



2015 Handbook

The Wascana Racing Canoe Club (WRCC) welcomes all new and returning athletes and families to the 2015 season. The WRCC is a non-profit organization established in 1986. The club provides a competitive and recreational Spring Canoe/Kayak program for Regina area youth and adults. Athletes train and compete in one, two and four person canoes and kayaks as well as the 15 person War Canoe. The WRCC has a short but successful history. The Club has had medalists at the International, National and regional levels.

Coaches and Staff

Gabor Kulcsar, is the Club's Head Coach. Gabor has a long, successful history as both an athlete and a coach. As an athlete Gabor was a World Champion in the K2 10000m event. He has experience coaching at the Club level and National Team level in many countries around the world.

Along with our year round Head Coach, the WRCC hires part time coaches to help out with other programs. Older athletes are encouraged to become involved with coaching. Those who wish to instruct introductory programs or coach competitive athletes can

obtain training through the club, CKS and the Regina Sports Council.

Athlete Expectations

The WRCC supports the values listed below for all their athletes. All athletes are expected to strive towards these ideals.

- **Attitude**

My positive attitude is essential in overcoming obstacles to help me improve and give of my best. My positive attitude is a key ingredient to success and leadership.

- **Sportsmanship**

I recognize that sport is greater than the individual; that cheating reduces the stature of sport and all who love it; that class, race and creed are never factors in the attitude of true sports people and those who respect the virtues and values of sport.

- **Pride**

Pride drives me when the temptation is to settle for something less. I have a constant desire to excel in all situations and never give up. I am committed to excellence and work to improve all identified areas.

- **Individual Responsibility**

I alone am responsible for my performance but I will be generous in acknowledging the support of others. I am responsible to be a reliable team player and put the team before self.

- **Respect**

I respect sport, the efforts of my competitors, my team mates and officials. I respect my coach and listen to instructions, take feedback openly and aim to make appropriate changes. I respect my surroundings and equipment and clean up after myself and take care of Club equipment.

- **Express**

I have an opinion and will express my view with thought and consideration to others. In showing my emotions I do so with individuality and, where possible, good humor and humility.

The Club Environment

The WRCC executive, coaches and staff wish to build a strong, positive team spirit within the club. To accomplish this, we must be assured that all members of the organization feel comfortable and that a positive training environment exists for all. The coaches and staff work closely with the athletes to ensure that a positive atmosphere exists at the boathouse, on the water and at regattas. To help achieve this goal, competitive athletes will be asked to sign the Athlete's Code of Conduct at the beginning of the season (see Appendix A & B). The Code of Conduct outlines expectations for the personal conduct of the athletes within the context of training, traveling and competing. All WRCC coaches and staff adhere to a comparable code of conduct.

Safety

WRCC coaches, staff and volunteers work hard to ensure the safety of all participants on the water. Staffs are required to hold a current first aid certificate and are highly competent water safety personnel. WRCC follows the Canoe/Kayak Canada Code of Safety (Appendix D) and adheres to the Canadian Coast Guard Small Vessel Regulations that relate to racing canoes and kayaks.

For the safety of all participants involved in the Canoe/Kayak programs, all paddlers are expected to behave according to the code of conduct and the expectations of the club coaches. Inappropriate behavior will be give one warning, and second offenses will be given a more drastic consequence.

Facility

WRCC's boathouse is located in Wascana Park. The boathouse consists of storage bays for club and athlete boats, a change room with storage space for athletes and a bay for club administrative use. As well, athletes have access to a refrigerator and microwave for storing and preparing lunch. There also is a bike rack beside the boathouse for those needing to lock their bikes. WRCC also has access to the Canada Games Lake Centre.

This facility houses change rooms, showers and washrooms. Athletes are asked to respect the boathouse and Canada Games Lake Centre by keeping the facilities clean and ensuring that they take their personal belongings at the end of each day.

WRCC shares the immediate area around the boathouse with Wascana Marina Rentals, the Regina Rowing Club and the Willow Restaurant. In addition, the boathouse is close to walking paths. It is strongly advised that athletes do not bring electronic devices or other valuables to the boathouse.

Those who chose to store their personal boats at the boathouse need to be aware that the club accepts no responsibility for damages. There is no insurance for personal boats stored at the boathouse. As well, only one boat, per athlete, can be stored at the boathouse. (Appendix F)

Equipment

WRCC has a large fleet of recreational, training and racing boats, as well as other necessary padding and safety equipment. All athletes will have access to a full range of boats and will be given the opportunity to train and race in canoes and kayaks for one person (C-1 and K-1), two people (C-2 and K-2) and 4 people (C-4 and K-4). In addition,

athletes will train and race in the Canadian War Canoe (C-15), which is an event exclusive to Canada, where there are 14 paddlers and a coxswain or steer person. The War Canoe is an exciting event at all regattas.

The cost of a new boat is very high, ranging from \$3000 for a C-1 or a K-1 to \$20,000 for a War Canoe. Many of the High Performance athletes have their own boats, which are stored at the boathouse. The club provides paddles for all beginners; however once they are training full time it is recommended that they purchase their own paddle. All athletes are asked to take responsibility for the upkeep and care of equipment. It cannot be easily replaced.

Communication

In order to ensure that all athletes are aware of training schedules, upcoming regattas and events, a number of different methods of communication are used:

WRCC Website: www.wascanacanoekayak.ca.

The website includes up to date information about news, events and registration information and forms

Bulletin Board: The board is located in the administration/locker room bay. Make a point of stopping by and having a look. This is where the most current information will be posted.

