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POLICIES OF PADDLE MANITOBA ADOPTED BY BOARD

2009-11-09

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Membership Policies

1. MEMBERSHIP CATEGORIES, FEES, and BENEFITS

- a. Individual - \$30.00 / Individual Life - \$200.00
- b. Family - \$40.00
- c. Instructor - \$50.00 Instructor Life Membership - \$250.00
- d. Affiliate - \$40.00
- e. Corporate - \$100.00 / Corporate Life - \$300.00
- f. Honorary

The membership year shall be the calendar year. Any memberships taken out on or after November 1 shall include membership for the balance of that year and for the following year.

Any member in good standing at the end of the membership year is considered to be a member in good standing and entitled to vote at any subsequent General Meetings held within 40 days of the end of that year.

2. BENEFITS OF MEMBERSHIP

a. All Members:

- 1) Receive a copy of published newsletters;
- 2) Receive ten percent discount on goods and services from Corporate Life Members;
- 3) Receive Paddle Manitoba member rates on Paddle Manitoba Courses;
- 4) Have voting privileges at members meetings. Each membership will have one vote, except in the case of a family membership where each adult in the family will have one vote;
- 5) Can submit a written request to make a presentation before the Board, the Board will hear the presentation at its earliest convenience;
- 6) Pay, where possible, reduced rates at Paddle Manitoba events;
- 7) Receive an annual subscription to Kanawa magazine (Life Members may subscribe for \$10.00 per annum)

b. All Life Members:

- 1) Receive laminated membership card.

c. Instructor Life Members:

- 1) Eligible for Instructor and Instructor Trainer Qualification Subsidies.

d. Corporate Members:

- 1) Receive listing of their business contact information in each edition of the newsletter, on the website, and in other publications as identified by the Paddle Manitoba board.

e. Corporate Life Members;

- 1) Receive listing of business contact info, business profile and business logo in each edition of the Paddle Manitoba newsletter and on the Paddle Manitoba website as long as the corporate member is in good standing with Paddle Manitoba.
- 2) Receive four (4) gratis ¼ page (or equivalent) advertisements in the newsletter to be used or combined at the member's discretion;
- 3) Employees or owners are eligible for Instructor or Instructor Trainer Qualification Subsidies as per the Instructor Qualification Subsidy Policy;

- 4) All tenders for goods or services required by Paddle Manitoba will go exclusively to Corporate Life Members as long as members can provide required goods or services ;
- 5) All benefits provided in the specific Life Membership agreement;
- 6) Employees of Corporate Life Members shall be eligible for discounts from Corporate Life Members when acting on behalf of their employer upon presentation of their employers membership card;
- 7) Corporate Life Members are required to provide Paddle Manitoba members with a ten (10) percent discount on goods and services as specified in their life membership agreement unless otherwise specified in their membership agreement. All Corporate Life Members shall sign membership agreements as approved by the Paddle Manitoba Board.

3. ACCESS TO MEMBERSHIP INFORMATION

Unauthorized use of members' information by anyone for commercial, political or solicitation purposes, other than those authorized by the Paddle Manitoba board for purposes specifically related to Paddle Manitoba or Paddle Manitoba-affiliated activities, is prohibited.

Notwithstanding the above, upon written request by reputable associations, agencies, companies or persons wishing to distribute specific items likely to be of interest and value to Paddle Manitoba members, the Board, at its discretion, may:

- a. provide Paddle Manitoba membership mailing labels to the person wishing to distribute the items, or
- b. undertake to distribute the items to the Paddle Manitoba membership, either as an enclosure with a regular Paddle Manitoba mail-out, or as a special mail-out.

In either case, the person requesting the distribution or mailing labels will be required to:

- a. demonstrate to the Paddle Manitoba board that distribution of the items is in the best interest of the Paddle Manitoba membership,
- b. confirm in writing acceptance and intent to comply with any specific conditions or limits established by the Paddle Manitoba board regarding use of the requested labels
- c. pay all costs associated with printing the requested labels or distribution of the non-Paddle Manitoba items.

