

RA Canoe Camping Club

www.raccc.ca

Member's Handbook for the 2020 season



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INTRODUCTION

Message from the RACCC Executive

Thanks to the club's many volunteers, 2020 will be another season packed with paddling and training opportunities for paddlers of all skill levels. The schedule of trips and events will continue to evolve throughout the season, so we urge you sign up for the forums and to check the calendar on a regular basis. If you have a favourite paddling destination but do not see it on the schedule, consider leading a trip to it. If you are not sure how, contact any member of the Executive. We will gladly help anyone who is interested in leading trips.

Happy paddling!

The RA Centre

The Recreation Association of the Public Service of Canada (RA Centre) offers an extensive range of sports, recreation, fitness and leisure activities for individuals of all ages. The RA is governed by a volunteer board of directors, and operated by highly qualified staff and hundreds of volunteers. The RA is recognized as the largest private recreation and leisure facility in the country and Canada's finest fitness and lifestyle centre.

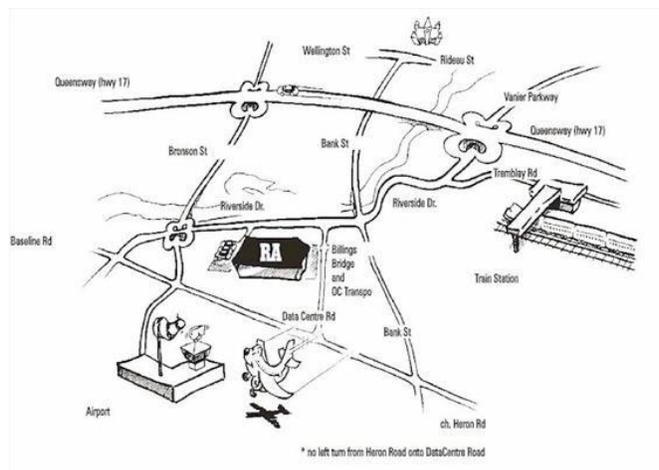
The RA Centre has been in business for over 70 years and maintains a significantly large membership of approximately 22,000. There are more than 50 activities available to members.

About the RA Canoe Camping Club

Since 1952, the Canoe Camping Club has brought together adult paddling enthusiasts and their families to enjoy recreational paddling and canoe camping. In 2012 the club transitioned to the RA Centre from the YMCA-YWCA and is now known as the RACCC.

Location of Club

RACCC's base of operations is the boathouse located at the RA Centre, 2451 Riverside Drive, Ottawa, east of Bronson Avenue and 900 metres west of Bank Street.



CLUB PROGRAMS – OVERVIEW

The RACCC runs flatwater, family, and whitewater programs, offering a complete range of activities designed for novice through experienced paddlers. Activities include evening paddles, day trips, weekend trips and extended trips. In addition, the club offers an extensive training program. Updated information about the most recent trips and activities offered in these programs can be found online through the website calendar and forums.

RACCC trips are run in a cooperative manner, with a volunteer trip leader and members pitching in. Unlike guided trips, members work together to choose the route, select gear, plan and prepare meals (for multi-day trips), and confirm camp setup.

For any club trip, members can use their own canoe or rent one of the RACCC's canoes. While the club has a limited number of paddles and PFDs (personal flotation devices), it is important to have these sized appropriately, which is why the club recommends that club members buy their own paddle and PFD. All members also require a pealess whistle (e.g. a FOX-40) and a waterproof headlamp or flashlight.

TRIPPING

Along with training, the purpose of the RACCC is to provide opportunities for members to participate in canoe trips. There are three types of trips:

1. Evening trips
2. Day trips, and
3. Weekend/Multi-day trips.

For information about various trips (dates, locations, descriptions) see the online calendar and appropriate forums on the club website (www.raccc.ca). Flatwater trip dates and locations are often scheduled well in advance and are posted on the calendar, while whitewater trips are often scheduled a few days before and are usually posted on the calendar. Members can register online to receive notifications from the forums they are interested in; these are updated automatically when new events are posted on the calendar.

Generally flatwater and family trips are available to all club members. Some trips may be more demanding than others and will therefore be rated as such. Whitewater trips are only available to club members who are on the Whitewater List. There are several ways to qualify for the Whitewater List – see the whitewater program for more details.

Some early and late season trips may also require the use of wetsuits or dry suits.

Flatwater Program

The RACCC Flatwater Program is about cooperative, environmentally sound, and affordable recreational paddling. Trips range in length from a single evening, to day and multi-day trips. RACCC flatwater members have a wide range of experience levels, strengths, interests and abilities, and experienced members are more than happy to answer questions and share their knowledge with other paddlers.

RACCC flatwater trips are low-cost and rely on volunteers; all participants share out-of-pocket expenses (gas, parking, access fees, canoe rental, etc.).

There is a wide range of trips of various lengths throughout the season. Flatwater trips are posted on the club calendar.

Evening trips: RACCC evening trips often go to Meech Lake for a paddle and a swim. Other destinations include the Rideau or Ottawa River. Members leave from the boathouse around 5:30 p.m. and return after dark.

