missing your races. Bring playing cards or board games to play with your teammates and this time can be fun! Also, take advantage of the opportunity to meet people from other clubs. They could be your teammates on the provincial team one day!

### **When the Races are Over**

After the last race is the time to clean up, re-tie the boats and gather up other equipment. It is also time for the awards ceremony. Whether you get a first place ribbon or not, the rules are the same: accept the result and learn from the experience, respect your competitors and their results, know that you did your best and work hard at practice to do even better next time.

Also, we like to consolidate our results at the end of the regatta so we can send them into the local newspaper. We are always looking for volunteers to take on this task. It is best done at the regatta after the awards ceremony. Everyone needs to help by writing down their results and following the instructions of the coordinator.

### **Paddler's Regatta Checklist**

Equipment: we are going to the regatta to paddle, after all!

- ✓ Boats-Do you know who is bringing your boat, and are you helping to load it?
- ✓ paddles
- ✓ floorboards
- ✓ lifejacket (CRBC rules state it must be carried in the boat)
- ✓ knee blocks
- ✓ spray skirts
  
- ✓ Sleeping bag
- ✓ Pillow
- ✓ Ear plugs
- ✓ Hat
- ✓ Sun glasses
- ✓ All-weather jacket
- ✓ Always bring your club uniform, the green Burnaby racing jersey
- ✓ Bring clothes for hot or cold; sun, rain or tornadoes. Always bring more than you think you will need.
- ✓ Bug spray
- ✓ Sunscreen
- ✓ Also, the usual: shampoo, soap, toothbrush, toothpaste, hair elastics, etc.
- ✓ Water Bottle: It is easy to get dehydrated in the hot sun, so bring a water bottle and keep drinking!
- ✓ Good Attitude - Bring all your camaraderie, sportsmanship, tolerance, and fun!

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## **Parent Involvement – Volunteer Opportunities**

The club depends on parent volunteers to do a great variety of work. Some tasks involve special expertise or require longtime experience with BCKC, but most do not. Some projects have to be done at the club, while others are done from home or elsewhere. Some are year-long commitments and others require short bursts of effort. In other words, no matter what limitations there may be, there are opportunities for you to help the club. Make your talents known, we need you!

The sprint racing program is by far the most costly program run by the club. The fees are highly subsidized; however, the volunteer services provided by the parents of competitive athletes offsets this expense.

It is asked that all competitive athletes / parents participate in our fundraising projects. These efforts are essential to ensure the financial stability of our club. Fundraising is common to virtually all non-profit competitive sport organizations. Maximum participation in this endeavor will result in better equipment, facilities, and services for all.

### **Screening Volunteers**

No one wants to turn away help that the club really needs. However, we need to ensure the safety of all participants. The level of screening should reflect the nature of the job. Part of screening should be to get to know the individual and find a job that's right for them. Check references for new volunteers. Do a criminal record check for employees that work directly with children.. This is not an insult to any volunteer's integrity, it is a necessary method of ensuring the safety of sport participants and limiting liability for club executives.

### **Club Executive**

These positions are mandatory for inclusion of an organization under the societies act.

#### **Commodore**

Keep informed of club activities and monitor them (with assistance of other executive and volunteers) for conformity with law, club policy, and sport standards.	1hr/week	Current:
Correspondence and community liaison	1-2 hr/mo	Matt
Review and distribute/ delegate correspondence	2 hrs/mo	Lovett
Develop agenda and chair meetings	3hr/mo	
Book room for meetings		
Ensure reporting under the societies act.	1 hr/mo	
Participate in committees reviewing programs and policy as required	10-12 hr/yr	
Negotiate employee contracts	3-4 hr/yr	

I would suggest removing the “Current” column and providing this information on a separate sheet that could easily be updated and distributed without having to redo the whole handbook

**Vice-Commodore**

Attend members’ and executive meetings and chair them in absence of the commodore	4-6/mo	Current:
Assist commodore	2-4 hr/mo	Mark
Participate in committees reviewing programs and policy as required	8-12 hrs/yr	Tanner
Human Resources management (employment standards, etc.)		