In evaluating suitability of items to be distributed, the Paddle Manitoba board will use criteria currently in place to screen advertisements and notices submitted for publication in the Paddle Manitoba newsletter.

Before providing Paddle Manitoba mailing labels, the Paddle Manitoba board will establish appropriate conditions or limits regarding their use.

Access to the Paddle Manitoba membership database, the Paddle Manitoba membership mailing list, and the Paddle Manitoba membership e-mail distribution list will be restricted to members of the Paddle Manitoba board; they are not to be released to the membership, any other organization, or any non-member.

The Paddle Manitoba membership e-mail list shall be maintained and used in a manner that prevents recipients of messages from viewing the e-mail addresses of other Paddle Manitoba recipients on the list.

Paddle Manitoba will charge non-profit organizations \$10.00 for providing a set of Paddle Manitoba mailing labels; for-profit agencies/organizations will be charged \$30.00.

Privacy Policies

Paddle Manitoba understands that privacy is important and respects an individual's right to understand how and when their personal information may be used, and to provide options to access and limit the use of their personal information. Paddle Manitoba will follow the 10 principles set out in Schedule 1 of Personal Information Protection and Electronic Documents Act (PIPEDA) (<http://laws.justice.gc.ca/en/showdoc/cs/P-8.6/sc:1/20090714/en#anchors:1>)

Paddle Manitoba collects personal information on its membership, course and event participants, Paddle Canada instructors, donors, Paddle Manitoba Forum users, and others. The amount of information collected is variable depending on the required use and may include name, street and email addresses, phone and fax numbers, and paddling interests and expertise. Paddle Manitoba will limit the amount of information that it collects to that which is necessary for the purpose identified at the time of collection (e.g. membership registration and interests).

Paddle Manitoba will only use personal information for purposes for which it was collected such as informational mailings, membership renewals and other communications. Occasionally membership information may be shared with third parties as approved by the board for distribution of material or mailings as outlined in the Access to Membership Information Policy. Corporate members may request only a confirmation of membership when a member is requesting a corporate discount.

Access to personal information will only be allowed for those that require access; only the amount of information required will be used or disclosed. For example board members will have access to membership lists for maintaining membership information and contacting members (as outlined in Access to Membership Information Policy), treasurer may have access to information that applies to financial transactions such as sending receipts, and instructors may have access to participant information for courses they are instructing for purposes of managing the course.

Personal information will be retained as long as it is necessary for the original purpose. Membership

information will be retained for the actual membership period plus seven years. Personal information will be stored in a secure location with limited access.

Individuals have the right to request access to their own information to confirm the content, update the information, or have it removed from Paddle Manitoba records. Paddle Manitoba will provide necessary contact information through their website and Winnipeg phone book. The vice-president will act as the Paddle Manitoba privacy officer with regards to complaints, concerns, or other membership queries. Individuals have the right to request that their information not be used for any marketing purposes.

Financial Policies

1. OPEN PADDLE FEES

Each person attending a regular Paddle Manitoba Paddle shall pay the following fees:

- | | |
|-----------------------------------|----------------|
| a. Paddle Manitoba members | \$5 per person |
| b. Non-members | \$5 per person |
| c. Paddle Manitoba family maximum | \$10 per canoe |

2. FEES TO ATTEND PADDLE MANITOBA MEETINGS AND SPECIAL EVENTS

For some special events, trips, and workshops where it is necessary to recover some or all costs, or for fund-raising events, both Paddle Manitoba members and non-members will be required to pay an admission fee (e.g. Waterwalker Festival). Where practical, members will be offered a reduced admission fee. Fort Whyte Alive members shall be eligible for the same reduced admission fee for events held at Fort Whyte Alive.

3. FINANCIAL TRANSACTIONS THROUGH PADDLE MANITOBA

Financial management and transactions for events and courses run by Paddle Manitoba will be run through the Paddle Manitoba financial accounts. This does not preclude Paddle Manitoba from contracting services.

4. AGREEMENTS AND CONTRACTS

The treasurer will keep and maintain copies of all financial agreements and contracts.

5. EQUIPMENT USE FEES

The fee for using Paddle Manitoba canoes and associated equipment for non-Paddle Manitoba courses and clinics is defined under Equipment Use Policies.

