



**Policy on the Duties of a
Section Co-chairpersons
Sudbury Canoe Club**
206 Ramsey Lake Road
Sudbury, Ontario

The Sudbury Canoe Club has operationalized its activities into various sections which include Sprint Competitive Racing, Windsurfing, Canoeing, Kayaking and, Dragonboating. Each section has elected a Chairperson(s) to assist in the day to day activities of the Club. It is the policy of the Sudbury Canoe Club that all Sections Co-Chairpersons agree to undertake and/or delegate the following duties:

1. Reports

Activities shall be reported to the Board of Directors at scheduled meetings. In addition, reports shall be presented and tabled at the Annual General Meeting. The report for the section activity may include events, training, development courses, new purchases, and challenges related to achieving excellence.

2. Budgets

Prepare an annual budget prior to paddling season in order to replace missing or unusable equipment. The budget shall be submitted to the Board of Directors for approval.

3. Orientation and Approval requirements

Orient new members to the club bearing in mind that they need to know about policies & procedures for signing in/out, equipment that they are approved to use, reporting of faulty equipment in need of repair, building lock up, use of washroom and change room facilities, as well as safety practices.

Develop and keep current a list of requirements for participants to understand, learn and follow in order to gain approval for use of their respective activity equipment. The Co-chair should explain the purpose and Club's procedures and the manner in which members are taught the use of the Club's equipment. (Contract Coaching, Supervised Coaching, or other external coaching)

4. Inventory

Keep an up to date inventory of the respective activity section's equipment. This will include the colour, serial number, SCC equipment number and date of purchase.

5. Maintenance

Repair and/or replace equipment as soon as possible in order to maintain a good functional inventory of boats and accessories. If outside repair persons are required over and above the annual sectional budget, approval is necessary from the Board of Directors in order to have the repairs completed.

6. Keys

Ensure that keys for the clubhouse are issued to new members. Only members who have qualified in their activity will be issued a key. Explain the requirement to purchase a key and check that it has been paid.

7. Remuneration and incidental fees

Co-chairs may not accept remuneration for any reason unless approved by the Board of Directors. Incidental fees such as key purchases, membership fees or any fees for the purpose of doing business at the Club must be submitted to the treasurer. Co-chairs may solicit donations to the Club for their respective activity section.