Email communications: Make sure you provide your email address with your registration so you can be more easily contacted to relay important information. The Administrator's email is wascanacanoekayak@gmail.com. Please feel free to contact them for information or answers to questions.

WRCC Programs

The WRCC provides a variety of programs to the Regina area. All our programs are designed with Long term Athlete Development in mind. Our program goals are to;

- 1) Be a highly competitive Spring Club, producing high calibre National and International athletes.
- 2) Promote the sport of spring canoe/kayak and provide recreation opportunities for our community.

Competitive Memberships

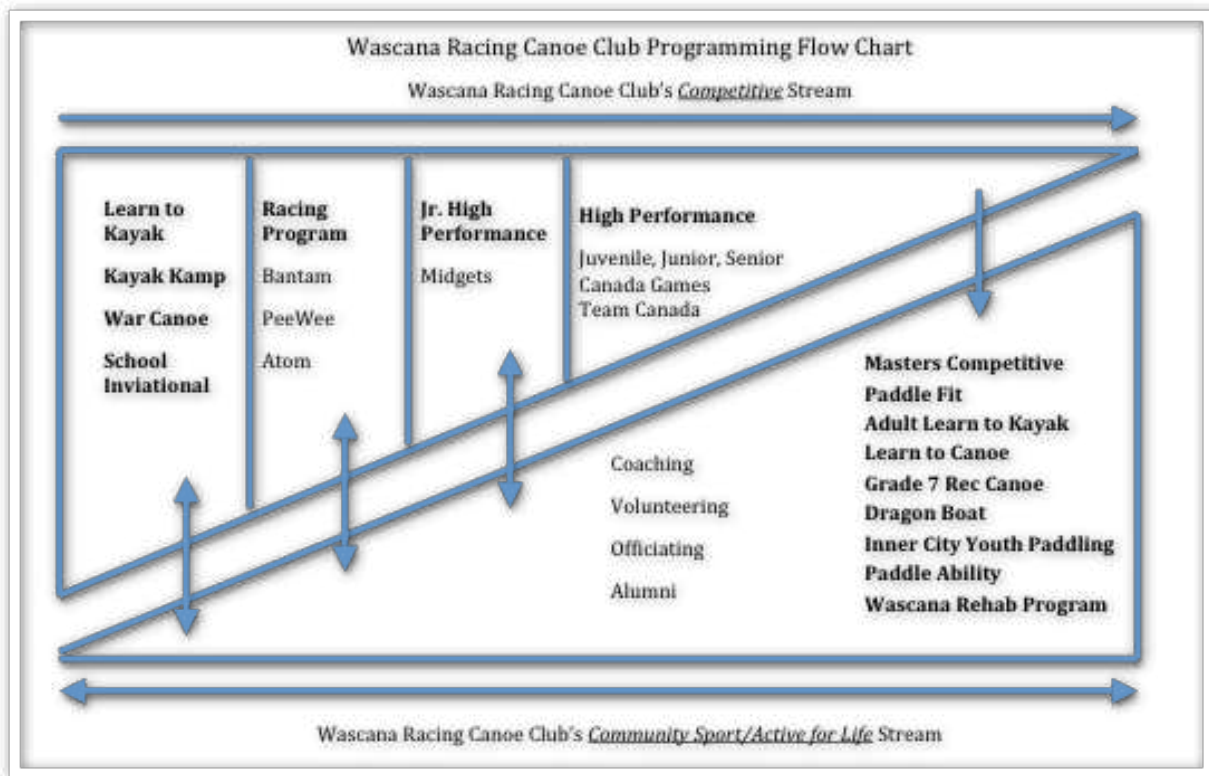
Members receive professional coaching and structured, yearly training programs. Members are involved in our traveling teams for competition. Members can vote at the

AGM on amendment and bylaw changes. The memberships supports Wascana's competitive goals in sprint canoe and kayaking. Competitive memberships include; High Performance, Developmental High Performance, Racing Program and Masters Competitive program.

Recreation (Active for Life Programs)

Programs receive quality instruction from appropriately accredited instructors/coaches. Program participants are able to explore a vast array of paddling opportunities. Recreation programs include; Paddle Fit, Canoe Kids, Inner City Canoe Program, Inner City School Program, Adult Learn to Kayak, Paddle All/Ability, Grade 7 Rec Canoe, School Invitionals and Dragonboat.

Please see the Club Flow Chart for reference about how the Competitive Memberships and Recreation work together.



Athlete Development Model

CanoeKayak Canada has developed a long-term athlete development model. As previously stated, the WRCC uses the principles of LTAD in designing all our programs. The following is how the WRCC programs are adapted to facilitate long-term athlete development.