Insurance and Safety Policies

1. INSURANCE COVERAGE

- a. Paddle Manitoba will maintain third party liability insurance of at least 2 million dollars that covers all of its associated on water-activities outside of Paddle Canada courses. This coverage may be extended to other groups associated with Paddle Manitoba through a written agreement and approval from the insurance agent and approval of the Paddle Manitoba Board. The need for insurance coverage and the amount will be reviewed by the board prior to the start of each paddling season.
- b. Paddle Manitoba will maintain directors and officers' liability insurance of at least 1 million dollars. The need for directors and officers insurance and the amount will be reviewed by the board at the same time that the general liability insurance is reviewed.

2. SAFETY EQUIPMENT and LIABILITY WAIVER FOR ON-WATER ACTIVITIES

All participants of Paddle Manitoba events must wear a properly fitting Transport Canada approved PFD during on-water activities and have all of the minimum required safety equipment as defined in the Canada Shipping Act Small Vessel Regulations. Whitewater or moving water activities will require additional safety equipment (e.g. helmets) to be used at the direction of the trip or event leaders. Prior to starting on any Paddle Manitoba trip or event all participants must understand and sign the Paddle Manitoba Waiver and Release form.

Subsidies and Course Policies

1. SUBSIDIES FOR INSTRUCTORS

Instructor Qualification Subsidy – In the interest of developing Paddle Canada-qualified instructors within Manitoba, Paddle Manitoba may offer subsidies to persons who have qualified as Instructors or Instructor Trainers. The following stipulations apply (**N.B.** Instructors and Instructor Trainers are subject to different rules of eligibility):

- a. **Eligibility** - Extends to Instructor Life Members or Corporate Life Members and their employees, being residents of Manitoba, who meet the following requirements:
 - 1) Apply in writing to the Paddle Manitoba Board before the commencement of the course;
 - 2) Achieve the Paddle Canada Instructor or Instructor Trainer Qualification sought;

- 3) Within three years of achieving the Instructor Qualification have taught at least four (4) Paddle Canada-registered courses for Paddle Manitoba in the paddling discipline relevant to the qualification achieved;
- or
- Within three years of achieving Instructor Trainer Qualification have taught at least two (2) Instructor courses in the paddling discipline relevant to the qualification achieved;

b. Subsidy Criteria –Applications for subsidies will be considered by the Paddle Manitoba board on an individual basis. Subsidies shall:

- 1) Be granted in the amount of fifty (50) percent of tuition to a maximum of five hundred (500) dollars in the case of Instructors;
- 2) Be granted in the amount of fifty (50) percent of tuition or reasonable expenses to a maximum of one thousand (1000) dollars in the case of Instructor Trainers;
- 3) Apply to Paddle Canada Instructor or Instructor Trainer courses sponsored or approved by Paddle Manitoba;
- 4) Be granted to those persons teaching the requisite number of courses subsequent to qualification;
- 5) In the case of employees of Corporate Life Members, be subject to current membership in Paddle Manitoba as an individual or family member;
- 6) In all cases be subject to current Instructor Membership in Paddle Canada;
- 7) Be subject to increase or decrease in amount provided at the discretion of the Paddle Manitoba Board.
- 8) Require the submission of all receipts for cost and tuition.

2. COMPLIMENTARY COURSES FOR PADDLE MANITOBA BOARD MEMBERS

Each Paddle Manitoba board member is entitled to attend, free of charge, one Paddle Manitoba-sponsored course during each year of their service, to a maximum value of \$100 per year, provided there are sufficient paying participants to justify running the Paddle Manitoba-sponsored course.

