

Ottawa Rowing Club Community Involvement Program

Effective Date: April 1st, 2024

Purpose:

At the Ottawa Rowing Club (ORC), we're all about bringing people together and building a vibrant, supportive community. That's why we're excited to introduce a community involvement initiative that invites all members to play an active role in our club's journey. It takes many hands to support our operations and share responsibilities. This approach is in harmony with the spirit of teamwork found in other local sports organizations and rowing clubs across Canada. Our goal? To keep costs down for everyone while sharing the volunteer efforts fairly, based on how much each of us uses and enjoys our beautiful club. Let's row together, support each other, and keep our community strong and welcoming!

Community Involvement Hours:

As part of our commitment to teamwork and community spirit, we ask that every member who's with us for a season or more pitches in with some volunteer time. It's all about getting involved in club activities and lending a hand where it's needed. Here's what we're hoping each member can contribute to help us reach our goals:

Program ¹	Number of Points to be Completed per Tier of Membership		
	Full Season Membership (Spring/Summer/Fall)	Spring/Summer Only Membership	Fall Only Membership
Senior Competitive or Development/University*	20	15	5
Masters*	10	7	5
Junior Development Family**	n/a	5	3
Junior Competitive family ¹	15	10	5

Notes:

1. If a parent/guardian has more than one Junior rower registered, that family is expected to contribute a total of 20 points for a full season, 15 points for Spring/Summer only, or 10 points for Fall only.
2. * Friends & Family may volunteer on behalf of an ORC rower.
3. ** Junior rowers may volunteer and hours will be signed off for High School requirements

4. Parents of junior rowers who are registered members of the ORC Masters program are only obligated to pay one (1) deposit and are only responsible for completing 20 total points.
5. Recreational & Instructional Programs & Senior Novice are exempt from these requirements.

Exceptions will be made on a case by case basis for those members who do not have the capacity to complete their volunteer tasks.

The Volunteer Coordinator may use discretion where required (eg: ARL coach misses a practice)

Volunteer Deposit:

To encourage everyone to contribute to our community and ensure supporting tasks are equally distributed, we've introduced a community involvement deposit along with program registration. Here's how it works:

1. A \$150 volunteer deposit will be transferred to etransfer@ottawarowingclub once per year prior to the first on-water session.
2. The deposit will be held separately from operating funds and will be refundable on a case-by-case basis for individuals who are unable to complete their volunteer requirements due to personal circumstances.
3. The deposit will be refunded or credited to the member if they have completed their minimum number of hours of volunteer work for the club during the rowing season and request for deposit return has been made to ORC Administration.
4. There will be no partial refunds based on partial hours.
5. Members who do not complete their volunteer hour requirements will forfeit their deposit and the funds will be deemed a donation to the club for that year but may still register for the subsequent season. Any member who does not fulfil their duties for a second year may be prohibited from registering the following year. For example, if volunteer hours are not completed in 2024, the deposit will be forfeited but you may still register for the 2025 season. If volunteer hours are again incomplete for 2025, you may not be permitted to register for a program in 2026.

Refunds and Balances:

1. If a member has any outstanding financial balance owed to the club, the volunteer deposit will first be applied to that balance.

2. Refunds will be issued periodically by e-transfer, and members will be contacted via email once the transfer has been issued.
3. Unredeemed deposit returns 60 days following the day of the transfer will be retained by the club and allocated to capital expenditures, such as equipment or repairs, benefiting the club as a whole

Recording Volunteer Hours:

Members are responsible for accurately recording their volunteer hours. To ensure proper documentation:

1. Members can obtain pre-approval from an approved person (see below) before beginning volunteer tasks.

Persons who can approve tasks:

- Volunteer Coordinator (VC)
- ORC Head Coach
- ORC Assistant Coach
- ORC Administrator