Day trips: The RACCC offers one-day trips on weekends and on weekdays. Day trips usually leave from the boathouse early morning (depending on the trip) and return late afternoon, with destinations within a 90-minute drive from Ottawa.

Weekend/multi-day trips: Multi-day trips take considerable preparation time and are often limited by campsite size, so contacting the trip leader early is necessary. A trip planning meeting is usually held up to a week and sometimes more prior to the trip, to facilitate group decisions on the routes and coordinate transportation details, menu planning, and sharing of equipment.

Family Program

The Family Program is designed to help introduce parents with children of all ages, from toddlers to teens, to canoeing. The Family Program offers a variety of outdoor activities and training courses for the whole family based on the needs and abilities of the adults as well as of the children. The emphasis is on safety, on and near the water, acquiring essential paddling and camping skills, teamwork and having fun. An added benefit of this program is getting to know other families to share your outdoor interests and experiences with.

Please note that parents (or guardians) are responsible for children in their care, and must accompany children while canoeing at all times. With parental permission, and agreement of the trip leader, members can invite relatives as well as a reasonable number of their children's friends to join them.

Similar to the flatwater program, activities and training courses vary in length and include short trips a few hours long, day trips, weekend car camping and multi-day trips. Some take place in Ottawa, others at nearby lakes, rivers and beaches, and at provincial parks. To minimize risk due to the involvement of children, most activities take place on flatwater or gently flowing rivers.

Moving water and whitewater training and trips are available to teens from ages 13 to 17 that have parental permission, meet the training prerequisites and have qualified for the Whitewater List, as applicable.

Whitewater Program

The Whitewater Program offers river trips and training for members who wish to paddle in moving water and run rapids. Trips range in duration from a single evening to multiple days. Training focuses on paddling and tripping skills as well as river safety.

Club trips range in difficulty from gentle Class I/II rivers like the Mississippi, to roaring class III/IV rivers like the Ottawa. To ensure everybody's safety, whitewater trips are only open to club members who have qualified for the club's Whitewater List. Trip leaders use this list to confirm who can participate and can restrict who may run certain rapids or rivers.

Evening trips: RACCC members often organize last minute, informal weekday evening practices at the Pump House. These are posted on the calendar and the whitewater forum. Regular weekly sessions are also usually held nearby during the spring.

Day trips: RACCC whitewater day trips are posted on the calendar or on the forum as “last minute trips”. Individual participation is at the discretion of the trip leader, who is responsible for deciding whether a participant is adequately skilled to participate and has appropriate gear (including dry suits or wetsuits as necessary).

Weekend/multi-day trips: Occasionally, multi-day whitewater trips occur. These are posted months in advance and participation is at the discretion of the trip leader. More frequently “park-and-play” weekend trips are organized which are posted on the whitewater forum as “last minute trips”. These are usually car-camping trips.

Qualifying for the Whitewater List

Members can qualify for the Whitewater List in a number of ways:

- Successfully complete the RACCC's Paddle Canada Whitewater Introduction Tandem or Solo course and be assessed as competent on Class II whitewater by club instructors.
- Show proof of successful completion of a minimum of: ORCKA Moving Water 1A (tandem) or 1B (solo), or Paddle Canada Intermediate Tandem or Solo with another organization within the last three years, and be reviewed by the Whitewater Coordinator or another designated experienced club member. If a member has passed Paddle Canada Whitewater Introduction Tandem or Solo with another organization, the member will have to be assessed as competent on Class II whitewater by the Whitewater Coordinator.
- Be recommended to the Whitewater Coordinator by an experienced club member, or by a Paddle Canada or ORCKA Moving Water Instructor who has detailed knowledge of the member's skills and capabilities.
- Demonstrate the required skills on a "qualifying trip".

N.B.: Only members on the Whitewater List may use club canoes and equipment for whitewater, except those duly registered in club training programs or accepted for a qualifying event by the Executive. Only those canoes designated for use in whitewater may be used.

Participating in trips

To participate in a trip, members must contact the trip leader. Many of the trips to popular destinations, or equipment for popular festivals, are booked up early in the season. Therefore club members are encouraged to contact the trip leader well in advance to avoid disappointment.

Participating in a day or evening trip

Contact the trip leader at least two days in advance. If no one books, the trip may be cancelled. Whitewater trips require a minimum of three boats for safety and rescue purposes.

Participating in weekend or multi-day trips

Contact the trip leader at least two days prior to the trip planning meeting, which often takes place at the boathouse on the Tuesday prior to departure. All participants must attend the planning meeting unless they have made prior arrangements with the trip leader.

The trip planning meeting facilitates group decisions on cost sharing and meal preparation, coordination of travel plans including car pooling and routes, and allows for booking and packing of the club equipment required for the trip. During the meeting, participants can fill in the trip form and the sign-out sheet.

Members who find that they are no longer able to participate in a trip must contact the trip leader as soon as possible. This will make the space available to another participant and avoid logistical problems (for example a single paddler for a canoe).

