

# Community Involvement Program Ottawa Rowing Club

Version: **January 2026**

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## Overview

The Ottawa Rowing Club is a predominantly volunteer organization that relies on its membership base for volunteers. The Community Involvement Policy is meant to encourage volunteering within the Club Community to maintain club operation, affordable membership fees, and employment requirements. This Community Involvement Program is designed to address the requirements of the policy.

This new approach is in harmony with the spirit of teamwork found in any successful local sports organizations and rowing clubs across Canada. The desired outcome is to keep costs down for everyone while sharing the volunteer efforts fairly across membership.

## Program Eligibility

All Competitive Programs are eligible and required to participate in the Community Involvement Program. This includes:

- Masters
- U23/ Senior
- University, *including Uni Novice*
- Junior, *excluding Jr Development*

Any athlete registered in a program listed above will pay the CIP deposit on Amilia upon registration.

## Task Eligibility

Tasks are eligible for the Community Involvement Program once they are available for sign-up in iVolunteer. Members must sign-up for the role prior to completing the hours.

- In the event that the duration of the task is shorter than posted, Volunteers are eligible to record the posted task duration as completed hours.
- In the event that the duration of the task is longer than posted, the event coordinator or volunteer coordinator must manually revise the recorded duration after the event.

Eligible volunteer tasks are not limited to, but may include tasks in the following areas of operation:

- Administrative tasks and committees
- Social Events planning and execution
- Rowing Programs (ex coaching, boat driving, on land support)
- Regattas (ex: various roles at HOCR)

Eligible tasks will be constantly updated on iVolunteer and communicated through various communication channels including Discord, Newsletter, email, coach conversations, website, etc.

If a member has a task in mind that isn't listed on iVolunteer, the member is encouraged to reach out to the Volunteer Coordinator and seek approval on the task before completion.

Some volunteer tasks are specified “shifts” where others are more general roles with open-ended timing.

- Most roles will be posted as “shifts” for specific times and duration.
- Some roles will be posted more broadly in terms of timing, as the role will be considered “ongoing” and will require frequent communication with an event coordinator or the volunteer coordinator to record hours.

Claiming hours for a volunteer commitment after the task was executed, without any prior sign-up on iVolunteer will only be approved on a case-by-case basis by the Volunteer Coordinator.

## Non-eligible volunteer 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

## Process

### Annual Timeline

1. The required number of hours and deposit value for CIP participants will be determined at the beginning of each year by the Board.
2. Eligible members will register in the winter/ spring on Amilia, and pay the CIP deposit value that corresponds with the duration of their membership.
3. During the season, volunteer opportunities will be available on iVolunteer for participation. Members must sign up for a role **prior** to completing the role. Completed hours will be recorded on iVolunteer.
4. The Volunteer Coordinator and the Club Administrator will reconcile the iVolunteer database on a periodic basis, described below, in order to initiate a return of the deposit.
5. Once a member has completed their required volunteer contributions, approved reimbursements will first be applied to any outstanding balances with the ORC and any remainder will then be applied as a credit applicable towards regatta fees, before return back to the member upon the end of the season.

## Volunteer Contribution Periods

The following table is a visual representation of different membership structures, with corresponding deposit amounts, required hours, eligible volunteer time window, volunteer hour completion deadline, and database reconciliation periods.

| <b>Membership Structure</b> | <b>Deposit Amount</b> | <b>Required Volunteer Hours</b> | <b>Volunteer Contribution Period</b>               | <b>Volunteer Hour Completion Deadline</b> | <b>Refund/ Credit Reconciliation</b>   |
|-----------------------------|-----------------------|---------------------------------|--|---|--|
| Spring ONLY                 | \$50<br><i>+HST</i>   | 5                               | Dec 1 of previous year to end of Spring Season     | End of Spring Season                      | Spring Reconciliation                  |
| Summer ONLY                 | \$50<br><i>+HST</i>   | 5                               | Beginning of Summer Season to end of Summer Season | End of Summer Season                      | Summer Reconciliation                  |
| Fall ONLY                   | \$50<br><i>+HST</i>   | 5                               | Beginning of Fall season to November 30            | Nov 30                                    | Fall Reconciliation                    |
| Spring + Summer             | \$100<br><i>+HST</i>  | 10                              | Dec 1 of previous year to end of Summer Season     | End of Summer Season                      | Spring and Summer Reconciliation       |
| Full Season                 | \$150<br><i>+HST</i>  | 15                              | Dec 1 of previous year to November 30              | Nov 30                                    | Spring, Summer and Fall Reconciliation |

