

## OVERVIEW

### COMOX PADDLERS CLUB (CPC)

#### Purpose

The Comox Paddlers Club (“CPC”) is a society under the British Columbia Societies Act. The purpose of the society is to coordinate paddling, recreational, social, and other activities for its members.

#### Outline

The CPC brings together people who share an interest in paddling and outdoor recreation. Members coordinate trips, outdoor activities and social events. Safety of members is a primary concern. Although “in-Club” training in paddling skills and safety practices is not provided, members are encouraged to take advantage of the many training opportunities offered by certified commercial providers in the region.

#### Officers

Club officers are elected at the Annual General Meeting in April.

#### Current Status

The Comox Paddlers Club holds official meetings on a regular basis and coordinates multi-day, day and evening paddles in the immediate area and farther afield. Paddle coordinators are club members and are only responsible for providing administration and logistics planning for the trips. They do not act or operate as guides, coaches or instructors. The on-water activities are considered to be peer paddles and all participants are responsible for their own actions and safety. The club Policy and Procedure Manual provides regulations and safety instructions based on the Transport Canada Regulations and publications and emphasizes the responsibilities of paddlers. The manual and annual trip plan is available on the club website at: “[www.comoxvalleypaddlers.ca](http://www.comoxvalleypaddlers.ca)”.

On an annual basis CPC members are required to sign the Membership Disclosure of Responsibilities, Release of Liability, Assumption of Risk and Indemnity Policy and review the CPC expectations of trip participants. Sanctioned trips shall mean all trips approved by the CPC executive as reasonably expected to be within the CPC rating of Level I and Level IIa and IIb as per Annex E of the Policy and Procedures Manual. These trips will be posted to the Club website. Short notice trips require approval from an executive member before being posted to our website. The club will use best efforts (updates to website, e-mails, Facebook, texting) to communicate any cancellations, rescheduling or minor trip changes of approved trips. Participants are encouraged to contact the trip coordinator directly to confirm details. The CPC conducts on water operations in accordance with Transport Canada Small Vessels Regulations Subpart 2 “Pleasure Craft, Human Powered Pleasure Craft” and does not require an exemption per Subpart 3.216, “Racing Pleasure Craft”.

REVIEW (2024.0): Dated: November 21, 2024

Approved by the CPC Executive: \_\_\_\_\_

## **COMOX PADDLERS CLUB**

### **CONSTITUTION BYLAWS AND POLICIES AND PROCEDURES MANUAL**

The Comox Paddlers Club (CPC) is a recreational paddling club. A primary concern is the safety of all individuals who participate in the sport of paddling. The guidelines and recommendations presented in this Manual are the minimum requirements for the CPC and represent CPC's safety policy. All members and participants should carefully review these standards to ensure their familiarity with them.

COMOX PADDLERS CLUB

**CONSTITUTION**

**Name**

The name of the society is Comox Paddlers Club.

**Purpose**

The purpose of the society is to coordinate paddling, recreational, social, and other activities for its members.

The club designates itself a member funded society.

## COMOX PADDLERS CLUB

# BYLAWS

### INTERPRETATION

In these bylaws:

**"club"** means the Comox Paddlers Club;

**"coordinator"** means a person approved by the officers to plan and coordinate a particular program;

**"director"** includes a trustee, officer, and a person occupying any such position by whatever name;

**"general meeting"** includes annual general meeting;

**"membership"** means, for the purposes of bylaws 6, 9, 11, 20, 22 and 24, members voting at a general meeting;

**"officer"** includes president, vice-president, secretary, and treasurer;

**"ordinary resolution"** means a resolution passed in a general meeting by a simple majority of votes cast;

**"program"** means any activity or event adopted by the club; and

**"special resolution"** means a resolution passed in a general meeting by a majority of not less than 66 2/3% of the votes cast if at least 14 days prior to such meeting, a notice specifying the intention to propose the resolution as a special resolution has been given to every member entitled to attend and vote.

### MEMBERSHIP

1. An applicant for admission to the club shall be admitted as a member upon:

- (a) completing the application for admission;
- (b) reading and signing the club Disclosure of Responsibilities, Release of Liability, Assumption of Risk and Indemnity Form;
- (c) delivering them to an officer of the club; and
- (d) paying the annual dues for the class of membership applied for.

2. There shall be three classes of members:

- (a) single members, individuals over 19 years of age who have paid a single membership fee;
- (b) family members over 19 years of age, being members of a family with the same domicile, whether or not the persons heading the family are married or unmarried and who have paid a family membership; (no cost saving at the present time) and
- (c) honorary members, being members whom the Club wishes to honour and who become members for life who need not pay membership fees.

3. Subject to bylaw 3, all members:

- (a) subject to bylaw 2 and 3, have the right to participate in club activities;
- (b) have the right to vote at general meetings; and

(c) are eligible to be elected and appointed as directors.

