

**Survivors Abreast Peterborough Inc.**

**Governing Documents, Policies,  
Guidelines and Procedures.**

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# Governing Documents

## Values and Mission Statement

### **Survivors Abreast Core Values**

1. Respect: We treat our team members, families & community with mutual respect and sensitivity, recognizing the importance of diversity. We will work to celebrate and reward the unique backgrounds, viewpoints, skills, and talents of everyone.
2. Accountability: We accept responsibility for our actions. We strive to make good team decisions through experience, good judgment and consensus and to support those decisions once made.
3. Teamwork: Our team is supportive of each other's efforts, loyal to one another, and care for each other.
4. Community Commitment: We strive to increase & support breast cancer awareness and raise funds for local breast cancer care
5. Integrity: We act with honesty and integrity
6. Passion: We show pride, enthusiasm and dedication in everything that we do.

### **Survivors Abreast Mission Statement:**

Survivors Abreast is a group of individuals who have had a breast cancer diagnosis. They have a desire to improve fitness and develop the paddling skills required for dragon boating. With respect, accountability and teamwork, Survivors Abreast achieves excellence in raising awareness and fundraising for breast cancer care in our community.

History:	Date:	Comments:
Original Policy:	November 7, 2012	Approved by the team at the November 7, 2012 meeting
Amendment:	October 7, 2015	Replace group of women with group of individuals and replace the phrase "to dragon boat race" with "for dragon boating".- Approved by the team at the October 7, 2015 meeting.
Amendment:	September 19, 2017	Updated Mission Statement to be consistent with Value #4 and specify fundraising for breast cancer care.. Approved at the Sept 19 team meeting.

## By Laws

A by-law relating generally to the conduct  
of the affairs of

Survivors Abreast of Peterborough Inc.  
(the "Corporation")

**BE IT ENACTED** as a by-law of the Corporation as follows:

### 1. Definition

In this by-law and all other by-laws of the Corporation, unless the context otherwise requires:

**"Act"** means the *Not-For-Profit Corporations Act* (Ontario) including the Regulations made pursuant to the Act, and any statute or regulations that may be substituted, as amended from time to time;

**"articles"** means the original or restated letters patent, supplementary letters patent, articles of incorporation or articles of amendment, amalgamation, continuance, reorganization, arrangement or revival of the Corporation;

**"board"** means the board of directors of the Corporation and **"director"** means a member of the board;

**"by-law"** means this by-law and any other by-law of the Corporation as amended and which are, from time to time, in force and effect;

**"Current Act"** means the *Corporations Act* (Ontario);

**"meeting of members"** includes an annual meeting of members or a special meeting of members; **"special meeting of members"** includes a meeting of any class or classes of members and a special meeting of all members entitled to vote at an annual meeting of members;

**"ordinary resolution"** means a resolution passed by a majority of not less than 50% plus 1 of the votes cast on that resolution;

**"proposal"** means a proposal submitted by a member of the Corporation that meets the requirements of section 56 of the Act;

**"Regulations"** means the regulations made under the Act, as amended, restated or in effect from time to time; and

**"special resolution"** means a resolution passed by a majority of not less than two-thirds (2/3) of the votes cast on that resolution.

## **2. Interpretation**

In the interpretation of this by-law, words in the singular include the plural and vice-versa, words in one gender include all genders, and "person" includes an individual, body corporate, partnership, trust and unincorporated organization. Other than as specified above, words and expressions defined in the Act have the same meanings when used in these by-laws.

## **3. Execution of Documents**

Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the Corporation may be signed by any two (2) of its officers or directors. In addition, the board may from time to time direct the manner in which and the person or persons by whom a particular document or type of document shall be executed. Any person authorized to sign any document may affix the corporate seal (if any) to the document. Any signing officer may certify a copy of any instrument, resolution, by-law or other document of the Corporation to be a true copy thereof.

## **4. Financial Year**

The financial year end of the Corporation shall be October 31 in each year.