Long-Term Athlete Development Framework for Canoe/Kayak

WRCC Program		FUNDamentals & Foundations	Training to Train	Learning to Compete	Training to Compete	Training to Win	Active for Life
WRCC Program		Learn to Kayak & Kayak Kamps	Racing Program	High Performance II	High Performance I	National Team Members	Masters
Age	Females Males	8 to 11 8 to 12	11 to 15 12 to 15	13 to 15(+/-) to 17(+/-)	14 15 to 23(+/-) 17 to 23(+/-)	23(+/-)	anytime
Phases		Fundamental Sport Skills: Canoe/Kayak Skills	Physiological Development	Continued Physiological Development; Competitive Development	Competitive Development	Performance	Health
Skill Development		basic paddling skills; balance & boat control	intermediate paddling skills	gross motor refinement; advanced paddling skills; technique under race conditions	technical refinement; refinement of decision making skills	technical maintenance; refinement of raceplans; performance management	goal specific
Training Focus		Fun/Play Skill Development	General Endurance	Sport Specific Endurance; Strength; Speed	Sport Specific Endurance; Strength; Speed	Improve & Maintain Strength, Speed, Endurance + Ancillary Capacities	Fitness, Fun, Well Being
Volume of Training		2-5 sessions a week	4-6 sessions a week	8- 12 sessions a week	10-12 sessions a week	Individualized	goal specific
Mental Preparation		build desire to stay involved; build self confidence	develop focus; effective goal setting; breathing and relaxation skills; athlete/coach communication and feedback	focusing & refocusing; effective goal setting; assessing training & competition; visualization; relaxing vs energizing	continually refining mental skills; developing correct level of intensity	attention to detail; managing distractions	
Monitoring		aerobic capacity; agility; flexibility; height	aerobic capacity; flexibility; height (focus on 5km, 2km time controls)	aerobic capacity; height; general strength (focus on 5km, 2km, 1000m time controls)	aerobic power & capacity; anaerobic power & capacity; sport specific strength (focus 10km, 2km, 1000m, 500 time controls)	aerobic power & capacity; anaerobic power & capacity; sport specific strength (focus on 2km, 1000m, 500m, 200m)	General Well being
Time Standards		none	continuous improvement	5km- 30:00, 2km- 11:00, 1000m 5:15	(Women kayak/Men's Canoe)10km-55:00, 2km-10:00, 1000m-4:30, 500m-2:10; (Men's Kayak) 10km-50:00, 2km- 8:50, 1000m- 4:05, 500m-1:55	(Women) 500m-1:55.8, (Men's Canoe) 500m- 1:55.5, 1000m-4:03.8, (Men Kayak) 500m-1:43.4, 1000m-3:40.5	goal specific
Attitude and Sportsmanship		Ability to listen to instructions, desire to learn, positive attitude, respect for equipment	Ability to listen to instructions, desire to improve, respect for coach, team mates, officials and equipment	Developing stronger sense of self direction, committed to continuous improvement, respect and personal responsibility for goal achievement and equipment	Goal orientated, self directed, strong leadership and role modelling ability, commitment to excellence	Extremely goal oriented, driven to win, self directed, commitment to excellence	Ability to listen to instructions, positive, healthy attitude towards training and competition, sense of volunteerism
Attendance Requirement		As many practices as you can!	3-5 practices a week (75%)	8 practices a week (75%)	10-11 practices a week (85-100%)	12(+/-) a week (100%)	As many practices as you can!
Regattas			CLUB	REGIONAL	NATIONAL	NATIONAL/NORTH AMERICAN	INTERNATIONAL JR
						INTERNATIONAL SR	

Competing

In the sport of paddling, a regatta is a competition. Regattas are opportunities to put into practice the skills and strategies that have been learned during training sessions. Regattas are the peak of the canoeing experience and the most fun part! Regattas are geared towards every athlete's ability. Athletes are placed in the following age categories for competition (all ages are as of January 1 of the year of competition)

Atom (U11)-	Under 11 years of age- 2004 or later
Pewee (U13)-	Under 13 years of age- 2002 or later
Bantam (U15)-	Under 15 years of age- 2000 or later
Midget (U17)-	Under 17 years of age- 1998 or later
Juvenile (U19)-	Under 19 years of age- 1996 or later
Junior-	Under 21 years of age on the 1st of January of the year of competition
Senior-	Over 21 years of age on the 1st of January of the year of competition
Master-	Females 25 years or older and males 30 years or older.

Please make every effort to have your athlete attend as many regattas as possible. Parents are also strongly encouraged to attend the regattas. It is a great way to cheer on your favorite athlete, meet with other club families and learn about the club and its activities.

WRCC hosts the Canada Day Regatta, which is a premier event attracting athletes from across Western Canada. In addition, regattas are held in various venues in Manitoba, Saskatchewan and Alberta. The National Sprint Canoe/Kayak Championship is hosted annually by clubs across Canada.

The cost associated with travel to out of town regattas is the responsibility of the athlete, however for most out of town regattas athletes have the opportunity to travel with the team on a cost share basis. See Appendix B for the WRCC Travel Policy and Appendix C for the Team Manager's Responsibilities. More information about regattas can also be found on the website or through a Regatta handout, which is available through the club.

Additional Training & Competition Opportunities

Athletes wishing to train and compete at an elite level have several opportunities:

- 3) Spring Training Camp: Annually, the Spring Training Camp for competitive athletes is organized and held in the USA for 3-5 weeks. Athletes are invited to attend based on age, maturity, experience, goals, commitment and dedication.
- 4) National Team Trials: These are competitions used to assess athletes who wish to be selected to the National and World Team. Athletes selected to the team will race at a number of different international competitions throughout the season.
- 5) Canada Games: Sprint Canoe/Kayak is an event in both the Jeux Canada Games and the Western Canada Games. Canoe/Kayak Saskatchewan provides training opportunities and an open selection process for athletes wishing to compete with Team Saskatchewan.
- 6) Saskatchewan Summer Games: The Saskatchewan Summer Games provide an opportunity for athletes to compete for Zone 2 (Regina).

Registration

Registration for Competitive Memberships and Programs happens on a bi-annual basis. The Summer Season begins May 1 and runs through Oct 31. The Winter Season begins on Nov. 1 and runs through until April 30th. The registration fee offsets the cost of operating the instructional and training programs. It does not cover any competitive costs for regattas. For liability reasons, an athlete will not be allowed to participate in WRCC programs until all registration forms are complete. Registration shall be considered complete only upon receipt of all the following to the Club Administrator: Registration Form, payment, Work Commitment deposits or payment & Athlete's Code of Conduct. Registration forms can be accessed on the WRCC website or from the WRCC Administrator.

