Standard Practices and Procedures

Rev 5.0 October 16th, 2026

Membership Policy - Cataraqui Canoe Club (CCC)

1 Scope

This policy will explain the Club's Membership Policy; who is eligible and what are Member privileges and responsibilities.

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 1st to March 31st
   i. Membership taken out after April 1st still expires on the following March 31st (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) Memberships initiated between January 1st and March 31st are also valid for the following membership year starting April 1st

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 with associated equipment such as paddles, personal flotation devices etc., if available, to participate in Boathouse Paddles
ii. Members bringing a guest must paddle together in the same boat; i.e. guests are not allowed to paddle in a borrowed kayak or solo in a borrowed canoe
iii. Members bringing minor children in their care:
    a. Members may allow minor children to use the Club's kayaks that are suitably sized for them
    b. Members must escort their minor children (while paddling) at all times in another boat

b) Club Boat Rentals

i. each Member is entitled to rent one Club boat with associated equipment such as paddles, personal flotation devices etc., if available, to participate in Club trips
ii. Members bringing a guest on a Club trip must paddle together in the same boat if rented; i.e., guests are not allowed to paddle in a rented kayak or solo in a rented canoe
iii. Members bringing minor children in their care on a Club trip:
    a. Members may allow minor children to use the Club's kayaks that are suitably sized for them
    b. Members must escort minors (while paddling) at all times in another boat

c) Instruction Clinics

i. each Member is entitled to borrow one Club boat with associated equipment such as paddles, personal flotation devices etc, 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 Membership Responsibilities

a) Use of equipment (boats, paddles, PFDs etc.) – member's are responsible for:
    i. any damage(s) that occur to Club equipment while in their possession
    ii. any repairs or replacement of Club equipment as a result of any damage(s)
    iii. replacement of Club equipment as a result of theft while in their possession

7 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 guests have the skills and capability to participate in the event
   iv. members have advised their guests of the trip details
   v. members will advise their guests participating in a trip about the Club policy - Etiquette for Trip Participants
   vi. 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 guests
   vii. members have advised their guests that they are responsible for their own well-being and to follow standard watercraft safety guidelines and directions of the trip leader. Guests should advise the inviting member and trip leader if they require assistance.

b) Guests may accompany a Member in a Club canoe on Boathouse Paddles and Club trips.

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