## **5. Banking Arrangements**

The banking business of the Corporation shall be transacted at such bank, trust company or other firm or corporation carrying on a banking business in Canada or elsewhere as the board of directors may designate, appoint or authorize from time to time by resolution. The banking business or any part of it shall be transacted by an officer or officers of the Corporation and/or other persons as the board of directors may by resolution from time to time designate, direct or authorize.

## **6. Borrowing Powers**

If authorized by a by-law which is duly adopted by the directors and confirmed by ordinary resolution of the members, the directors of the corporation may from time to time:

- i. borrow money on the credit of the Corporation;
- ii. issue, reissue, sell, pledge or hypothecate debt obligations of the Corporation; and
- iii. mortgage, hypothecate, pledge or otherwise create a security interest in all or any property of the Corporation, owned or subsequently acquired, to secure any debt obligation of the Corporation.

Any such by-law may provide for the delegation of such powers by the directors to such officers or directors of the Corporation to such extent and in such manner as may be set out in the by-law.

Nothing herein limits or restricts the borrowing of money by the Corporation on bills of exchange or promissory notes made, drawn, accepted or endorsed by or on behalf of the corporation.

## **7. Annual Financial Statements**

The Corporation shall present to the members a copy of the annual financial statements and other documents referred to in subsection 84(1) of the Act at every annual meeting of the members.

## **8. Membership Conditions**

Subject to the articles, there shall be two membership classifications in the Corporation, namely, General Members and Alumni Members.

The following conditions of membership shall apply:

### **General Members**

Membership in the Corporation shall be available only to individuals interested in furthering the Corporation's purposes and who have applied for and been accepted into a voting membership in the Corporation by resolution of the board or in such other manner as may be determined by the board. A general member shall be entitled to receive notice of, attend and vote at all meetings of the members of the Corporation.

### **Alumni Members**

Membership in the Corporation shall be available only to former general members who no longer further the Corporation's purposes but wish to participate in social events and who have applied for and been accepted into a non-voting membership in the Corporation by resolution of the board or in such other manner as may be determined by the board. An Alumni non-voting member shall not be entitled to receive notice of, attend or vote at meetings of the members of the Corporation.

Pursuant to the Act, a special resolution of the members is required to make any amendments to this section of the by-laws if those amendments affect membership rights and/or conditions described in paragraphs 103(1)(g), (i) or (l) of the Act.

## **9. Notice of Members Meeting**

Notice of the time and place of a meeting of members shall be given to each member entitled to vote at the meeting by the following means:

- a. by mail, courier or personal delivery to each member entitled to vote at the meeting, during a period of 21 to 50 days before the day on which the meeting is to be held; or
- b. by telephonic, electronic or other communication facility to each member entitled to vote at the meeting, during a period of 21 to 35 days before the day on which the meeting is to be held.

## **10. Members Calling a Members' Meeting**

The board of directors shall call a special meeting of members in accordance with Section 60 of the Act, on written requisition of members carrying not less than 10% of the voting

rights. If the directors do not call a meeting within twenty-one (21) days of receiving the requisition, any member who signed the requisition may call the meeting.

## **11. Absentee Voting at Members' Meetings**

A member entitled to vote at a meeting of members may vote by mailed-in ballot or by means of a telephonic, electronic or other communication facility if the Corporation has a system that:

- a. enables the votes to be gathered in a manner that permits their subsequent verification, and
- b. permits the tallied votes to be presented to the Corporation without it being possible for the Corporation to identify how each member voted.

## **12. Membership Dues**

Members shall be notified in writing of the membership dues at any time payable by them and, if any are not paid within one (1) calendar month of the membership renewal date the members in default shall automatically cease to be members of the Corporation subject to section 51 of the Act.