Trip Leaders

All trips must have an identified trip leader to coordinate destinations, campsite bookings, equipment, and car pooling, and to ensure everyone has signed up properly. This could include delegating specific tasks to other members of the trip. Trip leaders have the final say as to who may participate and will make decisions to ensure the safety and enjoyment of everyone. Trip leaders' decisions are final.

RACCC encourages members who have an interest and desire to volunteer as trip leaders. Those interested in leading trips may become more comfortable in doing so by assisting an experienced trip leader or working with a mentor who can provide guidance on leading a trip. In addition, experienced trip leaders are available to answer any questions or concerns prospective trip leaders may have regarding leading a trip.

After a trip, trip leaders help ensure that the forms are completed and submitted along with payment to the RA Centre. Trip leaders also coordinate the cleaning, drying and putting away of any borrowed equipment. Should equipment be damaged or lost, the trip leader, or their designate, should inform the Boathouse Volunteer and the Asset Coordinator as well as the appropriate program coordinator. If necessary, a replacement or repair fee will be levied on the group responsible for the loss or damage. Even better, the group could replace or repair smaller damaged items and then inform the Asset Coordinator.

For more information about becoming a trip leader, please contact any member of the Executive.

TRAINING

This year's course offerings are listed in the [training sections of the website](#).

Paddle Canada

Many of the courses the RACCC offers are certified by [Paddle Canada](#). Conceived in 1971, Paddle Canada (formerly the Canadian Recreational Canoeing Association) is mandated to coordinate the efforts of non-competitive canoeing and kayaking recreational paddling enthusiasts from across Canada.

Course Registration

Much of the registration takes place online prior to the Open House, or in the two weeks following it. Registration for training is on a first-come first-served basis. Courses open for registration in the early spring. A wait-list will be created for courses that are over-filled. Unless otherwise stated, official registration is through the [RA's registration system](#) or in person during the Open House.

Course Costs

The RACCC charges for all courses upon registration, and any boat rental required can also be paid at that time. Boat rental fees are included in the course costs for most beginner level courses. Those taking training are asked to indicate whether they need to rent a boat and to pay for the rental when they sign up for the course.

The course coordinator will ensure a boat is reserved for the trainee if a boat rental is requested when registering for the course, however trainees must pick their reserved boat up from the boathouse.

If a trainee does not rent when registering but later decides to do so, the trainee will be responsible for visiting the boathouse, filling out the paperwork and submitting it to the RA along with the rental fee for the boat. Should all the RACCC boats be rented, the RACCC will refund the difference between a commercial rental and the club rate, however the trainee will be asked to make his/her own rental and transportation arrangements.

Estimated travel and camping fees will be assessed at registration, however these cannot be worked out in advance as they are pooled among participants and then settled at the end of a course in a manner similar to a club trip.

Equipment damaged during training

It is recognized that training incurs a greater degree of wear-and-tear to club canoes than use by skilled members. Mistakes are part of the learning experience, particularly for beginner students who may not know the consequences of (attempting) a particular manoeuvre. This applies to all disciplines: flatwater, sea kayak and whitewater (though the latter is most likely to result in damages to equipment) and to all levels of training. Recovery costs from damage incurred during training will be assessed as follows:

1. The degree to which students will be held responsible for damages costs will be assessed by a committee consisting of: one of the instructors from the course in which the incident took place, the Assets Coordinator, the Training Coordinator and, optionally, the appropriate discipline coordinator(s) (WW, FW or Family).
2. Students on beginner training courses will not be expected to pay for damages to club equipment (the damage costs will be covered by the club) unless it is determined that the student(s) clearly disregarded instruction, were negligent or wilfully damaged club equipment.
3. Students on novice (post-beginner training), and higher, level courses are held to a higher standard than students on beginner training on the reasoning that these students are more capable paddlers and have been taught basics of safety in prior courses.

Novice or above students are not responsible for cost recovery of damages to club equipment that result from “*learning mistakes*”. Learning mistakes are failed attempts at manoeuvres, which the students were asked to attempt by the instructor, and that are not a result of wilful disrespect for the equipment. These *learning mistakes* are an unfortunate part of the learning process at times. Novice and higher students are expected to handle equipment with care and are responsible for the recovery of 0 to 100% of damage costs resulting from incidents that are not deemed to be learning mistakes.

Criteria used by the committee for the assessment of cost recovery from novice or above students shall include:

- The nature of the incident. Students are not responsible for cost recovery if the event was the result of *learning mistakes* where there was no wilful disrespect of club equipment.
- The level of risk taken by the people involved.
- The level of the course and the expected skill level of the students before the course.

Training Subsidies

The RACCC subsidizes training fees for two general classes of training:

1. Safety-related training such as first aid and river rescue; and
2. Paddle Canada instructor courses and instructor registration.

The amount of the subsidy given to a participant is not fixed and depends on the amount approved in the budget, the number of participants who qualify for subsidies, and funds available at the end of the paddling season for the purpose of training subsidies. In the past, the RACCC subsidy has been set at approximately 50% of the course fee but may be lower, depending on the funds available.

