



# Rowing Is Our Business.

## Volume 3 - Bylaws and Administration

Date	Modifications
Feb 21 2025	Revised Bylaw - Emblem
Feb 21 2025	Policy on Refundable Volunteering Fee added.



# OTTAWA ROWING CLUB

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# OTTAWA ROWING CLUB

## VISION, MISSION AND VALUES

### Vision

The Ottawa Rowing Club will be an inclusive volunteer organisation 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.



## ARTICLES OF INCORPORATION

### 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 organisation shall be the Ottawa Rowing Club. The name may be abbreviated to ORC and shall be referred to herein as the 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 10 Lady Grey Drive, Ottawa, ON. The mailing address of the ORC shall be P.O. Box 1457, Station B, Ottawa, Ontario, K1P 5P6.

### 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 AGM, February, 2024.

### Section 1 General

#### 1.01 Purpose

These bylaws relate to the general conduct of the affairs of the ORC.

#### 1.02 Definitions

In this by-law, unless the context otherwise requires:

1. "Act" means the Not-for-Profit Corporations Act, 2010 (Ontario) and, where the context requires, includes the regulations made under it, as amended or re-enacted from time to time;
2. "Board" means the board of directors of the Corporation;
3. "By-laws" means this by-law (including the schedules to this by-law) and all other by-laws of the Corporation as amended and which are, from time to time, in force;
4. "Chair" means the chair of the Board;
5. "Corporation" means the corporation that has passed these by-laws under the Act or that is deemed to have passed these by-laws under the Act;
6. "Director" means an individual occupying the position of director on the Board of the Corporation by whatever name he, she or they is called;
7. "Member" means a member of the Corporation;
8. "Members" means the collective membership of the Corporation; and
9. "Officer" means an officer of the Corporation.

#### 1.03 Interpretation

Other than as specified in Section 1.02, all terms contained in this by-law that are defined in the Act shall have the meanings given to such terms in the Act. Words importing the singular include the plural and vice versa, and words importing one gender include all genders.

#### 1.04 Severability and Precedence

The invalidity or unenforceability of any provision of this By-law shall not affect the validity or enforceability of the remaining provisions of this By-law. If any of the provisions contained in the By-laws are inconsistent with those contained in the Articles or the Act, the provisions contained in the Articles or the Act, as the case may be, shall prevail.

#### 1.05 Emblem

The emblem of the ORC shall be as shown below:



The historic ORC emblem will be used for ORC formal letterhead, and racing uniforms. Use of this emblem is optional on websites, medals, promotional materials, flags and non-racing clothing.





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The 2022 ORC logos as shown below may be used on web/social media sites, promotional materials, flags, non-racing clothing, ORC correspondence, medals, and trophies.



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

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



## 1.06 Execution of Contracts and Finance

Deeds, transfers, assignments, contracts, obligations, issuing of cheques or financial transactions and other instruments in writing requiring execution by the ORC shall be signed by any two of its Officers or Directors. In addition, the Board may from time to time direct the manner in which and the person by whom a particular document or type of document shall be executed. Any person authorised to sign any document may affix the ORC emblem, if any, to the document. Any Director or Officer may certify a copy of any instrument, resolution, by-law or other document of the ORC to be a true copy thereof.

## Section 2 Directors

### 2.01 Election and Term

The Directors shall be elected by the Members. Seven to ten Directors will form the Board to govern the affairs of the ORC. The Directors of the ORC shall be the President, Vice President Administration, Vice President Competitive Programs, Vice President Recreational and Instructional Programs, Secretary, Treasurer and Registrar. Directors will serve terms of two years and then be subject to reelection. Terms commence from the date of the Annual General Meeting or the meeting at which they are elected or appointed until the annual meeting two years hence or until their successors are elected or appointed. The election of Directors will be staggered to ensure that:

1. President and VP Administration are elected in alternate years;
2. Treasurer and Registrar are elected in alternate years, and
3. VP Competitive Programs and VP Recreational and Instructional Programs are elected in alternate years.

### 2.02 Vacancies

The office of a Director shall be vacated immediately:

1. if the Director resigns office by written notice to the Secretary, which resignation shall be effective at the time it is received by the Secretary or at the time specified in the notice, whichever is later;
2. if the Director dies or becomes bankrupt;
3. if the Director is found to be incapable of managing property by a court or under Ontario law; or



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4. if, at a meeting of the voting Members, a resolution is passed by at least a majority of the votes cast by the Members removing the Director before the expiration of the Director's term of office.

## 2.03 Filling Vacancies

A vacancy on the Board shall be filled as follows:

1. a quorum of Directors may fill a vacancy among the Directors;
2. if there is not a quorum of Directors or there has been a failure to elect the minimum number of Directors set out in the articles, the Directors in office shall, without delay, call a special meeting of Members to fill the vacancy and, if they fail to call such a meeting, the meeting may be called by any Member;
3. if the vacancy occurs as a result of the Members removing a Director, the Members may fill the vacancy by a majority vote and any Director elected to fill the vacancy shall hold office for the remainder of the removed Director's term; and
4. the Board may fill any other vacancy by a majority vote, and the appointee shall hold office for the remainder of the unexpired portion of the term of the vacating Director. After that, the appointee shall be eligible to be elected as a Director.

## 2.04 Committees

Committees may be established by the Board as follows:

1. The Board may appoint from their number a managing Director or a committee of Directors and may delegate to the managing Director or committee any of the powers of the Directors excepting those powers set out in the Act that are not permitted to be delegated; and
2. Subject to the limitations on delegation set out in the Act, the Board may establish any committee it determines necessary for the execution of the Board's responsibilities. The Board shall determine the composition and terms of reference for any such committee. The Board may dissolve any committee by resolution at any time.

## 2.05 Remuneration of Directors

The Directors shall serve as such without remuneration and no Director shall directly or indirectly receive any profit from occupying the position of Director; provided that:

1. Directors may be reimbursed for reasonable expenses they incur in the performance of their Directors' duties;
2. Directors may be paid remuneration and reimbursed for expenses incurred in connection with services they provide to the ORC in their capacity other than as Directors, provided that the amount of any such remuneration or reimbursement is: (i) considered reasonable by the Board;
  - a. approved by the Board for payment by resolution passed before such payment is made; and
  - b. in compliance with the conflict of interest provisions of the Act.

## Section 3 Board Meetings

### 3.01 Calling of Meetings

Meetings of the Directors may be called by the Chair, or any two Directors at any time and any place on notice as required by this by-law, provided that, for the first organizational meeting following incorporation, an incorporator or a Director may call the first meeting of the Directors by giving not less than five days' notice to each Director, stating the time and place of the meeting.