## **13. Termination of Membership**

A membership in the Corporation is terminated when:

- a. the member dies, or, in the case of a member that is a corporation, the corporation is dissolved;
- b. a member fails to maintain any qualifications for membership described in the section on membership conditions of these by-laws;
- c. the member resigns by delivering a written resignation to the chair of the board of the Corporation in which case such resignation shall be effective on the date specified in the resignation;
- d. the member is expelled in accordance with any discipline of members section or is otherwise terminated in accordance with the articles or by-laws and in accordance with section 51 of the Act;
- e. the member's term of membership expires; or
- f. the Corporation is liquidated or dissolved under the Act.

## **14. Effect of Termination of Membership**

Subject to the articles, upon any termination of membership, the rights of the member, automatically cease to exist.

## **15. Discipline of Members**

The board shall have authority to suspend or expel any member from the Corporation for any one or more of the following grounds in addition to any others set out herein:

- a. violating any provision of the articles, by-laws, or written policies of the Corporation;

- b. carrying out any conduct which may be detrimental to the Corporation as determined by the board in its sole discretion;
- c. for any other reason that the board in its sole and absolute discretion considers to be reasonable, having regard to the purpose of the Corporation.

In the event that the board determines that a member should be expelled or suspended from membership in the Corporation, the president, or such other officer as may be designated by the board, shall provide twenty (20) days notice of suspension or expulsion to the member and shall provide reasons for the proposed suspension or expulsion. The member may make written submissions to the president, or such other officer as may be designated by the board, in response to the notice received within such twenty (20) day period. In the event that no written submissions are received by the president, the president, or such other officer as may be designated by the board, may proceed to notify the member that the member is suspended or expelled from membership in the Corporation. If written submissions are received in accordance with this section, the board will consider such submissions in arriving at a final decision and shall notify the member concerning such final decision within a further twenty (20) days from the date of receipt of the submissions. The board's decision shall be final and binding on the member, without any further right of appeal.

## **16. Proposals Nominating Directors at Annual Members' Meetings**

Subject to the Regulations under the Act, any proposal may include nominations for the election of directors if the proposal is signed by not less than 5% of members entitled to vote at the meeting at which the proposal is to be presented.

## **17. Cost of Publishing Proposals for Annual Members' Meetings**

The member who submitted the proposal shall pay the cost of including the proposal and any statement in the notice of meeting at which the proposal is to be presented unless otherwise provided by ordinary resolution of the members present at the meeting.

## **18. Place of Members' Meeting**

Meetings of the members may be held at any place within Ontario determined by the board.

## **19. Persons Entitled to be Present at Members' Meetings**

The only persons entitled to be present at a meeting of members shall be those entitled to vote at the meeting, the directors and the accountant of the Corporation and such other persons who are entitled or required under any provision of the Act, articles or by-laws of the Corporation to be present at the meeting. Any other person may be admitted only on the invitation of the chair of the meeting or by resolution of the members.

## **20. Chair of Members' Meetings**

In the event that the President of the board and the Vice-President of the board are absent, the members who are present and entitled to vote at the meeting shall choose one of their number to chair the meeting.

## **21. Quorum at Members' Meetings**

A quorum at any meeting of the members shall be a majority of the members entitled to vote at the meeting. If a quorum is present at the opening of a meeting of members, the members present may proceed with the business of the meeting even if a quorum is not present throughout the meeting.

## **22. Votes to Govern at Members' Meetings**

At any meeting of members every question shall, unless otherwise provided by the articles or by-laws or by the Act, be determined by a majority of the votes cast on the questions. In case of an equality of votes either on a show of hands or on a ballot or on the results of electronic voting, the chair of the meeting in addition to an original vote shall have a second or casting vote.

## **23. Participation by Electronic Means at Members' Meetings**

If the Corporation chooses to make available a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during a meeting of members, any person entitled to attend such meeting may participate in the meeting by means of such telephonic, electronic or other communication facility in the manner provided by the Act. A person participating in a meeting by such means is deemed to be present at the meeting. Notwithstanding any other provision of this by-law, any person participating in a meeting of members pursuant to this section who is entitled to vote at that meeting may vote, in accordance with the Act, by means of any telephonic, electronic or other communication facility that the Corporation has made available for that purpose.