Training subsidies are not normally given to members in their first year with the RACCC.

Members who wish to apply for a subsidy must notify the Training Coordinator and include the course, date, course provider and a receipt. Subsidies are usually paid out after the paddling season.

For more information on the rules regarding the awarding of training subsidies, please refer to Section 5.e) of the [Club Operating Guidelines](#).

Note that for 2020, for budgetary reasons, all training subsidies must be pre-approved by training coordinator or designated person before course start.

Non-Refundable Fees

The club is governed by the RA Centre policies on cancellations and refunds. These can be found on the RA Centre website.

In general, the following apply:

1. No refunds for training course fees, except in the case of a medical problem documented with a medical certificate;
2. Cancellations must be made 7 days before the start of a course;
3. A \$20 administration fee is applied in all cases; and
4. If a course is cancelled, or was overfilled and the member did not get a spot, he/she will receive a full refund.

CLUB POLICIES AND MEMBERSHIP – OVERVIEW

Volunteering

Volunteering is central to the philosophy of the RACCC. The club is entirely operated by volunteers, without which trips, training, boat and gear maintenance, and many other activities would not be possible. All activities and services are the results of the effort of a large number of dedicated volunteers. Members are encouraged to become involved in various levels of volunteerism. Opportunities to volunteer include:

- **Executive Level:** The Executive Committee is elected annually and implements the vision of the RACCC by administering the various programs of the club. All members are encouraged to serve on the Executive if they feel they have ideas to contribute.
- **Committee Member:** Committees are formed by the Executive Committee to accomplish larger projects and solicit feedback. Serving on a committee supports valuable work of the RACCC and has an influence on the direction of the club.
- **Instruction:** Most of the RACCC training courses are organized, run, and instructed by club volunteers. The Training Coordinator is in charge of administering the courses and can be contacted if a member feels he or she can contribute to course instruction or organization.
- **Trip Leading:** Trip leaders are the backbone of the club. Without people stepping forward to lead trips, there would be no club or club outings. See the section on *Trip Leaders* for more information on leading trips.
- **General Volunteerism:** There are many tasks for which the club relies on the efforts of its volunteers throughout the year. Some of these tasks include: equipment repair and assistance at the Open House.

Governance

RA Constitution and Bylaws

All activities of the RA and its clubs are governed by the RA. A copy of the RA Constitution is available to members by contacting the RA.

RACCC Bylaws and Operating Guidelines

The [RACCC Bylaws](#) form the main governance document for the club. The contents of the Bylaws can be found on the RACCC website. It covers the organization's aims and objectives, membership, powers and duties of the Executive Committee, duties of officers and coordinators, meetings, election of officers and coordinators, suspension, expulsion or loss of membership, and amendments to bylaws and guidelines. The detailed [Operating Guidelines](#) provide the rules regarding safety, trip planning, membership, finances, training and assets.

Club Communications

The RACCC communicates primarily through its website (www.RACCC.ca), supplemented by *CanoeBytes* (the weekly newsletter during the paddle season), email and social media (Facebook and Meetup).

The website includes background on the club, basic trip information, trip reports and links to sign-up for membership and courses. However, full access to the website is restricted to club members. Each member has their own username and password and can decide how much of their own contact information they want revealed to club members. The key parts of the website are the calendar and the forums – to which members can register to find real-time updates for trips as well as buy/sell listings.

Any member can submit content for publication on the website including: articles, announcement of events, photos, trip reports and/or route descriptions related to RACCC events and trips. Members are encouraged to submit their content directly through the site. Information on how to post can be found on the [Frequently Asked Questions](#) page.

Social Activities

All club programs provide opportunities for members to socialize and share common experiences on trips, courses, outings and clinics. However, the club provides additional opportunities throughout the year for club members to have purely social gatherings away from canoes, kayaks and campgrounds. Social events are posted on the website, with notifications in *CanoeBytes*.

MEMBERSHIP AND PARTICIPATION

Membership

Before joining the RACCC, you must become a member of the RA Centre. The RACCC membership is for those age 18 or more.

Children (younger than 18) can participate, in the company of one or more of their parents who are also RACCC members, in RACCC Family Trips and those adult trips where it is advertised in the RACCC Calendar that children are allowed. Participation of children in training courses is at the discretion of the Training Coordinator.

Click [here](#) for more information on joining the canoe club.

Guest Membership

Members are encouraged to bring guests on trips. It is a great way to introduce the RACCC to potential new members. A member may bring up to two guests on a RACCC trip or a private trip (with parental permission for children). Members are responsible for their guest's safety and conduct. Any non-member in a club boat on a private trip must purchase a Guest Membership.

- Adult Evening and one day: \$10.00
- Adult Weekend (2-3 days): \$15.00
- Adult beyond a weekend: purchase annual club membership

- Junior Guest: \$0.

An adult guest must:

- be at least 18 years or older;
- have purchased a RACCC guest membership for the trip; and
- have completed the guest registration form.