The Wascana Racing Canoe Club introduced a Family Payment Plan in 2009. Please see the Appendix G at the end of this document.

All memberships or programs can be pro-rated on the following formula: (Total program cost/6 x number of months remaining + 10%) For example: Registration into Racing Program in June = $\$425/6 \times 5 + 10\% = 398.58$ plus work commitments.

WRCC Fundraising for Competitive Athletes

WRCC sanctions a number of fundraising events (Bingos, CTC Hot Dog Sales & Christmas Tree Lot Sales) throughout the summer and winter seasons to assist athletes in fulfilling their work commitments and to raise funds for their competitive travel. Once all work commitments are completed for the season, any further participation in fundraisers can be used to accumulate funds in the athlete's Travel Account.

Taking advantage of all opportunities to build up the Travel Account can have an enormous impact on the athlete's financial ability to fully participate in the competitive season. Athletes, including those participating only in summer training, are encouraged to participate in the WRCC fundraisers in the off-season in order to continue to accumulate funds in their Travel Account for the upcoming competitive season.

The WRCC Treasurer manages the Work Commitment and Travel Account records. It is also strongly suggested that athletes keep a fundraising record in the event of an error. A statement will be issued in the spring at the Annual General Meeting and in the fall.

Work Commitments

Work commitments are part of the WRCC registration fee used to offset the cost of coaching, equipment, boathouse maintenance and administrative expenses. The number of mandatory work commitments depends on the program category the athlete is registered in. This information can be found on the registration sheet. The first two work commitments are considered mandatory work commitments and must be completed at a WRCC Bingo. Mandatory work commitments can be bought out for \$100 each. The remaining work commitments are considered non-mandatory and can be worked off at Marina Rentals, Barge, Rider Games, ect. Registration must include two, \$100 cheques to cover off mandatory work commitments and subsequent \$50 cheques for each non mandatory work commitment, post-dated to the last day of the training session (October 31 for summer and April 30 for winter). If the work commitments have not been completed by the end of the training season a cheque will be cashed for each work commitment not worked. Cheques issued to WRCC for completed work commitments will be destroyed. Athletes who wish to "buy out" the work commitments at a cost of \$100 for each mandatory work commitment and \$50 for each non-mandatory work commitment must include a cheque to cover all work commitments at the time of registration.

Travel Account

A Travel Account is a fund that an athlete or their family can build up to offset expenses associated with the competitive paddling season. Bingo Travel Account funds can only be used to pay for athlete expenses associated with attendance at regattas, such as boat transportation, coaching fees, travel, hotels and regatta fees. Travel Account funds are not transferable to other families.

Travel Account funds can be carried forward from one paddling season to another if there are funds remaining. However, if an athlete does not paddle with WRCC, the funds cannot be withdrawn. WRCC will retain the funds for two years. If, at the end of that time the athlete does not return to WRCC, the account will be dissolved.

Effective May 1, 2009, Travel Account funds earned from activities other than bingos, may be used to offset any costs incurred by an athlete for competitive or training purposes. These funds cannot be used for club fees, fees for classes or other related programs.

Other WRCC Fundraising Activities

WRCC also offers other fundraisers specifically designated for building Travel Accounts. Profits raised by each athlete from these fundraisers will be split 80/20 with WRCC. 80% will be placed in the athlete's Travel Account and 20% will be placed in the WRCC's general fund. The WRCC Executive has the power to alter the profit split between the athlete's Travel Account and WRCC, but this change must be communicated to the members. Beer & Liquor Sales at Taylor Field events, work shifts at the Regina Dragon Boat Festival (RDBF) and Meat & Food Product Sales are examples of these types of fundraisers. WRCC is always looking to expand its offering of fundraisers so if you have any suggestions please let the Executive know.

WRCC Fundraising Events

Event	Work Commitment	WRCC Travel Account
WRCC Hot Dog Sales	1 work commitment per shift	\$10 per shift
Christmas Tree Lot	1 work commitment per shift	\$10 per shift
WRCC Bingo (Paper Worker)	1 work commitments per shift + \$10.00	\$60 per shift
WRCC Bingo (Floor Worker)	1 work commitments per shift	\$50 per shift
Beer Sales – Rider Games (80/20 split)	1 work commitment per shift	\$50 min per shift
Beer Sales – Concerts (80/20 split)	1 work commitment per shift	\$50 min per shift
Regina Pats 50/50 Sales (80/20 split)	1 work commitment per shift	\$50 min per shift
Regina Dragon Boat Festival (80/20 split)	1 work commitment per shift	\$50 min per shift
Course Building	1 work commitment per 4 hours worked	\$10 per shift
RCKA Marina Rentals**	1 work commitment per shift	\$10 per shift

** See Regina Canoe and Kayak Association section for more information

Regina Canoe and Kayak Association

The Regina Canoe and Kayak Association (RCKA) is an organization, independent of WRCC, which has been set up to provide further fundraising opportunities for athletes. WRCC athletes are encouraged to participate in these fundraising activities.

RCKA operates Wascana Marina Rentals, which rents canoes, kayaks and pedal boats on Wascana Lake. Athletes may work rental shifts that RCKA credits to the athlete's WRCC Work Commitment and Travel Account.

