



**2014 RowOntario Club of the Year**

**Rowing Is Our Business.**

February 2015

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## **VISION, MISSION AND VALUES**

### **VISION:**

The Ottawa Rowing Club will be an inclusive volunteer organization that inspires excellence and builds community through the sport of rowing.

### **MISSION:**

The Ottawa Rowing Club provides athletic opportunities through competitive and recreational rowing leading to personal success, increased fitness and community building in the national capital region.

### **VALUES:**

Excellence, Health and Fitness, Responsibility, Community, Teamwork, Commitment, Respect.

## **CONSTITUTION**

### **Definition**

All terms in this constitution, unless expressly defined, have the meanings assigned to them by the Oxford Shorter English Dictionary.

### **Article I - Name**

The name of the organization shall be the Ottawa Rowing Club. The name may be abbreviated to ORC.

### **Article II - Object**

The object of the ORC shall be to promote the sport of rowing in the City of Ottawa by providing opportunities, facilities, training, and encouragement needed to help amateur rowers participate and compete in the sport of rowing.

### **Article III - Address**

The address of the ORC shall be the clubhouse. In the absence of a permanent clubhouse, an alternate address shall be provided in the Bylaws of the Ottawa Rowing Club.

### **Article IV - Membership**

Membership in the ORC shall be open to any person interested in pursuing, or supporting, the object of the ORC. Conditions of membership shall be defined by the Bylaws of the Ottawa Rowing Club.

### **Article V - Business**

The affairs of the ORC shall be conducted by its members. Members of the ORC shall come together no less than once a year to render decisions on matters of interest to the ORC.

Execution of the affairs of the ORC shall be carried out by representatives as defined by the Bylaws of the Ottawa Rowing Club.

### **Article VI - Assets**

The activities of the ORC shall be conducted without the purpose of gain. Upon dissolution of the ORC and payment of debts remaining, property shall be distributed to ROWONTARIO, or failing that, to charitable rowing clubs in the Province of Ontario.

### **Article VII - Changes to the Constitution**

Changes to the constitution shall be permitted at an Annual General Meeting (AGM) if two thirds of the membership present has indicated their approval of such proposed changes.

Proposed changes shall be made available to the membership 60 days prior to an AGM.

### **Article VIII - Bylaws**

The conduct of the ORC and responsibilities of its members shall be governed by the Bylaws of the Ottawa Rowing Club.

## **BYLAWS**

Including amendments up to and including the 146th AGM, 24 February 2015.

### ***Corporate***

1.01 The name of the Ottawa Rowing Club may be shortened to ORC and shall be referred to herein as the Club.

1.02 The mailing address of the Club shall be P.O. Box 1457, Station B, Ottawa Ontario, K1P 5P9 while the physical address shall be 10 Lady Grey Drive, Ottawa Ontario, K1P 5P9.

1.03 Any Member may use the name of the Club, but may speak in the name of the ORC only if duly elected an Officer of the Club.

1.04 The emblem of the Club shall be as shown below:

1.05 The Club emblem may be used on all Club correspondence and insignia such as medals, trophies, flags, and clothing.

1.06 The colours of the Club shall be cardinal red and dark blue.

1.07 The oar pattern of the Ottawa Rowing Club shall be a red stripe, a blue stripe, and a red stripe vertically on a white background as shown below:

### ***Assets and Finances***

2.01 All funds that accrue to the Club shall be used, in accordance with the Bylaws and accepted accounting practices, for the purposes of acquiring equipment and for the operations of the Club.

2.02 The Club shall undertake such fund raising projects as are legal within the City of Ottawa and surrounding areas of the Provinces of Ontario and Quebec. All proceeds from such fund raising projects shall accrue to the Club.

2.03 Fundraising done in the name of the Club must receive prior approval of the Club's Executive Committee.

2.04 Fundraising done for individual Members must receive prior approval of the Club's Executive Committee.

2.05 The Club shall appoint auditors to verify the accounts of the Club. Such auditors may be appointed from within, or external to, the Club. These auditors shall report their findings to the Club at the next Annual General Meeting.

### ***Membership***

3.01 There shall be four classes of membership in the Club: Full Membership, Seasonal Membership, Associate Membership, and Life Membership.

3.02 Full Membership is open to all persons who are committed to pursuing the Club's objectives upon payment of the appropriate Membership fee. Full Members shall have all the rights and privileges of the Club. Full Membership ends the year following registration on the day the Club puts docks on the water.

3.03 Seasonal Membership includes those persons, upon payment of the appropriate Membership fee, who join the club for a single season (i.e. spring, or fall) to participate in one of the Club's programs or a program of one of the schools or universities affiliated with the Club. Seasonal Members shall not vote on

any matters concerning the operation of the Club. Seasonal Membership in the spring ends on the day after the last secondary school regatta. Seasonal Membership in the fall ends the year following registration on the day the Club puts docks on the water.

3.04 Associate Membership is available to persons interested in supporting the objectives of the Club upon payment of the appropriate Membership fee and is conferred upon persons not already Members of the Club who are employed by the Club for remuneration, are coaches appointed by the Club, are members of the Executive Committee, or are the legal guardian of a Member of the Club under the age of eighteen years. Associate Members have no privileges in respect to ORC equipment. Associate Members shall only have voting privileges while holding an Office or Directorship of the Club.

3.05 Life Memberships may be granted for sufficient and good reasons by the Club. Life Members shall have all the rights and privileges of the Club, but in addition, may be invited to such events as may from time to time be held. Once granted, such memberships are in effect until resignation.

3.06 The Club shall set Membership fees and conditions in a Fee Schedule approved annually at the Annual General Meeting. In the absence of a current Fee Schedule, the previous Fee Schedule shall remain in effect.

3.07 The Club will register Members, as necessary, with appropriate provincial and national rowing associations.

3.08 Competitive rowers at the Club shall be governed by the rules of eligibility as set out by Rowing Canada Aviron and shall be classified under the RCA Rules of Racing.

#### ***Membership Rights, Privileges***

4.01 Members shall have the right to use such Club equipment and facilities as are designated by the Executive Committee. The Executive Committee may appoint a person to allocate equipment and facilities on its behalf.

4.02 The Club shall post rules for the reservation and use of equipment designated for use by Recreational and Masters Members. Members shall be aware of and adhere to these rules.

4.03 The Club shall make public the rules for participation at the ORC. Persons using ORC equipment or facilities must have read and be aware of the Club's rules. Persons failing to adhere to the Club's rules shall be subject to sanctions.

4.04 Members are responsible for being aware of and adhering to municipal, provincial, and national safety laws and regulations and must hold appropriate credentials before using Club equipment. Members are liable for consequences resulting from failing to do so.

4.05 Full Members, Life Members, and Members holding an Officer or Directorship role of the Club shall have voting privileges at meetings and on affairs and matters of interest to the Club.

4.06 Any Member with voting privileges may give proxy to a Full Member using a document deemed satisfactory by the Club. The maximum number of proxies a single Member may hold is one.

4.07 Where a Member with voting privileges is under the age of eighteen years, proxy for that member is granted to one of the Member's legal guardians. Legal guardians of a Member under the age of eighteen years may grant proxy for that Member's vote to another Member with voting privilege who does not already hold the maximum allowed proxies.

4.08 Summer competitive rowers, as per the November 2011 General Meeting have the ability to vote at Annual General Meetings.

4.09 Full-year coaches and registered umpires, as per the November 2011 General Meeting have the ability to vote at Annual General Meetings.

4.10 Members shall take part in such fundraising activities as are organized by the Club.

4.11 The Club may refuse membership to any person or revoke membership from any person if, in the opinion of a majority of the Club's Officers at a legal meeting of those Officers, the individual concerned is not deemed to be pursuing the objectives of the Club, having due regard for such aspects as sportsmanship, moral leadership, and good conduct, or is deemed to have behaved contrary to the safe pursuit of the Club's objectives.

### ***Operation and Management of the Club***

5.01 The Officers of the Club shall be the President, Vice President Administration, Vice President Competitive Programs, Vice President Recreational and Instructional Programs, Secretary, Treasurer, Registrar and Athlete Representative. The Officers of the Club shall be elected at an Annual General Meeting (AGM) and shall hold office for a period of up to two years except for the Athlete Representative. The election for the Athlete Representative will occur on a yearly basis at the start of the spring rowing season and will be open to any member, 18 years or older, deemed to be a competitive athlete. The electorate for the Athlete Representative will be competitive athletes. In the event of a vacant office, the remaining Officers shall appoint a Member to fill the vacancy Pro Tempore. Pro Tempore appointments must be ratified at the subsequent AGM.

5.02 The Officers of the Club, the Past President, and such Directors as deemed necessary and appointed by the Officers, shall comprise the Executive Committee.

5.03 The Executive Committee shall conduct the affairs of the Club. The Executive Committee shall meet monthly, but more often as required. No quorum shall be deemed to exist at a meeting of the Executive Committee unless more than half of the Officers and Directors are present.

5.04 At meetings of the Executive Committee, only Officers of the Club shall vote upon matters concerning the finances of the Club. No quorum for these matters shall be deemed to exist at a meeting of the Executive Committee unless more than half of the Officers of the Club are present.

5.05 The Executive Committee shall hire and be responsible for such staff as is necessary for the operation of the Club.

5.06 The Club shall provide coaching and training staff. The Executive Committee shall appoint technical and/or management staff. If practicable, the Executive Committee shall hire competent persons to undertake the duties of ORC technical and/or management staff.

5.07 ORC Lead Coaches shall conduct athlete and team selections and approve entries to regattas. The Executive Committee may designate the person(s) responsible for the Recreational and Masters Program to perform these duties for Recreational and Masters rowers.

### ***Dispute and Appeals***

6.01 Members with a complaint against Officers or Directors of the Club, Club employees, coaches, or volunteers, shall first attempt to resolve their complaint individually before taking formal action. Members may seek the assistance of the Club Ombudsperson to achieve a mediated solution.

6.02 The Club shall annually appoint a voting Member of the Club to be Ombudsperson to investigate complaints and mediate fair settlements for disputes between Members and Officers or Directors of the Club, Club employees, Coaches, or Volunteers acting on the Club's behalf. The Ombudsperson will file a report of each complaint with the Club President. The Ombudsperson and Club President will make every possible effort to keep details of complaints confidential.

6.03 Members may appeal decisions made and actions taken by a Club official on the behalf of the Club. A legal guardian of a Member under the age of eighteen may file an appeal on the Member's behalf. An Appeals Tribunal will be convened by the Club President to adjudicate the appeal.

6.04 Appeals Tribunals shall consist of the Club President, a voting Member of the Club appointed by the persons named in the appeal, and a voting Member of the Club appointed by the appellant. Where the Club President is named in an appeal, the Club Treasurer will take the Club President's place on the Tribunal. Where both the Club President and Club Treasurer are named in an appeal, the Ombudsperson will appoint a member of the Executive Committee not named in the appeal to take the Club President's place on the Tribunal.

6.05 Both appellant and persons named in the appeal will have adequate opportunities to address the Appeals Tribunal before a decision is made. Both parties will be permitted to provide corroborating evidence or witness testimony.

6.06 An Appeals Tribunal will make decisions based solely on the adherence to the Club's policies by the persons named in the appeal.

6.07 Proceedings of Appeals Tribunals shall be closed. An Appeals Tribunal's deliberations shall be held in camera. No record of the proceedings or deliberations will be kept. Appellants and persons named in an appeal may make or keep their own recording of the proceedings.

6.08 Deliberations of the Appeals Tribunals will be concluded and decisions pronounced in a timely manner. Appeals Tribunals shall pronounce a decision on the appeal in the presence of both appellant and persons named in the appeal within seven days of the proceedings. The Appeals Tribunal must come to a decision by the end of the seventh day following the commencement of deliberations.

6.09 Decisions of the Appeals Tribunal shall be final, binding, and supersede the authority and decision of the persons named in the appeal. The President will maintain a record of decisions made by Appeals Tribunals.

### ***Annual General Meeting***

7.01 An Annual General Meeting (AGM) will be held between December 1st and March 1st of the following year save that the meeting shall not be called upon a day designated as a festive holiday such as Christmas or New Years Day. Quorum is defined as fifteen voting Members or fifteen percent of voting Members, whichever is greater.

7.02 The location of the AGM shall be in a room large enough to enable all members to attend. Such location is to be within the confines of the City of Ottawa.

7.03 Notice of the date, place, and time of the AGM shall be dispatched to all members at least two weeks before the actual meeting.

7.04 All members and interested parties may attend the AGM.

7.05 Motions must be moved and seconded by a voting attendee. A majority of voting attendees must vote in favour of a motion for it to carry. A majority vote shall be defined as more than half of voting attendees. Voting shall be done by a showing of hands unless a Member requests a secret ballot. Motions are recorded in the AGM minutes.

7.06 The Order of Business at the AGM shall be:

- (a) Roll Call
- (b) Minutes of Previous Annual General Meeting
- (c) Reports of Officers
- (d) Business Arising out of Reports
- (e) Budget and Fee Schedule
- (f) Election of Officers
- (g) New Business
- (h) Adjournment

7.07 Election of officers will be staggered to ensure that:

- (a) President and Vice President Administration are elected in alternate years,
- (b) Treasurer and Registrar are elected in alternate years, and
- (c) Vice President Competitive Programs and Vice President Recreational and Instructional Programs are elected in alternate years.

7.08 Officers may be removed from office by a vote of more than half of voting attendees at an AGM. Notice of a vote on the removal of an Officer must be given at least two weeks prior to the AGM and included in the official agenda.

7.09 Proposals and motions concerning the financial affairs of the Club must be accompanied by a written proposal. All voting attendees must have had an opportunity to read the written proposal or motion prior to voting.