**Treasurer**

Bookkeeping of club accounts	1-	Current:
Banking (may be delegated)	2hr/week	
Attend executive and member’s meetings	2hr/mo	Graham
Prepare monthly report for member’s meetings	4-6 hr/mo	Smith
Prepare annual financial statement	1 hr/mo	
Participate in budget preparation	2-3 hrs/yr	
	6-8hr/yr	

**Secretary**

Record and distribute minutes of meetings	2-3	Current:
Attend monthly member’s meetings and executive meetings	hrs/mo	Heidi
Maintain registry of members and club files	4-6 hr/mo	Halldorson
Maintain supply of club forms, assist in updating forms.	1 hr/mo	
	1 hr/mo	

**Directors at large**

Can number from one to three, and can direct specific projects or ongoing committees

**Casino Applications Committee:**

Prepare budget application for summer grants, supervise and receive reports from employees/coordinators of programs	Current:
	Position is vacant

**Coach’s Liaison**

Liaise between executive and coach;  
Organize and communicate practice times  
Coordinate regatta management – make sure everyone knows where they are going, when to be there, what the fees are, etc.

Current:  
  
Catherine DeRobert

**Equipment/Facilities**

**Safety Officer**

Chair safety committee meetings.  
Assess state of safety equipment, including ladders, first aid kit, whistles, lifejackets, and compliance kits; notify executive regarding needed purchases/repairs.  
Schedule, promote, and instruct (or arrange for instruction) annual safety orientation.  
Collect incident report forms, determine future prevention strategies, report/recommend to executive.

4 hrs/mo

Current:

position not yet filled

**Equipment Manager**

Assess state of equipment and prepare list of what needs to be repaired.  
Organize volunteers or arrange for professional repairs.  
Maintain up-to-date inventory of equipment  
Discuss new equipment purchases with coaches  
Make recommendations to executive  
Participate in annual budgeting

10 hrs/mo

Current:

Jeff and Katja Raymond

**Repair Volunteers**

Directed by equipment managers  
Work with the equipment manager to repair boats as needed  
Maintain and repair equipment

Current:

Mark Tanner + others

**Transport/Trailer**

Asses state of trailer and repair as necessary, large scale repairs/costs must be approved by the executive  
Organize boat and equipment transport to regattas and camps  
Storage and security of the trailer.

Current:

Fred  
Halldorson

### **Fundraising Committee**

Assist with budget development  
Keep records of project goals, estimated costs, funds raised, volunteers  
Ensure appreciations go out to sponsors, donors, and volunteers.  
Participate in regular meetings to plan fundraising strategy  
Coordinate volunteers in fundraising strategies

Current:

Chair:  
Joanna  
Lovett

Heidi  
Halldorson

### **Fundraising Events**

As directed by fundraising committee chair  
Bottle Drive Organizer  
Coordinate bottle drives including advertisement, organizing volunteers, selecting area to sort, collecting funds.  
Pub Dinner Organizer  
Arrange with local pub/grill to sell tickets that include a dinner  
Organize sale of tickets and collection of funds  
50/50 draws Organizer  
Organize sale of tickets and collection of funds  
50/50 draws Organizer  
Organize sale of tickets and collection of funds  
Corporate Sponsorship Director  
Solicit sponsorship for specific events/projects  
Keep records of solicitations and sponsorship  
Follow up with: certificate, team photo, card, etc.  
Gaming Commission Application  
Combine budget with wish list to form application and proposal for casino funds.

Current:

All  
members

### **Public Relations and Communication**

#### **Club Webmaster**

Maintain club website: [www.burnabycanoeandkayakclub.com](http://www.burnabycanoeandkayakclub.com)  
Collect and post information for sections on: news, events  
schedules, contact information, photo gallery, and membership  
Ensure that email forwarding system works properly.

2-3  
hr/mo

Current:

Graham  
Smith

**Club Handbook**

Annual revision of club handbook,  
collect feedback and information from club members and  
affiliate organizations.  
Complete by March for distribution to new members

10-12  
hr/yr

Current:  
Catherine  
Trask

**CRBC/CCA Liaison**

Attend CRBC meetings and represent interests of our club.  
Keep informed, relay information back to membership at club  
meetings.