### 3.02 Regular Meetings

The Board shall conduct the affairs of the ORC and shall meet monthly, but more often as



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required. No quorum shall be deemed to exist at a Board meeting unless more than half of the Directors are present.

## 3.03 Notice

Notice of the time and place for the holding of a meeting of the Board shall be given in the manner provided in Section 10 of this by-law to every Director of the Corporation not less than seven days before the date that the meeting is to be held. Notice of a meeting is not necessary if all of the Directors are present, and none objects to the holding of the meeting, or if those absent have waived notice or have otherwise signified their consent to the holding of such meeting. If a quorum of Directors is present, each newly elected or appointed Board may, without notice, hold its first meeting immediately following the annual meeting of the Corporation.

## 3.04 Chair

The President shall act as Chair and preside at Board meetings. In the absence of the Chair, the Directors present shall choose one of their number to act as the Chair.

## 3.05 Voting

Each Director has one vote. Questions arising at any Board meeting shall be decided by a majority of votes. In case of an equality of votes, the Chair shall not have a second or casting vote.

## 3.06 Participation by Telephone or Other Communications Facilities

If all of the Directors of the ORC consent, a Director may participate in a meeting of the Board or of a committee of Directors by telephonic or electronic means that permits all participants to communicate adequately with each other during the meeting. A Director participating by such means is deemed to be present at that meeting.

## Section 4 Financial

### 4.01 Banking

The Board shall by resolution from time to time designate the bank in which the money, bonds or other securities of the ORC shall be placed for safekeeping.

### 4.02 Financial Year

The financial year of the ORC ends on November 31 in each year or on such other date as the Board may from time to time by resolution determine.

## Section 5 Officers

### 5.01 Officers

The Board may appoint such other Officers and agents as it deems necessary, and who shall have such authority and shall perform such duties as the Board may prescribe from time to time.

### 5.02 Office Held at Board's Discretion

Any Officer shall cease to hold office upon resolution of the Board.

### 5.03 Duties

Officers shall be responsible for the duties assigned to them and they may delegate to others the performance of any or all of such duties.



## Section 6 Protection of Directors and Others

### 6.01 Protection of Directors and Officers

No Director, Officer or committee member of the ORC is be liable for the acts, neglects or defaults of any other Director, Officer, committee member or employee of the ORC or for joining in any receipt or for any loss, damage or expense happening to the ORC through the insufficiency or deficiency of title to any property acquired by resolution of the Board or for or on behalf of the ORC or for the insufficiency or deficiency of any security in or upon which any of the money of or belonging to the ORC shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or Corporation with whom or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of his or her respective office or trust provided that they have:

1. complied with the Act and the ORC's articles and By-laws; and
2. exercised their powers and discharged their duties in accordance with the Act.

## Section 7 Conflict of Interest

### 7.01 Conflict of Interest

A Director who is in any way directly or indirectly interested, or could be perceived as interested, in a contract or transaction, or proposed contract or transaction, with the ORC shall make the disclosure required by the Act. Except as provided by the Act, no such Director shall attend any part of a meeting of Directors or vote on any resolution to approve any such contract or transaction.

## Section 8 Members

### 8.01 Members

Membership in the Corporation shall consist of incorporators' names in the articles and such other persons interested in furthering the Corporation's purposes and who have been accepted into the membership in the Corporation by resolution of the Board. Any adult (over 18) who purchases an annual club membership, for themselves or a minor, and is in good standing, or is registered as a volunteer either as a coach, Director or Umpire with Rowing Canada Aviron and Ottawa Rowing Club, will be considered a member of the Corporation.

### 8.02 Membership

A membership in the Corporation is not transferable and automatically terminates if the Member resigns or such membership is otherwise terminated in accordance with the Act.

### 8.03 In Good Standing

A member will be in good standing provided they have completed and submitted all required documentation, have complied with the by-laws, has not been suspended or expelled and has paid all required membership dues. If the member ceases to be in good standing they will not be entitled to vote at meetings of the membership or to participate in ORC program activities including training and competition.

### 8.04 Disciplinary Act or Termination of Membership for Cause

1. Upon 15 days written notice to a Member (including transmission through email), the Board may pass a resolution authorizing disciplinary action or the termination of membership for violating any provision of the articles or By-laws.
2. The notice shall set out the reasons for the disciplinary action or termination of membership. The Member receiving the notice shall be entitled to give the Board a



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written submission opposing the disciplinary action or termination not less than 5 days before the end of the 15-day period. The Board shall consider the written submission of the Member before making a final decision regarding disciplinary action or termination of membership.

## Section 9 Members' Meetings

### 9.01 Annual Meeting

The annual meeting shall be held on a day fixed by the Board and must be held between December 1st and March 1st of the following year. Voting members, upon request, shall be provided with a copy of the approved financial statements, auditor's report or review engagement report and other financial information required by the By-laws or articles.

The business transacted at the annual meeting shall include:

1. receipt of the agenda;
2. receipt of the minutes of the previous annual and subsequent special meetings;
3. consideration of the financial statements;
4. report of the auditor or person who has been appointed to conduct a review engagement;
5. reappointment or new appointment of the auditor or a person to conduct a review engagement for the coming year;
6. election of Directors; and
7. such other or special business as may be set out in the notice of meeting.

No other item of business shall be included on the agenda for annual meeting unless a Member's proposal has been given to the secretary prior to the giving of notice of the annual meeting in accordance with the Act, so that such item of new business can be included in the notice of annual meeting.

### 9.02 Special Meetings

The Directors may call a special meeting of the voting Members. The Board shall convene a special meeting on written requisition of not less than one-tenth of the voting Members for any purpose connected with the affairs of the Corporation that does not fall within the exceptions listed in the Act or is otherwise inconsistent with the Act, within 21 days from the date of the deposit of the requisition.

### 9.03 Notice

Subject to the Act, not less than 10 and not more than 50 days written notice of any annual or special Members' meeting shall be given in the manner specified in the Act to each Member and to the auditor or person appointed to conduct a review engagement. Notice of any meeting where special business will be transacted must contain sufficient information to permit the Members to form a reasoned judgement on the decision to be taken. Notice of each meeting must remind the Member of the right to vote by proxy.

### 9.04 Quorum

Voting members (excluding paid employees) shall be entitled to one vote at any meeting. A quorum for the transaction of business at a Members' meeting is defined as fifteen voting members or fifteen percent of voting members, whichever is greater. If a quorum is present at the opening of a meeting of the Members, the Members present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting.