### ***Policies***

8.01 A copy of these Bylaws, along with the Club's Constitution, shall be posted in the clubhouse.

8.02 Nothing in these Bylaws shall be construed as overriding or conflicting with the Club's Constitution, and where such conflict is deemed to exist, the Constitution shall have overriding authority.

8.03 Nothing in an appendix to the Bylaws shall be construed as overriding or conflicting with the articles of the Bylaws, and where such conflict is deemed to exist, the articles shall have overriding authority.

8.04 A change in the Bylaws shall be a change in wording, intent, or specifics in any article.

8.05 A change to the Bylaws may take place at either a special meeting called by the Executive Committee or at the Annual General Meeting provided notice of the proposed change has been sent to all Members with voting privileges. When the Club is open, this notice will be posted at the Club. Such notice shall be given with the intended date, time, and place of the meeting, not less than two weeks prior to the meeting. Voting Members shall be permitted to attend the meeting and speak on the proposed change.

8.06 A change to the Bylaws must be ratified at the next Annual General Meeting (AGM).

8.07 Policies of the Club shall be included in appendices to the Bylaws. Policies shall be ratified at an AGM. A list of appendices shall be included in articles of the Bylaws.

8.08 Appendices included with the Bylaws are:

- A. Health and Safety Policy
- B. Injury/Incident Investigation Policy
- C. Accessibility Policy
- D. Privacy Policy
- E. Liability Waiver and Assumption of Risk
- F. Finance Policy
- G. Long Term Athlete Development
- H. Harassment Policy
- I. Private Equipment Storage Policy
- J. Code of Conduct
- K. Donation Policy
- L. National Team Affiliation Policy
- M. Sponsorship Policy
- N. Concussion/Safe Return to Play Policy



## HEALTH AND SAFETY POLICY

Through its various programs – competitive, learn-to-row, recreational, adaptive or corporate, for example – the Ottawa Rowing Club provides a broad range of opportunities for individuals to row.

The single most important object of these programs is to have individuals row safely. No rowing program, no matter how important its other goals, is worth the risk of an athlete being injured or killed. No rower wants to carry the burden of negligently injuring another. Rowing safely is also a simple matter of respect for fellow athletes and other users of the river. For this reason, the Ottawa Rowing Club is strengthening its longstanding safety policy to reemphasize the central role of safety in its operations.

### 1. Building and maintaining a strong safety policy

#### 1a. Safety Advisor

- o The ORC Executive may appoint a Safety Advisor to assist with the development, review and enforcement of the policy.
- o Safety Committee will review this document every 12 months and submit any changes to the executive for approval.

#### 1b. Communication of Policy

- o Website
- o Email (competitive and recreational members; coaches)
- o Athletes' meeting(s)
- o Post hard copy (ORC office; old boathouse; new boathouse)

#### 1c. Annual Review

- o Policy to be reviewed once per annum by the ORC Executive.

#### 1d. Enforcement

- o Enforcement may range from verbal warning to ban from ORC property, including loss of fees paid; requirement to perform reasonable duties to help compensate for any damage or injury caused, and/or requirement to compensate for damage or injury.
- o The Safety Policy will be enforced by the ORC Executive or their designate(s).

### 2. Safety in the Rowing Environment

#### 2a. Traffic Patterns

- o Ottawa River
  - All rowing shells are to be launched with the bow pointing westward, upstream, (ie pointing toward the Alexandra Bridge (old Interprovincial) / Parliament Hill). Crews/scullers are to row along the Ottawa side to the Alexandra Bridge and then turn the shell perpendicular to the shore and travel to the Quebec side of the Ottawa River. Crews/scullers row following along the Quebec side of the river until they reach an approved ORC turning point along the river. On the return trip, crews/scullers travel perpendicular to the shore when crossing from the Quebec side towards the Ottawa side. Travel towards the ORC boathouse continues on the Ottawa side. Shells are to be docked with the bow pointing westward, upstream (ie pointing towards the Alexandra Bridge / Parliament Hill).
  - Approved turning points are displayed on the front of the New Boat House. These are subject to change from the ORC safety committee where required.
  - If there is an emergency / safety situation crews can turn at any point on the river as long as it does not pose a risk to any other crews nearby. They must also fill out an incident report.
- o Gatineau River
  - Prohibited unless approved in advance by ORC Safety Committee
- o Violation of Traffic Pattern Rules
  - Each member of a crew on the water, when their shell violates a traffic pattern, is responsible for the violation – and for damages should an accident occur.



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Coaches are responsible for enforcing compliance with traffic patterns. Coaches who are on the water with their crews are liable to the same extent as their crews for any violation of traffic patterns or damages caused by a violation of the rules.

- o Exceptions to Traffic Pattern Rules
    - Exceptions may be made when danger or emergency make it dangerous to row according to the established traffic patterns. However, deviations may only be made to the extent necessary to address the emergency or eliminate the danger. When deviating from the rules, it remains the rowers' duty to warn others of their presence. Failure to warn others can result in the same penalties as for violating traffic pattern rules generally.
    - Exceptions may be made by those engaged in supervised races when coach boats are on the water and in a position to warn other rowers. However, to the extent feasible, races should be conducted in a manner that respects the traffic pattern rules.
  - o Entering a traffic lane
    - It is the responsibility of rowers crossing the river to get to the correct rowing 'lane' to watch out for, yield to, and avoid rowers who are rowing according to the rules in those 'lanes'.
  - o Rowing in the middle of a river should be avoided by all crews unless during a supervised race, crossing the river, or to avoid collision or hazard.
  - o Maps of traffic patterns shall be posted in the boathouse of the ORC.
- 2b. Weather Hazards
- o If a rower see strong winds, white caps, hears thunder, sees lightning, or sees fog – they should not go out to row, or if on the water they should seek safe haven. If in doubt, do not go out!
  - o Cold Water.
    - Cold Water Rules apply when the river water temperatures are below 10 degrees C or as determined by either the Safety Committee or Club Manager. Cold Water Rules remain in effect until lifted by the Safety Committee.
    - Cold Water Rules
      - No one is permitted to row past the Gatineau River when Cold Water Rules are in effect, in order to minimize the time required to return to the ORC in case of an accident.
      - Rowers in singles must wear inflatable (waist) PFDs.
      - Doubles and pairs must carry PFDs in their shell.
      - Every boat must be accompanied by a coach/safety boat.
      - All rowers must wear an approved (visible and turned on) light and whistle while on the water.
  - o Fog
    - Crews and coaches must avoid (to the extent that fog can be foreseen) rowing in fog that is sufficiently thick to hide them from oncoming traffic on the water or foggy conditions which prevent rowers from maintaining their proper direction in the water.
    - Rowers 'lost' in fog are responsible for signalling their presence to other crews by using a whistle or calling out.
  - o Lightning, hail, high wind conditions
    - Regardless of water conditions, crews/scullers must dock and remove their shells from the water as soon as possible.
    - Crews are to return to the club, or a safe haven, in the safest possible manner available to them. That includes going against the traffic pattern on either side of the river if the case arises.
- 2c. Low Light Conditions
- o Low light conditions will be determined by the Safety Committee or Club Manager.
  - o Low light conditions include mornings before sunrise and evenings after sunset.
  - o Rowers must return to the docks no later than the evening 'curfew' set by the Safety Committee or Club Manager. It is the responsibility of each rower to know the 'curfew'.



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- o All shells on the river in low light conditions must have a bow and stern light which give 360 degree visibility to signal their presence to others.
- o Each rower, including coxie, on the river in low light conditions must wear a personal light, and whistle.

### 3. **Safe Equipment and Boathouse**

#### 3a. Coach / Safety Boats and Motors

- o Motors and coach / safety boats must be kept in good working order.
- o Each motor must be equipped with kill switch which is attached to the operator.
- o Boats must carry lights when on the water before sunrise or near sunset.
- o Boats must carry the following safety equipment as required by law: bailer, whistle, 15m buoyant heaving line, flashlight, and paddle.
- o Boats must be equipped with safety equipment for crews: lifejackets, and thermal blanket.
- o One working cell phone.
- o Laminated list of current season cell phone numbers in the safety kit.

#### 3b. Rowing Shells

- o Shells must be in good working order.
- o Must have whistle in bow seat, or attached to the bow rower.
- o Each shell must have bow ball, heel restraints, tightened bolts, proper rigging and vents closed.
- o Must be equipped with bow and stern lights when rowing before sunrise or near sunset (see 2c).
- o Must carry safety equipment and PFD unless traveling with coach / safety boat outside of 'Cold Water Rules'.

#### 3c. Boathouse

- o Must have a working telephone.
- o Adjacent to the telephone, a sign indicating site location, phone number and directions to the boathouse must be posted.
- o Traffic Pattern map must be posted in visible location.
- o Safety Policy must be posted
- o First Aid Kit must be stocked and accessible from the new boathouse.
- o Sign in/out log book must not be removed from boathouse.
- o Instructions for responding to an emergency must be posted next to the telephone.
- o Office must contain health and emergency contact information for each member or program participant.

#### • Docks

- o Shoes, clothing, water bottles and other personal items must be stored off of, and away from, the ramps to prevent tripping.

### 4. **Safety Conscious People**

#### 4a. Executive Director / Club Manager/Safety Committee Chair

- o Have the authority to cancel rowing operations due to emergency, hazard or other unforeseen event.

#### 4b. Coach / Safety Boat Operators

- o Must have Boat Operator's License.
- o Should have First Aid training.
- o Must view RCA Safety video annually.
- o Must be aware of how to get a rower out of the water and safely into the coach boat.
- o Must leave the docks with the shells under their supervision.
- o Must return to the dock with shells under their supervision.
- o Help enforce compliance of Traffic Patterns.
- o Must be registered with the ORC.
- o May be required to submit a Police Records Check for the vulnerable.

#### 4c. Coaches

- o Should have First Aid training.
- o Must view RCA Safety video annually.



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- o Must be registered with the ORC.
- o May required to submit a Police Records Check for the vulnerable.
- 4d. Coxswains / Coxies.
  - o Must understand traffic patterns, navigation, boat operations and how to avoid accidents.
  - o Must attend ORC safety training for coxswains / coxies at least annually
  - o Must wear a lifejacket (see 5a).
  - o Coxies must keep their crews with their accompanying coach / safety boat.
  - o Must view RCA Safety video annually.
  - o Must advise coach / safety boat operator if unable to swim.
  - o Must be registered with the ORC.
  - o Must advise Coach/Safety Boat Operator of all pertinent medical conditions for their crew.
- 4e. Rowers
  - o Junior rowers may not row unless accompanied by a coach / safety boat.
  - o Rowers are responsible for staying with their accompanying coach / safety boat.
  - o Must understand traffic patterns, navigation, boat operations, and capsized recovery.
  - o Must view RCA Safety video annually.
  - o Must wear an approved light and whistle at all times whilst they are on the water.
  - o Must advise coach / safety boat operator if unable to swim.
  - o Must be registered with the ORC.
  - o Must advise Coach/Safety Boat Operator of all pertinent medical conditions.
- 5. **Safety Tools**
  - 5a. Personal Floatation Devices (PFD)
    - o Must be worn by coaches, and safety / coach boat operators.
    - o Coxswains / Coxies must wear a PFD which does not impede egress from the boat.
    - o Must be worn in singles during cold water rules.
    - o 2x / 2- must carry PFD in the shell during cold water rules.
    - o Must be carried in any boat not accompanied by coach / safety boat.
    - o Rowers are encouraged to own and wear inflatable PFDs.
  - 5b. Lights
    - o Safety / Coach Boats – see 2c., 3a.
    - o Sculls – see 2c. 3b.
    - o Rowers – see 2c
  - 5c. Logbook
    - o All boats must be signed out (and back in). The responsible person required to sign the boat out is as follows. (1) The Coxswain / coxie for a coxed rowing shells.
      - The Bow person for all other rowing shells
      - The coach for the coach boat.
    - o Logbooks may not be removed from the boathouses.
    - o Failure to fill out a log book will result in disciplinary measures deemed appropriate.
  - 5d. Emergency Communications Equipment
    - o Personal cell phones shall be used to communicate during on-water emergencies.
    - o Each coach / safety boat operator is required to provide their cell phone number to the Executive Director who will compile a list which is to remain in each coach / safety boat
  - 5e. First Aid Kits
    - o Each First Aid Kit should be inspected annually and restocked as required.
    - o First Aid Kits must be stored in a visible and accessible place in the new boathouse.
- 6. **Safety Procedures**
  - 6a. Avoiding Collisions
    - o It is the duty of each rower/ crew to take reasonable steps to avoid the collision, without putting themselves into additional risk of harm. Such steps should be taken regardless of whether they are in the 'right'. Such steps may include: yelling, blowing a whistle or changing course. Failure to take reasonable steps may be considered a violation of the rules and both rowers in the collision may be considered at fault.



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## 6b. Launching

- o Each boat shall launch with the bow ball facing westward towards Parliament Hill and then proceed according to Traffic Patterns.

## 6c. Docking

- o Each boat shall be docked with the bow ball facing westward towards Parliament Hill.

## 6d. Rowers in the water

- o Coaches, safety boat operators and rowers must be familiar with procedures to deal with capsize situations, as outlined in the RCA Safety Video.
- o During 'Cold Water Rules' it is essential that rowers be removed from the water.

## 6e. Chain of Command in case of emergency.

- o In case of emergency, on or off the water contact:
  - Emergency Services, if required;
  - Executive Director or Club Manager;
  - Parents or emergency contact designated on the Ronin Registration System;
  - Coach;
  - ORC Executive.
- o Chain of Command must be posted in the new boathouse.
- o Individuals involved in an emergency or accident must complete an 'Incident Form' available from the ORC office.

## INJURY/INCIDENT INVESTIGATION POLICY

This policy only applies to employees of the Ottawa Rowing Club.