Members can bring along a reasonable number of children on family trips, pending agreement with the trip leader. These are considered junior guests and, if their parent is not on the trip, they must:

- be between 8 and 18 years of age;
- must wear a PFD at all times while in boats and around water; and
- must be comfortable in deep water.

There is no cost for a junior guest, however the responsible RACCC member completes the guest registration form and (if not the parent) has the parent sign the club's junior guest registration form. In addition, the parents or guardian should sign the RA Covid Waiver for minors available [here](#).

One guest membership fee may be applied towards the purchase of an annual membership by contacting the Membership Coordinator. This should be done within two weeks of the guest membership purchase. In exceptional circumstances, the club can waive the guest fee, but the forms must still be completed.

Training events and whitewater trips are not normally open to guests.

A guest membership fee covers club maintenance of club equipment and of the boathouse plus the club use of RA facilities such as meeting rooms. RACCC is unique in the Ottawa area in that it maintains group camping equipment and canoes for use by trip participants. This equipment is maintained by volunteer members.

There are several [businesses in the region](#) that offer discounts to RACCC members. In addition, there are a few [businesses](#) that offer discounts to all RA members.

Participation: Open, Closed and Private Trip

An **Open** club trip is one that is open to the participation of any club member, subject to the normal restrictions such as space availability, sufficient skill level, etc.

A **Closed** club trip is a trip where participation is only by invitation from the trip leader even though the participants are all club members.

A **Private Trip** is a trip which is organized by, and includes club members, but is not advertised in the club calendar, is not a club event, is not sanctioned by the club, and may include non-club members.

Use of Club Equipment

Priority in Use of Club Equipment

Priority for RACCC boats and equipment is given to club training, trips and events. Should a conflict arise, training will take priority over club trips. Canoes and other equipment will only be available for use on private trips after all club requirements are filled.

General Use

All equipment removed from the shed must be recorded either on a trip log form, sign-out binder or a repair/out of service log. Whitewater canoes may only be used by members on the Whitewater List or those participating in club sanctioned training or qualifying trips.

As part of good practice and for general safety, members must inspect all club equipment, including boats, prior to use to ensure they are in good working order. If any equipment is found that requires attention or repair the Assets Coordinator (assets@racc.ca) should be notified as soon as possible. Defective equipment, especially that which would place a person in danger if used must be clearly marked by those finding the defect so that it will not be used until repaired.

Liability of Members Using Club Equipment

Members borrowing club equipment must exercise due care to avoid loss or damage. Members will be liable for making good on any damage or loss that occurs which is beyond normal wear and tear. Defective equipment must be clearly marked (for example with brightly coloured tape) so that it will not be used until repaired. Any damage must be reported to the Assets Coordinator (assets@racc.ca) as soon as possible.

The Assets Coordinator along with the appropriate coordinator (WW, FW or Family) will agree on any liability for loss or damage with the Member. In the event that agreement is not possible the matter will be referred to the Executive.

Where possible, trip participants are expected to help repair or replace damaged equipment. If small items such as foam blocks, paddles, etc. are lost or damaged, the trip participants should take the initiative to replace them rather than leaving the task to club volunteers.

Reserving Club Equipment for Club Events

Boats can be reserved in advance using the reservation book located in the boathouse. Reservations for club training, trips and events can be made well in advance but only after a trip has been approved by the appropriate coordinator. For private trips please see below.

The trip leader, their designate, or those coordinating training events can book boats by either:

- Going to the boathouse and filling in the reservation book. Obtain the access code from the appropriate coordinator or visit the boat house during the weekly inventory night (see [calendar](#)), or
- Contacting the boathouse volunteer for the week (see [calendar](#)) and having them assist with your bookings on the weekly inventory night.

If your reservation requirements change (e.g.: cancelled trip/participants) members are encouraged to make every effort to update or cancel their bookings to ensure others may enjoy the boat. This can be easily done by contacting the weekly boathouse volunteer (see [calendar](#)).

Use of Club Equipment for Private Trips

Renting or using club equipment for private trips is not a right of membership; it is a privilege earned through active voluntary contribution in the club. Equipment will only be available for private trips after all club requirements are filled - no exceptions.

Organizers of private trips wishing to use club equipment or boats must contact the appropriate program coordinator(s) (WW, FW or Family) for approval. When considering rental requests, coordinators will take into account proposed destination, time-frame as well as anticipated wear and tear and club needs. Additional restrictions on the use of equipment, including boats may be implemented (e.g. duration of rental, selection of equipment, etc.).

Only one boat per member may be rented for private trips. Furthermore, whitewater canoes can only be used by those members on the Whitewater List, while flatwater canoes must have at least one club member in them at all times. All normal rental fees, payment procedures and procedures related to loss/damage apply to private trips.

Unless special arrangements have been made with the coordinator, approved private trips may only reserve boats 2 days prior to departure in order to ensure all club needs have been met.

Payment for Rentals

Payment must be made promptly. Rental fees must be paid no later than 14 days post trip. Payment methods include cash, cheque (payable to RA Centre), credit or debit (East Desk only).