RCKA bingos operate from Centennial Bingo Hall. All athletes and their families will be contacted via email every three months, asking them to sign up for scheduled bingos. Athletes working RCKA Bingos will receive credit to a RCKA Travel Account. RCKA bingos should not be confused with WRCC Bingos. Please ensure that you are fully aware of which bingo (WRCC or RCKA) you are signing up for. Credits cannot be transferred, as WRCC and RCKA are two distinct and different organizations. RCKA Bingo Credits can only be used to offset expenses for travel to; National Team Trials, Prairie Division Regatta and National Sprint CanoeKayak Championships

Event	RCKA Travel Account
RCKA Bingo (Paper Worker)	\$50.00 per shift
RCKA Bingo (Floor Worker)	\$40.00 per shift
RCKA Marina Rentals	(see WRCC fundraising events for information)

WRCC ORGANIZATIONAL SUPPORT

Volunteer Opportunities

The WRCC would not be able to operate without the commitment of a group of committed and dedicated volunteers. The athletes and parents would like to thank all those who volunteered their time to our club in the past year. There are many volunteer opportunities within the club for parents and athletes. Without their support, the programs and events of the WRCC would not be possible. Please find a place to use your talents!

The following is a list of some volunteer opportunities within the club:

1. Team Manager/Drivers: for out of town regattas.
2. Fundraising; planning and working events and projects.
3. Officials; for regattas hosted by WRCC and other clubs (timers, finish line judges, whipper-in, referees, starters).

4. Boat Drivers/Safety Crew; for regattas hosted by WRCC and other clubs.
5. WRCC Executive: the board of directors that governs WRCC activities. The Annual General Meeting and elections are held in May of each year. The executive meets monthly.
6. Canoe/Kayak Saskatchewan is the governing sport organization for Spring Canoe/Kayak and is part of SaskSport. The annual meeting and election of officers takes place annually in March.
7. Canada Day Regatta; volunteers are needed to help organize and host the Canada Day Regatta held annually in Regina on the July long weekend.
8. Bingo Coordinators; for recruiting adequate volunteers and coordinating the bingo worker program
9. Special events; WRCC holds special events such as the Annual Awards Night, BBQ's and other fun events. Help is always appreciated to make these events special.

Organization/ Sports Governing Bodies

WRCC belongs to the following organizational structure for Olympic Sprint

Canoe/Kayaking:

Flatwater Division of CanoeKayak Saskatchewan: The section of CKS dedicated to the sport of Sprint Canoe/Kayaking. CanoeKayak Saskatchewan (CKS): The provincial governing body including Marathon, Recreation, Whitewater, and Flatwater Sprint Canoe/Kayaking.

The Prairie Division of CanoeKayak Canada: This body is the organizational structure for Sprint Canoe/Kayaking for the provinces of Manitoba, Saskatchewan and Alberta.

CanoeKayak Canada (CKC): A national organization including Marathon, Slalom, Whitewater and Flatwater Sprint Canoe/Kayaking.

WRCC Executive

The WRCC executive is elected at the Annual General Meeting, which is held in May. Parents are encouraged to become involved with the organization, as it is the only way WRCC can continue to function and to provide competitive and recreational opportunities for our youth. We have a number of volunteers who have given generously and unselfishly of themselves for many years and would like to pass on their responsibilities to newer parents. Please give serious consideration to joining the WRCC Executive.

Commodore	Aaron Patterson
Head Coach	Gabor Kulcsar
Vice-Commodore	Don Anderson

Past Commodore	Bob Kary
Treasurer	Terry Munro
Secretary	Sophie Grahame
Member-at-Large	April Bourgeois
Member-at-Large	Chris Truscott
Member-at-Large	John Millar
Member-at-Large	Peter McKinnon
Member-at-Large/Travel Coordinator	Gina Anaka

RESOURCES

Organizations

Wascana Racing Canoe Club:	www.wascanacanoekayak.ca
CanoeKayak Saskatchewan:	www.saskcanoe.ca
CanoeKayak Canada:	www.canoekayak.ca

Appendix A

Wascana Racing Canoe Club

Athlete's Code of Conduct

To provide a safe, welcoming and positive environment for all athletes, coaches and volunteers, the Wascana Racing Canoe Club (WRCC), requires adherence to the following Code of Conduct. It is essential that all athletes and parents read this information in its entirety.

Conduct

- Within the context of training, traveling and competing with the WRCC, the athlete agrees to:
- Take appropriate precautions to ensure personal safety and the safety of others;
- Maintain his or her status as a member in good standing with the WRCC and as a registered competitor of CanoeKayak Canada (CKC) – WRCC registration fee includes CKC registration;
- Compete and participate in a spirit of fair play and honesty within the rules of the competition;

- Comply with the Travel Policy and other by-laws, rules, regulations and policies of the WRCC;
- Avoid the use of illegal drugs and any banned substances that contravene the rules of the IOC, the rules of the International Canoe Federation, the rules of CKC and the Canadian Policy on Penalties for Doping in Sport; (refer to the Substance Classification Handbook found at <http://www.cces.ca/pdfs/CCES-PUB-SubstanceClassification-E.pdf> for detailed information about banned and non-banned substances and about exemptions that can be made for athletes using banned substances for therapeutic reasons.)
- Submit, without prior notice, to unannounced doping-control tests in addition to prior-notice tests and submit at other times to doping-control testing when requested by CKC, Sport Canada, Canadian Centre of Ethics in Sport (CCES) or other authorities designated to do so;
- Avoid the possession of anabolic drugs and neither supply such drugs to others directly or indirectly nor encourage or condone their use by knowingly aiding in any effort to avoid detection of the use of banned substances or banned performance-enhancing practices;
- Abstain from using alcohol and tobacco products in the presence of minors, and abide by the provincial liquor legislation.
- Never provide alcohol to under age individuals;
- Refrain from using profane, insulting, harassing or otherwise offensive language and behaviour;
- Treat all fellow athletes, coaches, officials, volunteers, event organizations, spectators and others associated with the sport of sprint canoe/kayak in a courteous and respectful manner;
- Act in a manner that will bring credit to the sprint canoe/kayak community.