### 9.05 Chair of the Meeting

The Chair shall be the chair of the Members' meeting; in the Chair's absence, the Members present at any Members' meeting shall choose another Director as chair and if no Director is present or if all of the Directors present decline to act as chair, the Members present shall choose one of their number to chair the meeting.



## 9.06 Voting of Members

Business arising at any Members' meeting shall be decided by a majority of votes unless otherwise required by the Act or the By-law provided that:

1. votes shall be taken by a show of hands among all voting Members present and the chair of the meeting, if a Member, shall have a vote. A majority of voting Members must vote in favour of a motion for it to carry. A majority vote shall be defined as more than half of the voting Members;
2. any voting member may give proxy to another voting member using a document deemed satisfactory by the club. The maximum number of proxies a single Member can hold is one;
3. an abstention shall not be considered a vote cast;
4. before or after a show of hands has been taken on any question, the chair of the meeting may require, or any Member may demand, a written ballot. A written ballot so required or demanded shall be taken in such manner as the chair of the meeting shall direct;
5. if there is a tie vote, the chair of the meeting shall require a written ballot, and shall not have a second or casting vote. If there is a tie vote upon written ballot, the motion is lost; and
6. whenever a vote by show of hands is taken on a question, unless a written ballot is required or demanded, a declaration by the chair of the meeting that a resolution has been carried or lost and an entry to that effect in the minutes shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

## 9.07 Adjournments

The Chair may, with the majority consent of any Members' meeting, adjourn the same from time to time and no notice of such adjournment need be given to the Members, unless the meeting is adjourned by one or more adjournments for an aggregate of 30 days or more. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.

## 9.08 Persons Entitled to be Present

The only persons entitled to attend a Members' meeting are the voting Members, the Directors, the auditors of the Corporation (or the person who has been appointed to conduct a review engagement, if any) and others who are entitled or required under any provision of the Act or the articles to be present at the meeting. Any other person may be admitted only if invited by the Chair of the meeting or with the majority consent of the Members present at the meeting.

## Section 10 Notices

### 10.01 Service

Any notice required to be sent to any Member or Director or to the auditor or person who has been appointed to conduct a review engagement shall be provided by telephone, delivered personally, or sent by prepaid mail, facsimile, email or other electronic means to any such Member or Director at their latest address as shown in the records of the Corporation and to the auditor or the person who has been appointed to conduct a review engagement at its business address, or if no address be given then to the last address of such Member or Director known to the secretary; provided always that notice may be waived or the time for the notice may be waived or abridged at any time with the consent in writing of the person entitled thereto.

### 10.02 Computation of Time

Where a given number of days notice or notice extending over any period is required to be given, the day of service or posting of the notice shall not, unless it is otherwise provided, be counted in such number of days or other period.



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## 10.03 Error or Omission in Giving Notice

No error or accidental omission in giving notice of any Board meeting or any Members' meeting shall invalidate the meeting or make void any proceedings taken at the meeting.

## Section 11 Dissolution

### 11.01 Dissolution

The Corporation may be resolved in accordance with the Act.

## Section 12 Adoption and Amendment of By-laws

### 12.01 Amendments to By-laws

A change to the by-laws shall be a change in wording, intent or specifics in any article. The voting Members may amend a by-law by a majority of the votes cast at the AGM or at a special meeting of the voting members.





## POLICY ON FINANCE

### 1.0 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.

### 2.0 Budgeting

1. A budget showing estimated revenue and expenses must be prepared by the ORC Treasurer, with support from senior staff.
2. The budget is reviewed by the Board of Directors and is presented at the AGM.
3. 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 organisation.
4. 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 Board of Directors prior to issuing approval for such expenditure.
5. An expenditure beyond what is budgeted for an expense item must be approved by the Treasurer in advance of the expenditure being incurred.

### 3.0 Revenue and Expenditures - General

1. 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 Board.
2. The Board has the power to make expenditures for the purpose of furthering the objectives of the ORC. All revenue shall be deposited by ORC senior staff, Treasurer or VP Administration into the ORC's account at a bank approved by the Board.
3. ORC senior staff shall authorise all expenditures included in the budget. All payroll for ORC staff will be made in a timely manner.
4. 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.
5. 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.
6. 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 senior staff. 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. ORC senior staff must inform the VP of Competitive Programs and consult with the coach of the registered member before such entry is scratched.
7. The expenses for coaches attending a regatta, where more than one program is represented, will be paid for according to the following schedule:
  - a. Up to 12 athletes : 1 coach
  - b. 13 to 24 athletes : 2 coaches
  - c. 25+ : 3 coaches or at a ratio of 1 coach for each additional 12 athletes
8. Individuals who attempt to access ORC program resources without paying the appropriate ORC membership fee shall be considered a member in poor standing





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and shall be prohibited from the ORC until such time as the outstanding membership fee is paid in full.

9. 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 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.

## 4.0 Administrative Expenses

1. For ORC Board and staff, claims are allowed for postage, telephone, and other reasonable pre-approved expenses such as, but not limited to stationery, supplies and duplicating.
2. ORC business-related long distance telephone calls made by the Board or staff shall be charged to their home or business phone and the bill submitted for subsequent reimbursement with an ORC Expense Claim form.
3. 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.
4. Amounts claimed must not exceed the total limits of approved budgets or amounts additionally authorised by the Board.
5. All claims in this category require original receipts.

## 5.0 Investments and Funds Management

1. 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 Board, will be held with a registered financial institution, and will not exceed a prospectus risk rating of low to medium.
2. 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 Board.

## 6.0 Cash Management and Disbursements

1. Signing officers for the purposes of authorising financial transactions shall be two of the following four officers of the club:
  - a. President
  - b. VP Administration
  - c. VP Competitive
  - d. Treasurer
2. Cheques will only be prepared by the ORC bookkeeper. No one person shall be a bookkeeper and a signing officer at the same time.
3. 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.
4. Electronic transfers will be approved by two of the four signing officers.
5. 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 senior staff and the Treasurer. Online transactions and balance transfers will be digitally authorised by a minimum of two of the four signing officers.



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## 7.0 Use of Corporate Credit Card

1. The ORC senior staff member and one additional ORC staff member, approved by the Treasurer, will be holders of the corporate credit card.
2. 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 utilised for other expenses as deemed appropriate by senior staff or the Treasurer.
3. Personal use of the corporate credit card is strictly prohibited.

## 8.0 Cash Advances

1. Staff and volunteers may request temporary advances for expenses. These shall be reviewed by senior staff and the Treasurer.
2. All advances are subject to prior approval of eligible expenses, provision of original receipts, and full accounting requirements.
3. If a cash advance is given, the recipient must sign the appropriate documentation to confirm that he has received the advance.