### Purpose

To determine how an injury, near miss, or property damage occurred and to determine the root cause so that a reoccurrence can be prevented. Every injury/incident shall be investigated to determine loss and/or loss potential since, the severity of the actual loss in each event is often a matter of a slight difference in circumstances. The involvement of Management and the Safety Committee/Safety Representative offers assurance that the investigation is not a fault finding exercise. This Policy will outline the Ottawa Rowing Club's Incident Investigation protocols.

### Definitions

- Critical Injuries as defined from the Occupational Health and Safety Act:
  - o Places life in jeopardy;
  - o Produces unconsciousness;
  - o Results in substantial loss of blood;
  - o Involves the fracture of a leg or arm but not a finger or toe;
  - o Involves the amputation of a leg, arm, hand or foot but not a finger or toe;
  - o Consists of burns to a major portion of the body; or
  - o Causes the loss of sight in an eye.
- **Fatality** - An injury resulting in loss of life.
- **Incident** - means an incident that arises out of and occurs in the course of employment in an industry to which the Workplace Safety and Insurance Act applies and includes:
  - o a willful and intentional act, not being the act of the Employee who suffers the incident;
  - o a chance event occasioned by a physical or natural cause;
  - o slips, trips and falls;
  - o disablement; and
  - o a disabling or potentially disabling condition caused by an occupational disease.
- **Lost Time** - A work related injury that results in the injured Employee missing scheduled time from work resulting in a loss of wages.
- **Occupational Disease** - Occurs where an Employee suffers from an occupational disease and is thereby disabled from earning full wages at the work at which the Employee was employed, or the death of an Employee caused by an occupational disease and the disease is due to the na-



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ture of any employment in which the Employee was employed, whether under one or more employments.

- **Property Damage** - An event where contact is made between two objects resulting in alteration of one or both objects.
- **Fire** - An event where undesired combustion occurs.
- **Environmental Releases** - An incidental discharge of a physical, biological or chemical substance into the worksite and/or community.
- **Near Collison** - An event that under different circumstances could have resulted in physical harm to an individual or damage to the environment, equipment, property and/or material.

## Investigation Committee

The person(s) at the Ottawa Rowing Club responsible for conducting, reviewing and implementing the results of incident/injury investigations are:

- o Safety Review Committee

## Investigation Timeline

In the event of a fatality or critical injury, the Manager or Supervisor of the area where the incident occurred will immediately:

- Report the incident to the Ministry of Labour (MOL).
- Secure the scene so that the scene cannot be disturbed.
- Investigate with the either:
  - o The Employee representative and Management representative of the Joint Health and Safety Committee.
  - o Health and Safety Representative.

All other Investigations are to be completed and reported to as outlined in the table below.

Type of Incident	Investigation Time Frame	Review
Near Miss	Investigation completed and Report submitted to the Manager within 48 hours.	Report at next Safety Meeting.
Fire	First Aid Treatment Record reviewed by Safety Committee Monthly.	Report at next Safety Meeting.
Health Care/Medical Aid (No Loss Time)	Investigation completed and Report submitted to the Manager within 48 hours.	Report at next Safety Meeting.
Health Care/Medical Aid (Loss Time)	Investigation completed and Report submitted to the Manager within 48 hours.	Report at next Safety Meeting.

Fatality	Immediate with MOL.	Throughout Investigation Process
Critical Injury	Immediate with MOL.	Throughout Investigation Process
Occupational Disease	Investigation completed and Report submitted to the Manager within 48 hours.	Report at next Safety Meeting.
Property/Merchandise Damage Exceeding \$1000.00 due to on-water collision	Investigation completed and Report submitted to the Manager within 48 hours.	Report at next Safety Meeting.
Property/Merchandise Damage less than \$1000.00	Investigation completed and Report submitted to the Manager within 48 hours.	Report at next Safety Meeting.
Fire	Investigation completed and Report submitted to the Manager within 48 hours.	Report at next Safety Meeting.
Environmental Release	Investigation completed and Report submitted to the Manager within 48 hours.	Report at next Safety Meeting.

## Incident/Injury Investigation Procedure

### 1. Respond

- Report to scene of injury or illness.
- Prevent or minimize risk of further injuries or property damage.
  - o Provide emergency care and medical aid for the injured person.
- Secure, barricade or isolate the scene as appropriate (critical injury, chemical spill, etc.).
- In the event of a critical injury/fatality the scene must be cordoned off and undisturbed, contact the Ministry of Labour. The scene may not be released until the MOL investigation is completed.
  - o Collect any perishable evidence.
  - o Determine the extent of the damage to equipment, material, building, or environment.
  - o Restore operating functions, to extent possible.

### 2. Collect the Information

- Interview Employees involved.
- Interview witnesses.
- Make observations, of the scene.





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- Take pictures if possible. If not, draw a diagram of the scene.
  - Take measures as required
  - Consult with outside experts if application (suppliers, equipment designers, etc.).
3. *Analyze the Information*
- Identify the primary and secondary hazardous conditions and or practices.
  - Identify the primary and secondary usage actions.
  - Identify the primary and secondary cause of the injury or illness.
4. *Write the Report*
- Use the Injury/Illness Investigation Report form to identify the primary and secondary causes.
  - Make recommendations to Management that will be effective in preventing a similar injury or illness.
  - Send the report to the appropriate people.
  - If the Employee requires medical attention or misses work a written notification must be provided to the Safety Committee or Safety Representative within four (4) days.
5. *Follow-up on the Actions*
- Employer is required to respond to written recommendations from the Safety Committee or Safety Representative within 21 days.
  - Evaluate the effectiveness of the remedial actions.
  - Include in the minutes of the Safety Committee Meeting in order to communicate recommendations to the Employer.
  - Post the minutes with recommendations on the Safety Bulletin Board.

## **Investigation Report Review & Results**

Any and all investigations completed since the last Safety Committee meeting will be reviewed at the next forthcoming meeting. The purpose of the review is to determine if any additional investigation needs are necessary and to ensure the quality of the investigation meets committee standards.

Upon completion of the investigation the executive/employees/volunteers/coaches and members of the ORC will be advised of the results of the investigation through one or more of the following means:

- Minutes of the Safety Committee.
- Management holding staff meetings with employees.
- Through postings on the Health and Safety Board.
- Future Safety Talks designed to address the findings of the investigation.

### **Training**

All Managers, Supervisors, Safety Coordinators, Safety Committee Members and Safety Representatives shall complete the Incident Investigation training module.

All Managers, Supervisors, Safety Coordinators, Safety Committee Members and Safety Representatives shall complete the training as per their assigned training profile.

## **ACCESSIBILITY POLICY**

### **Accessibility Standards for Customer Service as required by the Accessibility for Ontarians with Disabilities Act (AODA 2005)**

The following policy, practices and procedures have been established by the Ottawa Rowing Club (ORC) to govern the provision of its services in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and Regulation 429/07, "Accessibility Standards for Customer Service."

#### **1. Our Mission\_**

The mission of the Ottawa Rowing Club is to ensure that its policies, practices and procedures for the provision of its services are consistent with the principles outlined in the Accessibility Standards for Customer Service to effectively provide services to people with disabilities.

#### **2. Our Commitment**

In fulfilling our mission, the ORC strives at all times to provide its goods and services in a way that respects the dignity and independence of people with disabilities. We are also committed to giving people with disabilities the same opportunity to access our goods and services and allowing them to benefit from the same services, in the same place and in a similar way as other customers.

#### **3. Providing Goods and Services to People with Disabilities\_**

The ORC is committed to excellence in serving all customers including people with disabilities and we will carry out our functions and responsibilities in the following areas:

##### *3.1 Communication*

When communicating with a person with a disability, the ORC will communicate in a manner that takes into account the person's disability.

##### *3.2 Telephone services*

The ORC is committed to providing fully accessible telephone service to our customers. We will train club representatives to communicate with customers over the telephone in clear and plain language and to speak clearly and slowly. We will offer to communicate with customers by email, if telephone communication is not suitable to their communication needs or is not available.

##### *3.3 Assistive devices\_*

The ORC recognizes that some individuals with disabilities use assistive devices in order to access our services. We will permit these individuals to use their assistive devices to obtain, use or benefit from our services. Should an individual with a disability be unable to access our services through the use of their own personal assistive device, the ORC will determine if service is inaccessible, based upon the individual requirements, assess service delivery and potential service options to meet the needs of the individual. As our building is not accessible to all, we will make arrangements to meet at a barrier free facility with customers as required.

##### *3.4 Billing*

The ORC is committed to providing accessible invoices to all of our customers. For this reason, invoices will be provided in the following formats upon request: hard copy, large print or by email. The ORC will answer any questions customers may have about the content of the invoice in person, by telephone or email.

#### **4. Service Animals\_**

The ORC recognizes that some individuals with disabilities may require the use of guide dogs or other service animals in order to access services. Persons with disabilities who are accompanied by a guide dog or other service animal will be permitted to enter the parts of our premises that are common areas and to keep the animal with them, unless the animal is otherwise excluded by law from the premises. If the animal is legally excluded from some parts of the premises, the ORC will provide alternative measures to enable the person to obtain, use or benefit from its services.

##### *4.1 Support Persons\_*

The ORC further recognizes that some individuals with disabilities rely on support persons for assistance while accessing services. A person with a disability who is accompanied by a support person will be allowed to enter the ORC's premises together with the support person and will not be prevented from having access to the support person while on our premises at no additional cost.

##### *5. Notice of Temporary Disruption*

The ORC will provide customers with notice in the event of a planned or unexpected disruption in the facilities or services usually used by people with disabilities. This notice will include information about the reason for the disruption, its anticipated duration, and a description of alternative facilities or services, if available. The notice will normally be posted on the premises, where appropriate in the circumstances.

#### **6. Staff Training\_**

The ORC will provide training to applicable club representatives about the provision of services to persons with disabilities and all those who are involved in the development and approvals of customer service policies, practices and procedures. Applicable club representatives will be trained on policies, practices and procedures that affect the way services are provided to people with disabilities. Club representatives will also be trained on an ongoing basis when changes are made to these policies, practices and procedures. New club representatives will be trained upon the completion of a three month probationary period.

Training will include the following:

- The purposes of the Accessibility for Ontarians with Disabilities Act, 2005 and the requirements of the customer service standard.
- How to interact and communicate with people with various types of disabilities.
- How to interact with people with disabilities who use an assistive device or require the assistance of a service animal or a support person.
- What to do if a person with a disability is having difficulty in accessing ORC services.
- ORC's policies, practices and procedures relating to the customer service standard.

#### **7. Feedback Process\_**

The ultimate goal of the ORC is to meet and surpass customer expectations while serving persons with disabilities. Comments on our services regarding how well those expectations are being met are welcome and appreciated.

Feedback regarding the way the ORC provides goods and services to people with disabilities can be made by email, verbally, or in writing. All feedback will be made to:

Ottawa Rowing Club  
10 Lady Grey Drive  
Ottawa, Ontario, K1P 5P9  
By Phone: 613-241-1120

By Email: [rowing@ottawarowingclub.com](mailto:rowing@ottawarowingclub.com)

#### **8. Modifications to This or Other Policies**

We are committed to developing customer service policies that respect and promote the dignity and independence of people with disabilities. Therefore, no changes will be made to this policy before considering the impact on people with disabilities. Any policy of the ORC that does not respect and promote the dignity and independence of people with disabilities will be modified or removed.

#### **9. Questions About this Policy**

This policy exists to achieve service excellence to customers with disabilities. If anyone has a question about the policy, or if the purpose of a policy is not understood, an explanation should be provided by, or referred to the President or Executive Director of the ORC.

#### **10. Copies of this Policy**

The ORC recognizes that persons with disabilities use methods other than the standard print to access information. If the ORC is required to give a copy of this policy to a person with a disability, we will provide the policy, or the information contained in the policy, in a format that takes account the person's disability. Alternatively, the ORC and the person with a disability may agree on an alternate format for the document or information.

## PRIVACY POLICY

For not-for-profit organizations in Ontario, the privacy of personal information is governed by the Personal Information Protection and Electronic Documents Act (PIPEDA). This Policy is based on the standards required by PIPEDA as interpreted by the Club.

### Definitions

1. The following terms have these meanings in this Policy:
  - a) “Commercial Activity” – any particular transaction, act or conduct that is of a commercial character.
  - b) “Club” – Ottawa Rowing Club
  - c) “Personal Information” – any information about an individual that relates to the person’s personal characteristics including, but not limited to: gender, age, income, home address, home phone number, ethnic background, family status, health history, health conditions, or any anthropometric data.
  - d) “Stakeholder” – Individuals employed by, or engaged in activities on behalf of, Club including: coaches, staff members, contract personnel, volunteers, managers, administrators, committee members, and directors and officers of the Organization
  - e) “Member” - All categories of membership defined in the Club’s Constitution and Bylaws as well as all individuals employed by, or engaged in activities with, the Club including, but not limited to, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, and directors and officers of the Club

### Purpose

2. The Club recognizes Stakeholder and Members’ right to privacy with respect to their Personal Information. This Policy describes the way that the Club collects, uses, safeguards, discloses, and disposes of Personal Information.

### Application of this Policy

3. This Policy applies to all Stakeholders and Members in connection with personal information that is collected, used or disclosed during Club activity.
4. Except as provided in PIPEDA, the Club’s Board of Directors will have the authority to interpret any provision of this Policy that is contradictory, ambiguous, or unclear.

### Obligations

5. The Club is obligated to follow and abide by PIPEDA in all matters involving the collection, use, and disclosure of Personal Information.
6. In addition to fulfilling the legal obligations required by PIPEDA, Club Stakeholders will not:
  - a) Publish, communicate, divulge, or disclose to any unauthorized person, firm, corporation, or third party any Personal Information without the express written consent of the Member.
  - b) Knowingly place themselves in a position where they are under obligation to any organization to disclose Personal Information.
  - c) In the performance of their official duties, disclose Personal Information to family members, friends, colleagues, or organizations in which their family members, friends, or colleagues have an interest.
  - d) Derive personal benefit from Personal Information that they have acquired during the course of fulfilling their duties with the Club.
  - e) Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, the disclosure of Personal Information.