Payment may be either done as one lump sum payment for the entire trip or each member can pay individually. The RA copy of the Trip Record Form must be submitted with the payment.

Rental Rates 2020		
Boat Type	Day	Evening
Flatwater Ultra-light Canoe	\$ 20.00	\$ 10.00
Flatwater Regular Canoe	\$ 15.00	\$ 8.00
Sea Kayak	\$ 15.00	\$ 8.00
Whitewater Canoe Tandem	\$ 30.00	\$ 15.00
Whitewater Canoe Solo	\$ 20.00	\$ 10.00

Forms and payment may be either taken to the East Member Services Desk (open 7.30am – 10pm) or placed in the club drop box.

The Boathouse

The RACCC was happy to unveil the new Boathouse for the 2015 paddling season. Volunteers spent many hours during the 2015 season outfitting this space. Our new home is the large blue building located in the West parking lot of the RA Centre next to Bronson Avenue.

Accessing the Boathouse

The RACCC boathouse is accessible to members 24-7 as required, however, access is controlled to protect club assets from theft and vandalism. The lock access code is changed weekly on Tuesdays. Those members requiring the access code should contact their respective program coordinator to obtain the code for that week. If you can not get hold of your coordinator you may also contact a member of the executive for the code.

Alternatively, the boathouse will be open on weekly boathouse nights when boathouse volunteers organize and inventory our boats and gear. These volunteers can also help you book boats and answer your questions about the club, gear and trips. Please note boathouse volunteers will not provide the access code to other members.

Responsibility of Access

All members are responsible for ensuring that the lights are off and all the doors are locked and secure when leaving the boathouse.

Members are expected to use due diligence to keep the access code secure. If any breaches are suspected or have occurred the Assets Coordinator and/or other members of the executive must be contacted immediately.

All personal property left in the boathouse is done so at the member's own risk. The club will not be responsible for any loss or damage that may occur.

Non-members and guests must be accompanied by a member when in the boathouse. This does not apply to RA Centre employees or outside contractors and individuals approved or employed by either the RA or the club.

Using the Keypad Lock

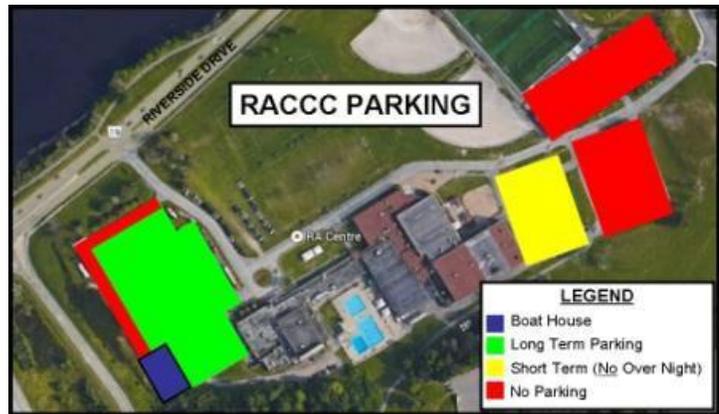
Open the door by entering the 4-digit access code in sequence and turning the handle. A green light means access is granted, a red light means access is denied.

Users have 15 seconds to enter the entire sequence and 5 seconds between pressing each button. Entering the code too fast or too slow may result in the lock not opening. If the wrong code is entered 3 times in a row the lock will go into tamper shutdown mode (flashing red light every 10 seconds) and will remain locked for 5 minutes.

Parking

Carpooling is encouraged for all club trips. Members usually meet at the boathouse to coordinate equipment and leave vehicles. Please do not park cars in front of the boathouse doors. This is a loading zone only.

All motor vehicles parked, or operated on RA Centre property are solely at the risk of the owner and/or operator. The RA is not liable for any damage or loss occasioned to any vehicle, its contents, operator, other occupants or any other person. This risk also applies to the use of, and storage of, bicycles.



Short Term Parking

Members are allowed to park in designated parking areas shown above. All vehicles parked overnight must be registered with the RA. If you are leaving your vehicle overnight please leave a message with the RACCC's contact, Jill Laidlaw (613-736-6205, jlaidlaw@racentre.com), indicating the trip number, expected return date and license plate number so that the RA security personnel know why your vehicle has been left (and don't tow it)!

Long Term Parking (Greater than 2 nights)

Long term parking (greater than 2 nights) must be pre-authorized with Jill Laidlaw (jlaidlaw@racentre.com or 613-736-6205). If you are going on an extended trip, you are encouraged to leave your car at home or in another secure location in order to help conserve space as well as for security purposes.

Safety

All outdoor activities have inherent risk. RACCC attempts to manage the level of risk by making safety the responsibility of all RACCC members.

In over 60 years that the RACCC has been in existence there have not been any serious injuries. This is due in large measure to the culture of safety that exists in the RACCC and the promotion of safety through training, coaching and mentoring of new members, guidance from trip leaders, and empowering individual members to make informed decisions related to their safety. The training programs go beyond skills training to include first aid and river rescue courses.

