

Ottawa Rowing Club Community Involvement Policy

Effective Date: March 1 2025

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.

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.

For the 2025 Rowing Season the refundable fee be \$150 and the required volunteer commitment for the full season will be 15 hours. The refundable fee will be \$50 and 5 volunteer hours for each partial season (Spring/Summer/Fall).

Ottawa Rowing Club Community Involvement Program Operating Guidelines

The purpose of this program is to implement the ORC Community Involvement Policy.

Purpose:

At the Ottawa Rowing Club (ORC), we bring people together to build a vibrant, supportive rowing community. However, we are predominantly a volunteer organization that relies on its membership base for volunteers. This program 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. In the past most volunteer tasks have been undertaken by relatively few dedicated members. This new 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. 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 competitive member contribute a minimum number of hours of pre-approved tasks toward club operations.

	Number of Hours to be Completed per Tier of Membership	
Program ¹	Full Season Membership (Spring/Summer/Fall)	Seasonal Memberships (Spring, Summer, or Fall)
Competitive Programs (Masters, U23 and Senior, Junior and University)	15 Hrs for all seasons	5 Hrs per season

Notes & Exceptions::

1. If a parent/guardian has more than one Junior rower registered, that family is expected to contribute a total of 20 hours for a full season.
2. * Friends & Family may volunteer on behalf of an ORC rower.
3. ** Junior rowers may have volunteer hours signed off for High School requirements
4. Recreational & Instructional Programs are exempt from these requirements.

Exceptions may be made in extraordinary circumstances 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 refundable fee:

1. A \$150 refundable fee (plus HST) will be collected at registration for full season registrants. A \$50 refundable fee (plus HST) will be collected at registration for single season registrants (spring, summer, or fall).
2. The refundable fee will be tracked separately from operating funds.
3. The refundable fee (including HST) 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 a request for refundable fee return has been made to the Volunteer Coordinator.
4. There will be no partial refunds based on partial hours achieved.
5. Members who do not complete their volunteer hour requirements will forfeit their refundable fee and the funds will be deemed a donation (without tax receipt) 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 2025, the refundable fee will be forfeited but you may still register for the 2026 season. If volunteer hours are again incomplete for 2026, you may be denied registration for a program in 2027.
6. The Volunteer Coordinator may authorize a refundable fee return where the full requirement has not been achieved due to unforeseen circumstances. Any such request must be accompanied with related evidence and illustrate that best efforts were made to take on the assigned task(s) and that the required points could not be subsequently made up with other tasks.

Refunds and Balances:

1. ORC will take the competitive member's volunteering refundable fee at program registration.
2. Upon the Volunteer Coordinator's notification (based on approval of a member's application for completed hours) ORC will issue a credit to the member's account.

3. ORC will invoice members normally for Regatta Fees through the program season with deductions for any issued approved volunteer credits,
4. At the end of the program season, ORC will e-transfer any remaining credits back to the members.
5. On Nov 20th, any unclaimed volunteer refundable fees will be claimed by the club. Credits cannot be carried over to the next fiscal year.

Recording Volunteer Hours:

- 1 . ORC will be using the iVolunteer app for listing the available tasks and allowing members to sign up and track hours.
2. If a task is not on the qualified list - a member may request approval from the Volunteer Coordinator to add a task and submit volunteer hours.
3. Hours must be recorded within 7 days of completing the task to be considered. Submissions will be approved by VC on a bi-weekly basis.
4. The Volunteer Coordinator will submit the names of members who have completed their volunteer points to the ORC Manager who will be responsible for coordinating credits & refunds where merited.
5. Any disputes regarding refunds can be escalated to the ORC Manager 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.

Role of the Event Coordinators

There is potential for members to act as coordinators for various events in order to enter the tasks entered into the iVolunteer app while working in conjunction with the Volunteer Coordinator.

Qualifying Volunteer Task List:

The following tasks qualify as volunteer hours. This list is not exhaustive. There may be additional tasks added & approved by the Volunteer Coordinator throughout the season as the need arises.

Administrative

- Volunteer Coordinator
- Discord Moderator
- Athlete Representative
- Safety Representative
- Board member
- ORC Clothing and Apparel Lead
- Complaint Resolution Officer
- Newsletter
- Communications Representative
- Archives & Historical Records keeping

Committees

- Fundraising Committee
- Strategic Planning Committee
- Alumni Coordinator

Social Events

- ORC Banquet Planning
- Social Event Planning

Rowing Programs

- Coaching
- Private rackage coordinator
- Junior Regatta chaperone
- Regatta snack table
- Junior parent coordinator
- ARL coach/coxswain
- Rower for LTR boats
- Rower for Special Olympics boats
- Coach/Safety boat driver for a program
- Weekly Gas Refill - fill coach boat gas cans every Tuesday
- Coach Boat Motor Repair - on-call for any motor maintenance issues or transportation of motors to/from service shop if needed

Regattas

- Umpire at HOTR or other hosted regatta
- HOTR or other hosted regatta (positions as required by coordinator)
- ARL Race night support (positions as required by ARL coordinator)
- PD Ross Regatta (positions as required by organizer)
- University Events (positions as required by organizer)

Facilities

- Dock Repair and Maintenance Team - pre-season dock repair/rebuild/install, mid-season maintenance as needed
- Gardening & Yard work
- Cleaning/Tidying around the facilities and property

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 Program, 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!