## 9.0 Payment of Expenses by ORC

1. 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.
2. 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.
3. The Expense Claim form must be signed by the applicant.
4. All volunteers' claims will be subject to the approval of senior staff and the Treasurer prior to payment and are limited to eligible meetings, clinics, conferences and pre-approved activities.
5. After final approval by the Treasurer and the senior staff, a cheque will be issued.

## 10.0 Instructions on Claiming Expenses

1. Expenses must be claimed using the ORC Expense Claim form. The form is to be completed as fully as possible.
2. 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.
3. 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.
4. 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.
5. Disagreements on expense claims will be dealt with by senior staff and the Treasurer. If unresolved, the matter will be brought forward to the Board of Directors.



## 11.0 Travel Arrangements and Expenses

### 11.01 Travel Arrangements for Crews

While not obligated, ORC will, from time to time, assist parents of Junior crews by making arrangements for regatta/event travel and accommodations for Junior crews. Junior crew members and/or their parents will reimburse ORC for the related costs including cancellation costs or lost deposits incurred by ORC due to trip cancellation. These costs shall be paid by the athlete/parents to ORC before the regatta/event. Senior crews will make and pay for their own travel arrangements. For regattas, senior members shall reserve their own accommodation arrangements. ORC may, from time to time, arrange for a block of rooms to be available to senior members at a hotel selected by ORC until a specified date. 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.

### 11.02 Travel Arrangements for ORC Staff

#### General Guidelines

1. 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.
2. Receipts are required for all expenditures being claimed, excluding those for ground travel by private motor vehicle and meals.
3. Anyone making a decision to extend their stay or change their existing travel arrangements will be required to pay the additional costs.
4. All travel paid for by the ORC, is to be booked by the ORC unless agreed to by ORC senior staff.

#### Ground Transportation

1. In circumstances where ORC Coaches, Board members 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 in accordance with ORC's yearly approved mileage rates up to the cost of the lowest available airfare at the time of travel (based on pre-booking).
2. Persons travelling to the same destination should pool their transportation resources where possible.
3. In the case that there is more than one person travelling in the same private motor vehicle, only one person may claim for transportation.
4. In circumstances where ORC Coaches, Board members 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 ORC senior staff.

### 11.03 Accommodation Expenses

#### Hotel/Motel

1. 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.
2. Anyone making a decision to extend their stay or trip before or after an event will be required to pay the additional accommodation costs.
3. Board members, ORC staff and ORC lead coaches will be entitled to the ORC covering the cost of accommodation for pre-approved events.
4. Pre-approved competitive Support Team Members will have accommodation during



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pre-approved regattas paid for by the ORC.

## Meals

1. Board members, ORC staff and ORC lead coaches will be entitled to a per diem allowance in accordance with ORC's yearly approved meal per diem rates for pre-approved events.
2. Receipts are not required for meals.

## 12.0 Regatta Entries, Trailer Fee and Nosh Table

1. All ORC members are responsible for paying all entry fees for race events at regattas.
2. The ORC lead coaches will provide ORC senior staff with regatta entries. Senior staff will complete all entries online and the ORC office will advise those athletes attending a regatta of the entry fee due.
3. A trailer fee will be charged to each athlete attending a regatta. This fee is the estimated cost for the use of the ORC truck(s) and trailer(s) for travel to a regatta, as well as the trailer drivers' and coaches' accommodation and per diem. The total estimated trailering cost is shared evenly amongst all athletes attending a regatta.
4. A nominal fee will be charged to all athletes attending the regatta to cover the cost of the Nosh Table at the regatta.
5. 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 senior staff.
6. 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. ORC senior staff must inform and consult with the coach of the registered member before such entry is scratched.

## 13.0 Petty Cash

When required, Senior staff 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 senior staff upon presentation of receipts for amounts paid.

## 14.0 The Andy Binda Boathouse Net Income

1. The net income from The Andy Binda Boathouse (ABB) shall go back into the general operating budget of the ORC.
2. 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 Board, in consultation with the Lead Coaches and Club Staff.

## 15.0 Disposal of Usable Equipment With a Realisable Value

1. Funds received by the sale of usable equipment with a realisable 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.
2. The Board of Directors 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.

## 16.0 Disposal Of Scrap Metal

From time to time scrap metal that is no longer of use to the Club will be sold. The funds



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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.

## 17.0 Disposal of Usable Equipment With No Realisable Value

In cases of non-usable equipment with no realisable value, the Board may grant that equipment as a charitable donation to start-up rowing clubs or smaller clubs in need of equipment. The Board will make the final determination as to the equipment that falls under this category and how it will be removed from inventory.

## 18.0 Chart of Accounts

ORC will create and maintain a coded chart of accounts of revenues and expenses in a commercial bookkeeping system and which will be updated from time to time as program and expense categories change.



## POLICY ON PRIVACY

For not-for-profit organisations 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.

### 1.0 Definitions

The following terms have these meanings in this Policy:

1. “Commercial Activity” – any particular transaction, act or conduct that is of a commercial character.
2. “Club” – Ottawa Rowing Club
3. “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.
4. “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
5. “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

### 2.0 Purpose

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.

### 3.0 Application of this Policy

1. This Policy applies to all Stakeholders and Members in connection with personal information that is collected, used or disclosed during Club activity.
2. 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.

### 4.0 Obligations

1. The Club is obligated to follow and abide by PIPEDA in all matters involving the collection, use, and disclosure of Personal Information.
2. In addition to fulfilling the legal obligations required by PIPEDA, Club Stakeholders will not:
  - a. Publish, communicate, divulge, or disclose to any unauthorised 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 organisation to disclose Personal Information.
  - c. In the performance of their official duties, disclose Personal Information to family members, friends, colleagues, or organisations 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.



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## 5.0 Accountability

1. The Privacy Officer is responsible for the implementation of this policy and monitoring information collection and data security, and ensuring that all staff receive appropriate training on privacy issues and their responsibilities. The Privacy Officer also handles personal information access requests and complaints.

The Ottawa Rowing Club designated Privacy Officer is:  
ORC Club Registrar  
registrar@ottawarowingclub.com

The Privacy Officer may be contacted at the following address:  
Ottawa Rowing Club  
10 Lady Grey Drive Ottawa, Ontario K1P 5P6

2. 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 the Club's privacy policies and practices.