In order to ensure the safety of the trip, the Whitewater, Flatwater and Family Coordinators have the authority to insist that specific criteria be met and/or to remove club sanction from the trip. These criteria can include a detailed itinerary, a specific safety equipment, and specific skill levels. Notwithstanding this, coordinators are not responsible for the conduct of participants on trips.

Every club trip or training event must have a trip leader. Trip and training leaders have the authority to limit the activities of participants in order to protect the safety of individuals or the entire group. However, the ultimate responsibility for an individual's safety rests with the individual.

Transport Canada Regulations

N.B.: Transport Canada requires all participants on all club-organized trips to wear PFDs when on the water.

Canadian regulations for canoes require each boat to carry:

- One Canadian approved personal flotation device (PFD) or life jacket of appropriate size for each person on board (and that this is worn at all times on the water), one buoyant heaving line of not less than 15 m in length, one bailer, a sound-signalling device that meet the applicable standards. A waterproof flashlight is also required when paddling after dusk.
- Legislation and club policy (<https://www.raccc.ca/resources/club-administration/constitutionregulations/1918-intoxicants-policy>) limit the use of intoxicants, including alcohol and marijuana.

Additionally, all groups must:

- Have an identified trip leader or training leader. Trip and training leaders have the authority to limit the activities of participants in order to protect the safety of individuals or the entire group. However, the ultimate responsibility for an individual's safety rests with the individual.
- Carry a club first aid kit (or equivalent that meets the Transport Canada requirements).
- When water temperatures are below 15 degrees Celsius (typically before June 15 and after September 15), have a hypothermia kit or camping gear.
- Communicate trip or course details to a designated emergency contact, including put-in and take-out locations and projected times, and number of trip or course participants, prior to departure. This is best achieved by ensuring all participants have registered on

- the calendar for the trip.
- Fill out a sign-out sheet in the boathouse if the trip or course is organized from, or leaves from, the boathouse.
- Give a [safety briefing](#) to participants before starting the trip or course.

For more information consult the [Transport Canada regulations](#).

Trip and Training Leader Responsibilities

Trip and training leaders are volunteers who are responsible for the administration of trips and events and for overseeing overall safety of the trips and events. Trip leaders can delegate other members of a trip to help. Some of the trip leader's responsibilities include:

1. Ensuring that equipment is properly signed out and that payments to the RA are made;
2. Ensuring that the trip or event complies with the Transport Canada requirements including:
 - a. filing a “float plan” – the RACCC trip sheet fulfils this requirement or ensuring all participants have signed up using the calendar feature;
 - b. taking first aid kits;
 - c. verifying each boat has the required safety items; and
 - d. beginning the trip with a [safety briefing](#).
3. Ensuring that participants have enough information about the trip to participate safely;
4. Leading trips that are within their abilities;
5. Reporting incidents involving danger to participants or equipment damage to the Executive;
6. Ensuring participants have proper equipment and are dressed properly (PFDs/helmets) before leaving shore; and
7. Ensuring that the trip and trip participants comply with RA and RACCC policies and procedures:
 - a. participants wear their PFDs and, where applicable, helmets;
 - b. give a [safety briefing](#) before beginning a trip;
 - c. fill out a trip sheet in the boathouse;
 - d. inform a person on shore of the destination and the number of participants;
 - e. take a club first aid kit; and
 - f. take adequate hypothermia gear.

Should an individual choose to ignore the requirements, the trip leader is to report to the Executive, who will take appropriate action. Should a trip leader be fined because an individual refuses to comply with Transport Canada regulations, the club will reimburse the trip leader.

To assist trip leaders in complying with the **Small Vessel Regulations**, the club has produced:

1. [Briefings](#) for use by both flatwater and whitewater trip leaders; and
2. RACCC Trip sheets (meets the requirement of a float plan).

Individual Responsibilities

RACCC members are expected to understand their abilities and limitations and to restrict their participation to activities they can perform safely. Members are encouraged to maintain a basic swimming capability. While non-swimmers can join, the RACCC requires non-swimmers to wear their PFDs in or around the water at all times, in addition to when they are on the water.

Since individual members understand their strengths and weaknesses better than anyone else, they are expected to assume a certain number of responsibilities. These include:

1. Being aware of the risks as well as the rewards involved in paddling and camping;
2. Avoiding activities which endanger themselves or others;
3. Dressing appropriately for paddling conditions;
4. Keeping fuelled and hydrated;
5. Carrying proper safety equipment and having the ability and knowledge to use it;
6. Paddling within their abilities and notifying leaders if they are being pushed beyond their comfort zones;
7. Notifying trip leaders if they have any medical or other conditions that could create a danger on a trip, or other circumstances that could affect the safety or enjoyment of trip participants;
8. Complying with RA and RACCC rules and regulations.

In general, all trip and training participants must agree on safety signals at the beginning of the trip and make sure that everyone understands them. Moreover, participants should stay within voice contact of the group on a calm day and signal contact in adverse conditions.

All members are also encouraged to take basic first aid, CPR and river rescue courses.

