

# Standard Practices and Procedures

Rev 2.0 March 27, 2023

## Membership Policy - Cataraqui Canoe Club (CCC)

### 1 Scope

This policy will explain the Club's Membership Policy; who is eligible and what privileges are available to Members.

In this policy, references are made to other CCC policies; e.g., the CCC Boat Storage Policy, CCC Boat Rental Policy and the CCC Canoe-Kayak Instruction Policy. Members should refer to these policies for more details.

### 2 Membership

- a) Membership is open to any person 18 years or older
- b) Memberships are for individuals; a couple must apply for two individual Memberships
- c) Minor children cannot be Members. However, they will have some membership privileges if they are in the care of a CCC Member
- d) Participation of minor children in Club events must always be under the direct supervision of a parent or a guardian Member

### 3 Membership Term

- a) Membership is valid for 1 year from April 1<sup>st</sup> to March 31<sup>st</sup>
  - i. Membership taken out after April 1<sup>st</sup> still expires on the following March 31<sup>st</sup> (see 3 (d) for the exception)
- b) Membership (new or renewal) becomes effective only when:
  - i. a membership application form has been completed
  - ii. membership payment has been received within 30 days of the membership application
  - iii. all appropriate documents have been signed with the membership application (e.g., waiver of liability, etc.)
- c) Date of Membership is the date of receipt of the membership application form, provided payment is received within 30 days
- d) New (first time) Memberships initiated between October 1<sup>st</sup> and March 31<sup>st</sup> are also valid for the following membership year starting April 1<sup>st</sup>
  - i. This does not apply to former Members who have let their Membership lapse

### 4 Membership Fees

- a) No membership fees will be charged for minor children in the care of Members
- b) The Board of Directors shall set the membership fee for Members
- c) Current membership fees are published on the CCC web-site

## 5 Membership Privileges

### a) Boathouse Paddles

- i. each Member is entitled to borrow one Club boat, if available, to participate in Boathouse Paddles
- ii. Members bringing minor children or a guest must paddle together in the same boat; i.e. minor children and guests are not allowed to paddle in a borrowed kayak or solo in a borrowed canoe

### b) Club Boat Rentals

- i. each Member is entitled to rent one Club boat, if available, to participate in Club trips
- ii. Members bringing minor children or a guest on a Club trip must paddle together in the same boat; i.e. minor children and guests are not allowed to paddle in a rented kayak or solo in a rented canoe

### c) Instruction Clinics

- i. each Member is entitled to borrow one Club boat, if available, to participate in instruction clinics conducted from the Boathouse for which the Member has registered
- ii. additional Club boats may be borrowed by the Member for use by minor children in an instruction clinic once the entitlement of other Members to borrow Club boats has been met
- iii. instruction clinics are not open to guests.

### d) Boathouse Storage of Private Boats

- i. when storage spots are available, a Member may apply for one spot for the storage of a private boat (canoe or kayak)

### e) Voting at Annual or Special General Meetings

- i. those who have been paid up Members for 60 days immediately preceding a General Meeting shall be entitled to vote

## 6 Guests

### a) Members may bring guests to a Club event subject to the following:

- i. members are responsible for the actions of their guests if those actions are contrary to any Club policy
- ii. for trips, the trip leader must approve the guest's participation
- iii. members should be confident that their guest has the skills and capability to participate in the event
- iv. members will advise their guest participating in a trip about the Club policy - Etiquette for Trip Participants
- v. members are to ensure that the ORCKA Waiver of Liability and, if necessary, the ORCKA Informed Consent and Assumption of Risk form has been signed by their guest
- vi. members are to provide any assistance to their guest if needed during the event

### b) Guests may accompany a Member in a Club canoe on Boathouse Paddles and Club trips. Guests may not paddle in a Club kayak or paddle without a Member in a Club canoe

### c) Guests may paddle their own personal kayak or canoe

### d) A guest is allowed two occasions to accompany a Member on a Club event

- i. there is no charge for guests on these two occasions