## 6.0 Identifying Purposes

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:

### 6.1 Communications

1. 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
2. Publishing articles, media relations and postings on the Club website, displays or posters
3. Award nominations, biographies, and media relations
4. Communication within and between Stakeholders and Members
5. Discipline results and long term suspension list
6. Checking residency status

### 6.2 Registration, Database Entry and Monitoring

1. Registration of programs, events and activities
2. Database entry at the Coaching Association of Canada and to determine level of coaching certification, coaching qualifications and coach selection.
3. Database entry to determine level of officiating certification and qualifications
4. Determination of eligibility, age group and appropriate level of play/competition
5. Player Registration, outfitting uniforms, and various components of athlete and team selection
6. Technical monitoring, officials training, educational purposes, sport promotion, and media publications

### 6.3 Sales, Promotions and Merchandising

1. Purchasing equipment, coaching manuals, resources and other products
2. Promotion and sale of merchandise





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## 6.4 General

1. Travel arrangement and administration
2. Implementation of the Club screening program
3. Medical emergency, emergency contacts or reports relating to medical or emergency issues
4. Determination of membership demographics and program wants and needs
5. Managing insurance claims and insurance investigations
6. Video recording and photography for personal use, and not commercial gain, by spectators, parents and friends
7. Video recording and photography for promotional use, marketing and advertising by the Club
8. Payroll, honorariums, company insurance and health plans

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 authorised and/or required by law.

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.

## 7.0 Consent

1. 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.
2. At the time of the collection of Personal Information and prior to the use or disclosure of 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.
3. 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 checkbox, 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
4. 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.
5. 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.
6. 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.
7. 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





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- 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
8. 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.
9. 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
  - 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 a 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

## 8.0 Limiting Collection

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

## 9.0 Accuracy, Retention, and Openness

1. In order to minimise 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.
2. 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 organisations.
3. The Club's Stakeholders will be made aware of the importance of maintaining the confidentiality of Personal Information.
4. Personal Information will be protected against loss or theft, unauthorised access, disclosure, copying, use, or modification by security safeguards appropriate to the sensitivity of the Personal Information.
5. 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.



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6. 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.
7. 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

## 10.0 Access

1. 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.
2. 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.
3. 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
4. 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.

## 11.0 Compliance Challenges

1. Members are able to challenge the Club for its compliance with this Policy.
2. 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
  - d. 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.
  - e. 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.
  - f. Notify the complainant the outcome of the investigation and any relevant steps taken to rectify the complaint, including any amendments to policies and procedures



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3. 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



## POLICY ON PRIVATE EQUIPMENT STORAGE

### 1.0 Preamble

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.

### 2.0 Definitions and Meanings

1. The Ottawa Rowing Club will be referred to herein as the Club.
2. Persons to which a rack spot has been permanently allocated shall be referred to herein as Rack Occupants.
3. 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.

### 3.0 Application

1. Agreement to the Conditions and Obligations of this policy is a prerequisite to permission for storage of private equipment at the Club.
2. This policy applies to all persons who wish to store a boat, oars and other private rowing equipment at the Ottawa Rowing Club.
3. 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.
4. 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.
5. 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.

### 4.0 Rack Allocation, Conditions and Obligations

1. 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.
2. 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.
3. 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



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- always carrying the Transport Canada mandated safety equipment for rowing shells.
4. 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.
  5. 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 waitlist.
  6. An individual may not reserve a spot on the waiting list for anyone else.
  7. 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.
  8. 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.
  9. Rackage Fees are due by April 1st each year.
  10. Rowing shell owners must always store their boat in the space assigned by the Club.
  11. 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.
  12. 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.
  13. 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.
  14. 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.
  15. 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.
  16. 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.
  17. Rack Occupants will be given advance notice if their rack assignment is to be changed.
  18. 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



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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.

## 5.0 Boat Rental and Temporary Vacation of a Spot

1. 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.
2. 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.
3. Members cannot loan or rent their rack spots when temporarily vacating a spot.
4. 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.
5. Periods of absence greater than one year must be requested in writing to the Rackage Committee and approved by the Club Executive.
6. 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.

## 6.0 Enforcement and Penalties

1. The Rackage Committee will meet throughout the rowing season to review members' boat usage.
2. 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.

## 7.0 Appeal Procedure

1. Rack Occupants whose allocation to a rack spot has been removed may appeal their loss of allocation in writing to the Rackage Committee.
2. The Rackage Committee will review the appeal and provide a response within one week of receipt of the appeal.

## 8.0 Acceptance

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



# OTTAWA ROWING CLUB

## Participant Information:

Name:

Address:

City:

Postal Code:

Phone:

Date:

Signature:





## POLICY ON DONATIONS

### 1.0 Preamble

Whereas the Ottawa Rowing Club (ORC) has promoted rowing for over 150 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 rich history 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 bylaws;

Donations will be accepted in accordance with the policy below.

### 2.0 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 Board.
2. The donor(s) must support the aims of the ORC.
3. The donor(s) must be identified to the ORC Board even if the donor(s) wish the donation to remain anonymous from the ORC membership.
4. 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.
5. 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.
6. The use of the rowing equipment will not be exclusive to any program.
7. The use of the rowing equipment will be consistent with the ORC use policies (eg. seasonal, ability, etc.)
8. The donor(s) will have naming rights upon the donation of a boat, provided that the ORC Board approves the submitted boat name.
9. 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.

### 3.0 Financial Donations

1. The donor(s) must support the aims of the ORC.
2. The donor(s) must be identified to the ORC Board 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 Board 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 Board which will strive to be fiscally responsible and maximize the impact of the donation.
4. Undirected financial donations:





# OTTAWA ROWING CLUB

- a. A financial donation not directed by the donor(s) will go into general revenue.

## 4.0 Other Donations

1. The ORC Board 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.
3. The donor(s) must be identified to the ORC Board 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.

## 5.0 Recognition of Donor(s)

1. The ORC Board 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.

## 6.0 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 endeavour to provide a charitable tax receipt by participating in such legal arrangements with a governing sport body or charity. Currently this service is provided by the Ontario Sports Network / National Sports Trust Foundation. (see [ontariosportsnetwork.ca](http://ontariosportsnetwork.ca))



## POLICY ON NATIONAL TEAM AFFILIATION

### 1.0 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.

### 2.0 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 in order to row or train, and advise the club's senior staff of the duration of their visit.
8. When an Affiliate begins training or rowing regularly at the ORC, they must register for a program.



## POLICY ON SPONSORSHIP

### 1.0 Policy on Sponsorship

Whereas the Ottawa Rowing Club has a 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 Board of Directors does not find any conflict between the objects of the Club and the Sponsor;
4. Sponsors are not associated with tobacco, weapons or pornography or other activities that may be perceived to conflict with our club values;
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 Board of Directors, 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 Board of Directors may restrict the size and placement and content of the message in an individual sponsor agreement.
11. The ORC shall reference FISA and RCA restrictions regarding sponsorship and racing.