### Accountability

7. The Privacy Officer is responsible for the implementation of this policy and monitoring information collection and data security, and ensuring that all staff receives appropriate training on privacy is-

sues and their responsibilities. The Privacy Officer also handles personal information access requests and complaints.

The Ottawa Rowing Club designated Privacy Officer is:  
Melissa McKenzie, Executive Director  
melissa@ottawarowingclub.com

The Privacy Officer may be contacted at the following address:

Ottawa Rowing Club  
10 Lady Grey Drive  
Ottawa, Ontario  
K1P 5P9  
Telephone: (613) 241-1120

8. **Duties** - The Privacy Officer will:
- a) Implement procedures to protect personal information
  - b) Establish procedures to receive and respond to complaints and inquiries
  - c) Record all persons having access to personal information
  - d) Ensure any third party providers abide by this policy
  - e) Train and communicate to staff information about Club's privacy policies and practices.

### Identifying Purposes

9. The Club may be required to collect Personal Information from Members and prospective Members in order to conduct programming and services for purposes that include, but are not limited to:

#### *Communications*

- a) Sending communications in the form of e-news or a newsletter with content related to Club programs, events, fundraising, activities, discipline, appeals, and other pertinent information
- b) Publishing articles, media relations and postings on the Club website, displays or posters
- c) Award nominations, biographies, and media relations
- d) Communication within and between Stakeholders and Members
- e) Discipline results and long term suspension list
- f) Checking residency status

#### *Registration, Database Entry and Monitoring*

- g) Registration of programs, events and activities
- h) Database entry at the Coaching Association of Canada and to determine level of coaching certification coaching qualifications and coach selection.
- i) Database entry to determine level of officiating certification and qualifications
- j) Determination of eligibility, age group and appropriate level of play/competition
- k) Player Registration, outfitting uniforms, and various components of athlete and team selection
- l) Technical monitoring, officials training, educational purposes, sport promotion, and media publications

#### *Sales, Promotions and Merchandising*

- m) Purchasing equipment, coaching manuals, resources and other products
- n) Promotion and sale of merchandise

#### *General*

- o) Travel arrangement and administration
- p) Implementation of the Club screening program
- q) Medical emergency, emergency contacts or reports relating to medical or emergency issues
- r) Determination of membership demographics and program wants and needs
- s) Managing insurance claims and insurance investigations
- t) Video recording and photography for personal use, and not commercial gain, by spectators, parents and friends
- u) Video recording and photography for promotional use, marketing and advertising by the Club



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- v) Payroll, honorariums, company insurance and health plans
- 10. The ORC may request individual permission for the use of any personal information collected which is extraneous to that which has been identified above, unless said usage is authorized and/or required by law.
- 11. The Club's Stakeholders may collect Personal Information from Members and prospective Members for other purposes, provided that documented consent specifying the use of the Personal Information is obtained from the Members or prospective Members.

## Consent

- 12. By providing Personal Information to the Club, Members are implying their consent to the use of that Personal Information for the purposes identified in the Identifying Purposes section of this Policy.
- 13. At the time of the collection of Personal Information and prior to the use or disclose of the Personal Information, the Club will obtain consent from Members by lawful means. The Club may collect Personal Information without consent when it is reasonable to do so and permitted by law.
- 14. In determining whether to obtain written or implied consent, the Club will take into account the sensitivity of the Personal Information, as well the Members' reasonable expectations. Members may consent to the collection and specified use of Personal Information in the following ways:
  - a) Completing and/or signing an application form
  - b) Checking a check box, or selecting an option (such as 'Yes' or 'I agree')
  - c) Providing written consent either physically or electronically
  - d) Consenting orally in person
  - e) Consenting orally over the phone
- 15. The Club will not, as a condition of providing a product or service, require Members to consent to the use, collection, or disclosure of Personal Information beyond what is required to fulfill the specified purpose of the product or service.
- 16. A Member may withdraw consent in writing, at any time, subject to legal or contractual restrictions. The Club will inform the Member of the implications of withdrawing consent.
- 17. The Club will not obtain consent from Members who are minors, seriously ill, or mentally incapacitated. Consent from these individuals will be obtained from a parent, legal guardian, or a person having power of attorney.
- 18. The Club is not required to obtain consent for the collection of Personal Information, and may use Personal Information without the Member's knowledge or consent, only if:
  - a) It is clearly in the Member's interests and the opportunity for obtaining consent is not available in a timely way
  - b) Knowledge and consent would compromise the availability or accuracy of the Personal Information and collection is required to investigate a breach of an agreement or a contravention of a federal or provincial law
  - c) An emergency threatens a Member's life, health, or security
  - d) The information is publicly available as specified in PIPEDA
- 19. The Club is also not required to obtain consent for the collection of Personal Information if the information is for journalistic, artistic, or literary purposes.
- 20. The Club may disclose Personal Information without the Member's knowledge or consent only:
  - a) To a lawyer representing the Club
  - b) To collect a debt that the Member owes to the Club
  - c) To comply with a subpoena, a warrant, or an order made by a court or other body with appropriate jurisdiction





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- d) To a government institution that has requested the information and identified its lawful authority, if that government institution indicates that disclosure is for one of the following purposes: enforcing or carrying out an investigation, gathering intelligence relating to any federal, provincial, or foreign law, national security or the conduct of international affairs, or administering any federal or provincial law
- e) To an investigative body named in PIPEDA or a government institution, if the Club believes the Personal Information concerns a breach of an agreement, contravenes a federal, provincial, or foreign law, or if Club suspects the Personal Information relates to national security or the conduct of international affairs
- f) To an investigative body for purposes related to the investigation of a breach of an agreement or a contravention of a federal or provincial law
- g) In an emergency threatening an Member's life, health, or security (the Club will inform the Member of the disclosure)
- h) To an archival institution
- i) 20 years after the individual's death or 100 years after the record was created
- j) If it is publicly available as specified in PIPEDA
- k) If otherwise required by law

## **Limiting Collection**

The amount and type of information we collect shall be limited to that which is required to fulfill the purposes set out herein. All information will be collected fairly and lawfully within the criteria as set forth in RCA Privacy Policy.

## **Accuracy, Retention, and Openness**

- 21. In order to minimize the possibility that inappropriate Personal Information may be used to make a decision about a Member, Personal Information will be accurate, complete, and as up-to-date as is necessary for the purposes for which it will be used.
- 22. Personal Information will be retained as long as reasonably necessary to enable participation in Club programs, events, and activities, and in order to maintain historical records as may be required by law or by governing organizations.
- 23. The Club's Stakeholders will be made aware of the importance of maintaining the confidentiality of Personal Information.
- 24. Personal Information will be protected against loss or theft, unauthorized access, disclosure, copying, use, or modification by security safeguards appropriate to the sensitivity of the Personal Information.
- 25. Personal Information that has been used to make a decision about a Member will be maintained for a minimum of one year in order to allow the individual the opportunity to access the Personal Information after the decision has been made.
- 26. ORC publicly discloses the methods by which personal information is handled. This information is readily available through the Privacy Policy, website or upon request by contacting the ORC Privacy Officer.
- 27. The Club will make the following information available to Members:
  - a) This Privacy Policy
  - b) Any additional documentation that further explains the Club's Privacy Policy
  - c) The name or title, and the address, of the person who is accountable for the Club's Privacy Policy
  - d) The means of gaining access to Personal Information held by the Club
  - e) A description of the type of Personal Information held by the Club, including a general account of its use
  - f) Identification of any third parties to which Personal Information is made available



## **Access**

28. Upon written request, and with assistance from the Club after confirming the Member's identity, Members may be informed of the existence, use, and disclosure of their Personal Information and will be given access to that Personal Information. Members are also entitled to be informed of the source of the Personal Information, and provided with an account of third parties to which the Personal Information has been disclosed.
29. Unless there are reasonable grounds to extend the time limit, requested Personal Information will be disclosed to the Member, at no cost to the Member, within thirty (30) days of receipt of the written request.
30. Members may be denied access to their Personal Information if the information:
  - a) Is prohibitively costly to provide
  - b) Contains references to other individuals
  - c) Cannot be disclosed for legal, security, or commercial proprietary purposes
  - d) Is subject to solicitor-client privilege or litigation privilege
31. If the Club refuses a request for Personal Information, it shall inform the Member the reasons for the refusal and identify the associated provisions of PIPEDA that support the refusal.

## **Compliance Challenges**

32. Members are able to challenge the Club for its compliance with this Policy.
33. Upon receipt of a complaint, the Club will:
  - a) Record the date the complaint is received
  - b) Notify the Privacy Officer who will serve in a neutral, unbiased capacity to resolve the complaint;
  - c) Acknowledge receipt of the complaint by way of telephone conversation and clarify the nature of the complaint within seven (7) days of receipt of the complaint
  - a) Appoint an investigator using the Club's personnel or an independent investigator, who will have the skills necessary to conduct a fair and impartial investigation and will have unfettered access to all file and personnel
  - d) Upon completion of the investigation and within thirty (30) days of receipt of the complaint, the investigator will submit a written report to the Club
  - e) Notify the complainant the outcome of the investigation and any relevant steps taken to rectify the complaint, including any amendments to policies and procedures
34. The Club will not dismiss, suspend, demote, discipline, harass, or otherwise disadvantage any Club Member or Stakeholder who:
  - a) Challenges the Club for its compliance with this Policy
  - b) Refuses to contravene this Policy or PIPEDA
  - c) Takes precautions not to contravene this Policy or PIPEDA; even though said precautions may be in opposition to the regular duties performed by the Member

## LIABILITY WAIVER AND ASSUMPTION OF RISK

PLEASE TAKE THE TIME TO READ THE FOLLOWING AS IT SERVES TO RELEASE THE OTTAWA ROWING CLUB FROM ANY ASSUMPTION OF RISKS AND LIABILITY OF ALL CLAIMS.

Any references to "you" may be interpreted to apply to "your child" or "to whom you are a guardian", if applicable and as semantically required.

I understand and hereby agree that rowing includes activities on land and on water (all of which are the "boating activities") that involved certain risks, dangers, and hazards incidental thereto. While participating in this sport risks, dangers, and hazards include but are not limited to:

- Minor or major bone fracture
- Scrapes, abrasions, lacerations
- Head or body bumps, bruises
- Collision with other vessels/stationary objects
- Muscle, tendon, or ligament strains or sprains
- Back strains or injuries
- Water ingestion, drowning
- Equipment failure, design
- Overstraining or exceeding physical limitations
- Disregard of guidelines, rules and standard practices
- Inattention or Ignorance
- Geographic and Land Formation hazards
- Environmental hazards
- Pollution hazards

It is understood that rowing in large waterways as an activity is considered an "Extreme Sport" and this activity is designed predominantly for healthy individuals. If you have been inactive, have health or medical concerns, you are advised to consult with your physician prior to participating in the activity. The physical exertion of the boating activities, including the carrying of boats in and out of water, can result in injury or death. I further agree and acknowledge that:

- I am responsible for being medically fit to engage in the activity of rowing and I have consulted a physician regarding any pre-existing health conditions or concerns prior to my participation in the sport.
- I acknowledge that rowing is an on-water sport and that competent swimming ability is a general expectation. I agree to advise ORC staff and my direct coaches if I have poor swimming ability prior to participating in the sport.
- I agree to be bound by the rules established by the Ottawa Rowing Club, Rowing Canada Aviron and ROWONTARIO.
- 

Your participation will be deemed to indicate acceptance of such risks and injury. Therefore, the Ottawa Rowing Club and the City of Ottawa accept no responsibility for such activity related risks.

You understand and agree that your participation in rowing is not a requirement of the Ottawa Rowing Club and is strictly voluntary. You further agree that in the event of death, injury, or property damage and loss, as a result of my participation in these activities, you hereby release, waive and discharge the Ottawa Rowing Club, the City of Ottawa, ROWONTARIO, and Canada Rowing Aviron from all liability to me, my heirs, executors and administrators. You accept full responsibility for your actions and obligations and I will not hold the Ottawa Rowing Club and the City of Ottawa, its directors, employees, volunteers, agents and instructors liable.

### Commercial Electronic Messages and Personal Information

On July 1, 2014 the Canada Anti-Spam Legislation came into effect. This new piece of legislation was put in place so to protect you and your personal electronic addresses from receiving commercial electronic messages without your consent.

The Ottawa Rowing Club (ORC) collects and uses personal information primarily for communication and for providing registration with the ORC, Rowing Canada (RCA) and RowOntario (RO) and regattas. The ORC does not sell personal information nor does it share personal information with people outside of the named organizations.

By registering with the Ottawa Rowing Club you are consenting to the receiving of electronic messages from specifically the ORC about its commercial services and activities. Also, you are authorizing the ORC, to collect and use personal information about you, or your child/ward, for the reasons listed: posting images on the ORC website or social media tools; posting statistics, roster and results on ORC and/or RO and/or RCA website or social media tools; receiving solicitation from ORC sponsors.

### Photo Permission

The ORC may take pictures at regattas or other club activities. By registering, you give permission (or on behalf of your child/ward) to the ORC to use your pictures and name for promotional purposes, including publishing these pictures on the club website, social media pages, in newspapers or promotional brochures.

### Acknowledgement

By checking off the online liability waiver and assumption of risk or signing this form you are aware of and are agreeing to the nature and effect of the Release of Liability, Waiver of Claims and Assumption of Risks and Indemnity Agreement. You execute this release and waiver of liability agreement freely and without any compulsion on the part of the Ottawa Rowing Club. You acknowledge to having read this entire agreement prior to having signed it or checking off the agreement box during the online registration process.