4. A member shall cease to be a member in good standing upon:

- (a) failing to pay the annual dues as and when prescribed by the directors;
- (b) failing to sign the Disclosure of Responsibilities, Release of Liability, Assumption of Risk and Indemnity Form as and when prescribed by the executive;
- (c) resigning from the club; or
- (d) expulsion from the club.

5. A member may be expelled or suspended from the club by an ordinary resolution of the membership.

## MEETINGS

1. **General Meetings** shall be held as and when directed by the directors or on a petition of 20 per cent of the voting members. Notice of a General Meeting shall be sent to each member at least 14 days before the date of the meeting. Our club currently holds regular general meetings in the winter on the 1<sup>st</sup> Thursday (October, November, December, February, March, April and May).
2. **Annual General Meetings** will be held each year on a date set by the directors.
3. **Special General Meetings** may be held as required, providing that all members are notified at least 14 days prior to the meeting.
4. **Quorum:** A quorum consists of three voting members or 20% of the voting membership, whichever is greater constitutes a quorum. If, when the meeting is called, there is no quorum present, the meeting will be postponed for 15 minutes and three or more voting members present at that time will constitute a quorum.
5. **Voting:**
  - (a) A majority of votes cast is sufficient to pass an ordinary resolution or motion at a meeting.
  - (b) Voting may be by a show of hands, or at the request of 20% or more voting members, by secret ballot.
  - (c) Voting by proxy is not permitted.

## DIRECTORS AND OFFICERS

1. The directors shall consist of:

- (a) the officers, who shall be elected by the membership at each annual general meeting; but if a vacancy occurs, a replacement may be elected by the membership to serve until a successor is elected at the next annual general meeting;
- (b) the previously elected President of the Club; and
- (c) as many other directors as are appointed by the officers or elected by the membership, but all directors shall cease to hold office at the close of the Annual General Meeting which has elected or appointed their successors.

2. The president and vice-president may serve not more than two consecutive years in one office.
3. A director may be removed from office on an ordinary resolution of the membership.
4. Before a resolution under bylaw 6 or 11 is voted on, the person who is the subject of the resolution has the right to a hearing.
5. Three directors shall constitute a quorum for directors meetings.

## **DUTIES OF OFFICERS**

1. The president:
  - (a) shall preside at all meetings of the club and of the directors.
  - (b) is the chief officer of the club and shall supervise the other officers in the execution of their duties.
2. The vice-president shall carry out the duties of the president during that person's absence.
3. In the absence of both the president and the vice-president from a meeting, the directors shall appoint another person to act as president of the meeting.
4. The secretary shall:
  - (a) conduct the correspondence of the club;
  - (b) cause notices of meetings of the club and of the Directors to be issued;
  - (c) keep minutes of all meetings of the club and the directors;
  - (d) have custody of all records and documents of the club except those required to be kept by the treasurer.
5. The treasurer shall :
  - (a) keep the financial records, including books of account, necessary to comply with the Society Act;
  - (b) render financial statements to the directors, members and others when required.
6. In the absence of the secretary from a meeting, the directors shall appoint another person to act as secretary of the meeting.

## **CLUB FINANCES**

1. The directors have all the powers necessary to manage the club; but shall not borrow money or use the club's assets as security unless authorized to do so by a special resolution of the membership.
2. All club revenues and expenditures shall be handled through the treasurer who shall act on behalf of the directors.

3. No member in his or her capacity as a member, officer or director shall be paid for any services rendered to, or on behalf of, the club; but the officers or the membership may authorize the payment of a member's out-of-pocket expenses where such payment appears to the officers to be in the club's best interests.

**MISCELLANEOUS**

- 1. The constitution and bylaws of the club may be altered by special resolution provided that notice of the special resolution accompanies the notice of the general meeting.
- 2. The directors shall develop and maintain a Policies and Procedures Manual which shall contain instructions to club members on any subject that the membership or directors feel requires explanation, elaboration, direction, or control.
- 3. The directors shall ensure that the Policy and Procedures Manual is reviewed annually.
- 4. The books and records of the club shall be available for inspection by the members at the annual general meeting and at any other time provided 30 days' notice is given.

**DISSOLUTION**

Upon winding up or dissolution of the club, the assets which remain after payment of all costs, charges, and expenses which are properly incurred in the winding up shall be distributed to such charitable organization or organizations as may be determined by the members of the club at the time of winding up or dissolution. This provision shall be unalterable.

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**N. B. Our club's Constitution and Bylaws are filed as is with the Government and should NOT be altered without legal advice.**

2024/25

COMOX PADDLERS CLUB

POLICY

AND

PROCEDURES

**REVISION (2024.0): Approved by the 2024/25 Executive**



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# COMOX PADDLERS CLUB POLICY AND PROCEDURES

On November 21, 2024 the CPC executive adopted this version of our Policy and Procedures. They shall become effective after being announced at the next CPC meeting scheduled to be held on Dec. 5 2024 or in the Notice of said meeting.

## **1.0 ADMINISTRATIVE POLICIES**

### **1.1 Preparations for Annual, Special and General Meetings**

**1.1.1 PURPOSE:** To outline the tasks that must be completed in advance of the Annual General Meeting ("AGM").

**1.1.2 POLICY:** The Executive (defined as "officers, directors and trustees") shall ensure that all required steps be taken to hold meetings of the membership.