3-5  
hr/mo

Current:  
Position is  
vacant

**Regatta News/Media Relations**

Gather Regatta results at the end of regatta an  
Prepare press release and send to local newspapers.  
Send to club webmaster for posting on webpage.  
Invite Media to special events including club regatta, team  
camps for 'photo ops'  
Prepare announcements of upcoming events-open house,  
regattas in local media.

10-12  
hr/yr

Current:  
Matt  
Lovett

**Spring Mail out**

Working with the coach and registrar, coordinate program  
information, and registration information into  
pamphlets/notices  
Mail to all current/past year members new membership forms  
and pamphlets promoting upcoming programs.

10-12  
hr/yr

Current:  
Position is  
vacant

**Open House**

Coordinate volunteers to run open house, including drop-in try  
the canoes  
Advertise event, promote programs.

10-12  
hr/yr

Current:  
Position  
is vacant

## **Club Newsletter**

Coordinate gathering information, layout, printing, and distribution of newsletter.

2-3  
hrs/mo

Current:  
Position  
is vacant

## **Regatta**

The club is not scheduled to host any regattas this year, however, these are the jobs that need to be done at a regatta.

Regatta Coordinator

Current:

Assess needs for regatta

Coordinate volunteers to do the following:

Position  
is vacant

Set up race course

Order and serve lunches (if required)

Purchase and mark awards

Prepare and distribute written notice to CRBC membership

Receive entries, assess fees for each club and write race schedule

Prepare schedules for scratch meeting

Collect regatta entry fees and submit to treasurer

Research costs of local accommodations, arrange billeting where necessary.

## **Officiating**

Also needed at regattas are officials and volunteers. Officiating is a great way to contribute to the sport and witness the 'inner workings' of canoe and kayak racing. Burnaby has a great history of providing officials for provincial regattas, notably due to the efforts of Lynne McArthur and Mary Sudbury. The provincial sport governing body, Canoe Racing BC, provides training and a stipend for travel.

Some jobs at a regatta include:

- Safety boat driver
- Competition secretary
- Finish line judge
- Awards secretary

The following jobs require more involved training:

- Starter
- Assistant starter
- Referee

Generally the club hosting the regatta will request volunteers for various positions, and as an attending club we are expected to supply some volunteers at each regatta.

## BCKC Member Commitment Form ~ Athlete

### Safety Rules I agree to:

- [1] NEVER EVER paddle alone
- [2] Never paddle in the Dark (before sunrise, after sunset)
- [3] Adhere to the visibility requirement for fog as laid out in the BCKC handbook – must be able to see the 250m mark opposite the dock.
- [4] Never paddle during an electrical storm
- [5] Carry a plastic pealess marine whistle at every practice, purchase and care of which are my responsibility
- [6] Always have a PFD in the boat if older than 14; always wear a PFD if younger than 14 or water colder than 8° C.
- [7] Adhere to the rules for paddling at other locations as required by sport governing body or Canadian Coast Guard.
- [8] Learn and abide by the right-of-way traffic system on Burnaby Lake as laid out in the BCKC handbook
- [9] Learn and demonstrate the emergency procedures in the BCKC handbook
- [10] Take responsibility for my swimming proficiency.

### Equipment Rules I agree to:

- [1] Place paddles down gently; never throw them, never to dig with them or lean on them, and to keep the paddle on my foot to avoid chipping the edge.
- [2] Store boats upside down on the dock, or on stretchers/boat stands, with absolutely no horseplay around the boats
- [3] Empty all boats completely on the dock and put them back in the boathouse. I will wipe down my boat after every use and wash my boat every two weeks.
- [4] Treat all equipment with respect and if I am in doubt, I will ask my coach.