### 2.0 Appendix A - ORC Sponsorship Program

#### 2.1 Diamond Oar Sponsorship (\$5,000+)

1. Sponsor will be named on our sponsor website page with their name or as anonymous
  - a. Name will be under the donor level
2. Business or donor will be displayed on our annual gala slideshow during our live auction
3. Business or donor will be listed in gala brochure collateral at event
4. Sponsor will be recognized verbally at the annual ORC gala
5. Highlight in 1 monthly newsletter
6. 3 Social media shoutouts on all platforms (Instagram and Facebook and LinkedIn)
7. Sponsor will be subscribed to our monthly newsletter and e-communications
8. 1 Blog write up on business or organisation, published on our online platforms
9. Complimentary annual gala tickets (2)

#### 2.2 Gold Oar Sponsorship (\$2,500-\$4,999)

1. Sponsor will be named on our sponsor website page with their name or as anonymous
  - a. Name will be under the donor level



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2. Business or donor will be displayed on our annual gala slideshow during our live auction
3. Business or donor will be listed in gala brochure collateral at event
4. Highlight in 1 monthly newsletter
5. 2 Social media shoutouts (Instagram and/or Facebook and/or LinkedIn)
6. Sponsor will be subscribed to our monthly newsletter and e-communications
7. 1 Blog write up on business or organization, published on our online platforms

## 2.3 Silver Oar Sponsorship (\$1000-\$2,499)

1. Sponsor will be named on our sponsor website page with their name or as anonymous
  - a. Name will be under the donor level
2. Business or donor will be displayed on our annual gala slideshow during our live auction
3. Business or donor will be listed in gala brochure collateral at event
4. Highlight in 1 monthly newsletter
5. 1 Social media shoutout (Instagram and/or Facebook and/or LinkedIn)

## 2.4 Bronze Oar Sponsorship (\$500-\$999)

1. Sponsor will be named on our sponsor website page with their name or as anonymous
  - a. Name will be under the donor level
2. Business or donor will be displayed on our annual gala slideshow during our live auction
3. Business or donor will be listed in gala brochure collateral at event
4. Highlight in 1 monthly newsletter
5. 1 Social media shoutout (Instagram and/or Facebook and/or LinkedIn)

## 2.5 Member Option

1. Any sponsor wishing to “roll in” one Masters/Recreational membership may do so for an additional \$850 added to any of the packages above. Add to the membership a single rackage fee for an additional \$1,235 to any of the packages above. The sponsor/member must register and pay RCA and RO fees separately.

**Note:** Sponsorships are NOT subject to HST but membership and rackage fees are.



## POLICY ON PARKING

### 1.0 Parking Policy

At times, space can be limited in the ORC parking lot. Please follow these steps to ease congestion and to ensure the safety of all members:

1. Parking, when available, is included in ORC memberships. All members who are parking a car in the ORC lot must display an ORC parking sticker in the front left hand corner of their windshield. Members can get an ORC parking sticker from the ORC office between April and November of each year.
2. Keep the laneway into the parking lot open right down to the new boathouse for emergency vehicles. That means there must be a route wide enough for fire trucks and ambulances down through the entire parking lot and no vehicles can block the roadway in front of the barrier and then down in front of the boathouses.
3. Please respect the parking spots reserved for adaptive athletes.
4. Please park carefully between the yellow lines. Straddling the lines means your car takes up space that could be occupied by two cars. Please check when you park to be sure you are only taking up one spot.
5. Please be mindful of your speed as you enter the laneway and approach the parking lot. Many of our members arrive on foot or by bike and we want to make sure they arrive safely. Please keep an eye out while driving the parking lot and entering a parking spot.

Spots in the upper parking lot are allocated to government employees. Cars can be parked along the river side of the upper roadway past the entrance to the club to pick up athletes in the morning. We must not park in the lined spaces in the upper lots as they are designated for government employees.



## POLICY ON PURCHASING

### 1.0 Intent and Principles

The intent of this policy is to ensure that the Ottawa Rowing Club:

1. Achieves the best possible pricing/value for goods and services;
2. Provides clear guidelines regarding procurement practices as an aid to the existing *Policy on Finance*;
3. Adheres to relevant regulatory requirements

ORC will conduct its contracting and procurement services for the acquisition of supplies, services and equipment in accordance with relevant Provincial and Federal regulations.

This Policy is based upon three key principles:

1. **Accountability** – ORC executive & staff are accountable to the Membership
2. **Transparency** – ORC members have legitimate interest in how dues are spent
3. **Value for Money** – Resources shall be leveraged to provide optimal benefit to ORC Members.

### 2.0 Procedure

Subject to available funding and budget approval, purchases of needed goods and services may be initiated by:

1. The Head Coach or Club Manager
  - a. Authority: as defined by approved budget
2. President, Treasurer or VP Administration
  - a. Authority: as defined by approved budget.
3. A Lead Coach
  - a. Authority: based upon prior approval from the Head Coach

All purchases and transactions shall be recorded in a manner that clearly describes the goods or services being purchased, the seller/provider's name and contact information and any purchase-specific terms and conditions. Purchase receipt or invoices are required for all transactions.

In the event of a Vendor requiring advance payment, written pre- authorization from the President, Treasurer or VP Administration is required.

Authority to bind the ORC is further defined in the Club's Bylaws.

### 3.0 Group Purchasing

1. Cooperative purchase agreements may be reached with other parties including but not limited to other Clubs, RowOntario, Rowing Canada to leverage savings from economies of scale.
2. Any transaction that binds the ORC to another organisation or any transaction that creates a contract obligation beyond the Fiscal year in which the agreement is reached, must be approved by the Executive. All agreements shall include a clear description of the goods and/or services to be purchased, schedule, cost, cancellation/termination provisions and any relevant performance criteria for the contracting parties.

Cooperative purchase agreements that bind the ORC into a contract relationship require prior approval of the Executive.



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Purchases or sales made through electronic marketplaces such as ROW2K, Kijiji, Ebay, etc shall be made with the same rigour that is applied to other conventional purchase formats. Full documentation/records are required.

Cash purchases/sales shall be made with the same rigour that is applied to other conventional purchase formats. Full documentation/records are required.

Expenses, eg. Regatta expenses shall be pre-authorized by the Head Coach. Expenses will be submitted with receipts to the treasurer for reimbursement.

Payments for goods, services including Utility bills, Courier/Delivery Fees, invoices for pre-authorized goods received, RowOntario, RCA and similar fees shall be authorised by the head Coach or Admin Mgr.

