



---

## Volunteer Policy

RHCC is a non-profit organization operated by an elected Board of volunteers. We are in an incredible phase of growth, but this progress will only be sustainable and successful if we can create an organization that works together to do what the club needs to get done. As volunteers are critical to the success and future of our club, we are making changes to the way we manage volunteering at RHCC. **Contributing volunteer hours is a requirement of membership.**

Our goal is to build a strong community of members who through positive volunteer experiences get to know one another, gain a broader understanding of the sport and the workings of the club, and contribute to the functioning and operation of RHCC.

The club will post a list of opportunities that allows members to contribute in a way that makes sense for their own schedules, expertise, and interests, as much as possible. However, Bingo is one of our most important volunteer activities and filling these shifts takes precedence over other activities. For members who do not already have a clear plan to complete their volunteer hours, Bingo is mandatory.

### Hours Required - Each member / family is to contribute a minimum of:

High Performance: 25 hours per paddler  
Advanced (U16 / U18): 18 hours per paddler  
Competitive (U14 / U16 / U18): 12 hours per paddler  
Racing Development (U12) 5 hours per paddler  
Racing Intro: not mandatory, but encouraged

Advanced Coached Masters / Experienced Masters / Junior Masters: 18 hours per paddler  
Novice Coached Masters : 8 hours per paddler

### Total volunteer hours for multiple member families:

1st member - 100% of highest number of volunteer hours  
2nd member – 70% of second highest number of volunteer hours  
3rd and subsequent members – 50% of their hours

Volunteer hours may be counted towards community service hours required for Secondary School Students.

### Volunteer Hour Deposit Guarantee:

Your Spring/Summer registration includes a commitment that you will fulfill your volunteer hours. If you do not meet your commitment, you agree to a payment in lieu of **\$400**; for families with multiple members, the amount is **\$600**. In the past, this payment was made by post-dated cheque at the time of registration but since e-transfer is now the most common form of payment, the fee will be invoiced at the end of the season, if volunteer hours have not been completed.



---

## Completion of Hours

Members are required to track and submit their own volunteer hours.

- Volunteer hours are to be completed by October 1st, with the exception of tasks that are scheduled after that date (i.e. year-round tasks, scheduled Bingo shifts etc)
- Volunteers are encouraged to complete the hours associated with the task and not work with only the minimum hours in mind.
- Volunteers are encouraged to take on multiple tasks to support the club.
- We recommend that youth athletes take on tasks for which they can take full responsibility and complete independently. (e.g. dragon boat cleaning).
- We encourage younger paddlers to join their parent(s) in volunteering activities.

### Exceptions:

Members are expected to participate in the following club activities which do not count towards volunteer hours:

- Boat loading and unloading for transportation to and from regattas. All regatta participants are expected to help prepare for boat and equipment transportation to and from events.
- Volunteering at races. The events are volunteer dependent and every club is expected to share the responsibility of filling these positions.
- Dock Days (put in and take out docks, move weights, clean out Boathouse). This is an "all hands-on deck" event that we ask all available to attend.

### Process:

- Track your volunteer hours. A Tracking sheet is available on the website.
- Respond to the volunteer coordinator's reminders to submit your hours by Oct. 1st.
- If hours have not been completed the payment in lieu will be invoiced at end of season.

### Volunteer Opportunities

You can visit the Volunteer page on the RHCC website, under the Member Info tab, for a list of positions and tasks. Please follow up with any board member via email if you have questions about any of these tasks, or if you are interested in taking on a specific role. Experience and certification are required for some positions – e.g. boat operator's license.