Consequences

Minor Infractions (single incidents of poor behaviour, unsportsmanlike conduct, disruption of an event or training)

- Coaches will discuss inappropriate behaviour with the athlete as it arises. In general, practice, three warnings will be allowed. If the behaviour persists, the parents will be notified.
- If the athlete still does not alter his or her behavior after contact is made to parents, further sanctions, such as suspension from the club will occur.

Major Infractions (Criminal or quasi criminal activity, illegal activities, repeated minor infractions, endangering the safety of others)

- First Offence: Immediate one-month suspension, sent home and parents notified.
- Second Offence: Immediate two-month suspension, sent home and parents notified.
- Third Offence: Immediate expulsion from the WRCC, sent home and parents notified.

Suspension: The athlete will not be permitted to practice, travel or race with WRCC during any period of the suspension. If suspension occurs while the team is away, the cost of transportation home is the responsibility of the parents or athlete.

I understand and agree to the WRCC Athlete's Code of Conduct.

Athlete Name: _____

Athlete Signature: _____

Date: _____

If athlete is under 18, the following information must also be completed.

Parent or Guardian: _____

Signature of Parent or Guardian: _____

Date: _____

Wascana Racing Canoe Club

Athlete Expectations

The WRCC supports the values listed below for all their athletes. All athletes are expected to strive towards these ideals.

- **Attitude**

My positive attitude is essential in overcoming obstacles to help me improve and give of my best. My positive attitude is a key ingredient to success and leadership.

- **Sportsmanship**

I recognize that sport is greater than the individual; that cheating reduces the stature of sport and all who love it; that class, race and creed are never factors in the attitude of true sports people and those who respect the virtues and values of sport.

- **Pride**

Pride drives me when the temptation is to settle for something less. I have a constant desire to excel in all situations and never give up. I am committed to excellence and work to improve all identified areas.

- Individual Responsibility

I alone am responsible for my performance but I will be generous in acknowledging the support of others. I am responsible to be a reliable team player and put the team before self.

- Respect

I respect sport, the efforts of my competitors, my team mates and officials. I respect my coach and listen to instructions, take feedback openly and aim to make appropriate changes. I respect my surroundings and equipment and clean up after myself and take care of Club equipment.

- Express

I have an opinion and will express my view with thought and consideration to others. In showing my emotions I do so with individuality and, where possible, good humor and humility.

Appendix B

Wascana Racing Canoe Club

Travel Policy

The Travel Coordinator makes travel arrangements, including transportation and accommodations.

Team members will travel as a group unless the coaching staff has approved previous arrangements and they are satisfied that the athletes are being transported safely. One coach or one parent driver must accompany each group transported under club auspices. Athletes 18 and older may transport siblings and other adult athletes.

All vehicles used for transporting club participants must be safe and provide one seat belted space for every passenger, unless transportation is by bus. Smoking is not allowed in any vehicle transporting club athletes. Coaches and parent drivers ensure regular stops for meals and washroom breaks.

The Travel Coordinator will designate a Team Manager prior to each team trip. The Team Manager, along with the Coach, will be responsible for managing the team and will accompany athletes during travel, competition and recreational activities. Parent Drivers are not necessarily Team Managers, unless they have been recruited by the Travel Coordinator to do both jobs. Only the Coach and Team Manager will make team decisions, but other parents may be called upon to assist if needed.

Athletes will not leave the team without permission from the Coach and the Team Manager. This includes free time and/or recreational time. Athletes will only participate in activities that are approved by the Coach and Team Manager.

Hotel room doors will be kept open when there are visitors in the room. Travel Curfews set by the Coach and Team Manager will be followed in order to ensure the athlete's health and performance level. Team curfews during competition typically

are 10:00 pm to be in rooms and 10:30 pm for lights out.

Hotel property and the property of billets will be treated with respect and care.

Athletes are responsible for restitution.

While traveling, athletes will follow the WRCC Code of Conduct and any other guidelines determined by the Coach and Team Manager. The Coach, in consultation with the Team Manager will determine the disciplinary action be taken in the event that the conduct of any athlete is not acceptable.

Athletes are expected to assist with the loading of the boat trailer prior to leaving for a regatta/camp and unload upon return. In addition, they are expected to help unload and load the boat at the regatta/camp. It is the responsibility of the athletes to ensure all necessary equipment is taken to and from the regatta/camp.

The athletes will be expected to eat healthily during the regatta/camp. Junk food may be allowed at the discretion of the Coach and Team Manager, in moderation, on the return trip. Athletes are encouraged to pack healthy snacks.

Parents must inform the Team Manager of any medication to be taken by the athlete and if the medication needs to be controlled by the Team Manager. Coaches will ensure first aid supplies travel with the team. The Team Manager will have a copy of the medical form for each athlete participating in the regatta.

If billeting is utilized, athletes will be billeted at a household where the Coach is certain of responsible adult supervision. Billeted athletes will obey the house rules of their billets.

I understand and agree to the WRCC Athlete's Code of Conduct and the Travel Policy.

Athlete Name: _____

Athlete Signature: _____

Date: _____

If athlete is under 18, the following information must also be completed.

Parent or Guardian: _____

Signature of Parent or Guardian: _____

Date: _____

Appendix C

Wascana Racing Canoe Club

Team Manager Responsibilities

Major Responsibilities

The Team Manager will:

- Ensure athletes follow the Athlete's Code of Conduct and the Travel Policy. If problems exist, take reasonable and fair disciplinary action when required, in

conjunction with the coaching staff. If a serious conflict arises, parents should be notified.