**1.1.3 PROCEDURES:**

1. Annual General Meetings will be held each year on a date set by the directors (typically the first Thursday in April).
2. General Meetings shall be held as and when directed by the executive or on a petition of 20 percent of the voting members. General Meetings are currently held on the first Thursday of the following months: October, November, December, February, March, April, May.
3. Notice of a General Meeting shall be sent to each member at least 14 days before the date of the meeting (if the date differs from our above mentioned scheduled meetings).
4. Special Meetings may be held as required, providing that all members are notified at least 14 days prior to the meeting.
5. A Quorum is defined as the greater of three voting members OR 20% of the voting membership, whichever is greater.
6. An Ordinary Resolution or Motion is carried/approved provided it receives a majority of votes cast at a meeting.
7. Voting is done by a show of hands, OR by secret ballot if requested by 20% or more of the voting members.

8. Voting by proxy is not permitted.

9. A Special Resolution (required for matters not normally addressed at meetings) must be passed at a General Meeting by a majority of not less than 66 2/3% of the votes cast. All club members must be given at least a 14 day notice specifying the intention, purpose and the wording of the proposed Special Resolution. Members are entitled and should be encouraged to attend the meeting and vote on the matter.

## 1.2 Filing of Annual Reports

**1.2.1 PURPOSE:** To outline the club's requirements under the BC Society Act.

**1.2.2 POLICY:** The executive shall ensure that all required filings be made as specified under the BC Society Act.

**1.2.3 PROCEDURES:**

1. The club shall file information in accordance with the guidelines of the Societies Act for the Province of British Columbia.

2. BC's Society Act currently requires every society to file an Annual Report within 30 days after the Annual General Meeting was held.

3. Information must be current as at the close of the Annual General Meeting.

4. All changes of address, changes in directors and/or changes to the bylaws must be filed using the appropriate form and include the applicable filing fee.

## 1.3 Committee Structure and Roles

**1.3.1 PURPOSE:** To outline the organization, roles and responsibilities of CPC committees.

**1.3.2 POLICY:** The executive shall ensure that there are committees to provide for the coordination of club activities and events. The following Committees (or individual representatives) are currently deemed beneficial for the club:

1. **Trip Committee:** Shall develop and maintain the club's annual trip list. Duties include: identifying trips, finding coordinators, issuing coordinator instructions, collecting and forwarding trip forms to the secretary and generally assisting in the planning and execution of trips. Forward money collected on a trip from new memberships and non-member waivers to the treasure.

2. **Program Committee:** Will develop and arrange various club related program activities and lectures to be presented at CPC's monthly meetings.

3. **Safety Committee:** Will coordinate the annual safety day, practice pool sessions, and other activities focused on ensuring club members are aware of effective safety practices and have the opportunity to practice their skills.

4. **Social Committee:** Will arrange for and coordinate the social activities of the club e.g. an annual Christmas and or yearend celebration.

5. **Website Committee:** Shall manage and maintain the CPC website through the posting of club information onto the site and keeping it current and informative.

6. **Membership Secretary (Committee):** Will maintain the club's membership list. The Membership Secretary will be the chair if a committee is formed.

7. **Other Ad Hoc Committees:** CPC's executive can create additional special committees to deal with specific club issues when the need arises.

### 1.3.3 PROCEDURES:

1. **Meetings:** Committees will meet at the call of the Committee Chair.

2. **Reporting:** Committees or their Chair will report to the executive on the activities of their committees and shall call upon the executive for assistance when required.

3. **Succession:** Committees will be responsible for identifying and appointing members and assisting with identifying future committee members.

## **1.4 Insurance**

**1.4.1 PURPOSE:** To outline CPC insurance arrangements.

**1.4.2 POLICY:** CPC will maintain insurance coverage. Currently insured with Waypoint.

**1.4.3 PROCEDURES:** CPC will comply with the insurer's requirements. The CPC Treasurer will ensure that the insurance premiums are paid in a timely manner.

## **2.0 FINANCIAL POLICIES**

### **2.1 Maintenance and Review of Financial Records**

**2.1.1 PURPOSE:** To designate an individual to maintain the books and records of the club and to ensure that they are maintained in good order.

**2.1.2 POLICY:** The books and records of the Comox Paddlers Club shall be maintained in good order by the Treasurer and shall be reviewed at least annually or as required by the Past President.

**2.1.3 PROCEDURES:**

1. The club shall maintain a bank account in the name of the Comox Paddlers Club.
2. The signing officer(s) shall be any one of the Treasurer, the President or a designated director.
3. The Treasurer shall deposit all membership dues and other receipts as soon as is practically possible.
4. All receipts for expenditures shall be filed in an orderly manner.
5. The Treasurer shall reconcile the bank account monthly and report the most recent month end bank balance. This can be presented at club meetings or via printed material issued by the club to its membership. In addition, the Treasurer shall report to the club any unusual financial transactions that might significantly impact the bank balance.