*\*precise dates will follow the exact membership dates as stated upon registration on Amilia.*

## Database Reconciliation and Hour Completion

### Schedule of Database Reconciliation:

The iVolunteer Database, which holds a record of completed volunteer hours, will be reconciled with the list of CIP participants upon the end of each season.

- Spring Reconciliation: End of the Spring Season (late June/ early July)
- Summer Reconciliation: End of Summer Season (late August/ early September)
- Fall Reconciliation: November 30th

## Refunds and Credits

When the reconciliation indicates a member completed their required hours within their membership term, the Volunteer Coordinator and Club Administrator will indicate the payment requirement to the ORC Board.

When the completion of the required hours happens by Spring or Summer reconciliation periods, and the athlete is still anticipated to race in the following seasons, the member will be issued a credit to apply against any upcoming regatta fee invoices (managed in Quickbooks).

**Example:** A member with a full-season membership completes their hours before the end of the summer season. Upon summer reconciliation, the database indicates the member's completion of the hours. The member still has a fall season of rowing and races ahead of them, so the credit will be added to their Quickbooks account to be applied against any owing or upcoming regatta fees.

Upon Fall reconciliation, all eligible deposit returns will be issued to the athlete via e-transfer. Any remaining credit balance, residual from regatta fee credits, will also be paid out at the end of the fall season.

**Example:** A member with full-season *OR* Fall-only membership completes their hours by the fall reconciliation date, these members will be returned the value of their deposit via e-transfer.

**Example:** A member completed their hours by the summer reconciliation date, and their return was applied as a credit to their regatta fee invoices on Quickbooks. If a credit value still remains by the time the fall reconciliation is completed, the remaining balance will be returned to the member via e-transfer.

\*Any disputes regarding refunds can be escalated to the Club Administrator for presentation to the board for resolution.

## Partial Completion of Hours

Upon any scheduled reconciliation of the volunteer database, the full amount of volunteer hours must be completed by the end of the season period defined upon registration. Members will not be partially refunded for partial completion of hours. The hours volunteered are only applicable to the deposits paid within the season the hours are contributed.

**Example:** A member registers for the summer season Masters program, and pays \$50+HST to CIP. That member is expected to complete their 5 hours before the end of the summer season as defined upon registration in order to receive their deposit return. If they only complete 3 hours, they do not get the return. At this point, the funds are claimed by ORC.

If that same member proceeds to register separately for a fall season in the Master's program, paying an additional seasonal deposit of \$50+HST, they must complete the full 5 hours within that fall season to receive their deposit

back. The 3 hours completed in the summer season do not carry over to the Fall.

**Example:** A member registers for a full-season Masters program, and pays the full \$150+ HST to CIP. The member has the entire duration of the membership to complete the hours required, The deposit only gets credited or refunded once the full 15 hours are completed.

## Exceptions and Permissions

1. Direct household family members, regardless of their registration status at ORC, are eligible to complete hours on behalf of their immediate family member. The family member **must** sign up in iVolunteer under their own name, and indicate through iVolunteer or directly to the Volunteer coordinator which member they are completing their hours on behalf of.

**Example:** A parent of a Junior athlete can volunteer on their behalf and complete their required hours. The parent must register under their own name on iVolunteer and indicate the relationship between them and the athlete they are completing hours on behalf of.

2. Any family with more than one Junior athlete eligible to participate in CIP will be maxed out on a \$150 contribution and 15 hour volunteer expectation total for all Junior athletes of the family.

**Example:** If you as a parent have two children registered in the Jr Program, you will only be charged up to \$150 in CIP deposits and expected to complete 15 hours across the family.

3. Junior Rowers are eligible and encouraged to log the volunteer hours completed at ORC towards their required high-school volunteer hours. Speak with the event coordinator or contact the Volunteer Coordinator to process the high-school volunteer forms.

\*\* 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.