- Account for athletes during the regatta, at the hotel and during team activities. Assist the coaches in supervising athletes.
- Be available to assist in any medical or transportation emergency.
- Ensure the athlete's health and safety needs are met. Keep athlete and coaches medical forms during travel and at the regatta. Become aware of any specific health issues and dietary restrictions of the athletes and coaches prior to leaving on the trip.
- Ensure athlete and coach transport to and from the regatta site. Parents who drive athletes to the regatta are responsible to get them to and from the regatta site and other team activities.
- Make a rooming list and ensure that the athletes know your room number.
- If billeting, keep a billeting list, complete with phone numbers. Provide the athletes with phone numbers where the Team Manager and Coach can be reached.
- Plan recreational activities for the athletes when they are not competing, in conjunction with the Coach. Accompany and supervise the team on excursions or entertainment activities.
- Ensure that all supplementary room services have been blocked in the athlete's rooms. This includes out of hotel calls, pay movies, cots, food or room service.
- Complete a room check prior to leaving the hotel to ensure that there is no damage or missing property.
- Assist athletes with the handling of money if requested.

Personal Conduct

- Ensure you know all athletes by name and that they have met you.

- Avoid smoking in view of the athletes
- Abstain from alcoholic beverages while on duty

Team Manager to Athlete Ratio

- The club will endeavor to arrange for a least one female and one male Team Manager to be present at all regattas. Ideally there should be one Team Manager for every 8 to 10 athletes.

Coordination with Coaches

- The Travel Coordinator will arrange for the Team Manager to meet with the coaches prior to the regatta to discuss details of the regatta, with respect to numbers, guidelines, responsibilities and coaching schedules.

Enforcement of Rules of Conduct

- All Team Managers must be consistent in enforcing the regulations set out in the Code of Conduct and Travel Policy.
- Be fully aware of the rules and act with the responsibility of a prudent parent.
- Although the athletes need to have clear limits set and be held responsible of inappropriate behaviour, they should be treated with dignity and respect.

Expenses

- Fee's collected for each regatta and the club's general funds cover the accommodation and meal expenses for the Team Manager and Coaches.
- Reasonable costs associated with providing basic support services (ie: drinking water) to athletes at regatta locations may be submitted to the WRCC Executive for consideration of payment.

Appendix D

Wascana Racing Canoe Club

Safety for Participants

1. A participant is defined as a person who is taking part in an on-water canoeing activity under the sanction of a CanoeKayak Canada (CKC) member club, of a Divisional Flag Officer or the Sprint Racing Council.
2. Clubs must ensure that potential participants have sufficient swimming ability prior to their participation in water-related programs. All participants should, as a minimum, be able to swim at the level of the Canadian Red Cross "AquaQuest" 6.
3. Any participant who does not pass a club swimming test must wear a

Government of Canada approved Personal Flotation Device (PFD) in the manner in which it was intended, while engaged in all on-water activity.

4. All U15, U13 and U11 paddlers who are not required by paragraph 3 above to wear a Government of Canada approved PFD must nevertheless wear a PFD, of a type, acceptable to the paddler's Division, in the manner in which it was intended, while engaged in any on-water activity.

5. Cold Water Conditions require special safety precautions. When the water temperature is below 8 degrees Celsius, the following precautions apply:

Participants below the age of 18 shall wear a Government of Canada approved Personal Flotation Device (PFD). The participants shall also be accompanied by a safety boat during on-water training.

Participants 18 years of age or older are strongly advised to wear a Government of Canada approved PFD. The participants should be accompanied by a safety boat during on-water training. Should participants 18 years of age or older choose not to wear a Government approved PFD during training they do so at their own risk.

Clubs should ask these athletes to sign a Cold Water Conditions Waiver.

NOTE: Coast Guard Regulations with regard to safety equipment still apply.

All participants engaged in dragonboat paddling must wear a Government approved PFD while in the boat.

1. All participants engaged in dragonboat paddling must wear a Government approved PFD while in the boat.

2. On-water practices or competitions, shall not take place earlier than one-half hour preceding sunrise, and not later than one half hour after sunset. If a practice extends beyond these times, the following shall be required:

-All boats must be equipped with operating navigation lights in accordance with the Office of Boating Safety standards

-All participants must wear approved PFD's

Awareness of Risks

8. All participants should know that practicing canoe or kayak involves some risks and dangers.
9. In order for a person of less than eighteen (18) years of age to participate in a training program or competition, one of their parents, or legal guardian, shall sign a waiver form stating that they are aware of the risks of Sprint Racing Canoeing and Kayaking.
10. In order for a person aged eighteen (18) of age or older to participate in a training program or competition, they shall sign a form stating that they are aware of the risks of Sprint Canoeing and Kayaking.

Responsibilities of Participant

To observe all safety rules that may affect their own safety and/or the safety of his/her fellow participant.

The participant needs to:

-Inform the coach of any change in their health which may affect their ability to safely participate in Club programs, or which affects their well-being or may endanger the safety of the other participants.

-Inform the coach that he/she is using or under the effect of any medicinal drug.

-Refrain from drinking alcoholic beverages or using drugs, which may affect their ability to train or complete in a safe manner.

-Be aware of hypothermia and other water-related dangers, and how to take the appropriate measures and precautions.

Appendix E

Wascana Racing Canoe Club

Boathouse Usage Policy

- Boats may only be stored in the Wascana Racing Canoe Club (WRCC) boathouse in accordance with the WRCC Boat Storage Policy.
- Unless approved by the Head Coach or the WRCC Executive, access to the boathouse is authorized only during regular boathouse operating hours. Keys will not be issued to members.
- All users of the boathouse must act in a responsible manner and must treat all other users with respect.
- Boathouse users must respect each others personal property and must first obtain permission from the owner before using his/her belongings.