## **3.0 MEMBERSHIP POLICIES**

### **3.1 Communication with Members**

**3.1.1 PURPOSE:** To ensure that the membership list is used to circulate only information related to paddling.

**3.1.2 POLICY:** The Comox Paddlers Club shall circulate only, paddling-related information and do so on an "information-only" basis.

**3.1.3 PROCEDURES:**

1. A CPC officer (currently the Recording Secretary) or designate will be responsible for circulating all club related material.
2. Members, or others, wishing to circulate paddling-information to the general membership will forward the information to the Recording Secretary or designate. They will determine if it is paddle related and therefore acceptable for distribution.
3. The Recording Secretary or designate then distributes the approved information.

### **3.2 Membership Records**

**3.2.1 PURPOSE:** To ensure that the membership records are confidential.

**3.2.2 POLICY:** The Comox Paddlers Club shall obtain permission from each member to permit the member's email address and phone number to be available only to other club members.

**3.2.3 PROCEDURES:**

1. The Membership Secretary maintains a list of current members and their contact information. Memberships are valid for 12 months from the date of joining or renewing.
2. Members will be asked to sign a release to give permission to the club to include their names and contact information on a club membership list. Members not signing the release will not be included on the list.
3. To minimize spam, correspondence to groups of members via e-mail will be sent utilizing an "undisclosed" or "bcc" receipt list.

### **3.3 Disclosure of Responsibilities, Release of Liability, Assumption of Risk and Indemnity (DRRLARI)**

**3.3.1 PURPOSE:** To ensure that the membership and all non-members (guests) have read and signed the Disclosure of Responsibilities, Release of Liability, Assumption of Risk and Indemnity Form (“Membership and Non-Member Release form).

**3.3.2 POLICY:** All members and non-members (guests) participating in Club activities must sign a DRRLARI Form.

#### **3.3.3 PROCEDURES:**

1. The Membership Secretary shall obtain a signed DRRLARI Form (included in the Membership Form) from each member with the membership application annually.
2. All non-members (guests) will sign a DRRLARI form (Non-Member Release Form – Annex G) prior to participating in club activities and pay the appropriate fee for insurance coverage (currently \$10/day). The Trip Coordinator will forward the signed forms to the Membership Secretary and any fees collected to the Treasurer upon completion of the activity.
3. The Membership Secretary will maintain signed DRRLARI forms for a period of two years.
4. These forms will be reviewed annually by the executive.

## **4.0 CLUB ACTIVITY POLICIES**

### **4.1 Trip Policy**

**4.1.1 PURPOSE:** The primary activity of the Club is to facilitate enjoyable and safe recreational paddling trip outings for members AND to ensure that all club members and non-members (guests) participating in club paddling activities are aware of the guidelines and responsibilities under which the paddling activity is offered.

**4.1.2 POLICY:** All members and non-members (guests) must be aware of the guidelines and responsibilities under which all paddling activities are offered.

#### **4.1.3 PROCEDURES:**

1. The CPC Trip Committee shall suggest a list of club trips that are reasonably expected to be within the Comox Paddlers Club Rating Levels I and II a and b (see Annex E).
2. The CPC executive will determine which trips will be accepted for the CPC trip schedule.

3. The Trip Coordinator's Guidelines shall be the basis of planning all club trips (see Annex A).
4. Information about club trips will be circulated to all members who have consented to be on the list, and included on the club's website ([www.comoxvalleypaddlers.ca](http://www.comoxvalleypaddlers.ca)).
5. While each trip will be ranked by expected level, members need to understand that conditions can change during a trip. Therefore, all participants must sign the Comox Paddlers Club Trip Release Form before participating to confirm they understand this situation.
6. Any individual, member or non-member (guest), who has not signed a CPC Trip Release Form, will not be allowed to participate in the trip.
7. The Disclosure of Responsibilities, Release of Liability, Assumption of Risk and Indemnity Form (DRRLARI Form) signed by each member at the time of membership is understood to apply to all club trips. Every non-member (guest) on a trip must also sign the DRRLARI Form (Non-Member Release Form) for each day spent paddling.
8. Trip participants are expected to uphold CPC expectations regarding safety for themselves and the well-being of the group (see Annex B).
9. Trips, when underway, operate on a peer group consensual paddling basis. This means that trip participants using their good judgment should take appropriate steps to ensure safe paddling or any other decisions that are appropriate to the individual, the group, and the trip.
10. Trip Release Forms shall be retained by the Membership Committee or designate for a period of not less than 2 years.
11. Trip Reports: The coordinator for each club paddle will submit a Trip Report to the Trip Committee documenting the activity. These reports can be discarded the start of the next season UNLESS there has been an incident that has potential to become an insurance claim. Trip Reports from a problematic trip will be kept until the club is comfortable that there will be no insurance claim against the club or its members.