Cheques (eTransfers, Bank Transfers) will be issued by the ORC's accountant/bookkeeper upon presentation of an authorised invoice or receipt. Payments in any form require (2) signatures (or electronic approvals) from authorised members of the Executive.



## POLICY ON FLEET RENEWAL

### 1.0 Policy

Each year, 18%\* of actual membership revenues will be credited to a designated equity fund for the purchase of priority rowing shells. Unspent funds shall be recognized by addition to the designated equity fund to be utilized for priority shell purchases in subsequent years.

Only purchases of new, used and refurbished rowing shells will be debited to the account.

### 2.0 Policy Context

The ORC owns, manages and maintains a fleet of shells of varying types and weight classifications to support the program requirements of its members. Regular purchases of new or used shells are essential to ensure that the RC fleet is able to meet the needs of its members. The approved renewal model is based upon a principle that regatta – worthy shells are considered to be those that have been maintained in good condition and are not more than 20 years old.

\*( When initially approved as a component of 2017 membership dues, the regatta portion of ORC's fleet had an estimated \$1M replacement value. A premium of \$50,000 or 17.77% of anticipated Membership dues was established as a strategy to support renewal of the regatta fleet. Shells remaining in good condition regardless of age remain in daily use as elements of the overall Club fleet.)

### 3.0 New Programs

New Programs ( eg. Coastal rowing, adventure rowing, ) requiring program-specific equipment incl. boats will be approved by the Executive on merit subject to review of a comprehensive business plan having an expected ROI of not more than 5 years. Fee structures established for these programs will include amounts necessary to maintain the new program fleet without supplement from fleet renewal funds from established ORC programs.

Fee structures for New Programs require formal annual approval of the Membership per ORC bylaws.

Boats will be consistently purchased from an established manufacturer of high quality craft designed to meet the New Program needs.

### 4.0 Procedure : Fleet Renewal: Rowing Shell Purchases

At the end of each season, the Head Coach will establish a list of priority purchases in collaboration with Program Lead Coaches.

A priority list forwarded with the support of all Lead Coaches and the Head Coach will be presented to the Executive for approval. Purchases will be actioned by the Head Coach and VP Competitive within available funds.

Purchases shall be made in priority order.

To minimize duplicate parts inventories and maintenance complexity, the ORC traditional regatta fleet will consist of shells manufactured by Hudson Boat Works. Non-Hudson shells may be purchased only with prior Executive approval.

New or used shells may be acquired. Used shells in good condition shall be purchased for an amount not exceeding 105% of the undepreciated capital cost of the shell determined by a





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depreciation of 12% in the first year since manufacture plus 5% per year thereafter, or as otherwise approved by the Executive.

## 5.0 Shared Purchase Agreements

Funding available for shell purchases may be supplemented by unrestricted donations or through shared purchase agreements as follows:

The Ottawa Rowing Club may agree to enter into a new or used boat purchase agreement with a university or school program if:

1. The size and type of shell is on the club's list of boat purchase priorities.
2. There are sufficient funds in the club's specified account to cover 50% of the total cost excluding taxes.
3. There are enough boats to meet the club's needs during the months of exclusive use.

With a contribution of 50% of the cost of a new boat, the university/school:

1. Will have exclusive use of the boat during their competitive season, over the first 8 years of ownership.
  - a. Exclusive means that this group will be the sole user during their competitive season.
  - b. University Competitive Season: September 1 until the Canadian University Rowing Championships;
  - c. High School Competitive Season: Docks in until the CSSRA Championships.
2. Will have priority use of the boat during their competitive season, over the remaining years of ownership. Priority use means others will have use of the shell, but only when it is not being used by the university/school.
3. Will have priority use of the boat at shared club and university/school regattas over the lifetime of the boat.
4. Will have the opportunity to cover 50% of available space on gunnels with stickers and decals as per RCA rules of racing, and for the life of the boat.
5. When sold, will receive 50% of the final net sale proceeds.

With a contribution of 50% of the cost of a new boat, the Club:

1. Will allocate the boat to users through the club boat allocation process, and outside of the respective university/school competitive season.
2. Will allocate the boat to users through the regatta allocation process. Assuming crews meet the boat's crew weight standards and with an understanding that during the competitive season the university or school will have priority usage at regattas.
3. Will have the opportunity to cover 50% of available space on gunnels/decks with stickers and decals as per RCA rules of racing, and for the life of the boat.
4. Will carry the cost of maintenance and insurance over the life of the boat.
5. Will be the owner of the boat.
6. When sold, ORC will give 50% of the final net sale proceeds back to the university/school.

## 6.0 Appendix A - Purchase Partnership Agreement with Schools and Universities

The Ottawa Rowing Club is host to a number of rowing teams from both high schools and universities. We recognize that these programs have equipment.

The Ottawa Rowing Club agrees to enter into a boat purchase agreement with a university or school program if:



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1. The size and type of shell is on the club's list of boat purchase priorities.
2. The boat is no more than 4 years old at the time of purchase.
3. There are sufficient funds in the club's equipment budget to cover 50% of the total cost before taxes.
4. There are enough boats to meet the club's needs during the months of exclusive use.
5. The club Head Coach approves of the purchase.

With a contribution of 50% of the cost of a new boat, the university/school:

1. Will have exclusive use of the boat during their competitive season, over the first 8 years of ownership.
  - a. Exclusive means that this group will be the sole user during their competitive season.
    - i. University Competitive Season: September 1 until the Canadian University Rowing Championships;
    - ii. High School Competitive Season: Docks in until the CSSRA Championships.
2. Will have priority use of the boat during their competitive season, over the remaining years of ownership.
  - a. Priority use means others will have permission to row it, but only when it is not being used by the university/school.
3. Will have priority use of the boat at shared club and university/school regattas over the lifetime of the boat.
4. Will have the opportunity to cover 50% of available space on gunnels with stickers and decals as per RCA rules of racing, and for the life of the boat.
5. When sold, will receive 50% of the final net sale proceeds.

With a contribution of 50% of the cost of a new boat, the Club:

- a. Will allocate the boat to users through the club boat allocation process, and outside of the respective university/school competitive season.
- b. Will allocate the boat to users through the regatta allocation process. Assuming crews meet the boat's crew weight standards and with an understanding that during the competitive season the university or school will have priority usage at regattas.
- c. Will have the opportunity to cover 50% of available space on gunnels/decks with stickers and decals as per RCA rules of racing, and for the life of the boat.
- d. Will carry the cost of maintenance and insurance over the life of the boat.
- e. Will be the owner of the boat.
- f. When sold, ORC will give 50% of the final net sale proceeds back to the university/school.