- The primary use of the boathouse and all WRCC owned boats and equipment is for the implementation of WRCC programs. This will take priority over any other use.
- WRCC owned boats and equipment are intended for use during scheduled training program times. During scheduled training programs, participants may only utilize boats as authorized by the coach of the scheduled program.

WRCC members registered in the full-time program, who are 16 years of age or older, may request to use a WRCC owned boat on Wascana Lake outside of their scheduled training period during regular boathouse operating hours only. Use of WRCC equipment must be approved by the Head Coach (or designate) or the Club Administrator and a sign out sheet must be completed. The individual(s) signing the boat out do so with the full understanding that no safety boat may be present while they are on the water and that they must comply with all relevant safety regulations. This includes:

- Have a properly fitting, approved, life jacket or personal floatation device in the boat while on the water (the life jacket or personal floatation device must be worn by the paddler if the temperature of the water is 8 degrees Celsius or less).
- Have a signaling device (whistle) in the boat.
- Under no circumstances may any WRCC owned boat be utilized during non-day light hours.

- All WRCC owned boats must be treated with respect and must be emptied, cleaned and put back in its designated storage location after each use. Any damage must be reported to the Head Coach or Club Administrator.
- Members wishing to access their personal boat from the WRCC boathouse, for paddling on Wascana Lake outside of their regular scheduled training sessions, may do so during regular WRCC hours of operation only. It is the responsibility of that individual to ensure that they comply with all safety

regulations (see vii above).

- Regular Boathouse operation hours are Monday – Friday from 6:00a.m. – 8:00p.m. in the summer months, and Saturday from 9:00a.m. – 5:00p.m. These hours are subject to change due to Regatta's and weather conditions.

WASCANA RACING CANOE CLUB EXECUTIVE

Date of Last amendment – April 2008

Appendix F

Wascana Racing Canoe Club

Boat Storage Policy

- Only boats owned or otherwise managed by the Wascana Racing Canoe Club (WRCC), and flat-water style boats owned by full-time WRCC Members may be stored in the WRCC boathouse.
- Full-time members are defined as those people registered with the WRCC in the full time High Performance Program, the full-time Racing Program, or the full-time Masters Competitive program. This does not include war canoe, dragon boat, learn-to-kayak or any other ancillary program.
- If adequate space is available, each full-time member may store one (1) personal flat-water style boat at no charge as long as he/she continues to be a full-time member of the club. This includes winter membership. A designated space will be provided for boat storage. The Club administrator and/or Head Coach will assign all spaces. If no space is available, a waiting list

will be established.

- Full-time members wishing to store one (1) additional personal flat-water style boat may request to do so. If space is available for this purpose, it will be provided at a cost of \$10 per month payable in 6 month increments as follows: May through October, and November through April. All requests to store additional boats must be made to the club administrator and/or Head Coach. Approval to store the additional boat must have been issued and payment made in full prior to the additional boat(s) being stored.
- Full-time registered summer athletes (as defined in ii), who are not registered for the full-time winter training period, may store their boats for \$10 monthly through the November to April period. Payment may be made as above. However, if they do not register in a full-time program by May 15 of the following May through October period, their space will be forfeited and their boat must be removed.
- All full-time members storing boats in the WRCC boathouse must fill out and sign the attached form. The WRCC administrator and/or Head Coach will maintain a database of all boats approved to be stored in the WRCC boathouse.
- Personal boats stored in the WRCC boathouse are NOT insured by WRCC. Further, under no circumstance, will WRCC accept responsibility for the theft of or damage to personal boats or equipment that may occur. WRCC strongly recommends that the owner insure all personal boats stored in the WRCC boathouse.
- If boats are found to be stored in the WRCC boathouse by non-registered participants, or registered members who have not registered their boats with the administrator or head coach, or have not paid additional storage fees for extra boats, the boat owner will be asked to correct the problem within ten days. If the boat(s) has not been registered, or if payment has not been

made, or if the boat has not been removed within 10 days, the boat will be placed in an alternative location. Wascana Racing Canoe Club holds no responsibility for damage to or theft of the boat placed in the alternative location.

- Personal boats may only be accessed in accordance with the boathouse use policy. No additional boathouse keys will be issued.
- The Executive of the Wascana Racing Canoe Club may authorize, at its discretion, the storage of boats, other than those mentioned in this policy.

This policy is effective as of May 2007.

If you have an extra boat, and prefer not to pay storage fees, you are welcome to donate your boat for the club's use. You may do this through the National Sport Trust Fund. This will allow you to receive a tax receipt for the appraised value of the boat.

WASCANA RACING CANOE CLUB EXECUTIVE

Date of Last amendment – May 2009

Appendix G

Wascana Racing Canoe Club

Family Payment Plan

The WRCC Family Payment Plan applies only to members of the same immediate family and only to regular WRCC fee programs. The plan does not apply casual or session offerings such as Adult or Youth Learn to Kayak or War Canoe or Kayak Kamp.

Payment Plan:

1 member	full fee payment and must fulfill all work commitments (WC), if applicable
----------	--

2 members	deduct 10% from equivalent or lesser full-time fee and must
-----------	---

fulfill all WC, if applicable

3 or more members as above for 2 members and deduct 50% from third and subsequent equivalent or lesser fees. If a family has 3 or more athletes (children), waive the WC for the third and subsequent athletes.

Effective May 1, 2009