### Participant Information

Participant Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Participant Signature: \_\_\_\_\_ Witness Signature: \_\_\_\_\_

### Parental Assumption of Risk

I UNDERSTAND AND AGREE on behalf of myself, my heirs, assigns, personal representatives and next of kin that my signing of this document constitutes that:

1. I am registering my child/ward willingly and my child/ward is participating voluntarily in these activities, events and programs.
2. I agree that there are risks as described above and my child/ward will be exposed to these risks and hazards.
3. I agree to accept all these risks and hazards and be responsible for any injury or other loss which my minor/child/ward might receive while participating in these events, activities and programs.

By signing or checking off the agreement box during the online registration process, I/my child understand that we are freely assuming the risks of injury and other risks associated with participating in rowing. I and my child acknowledge having read, understood and agreed to the conditions contained in this Agreement.

My child, a minor pursuant to the Age of Majority and Accountability Act, has my permission to participate in rowing. Parent Information (if participant is under 18 years old):

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_

## **FINANCE POLICY**

### **GENERAL**

The ORC subscribes to the philosophy whereby each program and project undertaken will be budgeted and self-sufficient in its entirety. In instances wherein the impossibility of financial self-sufficiency is recognized at the outset, budgetary requirements will be prescribed from general revenues.

### **BUDGETING**

A budget showing estimated revenue and expenses must be prepared by the ORC Executive Director and Treasurer.

The budget is reviewed by the Executive Committee and is presented at the AGM.

The budget, as approved, shall dictate how funds will be expended, and where expected revenue will be obtained in order to operate a financially sound organization.

Should an expenditure be required that has not been previously approved in the budget the Treasurer must approve the expenditure prior to it being made. The Treasurer is to consult the Executive Committee prior to issuing approval for such expenditure.

An expenditure beyond what is budgeted for an expense item must be approved by the Treasurer in advance of the expenditure being incurred.

### **REVENUE AND EXPENDITURES - GENERAL**

The ORC's income shall be obtained from member fees, rackage fees, private and public grants, sponsorship, fundraising, event hosting and from any other appropriate sources with the approval of the Executive Committee.

The Executive Committee has the power to make expenditures for the purpose of furthering the objectives of the ORC.

All revenue shall be deposited by the ORC Executive Director, Treasurer or VP Administration into the ORC's account at a bank approved by the ORC Executive Committee.

The ORC Executive Director shall authorize all expenditures included in the budget.

All payroll for ORC staff will be made in a timely manner.

Users of ORC property, including the Interpretive Centre, shall be invoiced for all fees, levies, products and services provided by the ORC. Accounts are payable upon receipt of the invoice.

Receivables that are not paid within thirty (30) days shall be charged interest at the rate of 1.5% per month from the date of the invoice.

All fees related to regatta entry and trailering due from a registered member attending a sanctioned program regatta must be paid by the registered member prior to a reasonable deadline communicated by the ORC Executive Director. Where possible, the deadline for regatta fees to be paid will be one week prior to the regatta. If said fees are not paid by the expressed deadline the registered member will be prohibited from accessing ORC equipment necessary for racing and the regatta entry for that registered member will be scratched. The ORC Executive Director must inform the VP of Competitive Programs and consult with the coach of the registered member before such entry is scratched.

The expenses for a maximum of two ORC coaches per program to attend a regatta will be paid for by the ORC for that respective regatta. If additional coaches wish to attend under a program, it will be at the expense of those additional coaches. The maximum number coaches may be adjusted after taking into account team size, number of registered entries, and size and scope of the regatta.

Individuals who attempt to access ORC program resources without paying the appropriate ORC membership fee shall be considered a member in poor standing and shall be prohibited from the ORC until such time as the outstanding membership fee is paid in full.

If privately owned equipment being stored in the Andy Binda boathouse or the new boathouse remains on a rack for one year without payment of the necessary rackage fee, the owner of the privately owned equipment will be sent a registered letter advising of the overdue rackage fee and that the rackage fee must be paid or the privately owned equipment be removed, within sixty (60) days from the date of notice. A second registered letter will be sent as a reminder of the deadline, and impending possession, thirty (30) days after the original date of notice. If following the sixty (60) days, the rackage fee remains outstanding and the owner has not removed his privately owned equipment, the privately owned equipment will become property of the ORC.

**ADMINISTRATIVE EXPENSES**

For ORC Executive Committee and staff, claims are allowed for postage, telephone, and other reasonable pre-approved expenses such as, but not limited to stationary, supplies and duplicating.

ORC business-related long distance telephone calls made by the Executive Committee or staff shall be charged to their home or business phone and the bill submitted for subsequent reimbursement with an ORC Expense Claim form.

Whenever possible, dial direct during periods of the day or week when discount rates are in effect. Under normal circumstances, collect calls will not be accepted.

Amounts claimed must not exceed the total limits of approved budgets or amounts additionally authorized by the Executive Committee.

All claims in this category require original receipts.

**INVESTMENTS AND FUND MANAGEMENT**

Funds not required for the clubs operational needs will be kept in investment vehicles in order to generate income for the benefit of the club. The vehicles will be individually approved by the Executive Committee, will be held with a registered financial institution, and will not exceed a prospectus risk rating of low to medium.

Investment funds and interest income will be maintained for the purpose of meeting budget deficits or for future capital expenditures including but not limited to athletic equipment, boats, and building improvements, as individually approved by the Executive Committee.

**CASH MANAGEMENT AND DISBURSEMENT**

Signing officers for the purposes of authorizing financial transactions shall be the following four officers of the club:

- President
- VP Administration
- VP Competitive
- Treasurer

Cheques will only be prepared by the ORC bookkeeper. No one person shall be bookkeeper and a signing officer at the same time.

Cheques will be signed by a minimum of two of the four signing officers.

Blank cheques will not be signed in advance of being prepared.

Pre-Authorized Debits will be allowed for the purposes of meeting regularly scheduled payments such as utilities, and other approved regular financial commitments as identified by the Executive Director and Treasurer

Online transactions and balance transfers will be digitally authorized by a minimum of two of the four signing officers.

**USE OF CORPORATE CREDIT CARD**

The ORC senior staff member and one additional ORC staff member, approved by the Treasurer, will be holders of the corporate credit card.

The credit card shall remain in the possession of the ORC Office and may be used for all budgeted travel expenses. The card may also be utilized for other expenses as deemed appropriate by the ORC Executive Director or Treasurer.

Personal use of the corporate credit card is strictly prohibited.

**CASH ADVANCES**

Staff and volunteers may request temporary advances for expenses. These shall be reviewed by the ORC Executive Director and Treasurer.

All advances are subject to prior approval of eligible expenses, provision of original receipts, and full accounting requirements.

If a cash advance is given, the recipient must sign the appropriate documentation to confirm that he has received the advance.

### **PAYMENT OF EXPENSES BY THE ORC**

All expense claims must be received by the ORC Office within **30 days** of the event or receipt of the invoice to receive remuneration. Exceptions may be made by the Treasurer or the President in exceptional circumstances where there is a reasonable explanation of the delay.

The Expense Claim form must be properly completed, indicating the event to which the claim applies. Original receipts must be attached. Expenses which are not substantiated by receipts will not be reimbursed, unless approved otherwise by the Treasurer or the President in exceptional circumstances where there are reasonable circumstances for the lack of receipts.

The Expense Claim form must be signed by the applicant.

All volunteers' claims will be subject to the approval of the ORC Executive Director and Treasurer prior to payment and are limited to eligible meetings, clinics, conferences and pre-approved activities. After final approval by the Treasurer and the ORC Executive Director, a cheque will be issued.

### **INSTRUCTIONS ON CLAIMING EXPENSES**

Expenses must be claimed for using the ORC Expense Claim form.

The form is to be completed as fully as possible.

Receipts must be submitted for all expenses except meals. Expenses which are not substantiated by receipts will not be reimbursed, unless approved otherwise by the Treasurer or the President in exceptional circumstances where there are reasonable circumstances for the lack of receipts.

Claims for payment cannot be processed until all receipts are submitted or until all specific requirements relating to the task for which the expenses are incurred are met.

Expense claims must be received by the ORC Office within **30 days** following the completion date of the activity. Exceptions may be made by the Treasurer or the President in exceptional circumstances where there is a reasonable explanation for the delay.

Disagreements on expense claims will be dealt with by the ORC Executive Director and Treasurer. If unresolved, the matter will be brought forward to the Executive Committee.

### **TRAVEL ARRANGEMENTS AND EXPENDITURES**

#### *General Guidelines*

All travel that is the responsibility of the ORC will be controlled through the ORC Office.

The ORC shall take full advantage of special reduced rates on transportation, sport rates at hotels, corporate discounts on automobile rentals, and any other discounts which may be applicable. Requests must be made with sufficient notice to acquire the best price possible.

Receipts are required for all expenditures being claimed, excluding those for ground travel by private motor vehicle and meals.

Anyone making a decision to extend their stay or change their existing travel arrangements will be required to pay the additional costs.

All travel paid for by the ORC, is to be booked by the ORC unless agreed to by the ORC Executive Director.

#### *Ground Transportation*

In circumstances where ORC Coaches, Executive Committee or Staff are approved to attend conferences or clinics on behalf of the ORC, the ORC will pay for travel in a privately owned vehicle at the rate of \$0.30 per kilometre up to the cost of the lowest available airfare at the time of travel (based on pre-booking).

Persons traveling to the same destination should pool their transportation resources where possible.

In the case that there is more than one person traveling in the same private motor vehicle, only one person may claim for transportation.

In circumstances where ORC Coaches, Executive Committee or Staff are approved to attend conferences or clinics on behalf of the ORC, rental vehicles may be rented as necessary and as approved by the ORC Executive Director.

For regattas, junior athletes are required to use the ground transportation arranged by the ORC Office.

For regattas, senior athletes will coordinate and fund their own transportation.

### *Accommodation Expenses*

#### *Hotel/Motel*

All accommodations will be booked by or receive prior approval through the ORC Office.

Accommodations will be billed to the ORC, charged to the corporate card, or paid directly to the hotel by the guest.

Anyone making a decision to extend their stay or trip before or after an event will be required to pay the additional accommodation costs.

For regattas, junior members are required to stay in and pay for accommodations as arranged for by the ORC Office. The accommodation fee shall be paid by the athlete to the ORC before the regatta/event.

For regattas, senior members shall reserve their own accommodation arrangements. The ORC Office shall arrange for a block of rooms to be available to senior members until a specified date and at a hotel specified by the ORC Office. If a senior athlete fails to book under the ORC room block by the deadline, it is the athlete's responsibility to find alternate accommodation.

Executive Committee members, ORC staff and ORC lead coaches will be entitled to the ORC covering the cost of accommodation for pre-approved events.

Pre-approved competitive Support Team Members will have accommodation during pre-approved regattas paid for by the ORC.

#### *Meals*

Executive Committee members, ORC staff and ORC lead coaches will be entitled to a per diem allowance of up to \$40 per day for pre-approved events.

Receipts are not required for meals.

#### *Regatta Entries, Trailer Fee and Nosh Table*

All ORC members are responsible for paying all entry fees for race events at regattas.

The ORC lead coaches will provide the ORC Executive Director with regatta entries. The Executive Director will complete all entries online and the ORC office will advise those athletes attending a regatta of the entry fee due.

A trailer fee will be charged to each athlete attending a regatta. This fee is the estimated cost of gas to transport ORC truck(s) and trailer(s) to a regatta. The total estimated cost of gas is shared evenly amongst all athletes attending a regatta.

A nominal fee will be charged to all athletes attending the regatta to cover the cost of the Nosh Table at the regatta.

Junior athletes will be charged the cost of accommodation as arranged by the ORC.

Senior athletes will be responsible for booking and paying for their own accommodation directly to the accommodation provider (i.e. hotel, residence, etc).

All fees related to regatta entry, trailering and the nosh table due from a registered member attending a sanctioned program regatta must be paid by the registered member prior to a reasonable deadline communicated by the ORC Executive Director. The same deadline will apply to accommodation fees for junior athletes.

Where possible, the deadline for regatta fees to be paid will be one week prior to the regatta. If said fees are not paid by the expressed deadline the registered member will be prohibited from accessing ORC equipment necessary for racing and the regatta entry for that registered member will be scratched. The cost of the scratch fee must be reimbursed to the ORC by the registered member who is in arrears in the trailering fee. The ORC Executive Director must inform and consult with the coach of the registered member before such entry is scratched.

### **PETTY CASH**

The ORC Executive Director will be advanced, and be accountable for, a petty cash fund of \$100.00. This fund is to be used for the payment in cash of purchases of small value. Cash and proper receipts for disbursements made must equal the total funds at all times. Periodic reimbursements will be made to the ORC Executive Director upon presentation of receipts for amounts paid.

### **THE BOATHOUSE (INTERPRETIVE CENTRE) PROFIT**

The net income from The Boathouse, or the Interpretive Centre as it is also termed, shall go back into the general operating budget of the ORC.



The net income will be used to offset ORC expenses, primarily capital purchases as per the ORC's capital purchase plan and as approved by the ORC Executive Committee, in consultation with the Lead Coaches and Club Staff.

### **DISPOSAL OF USABLE EQUIPMENT WITH A REALIZABLE VALUE**

Funds received by the sale of usable equipment with a realizable value will be allocated to an ORC capital purchasing fund for the purposes of buying new or gently used equipment to replenish the ORC fleet or amenities.

The ORC Executive Committee will consider input from ORC Lead Coaches and Staff before making the final determination as to the equipment that falls under this category and how it will be removed from inventory.

### **DISPOSAL OF SCRAP METAL**

From time to time scrap metal that is no longer of use to the Club will be sold. The funds from the sale of scrap metal will be allocated to the ORC capital purchasing fund for the purposes of buying new or gently used equipment to replenish the ORC fleet or amenities.