Equipment Use Policies

1. USE OF PADDLE MANITOBA BOATS AND SAFETY EQUIPMENT FOR NON-PM COURSES AND CLINICS

The use of Paddle Manitoba Boats and Safety Equipment for activities not sponsored or directed by Paddle Manitoba shall occur under the following conditions unless otherwise detailed by the Paddle Manitoba board:

- a.** Equipment and Boats will only be used under the direct supervision of a current Paddle

Manitoba member & Paddle Canada instructor;

- b.** If the user does not employ Paddle Canada insurance for the course or clinic, the user must provide proof of third party liability insurance at a minimum value of \$2 million
- c.** The user is liable for all damage to Paddle Manitoba property;
- d.** Boats and Equipment shall be rented at the rate of \$100.00 per day. This fee may be waived or reduced to the rate for open paddles, to a maximum of \$100/day, at the discretion of the Paddle Manitoba board if the activity is for a not-for-profit group or organization and the instructor is not being paid for their time.

2. INSTRUCTION OUTREACH POLICY

In keeping with Paddle Manitoba's mandate to promote safe recreational paddling in the province, Paddle Manitoba supports the provision of cost-free instruction to groups of merit that would otherwise be unable to afford such instruction. The instruction would have to be provided by a Paddle Manitoba member that is a Paddle Canada-certified instructor. The instruction could fall under Paddle Manitoba's Insurance policy. The boats owned by Paddle Manitoba may be used with the traditional rental fee waived provided there was no other demand for the boats at that time. The executive will consider and weigh each request on a case-by-case basis. A log of such events will be kept by the instructor convenor.

Trip Policies

1. POLICY ON PADDLE MANITOBA TRIPS

In order to manage/reduce risk to Paddle Manitoba as an organization with respect to informal member trips, Paddle Manitoba will maintain insurance coverage for trips and activities (see Insurance Policies).

As a further measure, all trips will be screened by the board or a subcommittee of the board prior to being allowed as Paddle Manitoba events.

The subcommittee will consider the following aspects of the trip

- a.** The leader's experience and paddling skills
- b.** The length of the trip
- c.** The remoteness of the trip
- d.** The degree of moving water
- e.** The level of first aid certification of the leader or designated first aider
- f.** The familiarity of the committee members and leader with the destination

Participants will be required to supply their own equipment and agree that Paddle Manitoba will not accept any liability for damage to their equipment that happens as part of the trip.

Safety policies must be followed with regard to liability, signing the Paddle Manitoba waiver, wearing a PFD and having minimum required safety equipment.

Participants and leaders on a trip must have a membership with Paddle Manitoba.

The leaders of the trip need not necessarily hold instructor status but must have appropriate experience and safety background for the trip. Paddle Manitoba encourages its own membership to be trip leaders and share parts of their experience and local knowledge of waterways with which they are familiar with.

A cost recovery of \$5.00 per member for day trips and \$30.00 per member for multi-day trips will be levied.

Ownership Policies

1. OWNERSHIP OF BOOKS AND OTHER RESOURCE MATERIALS GIVEN TO PADDLE MANITOBA

Any resource materials such as books, videos, CDs and similar items submitted to Paddle Manitoba for review or otherwise are the property of Paddle Manitoba, and are to be included in the Inventory of Paddle Manitoba properties maintained by the Treasurer.

2. LENDING OF PADDLE MANITOBA MATERIAL

Material owned by Paddle Manitoba may be loaned to Paddle Manitoba Members. Material will be loaned for a predefined period and a record of loaned material and the borrower will be maintained by the secretary.

Newsletter and Web Site Policies

1. DISTRIBUTION OF COMPLIMENTARY COPIES OF THE PADDLE MANTIOBA NEWSLETTER (*THE RIPPLE*) TO PROMOTE PADDLE MANITOBA OBJECTIVES.

- a) To promote awareness of Paddle Manitoba and its activities within the community and to facilitate obtaining information and articles for publication the Newsletter Convenor will arrange for the printing and distribution of complimentary copies of *The Ripple* to other associations and agencies in accordance with the following principles:

where it would be in the best interest of Paddle Manitoba for the association or agency to be made aware of Paddle Manitoba and its objectives and activities thereby significantly helping Paddle Manitoba achieve its objectives, or

where the association or agency would provide access to *The Ripple* for the general public thus increasing awareness and interest in Paddle Manitoba, or

the association or agency agrees to:

- provide Paddle Manitoba with reciprocal complimentary copies of their newsletters, news releases, publications, or similar information for consideration for publication in *The Ripple*, or
 - assist Paddle Manitoba by publicizing Paddle Manitoba or events sponsored by Paddle Manitoba.
- b) The list of associations and agencies receiving complimentary copies of *The Ripple* shall be reviewed at least annually by the Paddle Manitoba Board to ensure each recipient satisfies the above principals.