#### **4.1.4 PEER PADDLES:**

1. A “peer paddle” is a group of friends that decide to go out for a paddle. It is NOT a CPC sanctioned activity. Historically, this has usually been a last minute decision.
2. There is absolutely no insurance coverage for injury, damage, loss, etc for a peer paddle.
3. A person can use the club email list ONCE ONLY to communicate the idea of a peer paddle. Following that, any correspondence has to be done through private e-mail.
4. Once a paddle becomes a club event it can no longer be considered a "peer paddle". If a club e-mail list and/or website is used to further advertise any event, it is then considered a club event and the club’s rules have to be followed as far as participants signing waivers and trip release forms, paying the required fee, etc.
5. Our club’s Facebook page is currently being used as a convenient place to post upcoming “peer paddles”.

## **5.0 EDUCATION POLICIES**

### **5.1 Expectations of Members**

**5.1.1 Purpose:** The club recognizes that safety education is vital to the members and the executive shall endeavor to make the membership aware of each member's trip expectations and guidelines.

**5.1.2 Policy:** To ensure that the membership is aware of the risks and responsibilities associated with paddling with the CPC.

#### **5.1.3 Procedures:**

1. The Comox Paddlers Club shall include at least one session on trip safety in each year as well as at least one session on cold water safety.
2. The club and its members shall develop and update the CPC's "Expectations of Trip Participants" (see Annex B).
3. The CPC's Expectations of Trip Participants will be posted on the club's website.
4. The executive of the club will review the "Expectations of Trip Participants" document with the membership annually.

## **ANNEX A: CPC Trip Coordinator's Guidelines**

### **1. Overview**

- a) The trip/activity coordinator is a club member who volunteers to initiate and/or carryout planning and logistics for a club activity or trip.
- b) The coordinator is not an instructor, or a guide and does not assume responsibility for the skill levels of trip participants.
- c) Club members on any club activity or trip are responsible for their own skill level, equipment and safety.

### **2. Planning Activities of a Trip Coordinator:**

- a) Declare an interest in coordinating a particular trip. If the trip is not one that has been approved by the CPC in the past, propose and describe the trip to the CPC executive for approval.
- b) Consult with the CPC executive to determine whether the trip rating is appropriate. Proposed trips are currently directed to the Vice President. The Trip Committee may be consulted for consideration and discussion of such a trip.
- c) If approved, the Trip Committee will contact both the Membership Committee and the Website Committee so that the trip will be added to the CPC trip schedule and circulated to the membership.
- d) Review Transport Canada Safe Boating Guide and Sea Kayaking Safety Guide (TP 14726E) <http://www.tc.gc.ca/publications/en/tp14726/pdf/hr/tp14726e.pdf>
- e) Provide necessary information to trip participants including: location, departure and return times, conditions, facilities, scheduled activities, trip rating, etc.
- f) Announce trip/activity cancellation in an appropriate manner and time due to weather or sea conditions, etc.

### **3. Trip Day Activities of a Trip Coordinator:**

- a) Each trip coordinator will facilitate the group's prelaunch discussion concerning: on-water plans, safety and emergency preparedness and personal risks. This may include such specific issues as:
  - division of large groups into smaller pods based on paddler preference, speed, goals, or other criteria
  - information regarding access, route, timetable, tides, sea conditions, terrain and weather

- formations for crossings
- front and sweep (rear) paddlers
- identification of buddies
- paddle or whistle signals or radio contacts
- gear check
- personal limitations or medical conditions that may impact the trip, and • other items pertinent to the trip.

b) Have each participant sign the CPC Trip Release form.

c) Have non-members (guests) sign a DRRLARI form, called the Non-Members Release and pay the current amount required for the insurance fee before departing.

d) Complete the Trip Report form and submit it to the Trip Committee who will review it for any concerns then forward it to the CPC Recording Secretary to keep with the club's records. Photos are encouraged to be taken so they can be added to the CPC website and possibly presented at future club meetings.

## **ANNEX B: CPC Expectations of Trip Participants**

### **Overview**

1. The choice to paddle with a club peer group requires that all participants adhere to the consensus decisions of the group, and recognize the importance and responsibility of each participant for the safety of the entire group.
2. Comox Paddlers Club members do not provide instruction on club trips or during practice sessions. Club members are encouraged to further their own skill development through Paddle Canada recognized courses offered by: recreation departments, local vendors, SKILS, etc.
3. Participants must comply with the latest revisions to the Canadian Shipping Act applicable to kayaks and canoes as outlined in the Safe Boating Guide (Form TP5 11E).
4. Participants must wear their PFD's properly secured.
5. Participants must evaluate their own skill level in the context of the planned trip and attend only trips that they are competent to handle.
6. Participants must be prepared to participate in a peer paddling environment that considers the skills, knowledge and desires of all trip participants and operates according to consensus.
7. Participants should review the checklist for kayakers and canoeists (see Annex D).
8. Participants should review the Transport Canada guidelines (Form TP 14726E) for planning and preparing trips.
9. Participants must be fully aware of the effect of any alcohol, recreational or medicinal drug that he/she is using.
10. Dogs are not allowed.
11. Alcohol **MUST NOT** be consumed when paddling a CPC trip. There is a huge potential for accident or injury if participants in club trips consume alcohol when paddling. Regardless of signatures, the CPC insurance is null and void if there is an accident and alcohol was involved.
12. CPC insurance coverage is only in effect during the time spent on the water.
13. Participants must be aware of hypothermia and other water-related dangers, and how to take the appropriate measures and precautions.