### **DISPOSAL OF USABLE EQUIPMENT WITH NO REALIZABLE VALUE**

In cases of non-usable equipment with no realizable value, the ORC Executive Committee may grant that equipment as a charitable donation to start-up rowing clubs or smaller clubs in need of equipment.

The ORC Executive Committee will make the final determination as to the equipment that falls under this category and how it will be removed from inventory.

### **CHART OF ACCOUNTS**

No.	Account Title	To Increase	Account Description
4001	Competitive	Credit	Program fees for competitive program, both full and instalment payment plans.
4009	Junior development and High School	Credit	Program fees for all junior development and high school programs
4011	University	Credit	Program fees for university programs.
4016	Recreational	Credit	Program fees for recreational programs, both full and instalment payment plans.
4021	ARL	Credit	Program fees for Adult Rowing League
4022	LTR	Credit	Program fees for Learn to Row
4023	Summer Youth Camp	Credit	Program fees for Summer Youth Camp.
4030	Member Rackage Fee	Credit	Fees for private boat storage.
4050	Grants & Sponsorship	Credit	Grants, sponsorship
4060	Event Hosting	Credit	Revenue from ORC hosted events and regattas, year end banquet
4070	Winter Training Fees	Credit	Athlete fees during the indoor training season.



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No.	Account Title	To Increase	Account Description
4080	Regatta Revenue	Credit	Total of Accounts 4081, 4082 and 4080
4081	Athlete Regatta Fees - Cheque	Credit	Athlete regatta fees paid by cheque
4082	Athlete Regatta Fees - Ronin	Credit	Athlete regatta fees paid online.
4090	The Boathouse Revenue	Credit	Revenue from event rentals in The Boathouse
4100	Inventory Sales	Credit	Sales of whistles, lights, life jackets, other rowing aids.
5000	Employment Expenses	Debit	Total of Accounts 5001, 5006 and 5007
5001	Payroll Expenses	Debit	Salaries and hourly wages of ORC staff, part time and full time
5006	WSIB	Debit	
5007	Employee Development	Debit	Professional development and training for club employees.
5010	Coach Development & Recruitment	Debit	Coach expenses related to coach clinics, leadership workshops, travel expenses, coach appreciation gifts.
5020	Association Fees	Debit	Total of Accounts 5021, 5022 and 5023
5021	RCA Membership	Debit	Club fees to Rowing Canada
5022	RO Membership	Debit	Club fees to RowOntario
5023	Club Association Fees	Debit	Club fees to other partner associations
5030	Program Expense	Debit	Total of Accounts 5031, 5032, 5033 and 5034
5031	Coach Boat Gas	Debit	Gas for coach boats
5032	Supplies for Programs	Debit	ARL t-shirts, program promotions, first aid supplies
5033	Winter Training Rental	Debit	Rental fee for winter training facility
5034	Event Hosting Supplies	Debit	Ice, printing, food, beverages, bar and event supplies, liquor licences, security
5050	Regatta Expenses	Debit	Total of Accounts 5051, 5052, 5053 and 5054
5051	Regatta Entry Fees	Debit	Race entry fees for regattas
5052	Crew Travel to Regattas	Debit	Bus rentals, truck rentals, car rentals



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No.	Account Title	To Increase	Account Description
5053	Truck Gas	Debit	Gas to fill the ORC truck and any rental trucks towing boat trailers
5054	Staff /Coach Travel	Debit	Mileage, per diems, tolls, parking charges
5060	The Boathouse (IC)	Debit	Total of Accounts 5061 and 5062
5061	The Boathouse Supplies	Debit	Ice, bar supplies, printing
5062	The Boathouse Maintenance	Debit	Boathouse painting, building improvements, cleaning
6000	Utilities	Debit	Total of Accounts 6001, 6002 and 6003
6001	Hydro	Debit	Hydro for boathouses
6002	Telephone/Internet	Debit	Telephone and internet for boathouses
6003	Security	Debit	Security cameras, alarms, keys, locks
6010	Administration	Debit	Total of Accounts 6011, 6012, 6013, 6014
6011	Office Supplies	Debit	stationary supplies, storage systems, office furniture
6012	Bank Fees	Debit	Bank service fees
6013	Ronin Fees	Debit	Ronin registration fees
6014	Board Expenses	Debit	Meeting space, travel, etc
6020	Insurance	Debit	Total of Accounts 6021, 6022, 6023 and 6024
6021	Boats	Debit	Insurance coverage for all racing shells, coach boats, blades
6022	Truck & Trailer	Debit	Insurance coverage for all trucks and trailers
6023	Building/Liability	Debit	Insurance coverage for building and liability
6024	Directors Liability	Debit	Liability insurance for Directors
6030	Maintenance & Repairs	Debit	Total of Accounts 6031, 6032, 6033, 6034 and 6035



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No.	Account Title	To Increase	Account Description
6031	Building Facilities	Debit	Maintenance & repairs to the new boathouse
6032	Truck and Trailer	Debit	Truck and trailer repairs, oil changes, parts.
6033	Equipment	Debit	Parts, labour, maintenance aids, tools
6034	Docks	Debit	Parts, maintenance aids, tools, removal and installation
6035	Motors	Debit	Parts, labour
6040	Bank Fees	Debit	Total of Accounts 6041 and 6042
6041	Ronin Fees	Debit	Service fees for use of Ronin
6042	Bank Fees	Debit	Bank truncation fees
6050	Professional Fees	Debit	Total of Accounts 6051, 6052 and 6053
6051	Audit	Debit	Audit expense
6052	Legal	Debit	Lawyers fees
6053	Accounting	Debit	Bookkeeper compensation
6060	Board Expenses	Debit	Rental of meeting space for board meeting and AGM
6070	Wes Kuran Award	Debit	Award production
7000	Capital Purchases	Debit	Total of Accounts 7001, 7002 7003, 7004, 7005, and 7006
7001	Racing Shells	Debit	Purchase of club racing shells
7002	Blades	Debit	Purchase of club blades
7003	Coachboats & Motors	Debit	Purchase of club coach boats and motors
7004	Indoor Training Equipment	Debit	Purchase of equipment for weight room and ergometers
7005	Office equipment	Debit	Computers, printers, phones
7006	Other	Debit	Security tools, vehicles, trailers, vehicle accessories
7010	Redevelopment Project	Debit	Development of new boathouse facility
8000	Canteen	Credit	Account 8001 minus Account 8002
8001	Canteen sales	Credit	Sales from the club vending machine



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No.	Account Title	To Increase	Account Description
8002	Canteen Cost of Goods	Debit	Cost of goods in the club vending machine
8003	Banquet (Net)	Credit	Ticket sales
8004	Athletes Fund	Credit	Donations made to the ORC athletes fund

## LONG TERM ATHLETE DEVELOPMENT

The LTAD model recognizes that many rowers do not fit neatly into the LTAD system. Many athletes start the sport late, past the stages of training defined by biological markers, and thus may be at the Learn to Train level in knowledge/skill but physiologically will be at the Learn to Compete level.

Regardless everyone begins at the Learn to Train stage when beginning to learn the sport.

### LTAD Stage Summaries

**Awareness:** Aimed at making persons with disabilities aware of the fact that the sport of rowing is a viable option for physical activity.

**First Contact:** Still focused on making the club and the sport of rowing accessible to persons with disabilities, but also can apply to anyone with the interest in learning more about the sport. First impressions and giving the sport a test drive.

**Active Start:** (Age 0-6) Not sport specific. Focussing on the development of a child's physical literacy.

**FUNDamentals:** (Age 6-9) Not sport specific. Further expansion of child's movement skills and exposure to a variety of sports.

**Learn to Train:** Developing comfort and confidence in the boats and on the water. Water sense, basic boat handling, and basic rowing skills. Learning terminology and commands. Sites Learn to Row and Youth Camp programs.

**Train to Train:** Becoming proficient at rowing skills and working to refine them. Beginning to develop body awareness and strength. Increase in the number training sessions per week (6-9). Introduction to race preparation.

**Learn to Compete:** Learning to race and building the stamina required for 2000m racing. Training load dramatically increases, this is the stage when those thinking about high performance will begin to branch off from those doing Competitive/Active for Life. All objectives become geared toward rowing specific development. Annual planning for training schedule. Gaining race experience (local, regional, provincial, peaking with nationals). Athletes begin attending training camps at regional/provincial centres for higher quality experience. Begin time trial, seat racing, and participation in national ergometer testing.

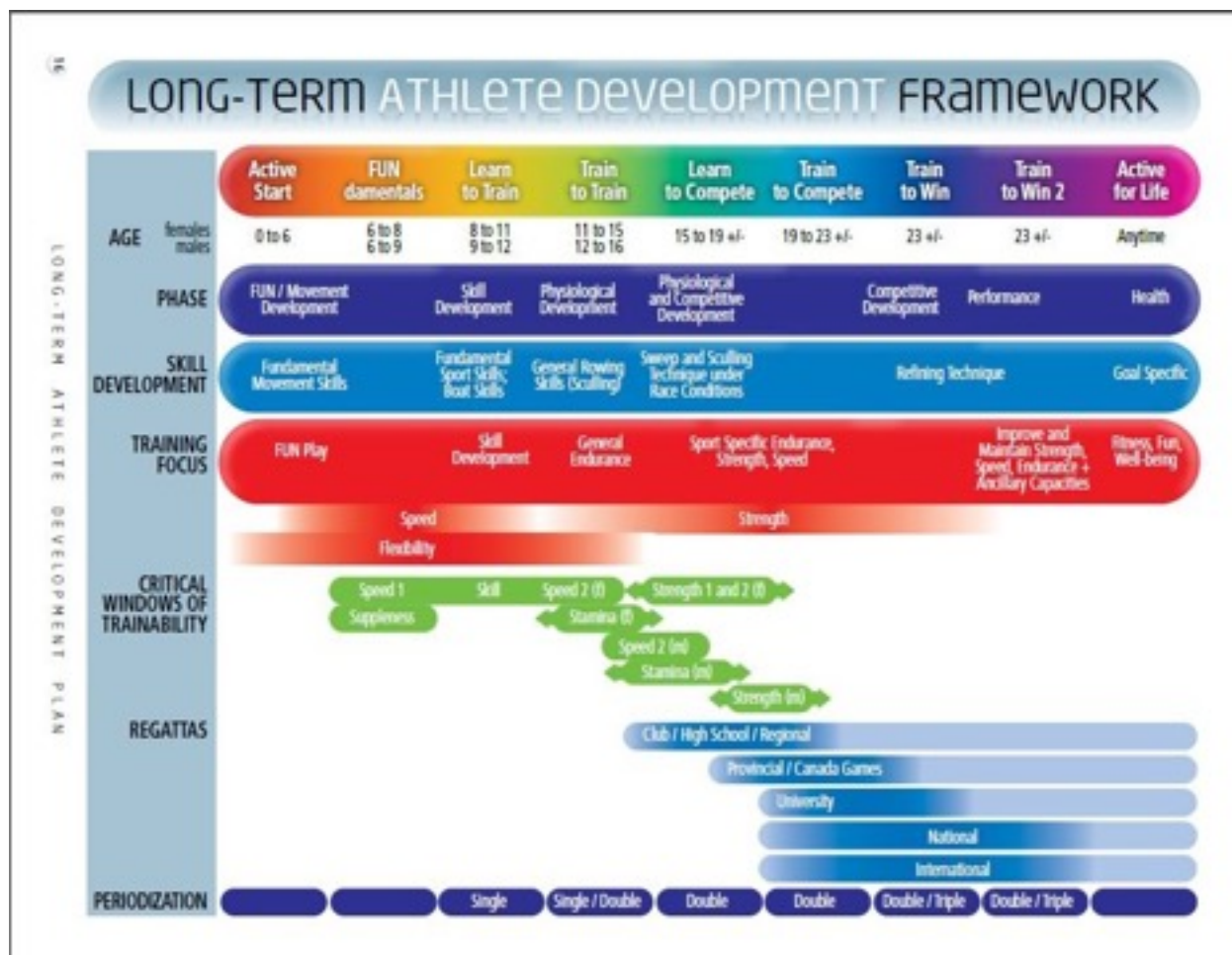
**Train to Compete:** Athletes are beginning to mature as racers and high performance athletes. Individuals are beginning to become more responsible for their performance and discipline in training. Focus is now in winning. Athletes could possibly begin to train at a National Development Centre. Athletes are performing consistently well at national regattas or for their university, possible selection for the U23. Progressing toward being a full time athlete.

**Train to Win:** Training full time at National Training/Development Centre. Consistent success internationally and capable of winning medals. Are considered full time athletes.

**Train to Win 2:** Maturation of full time athletes who have been at the Train to Win stage for one or more quadrennial cycles. Needs of athlete have changed and routes must be adapted to aid recovery and prevent injury.

**Active for Life:** Rowers primarily participate in the sport for fun, fitness, wellness or social reasons. Low impact sessions, but rowers can still compete in competitions if they so choose.

**Competitive for Life:** Rowers train for specific competitions and still devote time to training, but they are not full time or high performance athletes. Rowing/competing is important but the athlete's life mixed with other interests and commitments. Training sessions 3-4/week. Still participating in regattas at different levels.



LTAD Stage	ORC Program	Hopefully Leads To
Awareness	Athletes with Disability	Learn to Train
First Contact	Open Club Days	Learn to Train
Active Start		
FUNdamentals		
Learn to Train	Learn to Row Summer Youth Camps Adult Rowing League	Active for Life Train to Train
Train to Train	Spring High School Rowing Junior Competitive Foundations Junior Competitive Development Recreational	Learn to Compete
Learn to Compete	Competitive University	Train to Compete Competitive for Life



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Train to Compete	Competitive University	Train to Win Competitive for Life
Train to Win		
Train to Win 2		
Active for Life	Masters Recreational Adult Rowing League	Active for Life
Competitive for Life	Masters Competitive University	Active for Life



## **HARASSMENT POLICY**

### **Policy Statement**

It is the policy of the Ottawa Rowing Club to provide a work and sporting environment where the dignity of the individual is respected and free from harassment and fear of harassment including sexual harassment.