Whitewater

In addition, specific regulations govern whitewater trips to ensure the safety of all participants:

1. Depending on difficulty and potential safety concerns, security should be established before any boat descends. This may be done by stationing a chase boat, throw bags or some combination of the two;
2. The boat with the most skilled experienced paddler(s) should run a rapid first;
3. Each boat that arrives at the bottom of a rapid becomes the safety boat for the next boat to run the rapid;
4. No canoeist or group of canoeists should proceed down the rapids alone, thus losing sight of other members of the party;
5. Less experienced members should check their chosen routes with the trip leader or instructor before running a rapid; the trip leader or instructor has the authority to tell them to run a different route or to walk or portage around a particular rapid;

6. Participants are responsible for ensuring that their boat has adequate flotation that is securely enclosed, including front and rear flotation at a minimum, as well as middle flotation if necessary;
7. Each paddler must wear a helmet and an approved and properly secured PFD when running rapids and while scouting rapids from land;
8. Whitewater trips must have a minimum of three canoes, for mutual support, unless an exception for a trip with two canoes is sanctioned by the Whitewater Coordinator.

Environmental Considerations

With regard to RACCC trips, all activities shall be conducted in such a way as to respect and preserve the environment, minimizing as much as possible the impact of the passage or stay of the group.

Insurance

Through the RA, an insurance policy is maintained to cover volunteers and club equipment. The insurance on equipment carries a high deductible. While this level of insurance is adequate for major disasters, it provides little benefit in the event that a single tent, pack or canoe is lost or destroyed. The RACCC therefore requires that trip participants cover loss or damage to club equipment and that all trip members agree to this financial responsibility. The Club cannot assume financial liability for loss of personal property.

Trip leaders will outline the cost sharing policy at the start of every trip to cover the costs of damage to RACCC property (specifically canoes).

Care of Equipment

Members are expected to take all reasonable care of RACCC equipment and canoes. Participants on any organized activity will be responsible to the RACCC for damage to or loss of club canoes or equipment. Members using club equipment for private use are also held personally responsible for seeing that it is returned in good condition. (Private use means a trip that is not a club trip.)

Transportation by Car Pool

Transportation to paddling areas is usually by car pool. The cost of transportation should be divided equally among the number of participants, including the drivers. It is recommended that all participants agree on an acceptable rate before the trip begins. The RACCC suggested rates are in Appendix A.

If you are leaving your vehicle overnight please leave a message with the RACCC's contact, Jill Laidlaw (613-736-6205, jlaidlaw@racentre.com), indicating the trip number, expected return date and license plate number so that the RA security personnel know why your vehicle has been left (and don't tow it)!

APPENDIX A – TRIP COSTS AND EXPENSE FORMS

Transportation

Transportation Costs should be shared by all participants -- both drivers and passengers -- on all club trips. Drivers are free to charge whatever rate they feel is reasonable. However, to avoid any inequities between participants in different cars, especially on long distance trips, it is recommended that the group as a whole agree on an acceptable rate before the trip begins.

RACCC suggested rates are:

- 30¢ per kilometre when carrying one canoe; or
- 40¢ per kilometre when carrying two or more canoes.

Cost per car = rate x driving distance round trip

Total cost = sum of costs per car

Cost per person = total cost / the number of participants (-- both drivers and passengers --)

Drivers should protect themselves by ensuring that their insurance coverage permits the carrying of passengers who share in the cost of transportation.

Meals

RACCC's suggested maximum expense guidelines for meals are as follows:

- Breakfast \$ 3.00/person
- Lunch \$ 6.00/person
- Dinner \$ 6.00/person

If a member plans to spend more than this, the member should consult with the other participants before the trip.

Reimbursements

The RACCC will reimburse:

1. Trip leaders who have advertised a club trip with the reasonable expectation of finding enough paddlers, and who have paid out of pocket for reservations or for similar non-refundable expenses, but had to cancel due to lack of participation; and
2. Participants or trip leaders who have to rent boats for a RACCC trip from a local outfitter if all the canoes in the boathouse have been signed out, with the prior approval of the appropriate coordinator.

If a member has helped to organise an event for the RACCC and needs to be reimbursed for expenses, this must be approved by a member of the executive. A copy of the receipt should be submitted to Jill Laidlaw (jlaidlaw@racentre.com) with a copy to the treasurer (treasurer@racc.ca). If possible the claim should include the financial code.

Trip Forms

The Trip Record Form must be completed for all trips that use RACCC Equipment. It must be submitted with payment by cash, cheque (payable to RA Centre), or credit card. Members or trip leaders can make their payment either by bringing the form to the East Member Services Desk or by placing copies of the form with the payment in an envelope and in the club lock box in the boathouse (cash and cheque only).

The RACCC Trip Record Form provides a record of all equipment that is used. It also meets the requirements of a float plan as required by Transport Canada regulations. The form records all equipment that is taken on a trip:

- a. before leaving and
- b. accounted for after the trip (the record is used by the executive when determining future equipment purchases).

The white copy of the form is submitted to the RA with payment, the yellow copy is for the trip leader and the pink copy stays in the book. The names of all trip participants are included on this form.