**ANNEX C:**

**Comox Paddlers Club Trip Release Form**

## Comox Paddlers Club Trip Release Form

I have read, signed and fully understand the Comox Paddlers Club (CPC) Disclosure of Responsibilities, Release of Liability, Assumption of Risk and Indemnity Form. By doing so, I free the CPC and Trip Coordinator of any responsibilities and liability for my personal safety. I will participate in the pre-launch discussion. I acknowledge that CPC trips and activities have a degree of inherent risk and that I assume any and all responsibility for my own safety.

|                      |  |
|----------------------|--|
| <b>Trip/activity</b> |  |
| <b>Date</b>          |  |
| <b>Coordinator</b>   |  |

| NAME | MEMBER | GUEST | SIGNATURE |
|------|--------|-------|-----------|
| 1.   |        |       |           |
| 2.   |        |       |           |
| 3.   |        |       |           |
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| 18.  |        |       |           |
| 19.  |        |       |           |

Please return form to Trip Committee or executive member or scan and send to:  
[comoxpaddlers@gmail.com](mailto:comoxpaddlers@gmail.com). Form must be completed each day on a multiday trip.

## **ANNEX D: Checklist for Operating Sea Kayaks and Canoes**

Transport Canada regulations require that each kayak or canoe carry:

- **Personal flotation devices (PFD)** or lifejackets approved for use in Canada and of a suitable size for each person on board. PFDs must be comfortable and functional enough to be worn at all times (PFD WORN – CLUB POLICY).
- **A buoyant heaving line** at least 15 metres long (floating throw line or throw bag).
- **A manual propulsion device.** A paddle is a propulsion device and must be carefully selected. It may be made of wood, aluminum, plastic, or composite materials.
- **A bailer or manual water pump** for removing water. A pump is more efficient. A large sponge can be used to remove remaining water. Don't forget to tie them down.
- **A sound-signalling device.** You can use a whistle, a foghorn or compressed air foghorn.
- **Navigation lights.** Between sundown and sunrise or when visibility is reduced, a white light visible over 360° is preferable, but a watertight flashlight is acceptable.
- **A re-boarding device**, if freeboard is over 0.5 m.
- **A watertight flashlight.**
- **A magnetic compass**, if not operated within sight of navigation marks.



It is also recommended you check the following before setting out:

- Water tightness of hull compartments and hatches. Lifting toggles at bow and stern. Rudder or centre board in good condition.
- Spare paddle and functional paddle float within easy reach.
- Compass well attached (removable models).
- Map and watertight case within easy reach and well attached.
- Small watertight sack with extra clothing and paddle food within easy reach.
- Radio in good working order (new and/or spare batteries).
- Distress flares in good working order (check expiry date) within easy reach.
- Working watertight flashlight with spare batteries.
- First aid kit suitable for the number of people and length of the excursion.
- Tide and current tables.
- Camping stove with appropriate fuel.
- Drinking water.
- Make sure you leave a copy of your trip plan and contingency plan with a third party.
- Listen to the latest weather and marine forecasts and make appropriate decisions.
- Establish a clear operating framework for group members (lead paddler, buddy system, last paddler, etc.). If you are not sure of your abilities, call on professional guides or outfitters.

## **ANNEX E: Trip Ratings (KAYAK)**

**Trips can be affected by weather conditions (particularly wind) and tidal currents. Participants must have adequate clothing, water and food supplies and are responsible for ensuring that they have the appropriate equipment and that it is in good working condition and they understand its use. Trip participants are expected to paddle with the group in a format suitable to the conditions (large crossings, boat traffic, wind waves and swells, etc.).**

**PERSONAL FLOATATION DEVICES (PFDs) MUST BE WORN AT ALL TIMES**

**Participants are responsible for their own training and personal safety.**

A separate Trip Release Form must be signed by each individual participant for each day of a multi-day trip.

