

Standard Practices and Procedures

Rev 1.0 September 14, 2021

Code of Conduct - Cataraqui Canoe Club (CCC)

1 Scope

This code of conduct will clarify what is expected from CCC members and a subset that has chosen to volunteer for the club. The code of conduct documents what is considered to be professional behaviour to help keep everyone safe, and to ensure both members and volunteers have a meaningful experience.

The Code of Conduct sets out the expectations of the CCC and should be treated accordingly.

2 Members

All club members are to:

- a) treat other Club members with respect, dignity and courtesy at all times
- b) have the freedom to inform the Board of Directors of any concerns or opportunities for improvement
- c) follow club policies and procedures
- d) respect and maintain the good reputation of the CCC

3 Volunteers

In addition to following the member guidelines above, those Club members who choose to serve as volunteers are also entitled to:

- a) receive an adequate information and a training session wherever appropriate to enable them to meet the needs of the role
- b) volunteer in a safe and friendly environment

Volunteers will also commit to:

- a) fulfil the role as outlined in the role description and to request further training if needed
- b) follow Club policies and procedures that apply to the volunteer role
- c) give suitable notice to the lead volunteer when not available or unable to attend
- d) respect the privacy of members and other volunteers. Volunteers may have access to information and documents relating to other members that are private and confidential in nature; reasonable care and caution is to be exercised to protect and maintain confidentiality
- e) not use their status as a CCC volunteer to obtain personal gain from those doing or seeking to do business with the Club

4 Event Participants

In addition to following the member guidelines above, those Club members who choose to participate in any events (trips, boathouse paddling sessions, etc.) are also to:

- a) follow guidelines and instructions from those coordinating the event; trip leader, boathouse volunteer etc.
- b) follow all safety instructions