## POLICY ON ATHLETE FUND

### 1.0 Overview

The Ottawa Rowing Club Athlete Fund was established in 2008 for the purpose of assisting Ottawa Rowing Club athletes in rowing endeavours that help to promote the sport and the Ottawa Rowing Club at the international level. Team selection for these competitions typically occurs very close to the event, giving athletes little time to raise money for foreign trips, when costs aren't covered by national sporting organisations.

For some events such as the Pan-Am Games, World Championships and the Olympic Games, athletes' expenses for the actual event are fully covered (other than personal expenses). For other events, the athletes are responsible for all or the majority of their costs. The Athlete Fund is intended for these individuals.

By supporting ORC athletes pursuing rowing at the highest levels in the sport, we are helping raise the level of athlete aspirations at the club. Not only do these individuals stand as role models for our current members but they are ambassadors for the club. Their success helps to solidify the reputation of the Ottawa Rowing Club as a competitive club able to produce high performance athletes, therefore attracting more athletes to the club. But above, all by supporting our athletes we show them how proud we are of their accomplishments.

Athletes wishing to receive support from the Fund should express their intent to the Athletes' Representative. They should indicate the event for which they require funding, total cost to participate in the event, and any support provided to the athlete from other sources. Funds will be distributed based upon need and funding availability but will not exceed \$1000 per annum.

### 2.0 Eligibility

Athletes wishing to be considered for the athletes fund must:

1. Be registered as active members of the Ottawa Rowing Club
2. Rowed, at minimum, the previous year at the Ottawa Rowing Club as a Competitive member

### 3.0 Expression of Interest

All eligible athletes interested in being considered for the athlete fund should express interest in writing to the current athletes representative no later than July 1<sup>st</sup> of the year in which they hope to compete. The expression of interest should include:

1. Name and location of event that the athlete will be competing in
2. Expected date of crew selection/finalisation
3. Total cost and exact cost to the athlete to compete in the event
4. List of financial aid already received or expecting
5. Brief explanation of how participation in the event will help to promote the sport of rowing and the Ottawa Rowing Club

### 4.0 Allocation of Fund

There will be no set date at which the fund will be allocated. Once all expressions of interest are received, all eligible athletes will be considered. The date at which the fund will be allocated, if at all, will depend on when all considered athletes' crew selection for their given events is finalised. Under no circumstances will funds be allocated prior to an athlete securing a position for a given event.

1. Funds will be distributed based upon funding availability. The fund will not be



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- distributed if there is insufficient money in the fund.
2. No athlete will receive greater than 50% of the cost to the athlete to compete in the event. For example, if the cost to the athlete to compete in the event is \$1000, and they are selected to receive the athletes fund, they will only be eligible to receive up to 50% of that cost (\$500). The fund is intended to assist an athlete, not cover the entire cost of participation.
  3. The fund will not exceed \$1000 per annum.
  4. The fund may be distributed to more than one athlete per annum for no more than a combined total of \$1000.
  5. If it is determined that there is no eligible athlete in need of assistance, the fund will not be allocated.
  6. If a fund is not allocated one year, it may be allocated in the following year if there are multiple eligible athletes and sufficient funds.
  7. If multiple athletes are eligible in one given year it may be decided to allocate to only one or some of the eligible athletes depending on need
    - a. Preference to athletes receiving no other assistance will be given, Carded athletes are a low priority for this fund and will only be considered after non-carded athletes
    - b. Priority of events as follows: Olympic year World Championships, U23 Worlds, World University Games, Junior Nationals, CanAmEx
  8. The allocation of the fund will be determined by the athlete's representative and the ORC executive based on recommendations made by the athlete's representative

## 5.0 Expectations of Recipient(s)

Athletes who receive assistance through the fund are expected to conduct themselves in an appropriate manner while attending competition. They stand as role models for our current members and are ambassadors for the club. Recipients will be asked to share their experience with the members of the Ottawa Rowing Club. For example they may be asked to speak at the year-end rowing banquet or at another event. By sharing the experience they will hopefully help raise the aspirations of other athletes as they strive towards goals.

## 6.0 Appendix A - Suggested Tier Guide

Proposal 1% of all club revenue (~\$4000) is allocated to Athlete to support

<b>Tier 1 - Olympic Rower/Alumni</b>	\$1000	Present or Former ORC Athlete who placed top ten in a Olympic/Paralympic discipline at senior world championships <b>OR</b> Athletes who have competed at Olympic/Paralympic Games in an Olympic/Paralympic year
<b>Tier 2 - Senior Development Athlete</b>	\$750	Sport Canada Carded athletes (SR, C1, D) who currently do not meet Tier 1 Qualifications
<b>Tier 3 - Elite Athlete Assistance: Representing ORC Internationally</b>	\$500	Non-carded athletes who have been selected and compete at Senior or Junior World Championships in sports that are eligible for Sport Canada carding.  Non- carded athletes selected to compete at Pan/Para Pan-American Games, FISU or Commonwealth Games.



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<b>Tier 4 - Prospective Athlete Support</b>  *Camp Support	\$350	ORC athletes looking to attend Speed Orders or National Rowing Championships representing the club who hit 7% of the 2k or 6k erg standard relative to their age ( <a href="#">Chart Here</a> ) or who are agreed to be a top 3 GMS based boat at the ORC
	\$250*	Athletes, who competed at NRCs or Speed orders and finished within the top 5% of their racing discipline or who meet who are attending National Team Camps



## POLICY ON REFUNDABLE VOLUNTEERING FEE

### Ottawa Rowing Club Community Involvement Policy

Effective Date: March 1 2025

#### 1.0 Overview

The Ottawa Rowing Club is a predominantly volunteer organization that relies on its membership base for volunteers. This policy is meant to encourage volunteering within the Club Community to maintain an affordable membership fee and reduce the need to hire externally at a cost to members.

#### 2.0 Policy

Competitive members (Masters, U23 and Senior, Junior and University) will be required to pay a refundable fee during registration. The amount will be determined at the beginning of each year by the Board. Recreational and Instructional Programs are exempt from these requirements.

Competitive members can request reimbursement of this refundable fee once they have completed a set number of hours of volunteer work on eligible tasks. The required number of hours and a list of eligible tasks will be made available at the start of each year.

Approved reimbursements will first be applied to any outstanding balances with the ORC and any remainder will then be reimbursed with a credit.

Approval by the Volunteer Coordinator should be attained before beginning tasks that are not on the pre-approved list. Hours worked must be submitted to the Volunteer Coordinator for tracking within 5 days of completing those hours. Volunteer hours must be completed before the final day of the membership expiry.

Details about the annual operation of this policy can be found on the ORC website under **Ottawa Rowing Club Community Involvement Program Operating Guidelines**