### Fair Play Rules

#### **For Athletes**

- I will participate because I want to, not just because my parents or coaches want me to.
- I will play by the rules, and in the spirit of the game.
- I will control my temper; I know that fighting and "mouthing off", can spoil the activity for everybody.
- I will respect my opponents.
- I will do my best to be a true team player.
- I will remember that winning isn't everything; having fun, improving skills, making friends and doing my best are also important.
- I will acknowledge all good performances - those of my team and of my opponents.
- I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.
- I will remember that children play sport for their enjoyment. They are not playing to entertain me
- I will not have unrealistic expectations. I will remember that child athletes are not miniature professionals and cannot be judged by professional standards.
- I will respect the officials' decision and I will encourage participants to do the same.
- I will never ridicule an athlete for making a mistake during a competition. I will give positive comments that motivate and encourage continued effort.
- I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and officials.
- I will show respect for my team's opponents, because without them there would be no competition.
- I will not use bad language, nor will I harass athletes, coaches, officials or other spectators.

#### **For Spectators**

As a member of the Burnaby Canoe and Kayak Club, I know I am an ambassador for my club and my sport. I agree to abide by the above rules and guidelines.

Member Name (Please Print): \_\_\_\_\_

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Parent/Guardian Signature (if under 19)

\_\_\_\_\_  
Date

## BCKC Member Commitment Form ~ Parent/Guardian

### Fair play ~ As a participant , I agree:

#### For Parents

- I will not force my child to participate in sports.
- I will remember that my child plays sport for his or her enjoyment, not for mine.
- I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of an event.
- I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- I will never ridicule or yell at my child for making a mistake or losing a competition.
- I will remember that children learn best by example. I will applaud good performances by both my child's team and their opponents.
- I will never question the officials' judgment or honesty in public.
- I will support all efforts to remove verbal and physical abuse from children's sporting activities.
- I will respect and show appreciation for the volunteer coaches who give their time to provide sport activities for my child.

#### For Spectators

- I will remember that children play sport for their enjoyment. They are not playing to entertain me
- I will not have unrealistic expectations. I will remember that child athletes are not miniature professionals and cannot be judged by professional standards.
- I will respect the officials' decision and I will encourage participants to do the same.

- I will never ridicule an athlete for making a mistake during a competition. I will give positive comments that motivate and encourage continued effort.
- I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and officials.
- I will show respect for my team's opponents, because without them there would be no competition.
- I will not use bad language, nor will I harass athletes, coaches, officials or other spectators.

#### For Officials

- I will make sure that every athlete has a reasonable opportunity to perform to the best of his or her ability, within the limits of the rules.
- I will avoid or put an end to any situation that threatens the safety of the athletes.
- I will maintain a healthy atmosphere and environment for competition.
- I will not permit the intimidation of any athlete either by word or by action. I will not tolerate unacceptable conduct toward myself, other officials, athletes or spectators.
- I will be consistent and objective in calling all infractions, regardless of my personal feelings toward a team or individual athlete.
- I will handle all conflicts firmly but with dignity.
- I accept my role as a teacher and role model for fair play, especially with young participants.
- I will be open to discussion and contact with the athletes before and after the event.
- I will remain open to constructive criticism and show respect and consideration for different points of view.

As a member of the Burnaby Canoe and Kayak Club, I know I am an ambassador for my club and my sport. I agree to abide by the above rules and guidelines, and to help my child learn the rules as outlined on the athlete commitment form and abide by them.

Parent Member's Name: \_\_\_\_\_

Paddler's Name(s) (Please Print): \_\_\_\_\_

\_\_\_\_\_  
Parent Member Signature

\_\_\_\_\_  
Date

References/Resources: These are all current?

Burnaby Canoe and Kayak Club Website

<http://www.burnabycanoeandkayakclub.com>

Canadian Coast Guard Website – Small craft regulations

<http://www.ccg-gcc.gc.ca/obs-bsn/regs-stds/sv-reg-e.htm>

Rideau Canoe and Kayak Club policies Website

<http://www.rideaucanoe.on.ca/policies.html>

Canadian Spirit of Sport Foundation

[http://www.spiritofsport.ca/resources/catalogue\\_e.cfm](http://www.spiritofsport.ca/resources/catalogue_e.cfm)

False Creek Racing Canoe Club Website

<http://www.fcrc.com>

Canadian Canoe Association Website

<http://www.canoekayak.ca>

Canoe Racing BC Website

<http://www.crbc.ca>

Team BC Canoeing Website

<http://www.teambc.crbc.ca>

SportMed BC

<http://www.sportmedbc.com>