



Eastern Ontario Division
Canoe Kayak Canada
REGATTA VOLUNTEER POLICY
for 2018 Regatta Season

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EOD REGATTA VOLUNTEER POLICY

This regatta volunteer policy covers three specific type of regattas: EOD Sponsored Sprint Regattas, EOD Sanctioned Sprint Regattas, and OCSRA Sponsored Regattas. For each type of regatta, the document details the policy governing the number of volunteer hours each club has to provide.

DEFINITIONS:

EOD SPONSORED SPRINT REGATTA

An EOD Sponsored Sprint Regatta is a sprint canoe kayak regatta that the division runs for the benefit of its club members. In general, there are two of these regattas every summer: EOD Qualifiers for Nationals (and in some instances Ontario Championships) and EOD U15 Championships.

EOD SANCTIONED SPRINT REGATTA

An EOD Sanctioned Sprint Regatta is a sprint canoe kayak regatta that a canoe club or other organization runs for the benefit of its members and other clubs in the division and other participants. Traditionally Gananoque, Carleton Place, Rideau, Canada Day International, North Bay regattas are in this classification. Clubs and organizations need to apply to EOD to have their regattas sanctioned by the Division.

OCSRA SPONSORED REGATTAS

The Sprint Canoe Kayak provincial body, the Ontario Canoe Kayak Sprint Racing Affiliation (OCSRA), runs regattas at EOD and WOD venues. The regattas covered under this category are Ontario Team Trials, Ontario Championships and other regattas in the Ontario Cup circuit.

VOLUNTEER HOURS

This policy governs the staffing of the officials and non-official jobs directly involved in running the regatta. EOD and/or OCSRA are responsible for providing the eleven (11) officials' positions for the above mentioned three regatta categories. The hours of these volunteer officials will be taken into account in the total hours of the clubs. Each official position accounts for two shifts of 4 hours each shift for a total of 88 volunteer hours.

- | | |
|-------------------------|-------------------------|
| • Chief Official | • Starter |
| • Chief Line Judge | • Referees (6) |
| • Competition Secretary | • Boat Control Official |

The non-official volunteer positions (30) that EOD clubs need to cover for regattas are listed below. Each position represents in general two shifts of 4 hours, for a total of 240 hours / day. It is important to note that Boat Drivers must have a valid Pleasure Craft Operator Card.

- | | |
|--------------------------|-------------------------------|
| • Line Judges (4) | • Starter Assistant (2) |
| • Time Takers (2) | • Safety Boat Drivers (3) |
| • Video Operator | • Safety Boat Spotters (3) |
| • Announcer | • Referee Boat Drivers (6) |
| • Results Management (2) | • Boat Control Assistants (2) |
| • Results Runner | • Awards Assistants (3) |

The official and non-official volunteer hours total 320 hours if the regatta required boat control. If it doesn't then the total is 296 hours.

EOD SPONSORED SPRINT REGATTA VOLUNTEERS POLICY

The number of volunteer hours each club needs to provide to run EOD Sponsored Sprint Regattas is calculated based on the proportion of athletes (not entries) that attended the same regatta the previous year (number of overall volunteer hours X percentage of athletes from previous year, divided by 4 = number of volunteer shifts to be filled).

In the event that a club is not attending a regatta in any given year the shifts will be allotted based on the adjusted proportions of the remaining clubs.

The EOD Volunteer Coordinator will allocate the shifts required from each club using the iVolunteer platform and will notify club commodores and club volunteer coordinators. Clubs must have their volunteers' names in iVolunteer a minimum of three days before the event.

Appendix A include calculations for EOD Sponsored Regattas for 2017 based on 2016 athlete numbers.

SANCTIONS

Clubs are strongly encouraged to involve parents and other volunteers and to ensure that they have their volunteers shifts covered. If a club is unable to cover the shifts apportioned to them or if a club volunteer does not show up for a shift, EOD reserves the right to levy a fine of up to a maximum of \$75 per missed shift. Fines will be reviewed and approved by the EOD Board. This rate will be reviewed every year at the division's Annual General Meeting.

EOD SANCTIONED SPRINT REGATTA VOLUNTEERS POLICY

The EOD Divisional Officials Coordinator is responsible for providing the eleven (11) officials' positions for EOD Sanctioned Sprint Regattas. The club or organization running the EOD Sanctioned Sprint Regatta is responsible for filling all the non-official volunteer positions. All EOD clubs are encouraged to assist the clubs or organizations running these regattas as they are part of the division's athletes' development.

The division will support the club or organization running the sanctioned sprint regatta by making the iVolunteer platform available to them to use in managing the volunteer positions.

OCSRA SPONSORED REGATTAS VOLUNTEERS POLICY

OCSRA Sponsored Regattas are held at Eastern Ontario and Western Ontario Divisions venues. The expectation is that the hosting division will officiate and provide the volunteers.

The distribution of the shifts among the EOD clubs will be done based on the relative number of participants of each club in the same regatta the last time it was held in the selected venue. For instance, if the Ontario Championships are held in EOD in 2017 then the participation numbers that count are the ones the last time it was in EOD, 2015 (See Appendix A).

APPENDIX A

2018 Regatta Season

ONTARIO TEAM TRIALS 2016 - VOLUNTEERS 2018

Note athlete numbers are taken from 2016, the last time OTT was hosted in EOD. This table is based on the following: Number of hours / day 296, number of days 2 (no awards position). Total hours: 592.

Club	Athletes 2016	% 2016	Hours 2018	Shifts 2018
CPCC	18	22%	130	33
ORCC	10	13%	77	19
RCC	52	65%	385	96
Totals	80	100%	592	148

EOD QUALIFIERS 2017 – VOLUNTEERS 2018

This table is based in the following: Number of hours / day: 296 (note no awards position at Qualifier), Number of Days: 2.5, Total of hours: 740

The number of days is 2.5 because we traditionally do the 6 Km race on Friday afternoon.

Club	Athletes 2017	% 2017	Hours 2018	Shifts 2018
CPCC	54	17.5%	129	32
GCC	13	4%	30	8
NBCC	18	6%	45	11
ORCC	61	20%	148	37
PICC	12	4%	30	8
RCC	144	47%	348	87
SLCC	5	1.5%	11	3
Totals	307	100%	740	186

EOD CHAMPIONSHIPS 2017 – VOLUNTEERS 2018

This table is based in the following: Number of hours / day: 296, Number of Days: 1, Total of hours: 296 (note no boat control positions for EOD Championships).

Club	Athletes 2017	% 2017	Hours 2018	Shifts 2018
CPCC	71	34%	100	25
GCC	18	9%	27	7
NBCC	10	5%	15	4
ORCC	23	11%	33	8
PICC	12	6%	18	5
RCC	63	30%	89	22
SLCC	12	6%	18	5
Totals	209	100%	296	73