

BCKC Boat Management System

With the increased interest in BCKC membership and our limited number of boats it is anticipated that boat management will become more of a challenge in the near future. This system is designed to maximize the opportunities for all BCKC members to make use of the club's boats.

Establishment of boat use priorities

Priorities for boat use have been established that are in line with our club vision to put an entry into every race category at the 2006 provincial championships. Thus, boat users that are working towards BCKC realizing our vision are to be granted priority access over other users.

- Boat priority is to be given to those participating in paid programs. For example; practices at which members are paying for coaching and our summer programs. For these events the coaches or organizers are to reserve the boats that they will use. Members can use boats not reserved on a drop in only basis. Practices should specify whether K1's or team boats would be used. Weather and athlete participation can effect which boats can be used at a scheduled practice, therefore drop in users must be aware that scheduled boat requirements of the higher priority users may change on short notice.
- Priority will also be granted to athletes using boats at recognized regattas and races. Coaches or athletes are to reserve the boats that they will use.
- Non-member drop-in use has the lowest priority. Members are encouraged to reserve boats in order to minimize impact on boat availability for summer drop in programs.

Reserving Boats

- A calendar will be mounted in the boathouse and is to be used to record boat reservations.
- Boats are to be reserved no more than 2 weeks in advance.
- Priority reservations such as for paid practices, summer programs and regattas are to be made no less than 1 week in advance.
- To reserve a boat, print the boat number followed by the time period the boat is to be used followed by your name on the calendar date.
- Personal off-site use of boats is to be recorded on the calendar by way of reservation, with the inclusion of the name of the executive member who granted permission.
- Boat reservations are to be held for 15 minutes (30 minutes for off-site reservations) after which drop in users may assume a no show and can consider the boat available.

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| April 25 K1 & C1/10:30-12:00pm/Jordan | April 26 Boat #1/ off-site/John George/Matt Lovett/signed out from noon----- | April 27 -----to be returned by 2:00pm | May 1 (FCRCC Eggatta) All boats/all day/regatta |
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Equipment Incident Log

A log will be created to record incident reports regarding the use of BCKC equipment. The goal is to ensure our equipment has the best opportunity to be kept in working order.

BURNABY CANOE AND KAYAK CLUB EQUIPMENT INCIDENT LOG

Please record any incident involving club equipment (i.e. bumps, drops, etc.) even if there is no visible damage. In order to provide ongoing maintenance of our equipment we need to catch small problems before they become BIG ones!

| Date | Boat/equipment | Incident Details | Contact | Maintenance Done |
|----------------|----------------|--|-----------|--|
| April 25, 2004 | Boat #2 | Dropped on dock, rudder sticking | Catherine | Repaired rudder April 26, 2004, JR |
| April 25, 2004 | Boat #7 | Bumped rudder while loading on rack, no visible damage | Jordan | Inspected April 26, 2004, no repair required, JR |