2. COMPLIMENTARY ANNOUNCEMENTS

- a) Publication of course schedules, events, and other activities for non-profit organizations will be made at no cost to the organization at the discretion of the Newsletter Convenor provided the announcement:
- promotes the objectives of Paddle Manitoba, or
 - promotes paddling activities or awareness that is beneficial or of interest to Paddle Manitoba members, or
 - promotes non-paddling interests that are complimentary to the activities and interests of Paddle Manitoba members, or
 - announces activities and schedules of associations and agencies that provide a reciprocal announcement policy for Paddle Manitoba.
- b) Commercial companies and individuals wishing to promote or announce their activities shall do so at a rate to be determined by the newsletter convenor. This rate will be agreed on in writing before publication of any material.

3. CORPORATE LIFE ANNOUNCEMENTS

Announcements and Advertisements by corporate life members in *The Ripple* or on the Paddle Manitoba website are covered under the Corporate Membership Policies.

4. WEB SITE UPDATES

Prior to making significant changes or additions to the Paddle Manitoba website the material will be reviewed by the Board member responsible for the website, newsletter chair, or the board as a whole. Changes or updates that will incur any expenses must be approved by the board prior to making those changes.

Code of Conduct Policies

1. CODE OF CONDUCT

The Paddle Manitoba board will maintain a code of conduct for board members and membership at large. A copy of this code will be distributed to each board member after the Paddle Manitoba annual general meeting or at the time of their election or appointment. Copies will be available for the general membership at the AGM and on the Paddle Manitoba website.

Corporate Membership Policies

1. CORPORATE LIFETIME MEMBERSHIP POLICY – Sample Agreement.

As part of Paddle Manitoba's Life Membership Program the signatories in right of their respective organizations undertake the following in good faith:

- a. That Paddle Manitoba and _____ (company) undertake to promote the interests of each other, Paddle Canada, and to further the sport of recreational canoeing and kayaking in the Province of Manitoba.
- b. The cost of the Corporate Life Membership shall be \$300.00. A portion thereof will be refundable to _____ should Paddle Manitoba cease operating before ten (10) years of membership has elapsed.
- c. As part of this partnership Paddle Manitoba shall undertake to :
 - 1) Conduct bi-annual Corporate Member's meetings to address paddle sport industry questions and co-ordinate instructional policies.
 - 2) Provide a one-time-only allocation of four gratis 1/4 page advertisements in the Paddle Manitoba newsletter to _____ at a time of the company's choosing. The company can elect to place two 1/2 page advertisements or one full page advertisement at their discretion if they so choose.
 - 3) Subsidize _____ and its designated employees for Paddle Canada instructor and instructor trainer course as outlined in the Paddle Manitoba policies.
 - 4) Maintain a Corporate Profile on Paddle Manitoba's website to highlight unique products or services.
 - 5) Act as an advocacy voice for industry issues and instructional procedure.
 - 6) Maintain _____ corporate profile and logo in the Paddle Manitoba newsletter.

7) Offer first option on all event sponsorship to its Corporate members and

8) Provide a laminated Life Member Card.

d. As part of this partnership _____ will:

1) Provide a 10% discount to Paddle Manitoba members on all instruction and outfitting services less all airfare costs. Discount on outfitting services will only apply to food, guiding, equipment and non air travel.

2) Contribute product info for yearly update of corporate profile and

3) Strive at all times to maintain a corporate image in accordance with the goals and values of Paddle Canada.

The above agreement does not make Paddle Manitoba or Paddle Canada liable for any indemnity against _____ or its proprietors.

Signed this _____ day of _____

For _____
Name/Organization

for Paddle Manitoba _____
President

2. COPIES OF AGREEMENTS

A copy of all corporate life agreements will be maintained in the Paddle Manitoba membership files.