NOTE: Requirements listed are cumulative – e.g. Rating 3 implies Rating 2 requirements plus.....

| Rating | Class                                                                                                     | Paddlers must be able to:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1      | Day Paddle Easy                                                                                           | <ul style="list-style-type: none"> <li>• Use required and recommended safety equipment: pump, tow rope, PFD, paddle float, stirrup.</li> <li>• Enter their kayak from shoreline or dock.</li> <li>• Exit their overturned kayak (wet exit) and re-enter with assistance.</li> <li>• Paddle in calm water using rudder for up to 4 hrs.</li> <li>• Dress correctly for the conditions and water temperature (neoprene and other protective clothing available).</li> </ul>                                    |
| 2a     | Day paddle Intermediate                                                                                   | <ul style="list-style-type: none"> <li>• Paddle in light winds (to 10 knots) and waves to 0.5 m.</li> <li>• Paddle in a straight line without the use of their rudder.</li> <li>• Wet exit and re-enter their kayaks.</li> <li>• Use the draw strokes, low and high brace.</li> <li>• Paddle up to 5 hours.</li> <li>• Paddle in open water and crossings in light to moderate winds up to two nautical miles.</li> </ul>                                                                                    |
| 2b     | Multi-Day Basic Tripping                                                                                  | <ul style="list-style-type: none"> <li>• Meet all requirements of 2a, plus:</li> <li>• Have a basic understanding of tides, currents, weather conditions/forecasting, and navigation.</li> <li>• Load kayak for tripping.</li> <li>• Assist in establishing camp efficiently and with low impact recommended camping procedures, including predator avoidance.</li> <li>• Suitably dress and be equipped for extended paddles and overnight trips in varying conditions of weather and sea.</li> </ul>       |
| 3      | <p>Day paddle Advanced</p> <p><b>(info only as trips at this level or above must be Peer Paddles)</b></p> | <ul style="list-style-type: none"> <li>• <i>Paddle and turn in moderate winds (gusting to 20 knots) and wave/swell heights up to 1 m.</i></li> <li>• <i>Confidently wet exit and re-enter kayaks and be able to assist others in rescues.</i></li> <li>• <i>Confidently use of common paddle strokes.</i></li> <li>• <i>Paddle in tidal currents.</i></li> <li>• <i>Paddle up to 6 hours.</i></li> <li>• <i>Paddle in open water and crossings in varying conditions over two nautical miles.</i></li> </ul> |

## **ANNEX E (cont'd): Trip Ratings (CANOE)**

Trips can be affected by weather conditions (particularly wind), tidal currents, and river levels. Participants must have adequate clothing, water and food supplies and are responsible for ensuring that they have the appropriate equipment in good working condition and understand its correct use. Trip participants are expected to paddle with the group in a formation suitable to the conditions (large crossings, boat traffic, wind, waves and swells, etc.). For river paddling, participants are expected to adopt safe procedures. PERSONAL FLOATATION DEVICES (PFDs) MUST BE WORN AT ALL TIMES Participants are responsible for their own training and personal safety. A separate Trip Release Form must be signed by each individual participant for each day of a multi-day trip. NOTE: Requirements listed are cumulative – e.g. Rating 3 implies Rating 2 requirements plus.....

### **FLATWATER**

| Rating | Class                                                                                                     | Paddlers must be able to:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1      | Day Paddle Easy                                                                                           | <ol style="list-style-type: none"> <li>1. Use required and recommended safety equipment including: throw rope, PFD, bailer, painters, whistle, spare paddle.</li> <li>2. Enter their canoe from shoreline or dock.</li> <li>3. Paddle in a straight line.</li> <li>4. Paddle in calm water for up to 4 hours.</li> <li>5. Carry and load canoe on vehicle (assistance possible).</li> <li>6. Dress correctly for the conditions and water temperature. Have extra protective clothing available. (Coastal canoeing along an accessible shore only, with calm conditions, a favourable weather forecast, and with more advanced paddlers in the group.)</li> </ol> |
| 2a     | Day Paddle Intermediate                                                                                   | <ol style="list-style-type: none"> <li>1. Meet all requirements of level 1 plus:</li> <li>2. Paddle in light winds (to 10 knots) and waves to 0.5 m</li> <li>3. Paddle for up to 5 hours.</li> <li>4. Perform draw strokes, low and high brace, J-stroke, sweeps.</li> <li>5. Re-enter an upset canoe, with assistance.</li> </ol> <p>(Coastal canoeing near the shore, with easy to moderate paddling conditions. Paddlers must have knowledge of tides, currents, weather, and marine hazards.)</p>                                                                                                                                                             |
| 2b     | Multi-day Basic Tripping                                                                                  | <ol style="list-style-type: none"> <li>1. Meet all requirements of level 2a plus:</li> <li>2. Have a basic understanding of tides, currents, weather conditions/forecasting, and navigation.</li> <li>3. Load canoe for tripping.</li> <li>4. Assist in establishing camp efficiently and with low impact recommended camping procedures, including predator avoidance.</li> <li>5. Suitably dress and be equipped for extended paddles and overnight trips in varying conditions of weather and sea.</li> </ol>                                                                                                                                                  |
| 3      | <p>Day Paddle Advanced</p> <p><i>(info only as trips at this level or above must be Peer Paddles)</i></p> | <ol style="list-style-type: none"> <li>1. Meet all requirements of levels 1 and 2 plus:</li> <li>2. Paddle for up to 6 hours along shore of large lakes, under possibly severe wind and wave conditions.</li> <li>3. Perform a canoe over canoe rescue.</li> <li>4. Portages canoe over easy terrain.</li> </ol>                                                                                                                                                                                                                                                                                                                                                  |

**ANNEX F:**

**Non-Member Release Form**

Comox Paddlers Club  
Non-Member Release Form

Comox Paddlers Club

Disclosure of Responsibilities, Release of Liability, Assumption of Risk and Indemnity Form

Note: By signing this document you waive certain legal rights, including the right to sue. This document may **be used against you in a court of law. \*\*Please read carefully before signing.**

**The Comox Paddlers Club** is a group of people who share an interest in outdoor recreation and related activities. The group coordinates trips, activities, and social events for its members but does not provide professional services such as training or guiding.