The Ottawa Rowing Club recognizes that:

- a) Every employee and member is entitled to a climate free of harassment including sexual harassment; and
- b) Harassment or fear of harassment, including sexual harassment, can compromise the integrity of the employment and sporting relationships and endanger personal well-being and performance.

Harassment, as defined by Human Rights legislation, is a course of action, vexatious comment or conduct that is known or ought to reasonably be known to be unwelcome.

A person who has the authority to prevent or discourage harassment of any kind may be considered responsible for failing to exercise his/her authority to do so, and consequently be subject to such disciplinary actions as may be deemed appropriate by the Ottawa Rowing Club.

The Ottawa Rowing Club will make every effort to ensure that no employee or member is subjected to harassment including, sexual harassment.

The Ottawa Rowing Club will take such disciplinary action as it deems appropriate against any person under its discretion who subjects any employee or member to sexual harassment.

### **Application**

This policy applies to all employees as well as all directors, officers, volunteers, coaches, officials, judges and members of the Ottawa Rowing Club. It applies to harassment which may occur during the course of all Ottawa Rowing Club business, activities and events.

### **Definition**

Harassment includes any comments or conduct consisting of words or actions that disparage or cause humiliation to a person in relation to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, sex, record of offenses, marital status, family status or disability.

Sexual harassment is any conduct, comment, gesture or contact of a sexual nature:

- a) That is likely to cause offense or humiliation to any person; or
- b) That might, on reasonable grounds, be perceived by that employee or member as placing a condition of a sexual nature on employment, or on any opportunity for training or promotion.

Types of behaviour which constitute harassment include, but are not limited to:

- a) Unwelcome remarks, jokes, innuendoes or taunting of a sexual nature about a person's body, attire, age, marital status, and/or which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;



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- b) Unwelcome or intimidating invitations or requests with sexual overtones whether indirect or explicit;
- c) Leering or other gestures;
- d) Unwelcome physical contact such as touching, patting or pinching;
- e) Unwelcome display of objects or pictures of a sexual nature, and/or offensive or ought to be known to be offensive;
- f) Sexual advances, request for sexual favours, or other verbal or physical conduct of a sexual nature;
- g) Written or verbal abuse or threats thereof;
- h) Physical or sexual assault;
- i) Submission to or rejection of such conduct is used as the basis for decisions affecting employment, promotion, or movement within the organization/team; and/or
- j) Such conduct has the purpose or effect of humiliating an individual or substantially interfering with the work or sporting performance or in creating an intimidating, hostile or offensive environment.

## **Confidentiality**

The Ottawa Rowing Club recognizes that it can be extremely difficult to come forward with a complaint of harassment and that it can also be devastating to be wrongly convicted of harassment. The Ottawa Rowing Club recognizes the interests of both the complainant and the respondent in keeping the matter confidential.

The Ottawa Rowing Club will not disclose the name of the harassed person or the circumstances related to the situation to any person except where disclosure is necessary for the purpose of investigating the harassment and/or taking disciplinary action.

## **Roles and Responsibilities**

The ultimate responsibility for dealing with a harassment case rests with the Executive Committee. Since any sexual harassment situation would constitute a highly sensitive subject matter, employees or members have the choice of seeking council from their supervisor, coach, or the President.

The Executive Director and/or the President will:

- a) Inform any person under its direction of the Ottawa Rowing Club's Harassment Policy;
- b) Provide clarification of what constitutes sexual harassment behaviour;
- c) Inform any person under its direction of procedures for handling harassment complaints;
- d) Initiate action without waiting for an individual complaint when harassment behaviour is known to be taking place. To do otherwise will constitute misconduct on their part; and
- e) Upon receipt of a formal harassment complaint the Executive Director and/or President inform the alleged harasser and complainant in writing as to what action or investigation is to take place and inform the harasser and complainant of the outcome of any action or investigation in writing.

### Complaint Procedure

1. A person who experiences harassment is encouraged to make it known to the harasser that the behaviour is unwelcome, offensive and contrary to this policy.
2. If confronting the harasser is not possible, or if after confronting the harasser the harassment continues, the complainant should request a meeting with the next high authority or official, which may be an ORC coach, staff or Executive Committee member.
3. Once contacted by the complainant the role of the official is to serve in a neutral unbiased capacity in receiving complaints and assisting their informal resolution. If the official considers that he or she is unable to act in this capacity, the complainant shall be referred to the Executive Director.
4. There are three possible outcomes to this meeting of complainant and the Executive Director:
  - a. It may be determined that the conduct does not constitute harassment as defined in this policy, in which case the matter will be closed.
  - b. The complainant may decide to pursue an informal resolution of the complaint, in which case the official will assist the two parties to negotiate an acceptable resolution of the complaint; or
  - c. The complainant may decide to lay a formal written complaint. The written complaint must be submitted with the original signature of the complainant. No electronically produced complaint will be accepted. All documented complaints will be treated as highly confidential to protect all parties involved. The Executive Director shall receive the written complaint; provide a copy to the respondent, who shall be given an opportunity to respond in writing.
5. Once the respondent's statement is received, the Executive Director shall provide copies of both written statements to the President, or if the President is a party in the complaint, to the VP Administration. Within seven (7) days of receiving the written statements, the President, or if the President is a party in the complaint, the VP Administration, shall appoint three (3) members of the Ottawa Rowing Club to serve as the Panel. This Panel shall consist of at least one (1) woman and at least one (1) man, and shall include one (1) individual who is knowledgeable and familiar with harassment issues.

### Hearing

1. As soon as possible, but in any event within 14 days of being appointed, the Panel shall convene a hearing. The hearing shall be governed by such procedures as the Panel may decide, provided that:
  - a. The complainant and respondent shall be given 10 days written notices of the day, time and place of the hearing;
  - b. Members of the Panel shall select from among themselves a Chairperson;
  - c. A quorum shall be all three (3) Panel members;



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- d. Decisions shall be by majority vote. If a majority vote decision is not possible, the vote of the Chairperson shall be the decision of the Panel;
  - e. Both parties shall be present at the hearing to give evidence and to answer questions of the other party and of the Panel. If the complainant does not appear, the matter shall be dismissed. If the respondent does not appear, the hearing shall proceed.
  - f. The complainant and respondent may be accompanied by a representative or advisor. Should the complainant and/or respondent choose to have legal counsel, they shall be responsible for any costs incurred.
2. As soon as possible but in any event within 14 days of the hearing, the Panel shall present its findings in a report to the President with a copy provided to both the complainant and respondent. This report shall contain:
    - a. A summary of all the relevant facts;
    - b. A determination as to whether the acts complained of constitute harassment as defined in this policy;
    - c. If the acts constitute harassment, recommend disciplinary action against the respondent and recommend measures to remedy or mitigate the harm or loss suffered by the complainant.
  3. If the Panel determines that the allegations of harassment are false, vexatious, retaliatory or frivolous, their report shall recommend disciplinary action against the complainant.

## **Discipline**

When recommending appropriate disciplinary actions, the Panel shall consider factors such as:

- The nature and severity of the harassment
- Whether the harassment involved any physical contact
- Whether the harassment was an isolated incident or part of an ongoing pattern
- The nature of the relationship between the complainant and harasser
- The age of the complainant
- Whether the harasser had been involved in previous harassment incidents
- Whether the harasser admitted responsibility and expressed a willingness to change
- Whether the harasser retaliated against the complainant

In recommending disciplinary sanctions, the Panel may consider the following options, singly or in combination, depending on the nature and severity of the harassment:

- Verbal apology
- Written apology
- Letter of reprimand from the organization
- A fine or levy



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- Referral to counselling
- Removal of certain privileges of membership or employment
- Demotion or pay cut
- Termination of employment or contract
- Expulsion from membership

## Appeals

1. Both the complainant and respondent shall have the right to appeal the decision and recommendations of the Panel. A notice of intention to appeal, along with grounds for the appeal, must be provided within 14 days of the complainant or respondent receiving the Panel's report. It must be sent to the person identified in the internal dispute resolution process as defined below.
2. Permissible grounds for an appeal are:
  - a. The Panel did not follow the procedures laid out in this policy;
  - b. Members of the Panel were influenced by bias; or
  - c. The Panel reached a decision which was grossly unfair or unreasonable.
3. Internal Dispute Resolution Process
  - a. When appealing a decision, the complainant or respondent also has an obligation to recognize the structure, responsibilities and authorities of the different communities within the Ottawa Rowing Club. As well, Ottawa Rowing Club committees must understand that their actions may be reviewed and changed by a higher authority.
  - b. Settlement of these disputes should be reached through an appeal procedure that conforms to the principles of fairness justice and due process.
  - c. The appeal must be provided to the next highest authority. The head of that authority shall either convene a meeting of his or her committee or a sub-committee of three or more members. The person whose decision is being appealed shall not be a member of the reviewing panel. It is expected that an appeal should be decided within 30 days of receiving the written basis of the appeal.

## **PRIVATE EQUIPMENT STORAGE POLICY**

### **Preamble**

1. The Ottawa Rowing Club has continued to grow in the past few years and our membership has reached a record number of club members and program participants. This includes a growing wait list for rack spaces for privately owned personal equipment and an increasing number of members who own their own oars and other rowing equipment. The Club has now reached a point where it can no longer fairly allocate and manage space for storage of private equipment on an informal basis. The purpose of this policy is to set out rules and authorities for a fair allocation and management of space for privately owned equipment. At the same time, this policy is intended to protect the vibrant and traditional character of the Ottawa Rowing Club.

### **Definitions and Meanings**

2. The Ottawa Rowing Club will be referred to herein as the Club.

3. Persons to which a rack spot has been permanently allocated shall be referred to herein as Rack Occupants.

4. Persons to which permission has been given by the Club to temporarily use a rack spot shall be referred to herein as Temporary Rack Occupants.

### **Application**

5. Agreement to the Conditions and Obligations of this policy is a prerequisite to permission for storage of private equipment at the Club.

6. This policy applies to all persons who wish to store a boat, oars and other private rowing equipment at the Ottawa Rowing Club.

7. Priority on space allocation in the new boathouse will be for Club equipment. The Club also reserves the right to reduce the amount of space available for storage of private equipment in the Andy Binda Boathouse to meet Club programming needs.

8. The club is not a warehouse for members and there will be no storage permitted of non-rowing equipment, such as vehicles, bikes, trailers, personal watercraft (power or sail), household appliances, furniture, foodstuffs or other personal or commercial goods. This does not preclude members leaving personal vehicles in the Club parking lot whilst travelling to out-of-town regattas and training camps.

9. The Club will form a committee to be responsible for allocating rack spots. This is the Rackage Committee. The committee will consist of a Chair who is a Rack Occupant in good standing, the President, Registrar, and any other members appointed by the Executive Committee. This committee will make available the name(s) of the designated contact person(s) for boat storage information.

### **Rack Allocation, Conditions and Obligations**

10. Rowing shell and equipment owners must be rowing members in good standing of the Ottawa Rowing Club to be able to store equipment at the Club. Owners must not be under sanction or penalty as outlined in the Bylaws and policies of the Ottawa Rowing Club.

11. Single rowing shells, one set of oars per shell and private slings are the only equipment to be stored in the Andy Binda Boathouse and in the boat bays of the new boathouse in accordance with the allocations provided by the Rackage Committee. Storage of larger shells and other equipment will be outdoors or upstairs in the new boathouse at the direction of the Club Manager.

12. Rowing shell and equipment owners must know and adhere to the rules outlined in the Club's Constitution, Bylaws, and policies. In particular, anyone rowing personal shells from the Club must understand their obligations under the Club Safety Policy and the consequences of violations of that policy. This includes private rowing shells always carrying the Transport Canada mandated safety equipment for rowing shells.

13. Rack Occupants must row the stored shell during the months of June through to the end of September and Temporary Rack Occupants during the period of assigned storage. Assigned rack spots are for active rowing members and inactive members who do not temporarily vacate a spot during a period of inactivity will lose their allocated rack space. The Rackage Committee will publish at the beginning of the season what level of activity constitutes an "active rowing member" and the consequences of inactivity. For 2013, the minimum rowing frequency is 8 times per month from June 1 to September 30.

14. Individuals on the waiting list must be rowing members of the Ottawa Rowing Club. Other active Club members may be placed on the list at the discretion of the Rackage Committee. Once allocated a spot, in writing, a person has 15 days to accept, in writing, and pay appropriate rackage fees for the allocated rack spot. Failing this, the allocation offer shall be withdrawn and offered to the next individual on the waiting list. An individual accepting a rack allocation must also put their boat in the rack within 1 year of acceptance or lose the spot and be removed from the wait list.

15. An individual may not reserve a spot on the waiting list for anyone else.

16. When allocated a rack spot on a temporary basis, Temporary Rack Occupants will be held to the same minimum usage standards as are Rack Occupants.

17. Rack Occupants may be exempted from the minimum usage standards for eligibility under extenuating circumstances as approved by the Rackage Committee. Rack Occupants or individuals on the waiting list must notify the Rackage Committee in writing of their need for exceptions to the minimum standards.

18. Rackage Fees are due by April 1st each year.

19. Rowing shell owners must always store their boat in the space assigned by the Club.

20. Boats, oars and other private rowing equipment stored at the Club are stored at owners' risk. The Ottawa Rowing Club accepts no responsibility or liability for damage to private equipment.

21. Privately owned shells, oars and equipment are not covered under the Club insurance policies. All owners of private equipment stored at the Club or transported by the Club's trucks and trailers for a rowing activity must have their own insurance coverage for damage in the event of accidents, theft or vandalism while on club property, while rowing within the parameters of the club's activities, and while their equipment is being transported by the Club.