2. Approved persons may advertise for volunteers for specific tasks, and in such cases, pre-approval is not necessary.
3. Members can submit a response to the [Volunteer Tracking Google Form](#) each time they complete a task. Tasks must be submitted to this form within 7 days of completing the task to be considered for points. Submissions will be approved by VC on a bi-weekly basis.
4. The Volunteer Coordinator(s) will submit the names of members who have completed their volunteer points to the ORC Administrator who will be responsible for coordinating refunds where merited.
5. Any disputes regarding refunds can be escalated to the ORC Administrator for presentation to the board for resolution.
6. Sign up opportunities will be regularly communicated to members throughout the rowing season via email and through a signup portal.
7. Please note that while we appreciate those who go above and beyond with their altruism, we are unable to transfer extra completed hours over to subsequent seasons.

Qualifying Volunteer Tasks:

The following tasks qualify as volunteer hours. There will be additional tasks added throughout the season as demand arises and committees get organised. Note: Points values will be confirmed post Feb. 21st, 2024 AGM.

- Volunteer Coordinator (all points)
- Volunteer Coordinator Assistant (all points)
- Fundraising Chair (all points)
- Fundraising Committee (10 points)
- Event planning chair (10 points per large event, 5 points per small event)
- Strategic Planning Committee Chair (all points)
- ORC Banquet Chair (10 points)
- Social Committee (10 points per community event)
- Athlete Representative (all points)
- Active committee member (Safety, DEI, strategic plan, fundraising, etc.) (5 points)
- Board member (all points)
- ORC Clothing and Apparel Lead (all points)
- Complaint Resolution Officer (all points)
- Program lead coach (all points)
- Program assistant coach (program dependent)
- Private rackage coordinator (all points)
- Alumni Coordinator (10 points)
- External Communications Officer (6 points)
- Archives & Historical Records keeping (3 points)
- Junior chaperone (10 point weekend regatta, full points for Henley)
- Regatta snack table supplies pickup and organization (to be reimbursed) (5 points per day)
- Junior parent coordinator (all points)
- ARL coach/coxswain (20 points for the season - must attend all days)
- ARL coach/coxswain substitute (2 points per session)
- Rower for LTR boats (2 points per session)
- Rower for Special Olympics boats (2 points per session)
- Coach/Safety boat driver for a program (2 points per session)
- Umpire at HOTR (10 points)
- Umpire an intra club regatta - E.G Chaos, Maskerade (4 points)
- Chaos Regatta (volunteer positions and points TBD by organizer at a later date)
- ORC Club Skills and Drills Regatta Organizer (10 points)

- ARL Race night support (volunteer positions and points TBD by ARL Coordinator at a later date)
- PD Ross Regatta (volunteer positions and points TBD by organizer at a later date)
- Head of the Rideau Regatta (volunteer positions and points TBD by HOTR Committee at a later date)
- Event support (volunteer positions and points TBD by person running the event)
- University Events (points & positions to be approved by organizers & VC)
- Weekly Gas Refill - fill coach boat gas cans every Tuesday during on water season (4 week blocks, 4 pts per month)
- Coach Boat Motor Repair - on-call for any motor maintenance issues or transportation of motors to/from service shop if needed (all points for season)
- Dock Repair and Maintenance Team - pre-season dock repair/rebuild/install, mid-season maintenance as needed (all points for entire season)
- Gardening (1 point per half hour)
- Cleaning/Tidying around the facilities and property (1 point per half hour)

Non-Qualifying Tasks:

The following tasks do not qualify as volunteer hours:

- Trailer loading/unloading
- Annual club opening and closing duties.
- Work associated with a damage or repair caused by the rower in question.

Conclusion:

With our Community Involvement policy, we're excited to encourage everyone at ORC to dive into active participation, strengthen our community bonds, and work together for the well-being of our club. We're truly grateful for each member's dedication to their volunteer commitments and helping make the Ottawa Rowing Club a success. Thank you for being such an essential part of our club and our community. We couldn't do it without you!