**Responsibilities** The coordinator of the activity or trip is a volunteer who may or may not be an instructor, guide, or first aid attendant. The function of the coordinator is limited to coordinate the activity or trip. It is the responsibility of each member involved in a Comox Paddlers Club activity or trip to ensure that he/she has the necessary skills, experiences, fitness, health, and equipment for the requirements of the trip or activity. Each person is responsible for his/her safety, for having suitable first aid and safety supplies, and for confirming that his/her clothing and equipment are suitable for the trip or activity and in good working condition.

**Risks** Outdoor recreational activities and trips (hereinafter referred to as activities) are potentially dangerous and can result in property damage or loss, injury and death. Risks and hazards include but are not limited to the effects of tides and currents, sudden and unpredictable changes in weather and water conditions, immersion in cold water, hypothermia, hazards of travel, forces of nature, acts of God, attacks by animals, falling, accident or illness occurring in remote areas, negligent or inadequate rescue operations, and the action, inaction or negligence of the Comox Paddlers Club, its directors, officers, members, volunteers, associates, agents and/or representatives (hereinafter referred to as CPC). There may be other not known or reasonably unforeseeable risks and/or hazards associated with participation in CPC activities.

**Assumption of All Risks, Release of Liability, and Indemnity** I recognize and accept that CPC activities involve risks, hazards and dangers which are inherent in outdoor recreation.

**I hereby freely accept and fully assume all such risks, dangers and hazards and the possibility of personal injury, death, and property damage or loss** resulting therefrom.

In consideration of permitting me to participate in CPC activities and for other good and valuable consideration, **I hereby agree as follows:**

1. That I **am responsible for my own safety and ensuring that I have the appropriate skills, experience, and equipment necessary** to participate in CPC activities;

- 2. That I acknowledge and understand that **CPC activity coordinators are volunteers and may or may not in any way be trained, certified, or prequalified by CPC or any other organization or group** so far as their skills and abilities related to the activities concerned;
- 3. **TO WAIVE ANY AND ALL CLAIMS** that I may have **against CPC** (hereinafter referred to as the Releasee(s));
- 4. **TO RELEASE THE RELEASEE(S) from any and all liability** for any loss, damage, injury, or expense that I may suffer or my next-of-kin may suffer as a result of my participation due to any cause whatsoever, **INCLUDING NEGLIGENCE OR BREACH OF ANY STATUTORY OR OTHER DUTY OF CARE ON THE PART OF THE RELEASEE(S)**;
- 5. **TO HOLD HARMLESS AND INDEMNIFY THE RELEASEE(S) from any and all liability** for any property damage or loss or personal injury to any third party, resulting from my participation in this activity;
- 6. That **this Release of Liability shall be effective and binding upon my heirs, next-of-kin, executors, administrators, assigns and anyone else who may claim on my behalf** in the event of my death or incapacity;
- 7. To permit video and photographic records of my participation in this activity to be taken;
- 8. That in entering this agreement, I am not relying on any oral or written representations or statements made by the Releasee(s) other than those set forth in this agreement;
- 9. That if it is held by a court of law that one or more of the provisions of this agreement are unenforceable, the remaining provisions shall remain in full force and effect.
- 10. That this release and any actions, suits or claims will be governed by and interpreted in accordance with the laws of the Province of British Columbia; and
- 11. That I have accepted responsibility to verify that I do not have any physical or psychological problems which would impair my ability to participate in the activity or would create undue risk to myself or others who may depend upon me during the activity.

**I hereby acknowledge that I have read and understand this and the previous two pages of this document.**

Name: (print) \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ :=====:::a

(Note: Must be 19 years of age or older to participate.)

Witness Name(print) \_-=====

Witness Signature: \_\_\_\_\_

**NB. Initial page 1 on the bottom right corner**

## **ANNEX G**

### **Comox Paddlers Club Trip Report**

**A. Date:**

**B. Description of the Trip:** (Please include launch site, time, lunch stops, etc)

**C. Number of Attendees:**

**D. Trip Report:** (Please indicate what worked, what could have been done better, what went wrong)

**E. Fees Collected:      Guests:**

**Memberships:**

**F. Trip Coordinator:**

Please return this form, other required forms (new member, guest, sign-in sheets) and all fees received to a Trip Committee Member or an Executive Member. The form can be scanned and sent to: [Comoxpaddlers@gmail.com](mailto:Comoxpaddlers@gmail.com).

NOTE: Trip Reports for paddles that were incident-free only need to be kept until the start of the next paddling season.