22. A current rack spot allocation list for the Andy Binda Boathouse will be posted at the back of the boathouse and updated as allocations change. One's position on the waiting list will be available on request to the designated contact person.

23. The Club may make additional rack spots available on the ground floor of the new boathouse, upstairs in the new boathouse or on outdoor racks. These spaces will be subject to a rackage fee that will be set by the Executive. The Club may make exceptional accommodations if a competitive athlete requires immediate and temporary access to shell storage. Such accommodation is not meant to give extra privileges to competitive members, but to accommodate short-term requirements of the competitive program.

24. Oars may only be stored in the Andy Binda Boathouse if an individual has an allocated rack space in that boathouse and they must be stored in the numbered oar rack corresponding to their allocated single rack space. All other privately owned oars will be stored in the designated 'private oars' rack in the new boathouse.

25. Acknowledging that not all boat racks provide similar accessibility, the Rackage Committee will consider the circumstances for each new Rack Occupant and make necessary accommodations.

26. Rack Occupants will be given advanced notice if their rack assignment is to be changed.



27. If privately owned equipment being stored in the Andy Binda boathouse or the new boathouse remains on a rack for one year without payment of the necessary rackage fee, the owner of the privately owned equipment will be sent a registered letter advising of the overdue rackage fee and that the rackage fee must be paid or the privately owned equipment be removed, within sixty (60) days from the date of notice. A second registered letter will be sent as a reminder of the deadline, and impending possession, thirty (30) days after the original date of notice. If following the sixty (60) days, the rackage fee remains outstanding and the owner has not removed his privately owned equipment, the privately owned equipment will become property of the ORC.

### **Boat Rental and Temporary Vacation of a Spot**

28. Rack Occupants may rent or loan their personal rowing equipment to another rowing member following approval of the Rackage Committee in order to meet the minimum usage standards, provided the Rack Occupant remains an active rowing member.

29. Rack Occupants must notify the Rackage Committee if they are going to be away for a period of more than two weeks so that another member may use their rack spot on a temporary basis. Temporary vacation of a rack spot must be arranged through the Rackage Committee, which will make a temporary allocation. Should the Rackage Committee allocate the spot on a temporary basis, the Temporary Rack Occupant is also responsible for payment of a rackage fee. Temporary allocation will not affect the permanent allocation of the spot.

30. Members cannot loan or rent their rack spots when temporarily vacating a spot.

31. Rack Occupants may be absent from the Club for a period of one year without losing the allocation of his or her spot. The annual fee for rack storage still must be paid by the permanent Rack Occupant during this absence as a condition of holding the spot.

32. Periods of absence greater than one year must be requested in writing to the Rackage Committee and approved by the Club Executive.

33. Rack Occupants are always responsible for payment of the annual rackage fees. Should the Rack Occupant's boat be rented to another rowing member and the Rack Occupant ceases to be an active rowing member, the Rack Occupant will be considered to be temporarily vacating the spot and as such, the renter will be responsible for payment of an additional rackage fee.

### **Enforcement and Penalties**

34. The Rackage Committee will meet throughout the rowing season to review members' boat usage.

35. If a Rack Occupant, or Temporary Rack Occupant do not meet the minimum usage standard, the Rackage Committee may contact the boat owner and make arrangements to remove the shell from the allocated rack and reallocate the rack spot to an active rowing member. As much as is possible, the Rackage Committee will make alternate accommodations for the owner of a shell that was removed from a previously allocated rack spot.

### **Appeal Procedure**

36. Rack Occupants whose allocation to a rack spot has been removed may appeal their loss of allocation in writing to Rackage Committee.

37. The Rackage Committee will review the appeal and provide a response within one week of receipt of the appeal.

38. Further appeal procedures are outlined in the Club's Bylaws.

By checking the box, I acknowledge having read, understood and agreed to the conditions contained in this Agreement.

Participant Information:

Name:





# OTTAWA ROWING CLUB

Address:

City:

Postal Code:

Phone:

Date:

Signature:

## CODE OF CONDUCT

The Ottawa Rowing Club is a member of the True Sport Community, and is dedicated to building a positive and constructive atmosphere for rowing and sport. ORC athletes, coaches, volunteers and staff alike are expected to abide by the True Sport principles.

1. *Go for it.* Rise to the challenge - always strive for excellence. Discover how good you can be.
2. *Play fair.* Race honestly - obeying both the letter and the spirit of the rules. Winning is only meaningful when competition is fair.
3. *Respect others.* Show respect for everyone involved in creating the rowing experience, both on and off the water. Win with dignity and lose with grace.
4. *Keep it fun.* Find the joy of sport. Keep a positive attitude both on and off the water.
5. *Stay healthy.* Place physical and mental health above all other considerations - avoid unsafe activities
6. *Include everyone.* Share rowing with others. Ensure that everyone has a place to row.
7. *Give back.* Find ways to show your appreciation for the community that supports rowing and helps make it possible.

### Responsibilities at the Ottawa Rowing Club:

- To obey and abide by the rules and policies of the ORC.
- To follow the rules of the sport. This includes, but is not limited to, specific rules at regattas.
- To treat others with dignity and respect.
- To report cases of bullying, harassment or violence.
- To act with self-control and take responsibility for one's actions.
- To represent the ORC well through good sportsmanship, and good citizenship.
- To commit to one's program at the ORC, including: meeting the requirements of coaches, earning one's seat and crew, developing physical and technical skills, and being a team player.
- To build and encourage a positive and accepting atmosphere at the club.
- To express concerns in a manner that maintains professionalism and dignity of all involved.
- To treat ORC property, buildings, and equipment with care and respect.
- To support the prosperity of the ORC.
- To place safety above all else.

### Rights at the Ottawa Rowing Club

- To enjoy and take part in the sport of rowing, when rules and policies are obeyed.
- To participate in a safe atmosphere, including one free from bullying, harassment or violence.
- To be treated with respect and dignity.
- To train in an environment that promotes athlete development and program goals.
- To coach, volunteer or work in an environment that promotes personal development while achieving program goals.

By checking the box, I acknowledge having read, understood and agreed to the conditions contained in this Code of Conduct.

Participant Information:

Name:

Address:

City:

Postal Code:

Phone:

Date:

Signature:

## **DONATIONS POLICY**

Approved Apr 30 2011

### *Preamble*

Whereas the Ottawa Rowing Club (ORC) has promoted rowing for over 143 years and, as a competitive club, has strived to make rowing accessible to rowers of all ages and abilities the ORC continues to grow its membership placing strains on its equipment and space;

Whereas the ORC will mark its 150 anniversary by reconnecting with its alumni and corporate sponsors, and through special projects;

And whereas accepting donations of money, equipment or services in-kind is not prohibited by the by-laws;

Donations will be accepted in accordance with the policy below.

### **Donations of Rowing Equipment**

1. Where the donation is a boat or other piece of rowing equipment, the acceptance of the donation must be voted on by the ORC Executive.
2. The donor(s) must support the aims of the ORC.
3. The donor(s) must be identified to the ORC Executive even if the donor(s) wish the donation to remain anonymous from the ORC membership.
4. The boat or equipment may be directed by the donor(s) towards a specific program.
5. The ORC retains all rights of ownership for all donations of rowing equipment for the purpose of insurance, maintenance, storage, retrofitting, allocation, upgrades, and sale or disposal.
6. Where rowing equipment is directed by the donor(s) to a specific program, the program identified will have priority use of the equipment during the club-scheduled time for the program's operations.
7. The use of the rowing equipment will not be exclusive to any program.
8. The use of the rowing equipment will be consistent with the ORC use policies (eg. seasonal, ability, etc.)
9. The donor(s) will have naming rights upon the donation of a boat, provided that the ORC Executive approves the submitted boat name.
10. The donor(s) of rowing equipment may have their name / corporate logo on the donated equipment provided the labels do not contravene FISA or RCA rules governing such labels.

### **Financial Donations**

1. The donor(s) must support the aims of the ORC.
2. The donor(s) must be identified to the ORC Executive even if the donor(s) wish the donation to remain anonymous from the ORC membership.
3. Directed financial donations:
  - a. A financial donation may be directed by the donor(s) to a program and/or capital purchase and/or award and/or project.
  - b. A directed financial donation must be determined by the ORC Executive to consistently fit with an existing or planned program, capital purchase, award or project.
  - c. A directed donation accepted by the ORC will be segregated from general revenues and held in a financial vehicle to preserve capital.
  - d. The timing of the use of the donation is solely at the discretion of the ORC Executive which will strive to be fiscally responsible and maximize the impact of the donation.
4. Undirected financial donations:
  - a. A financial donation not directed by the donor(s) will go into general revenue.

### **Other Donations**

1. The ORC Executive will vote upon accepting donations of other materials, equipment, supplies or services in-kind (eg. vehicles, lumber, computer services).
2. The donor(s) must support the aims of the ORC.



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3. The donor(s) must be identified to the ORC Executive even if the donor(s) wish to remain anonymous from the ORC membership.
4. The donation must support a planned or existing program or project.
5. The ORC retains ownership of all donations with regard to insurance, storage, maintenance, retrofitting, and sale or disposal.
6. The donor(s) may have their names / corporate logo on the donated item.
7. Donations of services in-kind are not intended to displace ORC employees.

### **Recognition of Donor(s)**

1. The ORC Executive will respect the right of donor(s) to remain anonymous from the ORC membership.
2. Donor(s) not requesting anonymity will be recognized on the ORC website, at the President's Banquet and Annual General Meeting.
3. Where the donation is a boat, the donor(s) will be invited to the boat christening ceremony.

### **Tax Receipts**

1. The ORC will provide a receipt to any donor(s) requesting a receipt, noting on the paperwork that the receipt is not a charitable tax receipt.
2. The ORC will endeavor to provide a charitable tax receipt by participating in such legal arrangements with a governing sport body or charity.

## **NATIONAL TEAM AFFILIATES POLICY**

### **Intent**

The ORC supports and encourages rowers who wish to pursue rowing at the National Team (NT) level. Athletes follow a pathway to the NT which may include being called to train at a national development centre, national training centre, or to be selected for international competition. Because the ORC seeks to maintain a relationship with all competitive athletes, and wishes to demonstrate an appreciation of the achievements of NT athletes, a membership category called 'National Team Affiliates' is established.

### **Policies and Procedures:**

1. National Team Affiliates (Affiliates) are defined as those competitive rowers who have been invited to train at a national development centre (NDC), national training centre, or have been selected to represent Canada in international competition, in the current season.
2. An athlete wishing to register as an Affiliate must not owe outstanding fees to the Ottawa Rowing Club.
3. All Affiliates must register with RCA, RO and designate the ORC as their home club.
4. All Affiliates must register with the ORC in the 'National Team Affiliate' registration category.
5. The ORC will pay RCA and RO competitive registration fees for all Affiliates who have completed the required registrations.
6. Registering affiliation with the ORC as a home club must be done annually.
7. While visiting Ottawa, Affiliates are invited to visit the ORC, and row or train, and advise the Club Manager of the duration of their visit.
8. When an Affiliate begins training or rowing regularly at the ORC, they must register for a program.

## **SPONSORSHIP POLICY**

February 20, 2012 revised February 2014

Whereas the Ottawa Rowing Club has need to increase its revenues or raise capital, monies can be accepted from Sponsors, when the following conditions are met:

1. Sponsorship monies do not compromise the independence of the ORC;
2. Sponsors share the same values as the ORC (as per the True Sport principles)
3. The ORC Executive Committee does not find any conflict between the objects of the Club and the Sponsor;
4. Sponsors are not associated with tobacco, weapons or pornography;
5. Sponsorship monies do not exceed 10% of Club budgeted annual revenue in a given fiscal year, unless designated against a specific project which the membership has approved for unrestricted sponsorships;
6. All sponsorships must be accompanied by a written agreement outlining the responsibilities of the ORC and the Sponsor;
7. Only those with signing authority may bind the Club to a sponsorship agreement;
8. Agreements must contain a clause releasing the ORC in the event of any ethical breach by the Sponsor;
9. The membership will be surveyed periodically, as determined by the Executive, with regards to the parameters of acceptable ethical sponsorship.
10. Where the name of the Sponsor appears on ORC equipment, buildings, clothing, event signage or other promotional medium, the Executive Committee may restrict the size and placement and content of the message.
11. The ORC shall reference FISA and RCA restrictions regarding sponsorship and racing.

### **CONCUSSION/SAFE RETURN TO PLAY POLICY**

1. If during a practice (on or off the water), training, regatta, camp or clinic an athlete sustains a direct or indirect force to the head and subsequently exhibits signs, symptoms and/or functional changes consistent with a concussion, he/she is to be immediately removed from play and immediate medical assessment received. Coaches are never to make a determination in the field on their own. (Please note this is not age dependent, all athletes, coaches, officials and volunteers must be treated in the same fashion).

2. Following their removal from play, any person suspected to have sustained a concussion is to be assessed by a medical doctor, preferably an emergency physician, to determine the extent of the athlete's injury and to rule out further pathology. The physician may make recommendations in addition to those described in the 2008 Zurich Guidelines and the ORC policy, and these are to be discussed with the individual that was injured (and guardian for those under 18).

3. Individuals diagnosed with a concussion should rest until they are symptom-free and should then begin a step-wise symptom-limited program with stages of progression, only after they are without symptoms for a 24 hour period. Those steps include:

Step 1: No Activity, only complete rest.

Step 2: Light aerobic exercise.

Step 3: Sport-specific exercise.

Step 4: Begin drills without body contact.

Step 5: Begin drills with body contact.

Step 6: Return to play.

There should be a minimum 24 hours for each stage involved and the athlete should return to the rest stage should symptoms recur.

### **MEDICAL CLEARANCE IS REQUIRED BEFORE ATHLETE RETURNS TO PLAY**

The ORC supports Think First Canada and the set-up of an online training protocol for coaches, volunteers, athletes and parents to educate them on Concussion education.