



Canoe Kayak BC – Member Club Compliance Statement

April 1, 2018 – March 31, 2019

Club name:

CKBC collects information from its members in accordance with the Personal Information Protection Act (British Columbia) (“PIPA”) and the [CKBC privacy policy](#).

CKBC may from time to time provide information to partner organizations. Partner organizations are those organizations which CKBC has engaged to assist in the operations and furtherance of paddling in British Columbia. The information provided to partner organizations may include club contact information and statistical information. CKBC will not disclose personal information unless consent has been obtained or PIPA permits the disclosure.

Club requirements

As a member club of Canoe Kayak BC for the 2018-2019 membership season (April 1 – March 31) we have read [Canoe Kayak BC policies](#) as posted on the [CKBC website](#) and agree to adhere to all published policies, including but not limited to the following:

- Provide a safe training environment for all participants and members
- Adhere to the CKBC Codes of Conduct (See [Canoe Kayak Canada website](#) for most current copy)
- Adhere to the [Canoe Kayak Canada Codes of Safety](#) (Sprint (including dragon boat and sprint outrigger), Whitewater, Marathon (including marathon outrigger))
- Ensure all registered coaches/instructors have met the [minimum coaching requirements](#) (including first aid) and have completed and submitted a current criminal record check to their member club
- Be familiar with the [CKBC Harassment Policy and Privacy Policy](#)
- Ensure that all [individual participants](#) are registered in the appropriate membership category and that any changes or upgrades are made within reasonable timelines. Use and retain appropriate waivers and releases for all individually registered participants
- Track and record ALL participant data in PadTrac (minimum requirements: first and last name, gender, DOB and postal code)
- Track, record and submit participant data for [sanctioned events](#) within 7 days of the event completion
- Understand that from time to time CKBC staff may field audit and verify participant registration to ensure compliance
- Adhere to all established deadlines for all program activities administered by CKBC
- Inform CKBC of any out of facility activities to ensure appropriate [insurance coverage](#) is available (i.e. Mall Displays, parades etc.)
- Notify and file [incident reports and accident claim forms](#) with CKBC for all injuries which occur with your CKBC sanctioned programs and activities
- Participate only in CKBC/CKC [sanctioned activities](#) (unless registered as a member of another organization) and submit appropriate documents for sanctioning requests with CKBC for all hosted events

Failure to comply with [CKBC policies and procedures](#) may result in placement into bad standing. Insurance coverage applies for clubs in good standing, when all requirements of registration are fulfilled. Failure to register individual participants will be considered an act of misrepresentation and may adversely affect the club's membership. There will be no insurance coverage for unregistered participants.

Note:

Only those coaches hired and overseen by the member club (with RCA deductions being paid) are covered under CKBC's insurance policy. Others should seek independent insurance.

Club representative name (please print):	Club position:	Signature:	Date:
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