## **24. Members' Meeting Held Entirely by Electronic Means**

If the directors or members of the Corporation call a meeting of members pursuant to the Act, those directors or members, as the case may be, may determine that the meeting shall be held, in accordance with the Act and the Regulations, entirely by means of a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting.

## **25. Number of Directors**

The board shall consist of the number of directors specified in the articles and shall be no less than three. If the articles provide for a minimum and maximum number of directors, the board shall be comprised of the fixed number of directors as determined from time to time by the members by ordinary resolution or, if the ordinary resolution empowers the directors to determine the number, by resolution of the board. No more than one-third of the directors may be employees of the Corporation.

## **26. Term of Office of Directors**

At the first election of Directors following the approval of this by-law, one-third (1/3) directors shall be elected for a three-year term, one-third (1/3) directors shall be elected for a two-year term and one-third (1/3) directors shall be elected for a one-year term.

Thereafter, except where an election is held to fill the unexpired portion of a term, newly elected directors shall be elected for two (2) year terms with the exception of two (2) director positions which will be for a one (1) year term.

## **27. Calling of Meetings of Board of Directors**

Meetings of the board may be called by the President of the board, the Vice-President of the board or any two (2) directors at any time.

## **28. Notice of Meeting of Board of Directors**

Notice of the time and place for the holding of a meeting of the board shall be given in the manner provided in the section on giving notice of meeting of directors of this by-law to every director of the Corporation not less than 5 days before the time when the meeting is to be held. Notice of a meeting shall not be necessary if all of the directors are present, and none objects to the holding of the meeting, or if those absent have waived notice of or have otherwise signified their consent to the holding of such meeting. Notice of an adjourned meeting is not required if the time and place of the adjourned meeting is announced at the original meeting.

## **29. Regular Meetings of the Board of Directors**

The board may appoint a day or days in any month or months for regular meetings of the board at a place and hour to be named. A copy of any resolution of the board fixing the place and time of such regular meetings of the board shall be sent to each director forthwith after being passed.

## **30. Votes to Govern at Meetings of the Board of Directors**

At all meetings of the board, every question shall be decided by a majority of the votes cast on the question. In case of an equality of votes, the chair of the meeting in addition to an original vote shall have a second or casting vote.

## **31. Committees of the Board of Directors**

The board may from time to time appoint any committee or other advisory body, as it deems necessary or appropriate for such purposes and, subject to the Act, with such powers as the board shall see fit. Any such committee may formulate its own rules of procedure, subject to such regulations or directions as the board may from time to time make. Any committee member may be removed by resolution of the board of directors.

## **32. Appointment of Officers**

The board may designate the offices of the Corporation, appoint officers on an annual or more frequent basis, specify their duties and, subject to the Act, delegate to such officers the power to manage the affairs of the Corporation. A director may be appointed to any office of the Corporation. An officer may, but need not be, a director other than the President and Vice-President. Two or more offices may be held by the same person.

### **33. Description of Offices**

Unless otherwise specified by the board (which may, subject to the Act, modify, restrict or supplement such duties and powers), the offices of the Corporation, if designated and if officers are appointed, shall have the following duties and powers associated with their positions:

1. President – The President of the board, if one is to be appointed, shall be a director and the chief executive officer of the Corporation. The president shall be responsible for implementing the strategic plans and policies of the Corporation. The President shall, subject to the authority of the board, have general supervision of the affairs of the Corporation. The chair shall have such other duties and powers as the board may specify.
2. Vice-President of the Board – The vice-president of the board, if one is to be appointed, shall be a director. If the chair of the board is absent or is unable or refuses to act, the vice-chair of the board, if any, shall, when present, preside at all meetings of the board of directors and of the members. The vice-president shall have such other duties and powers as the board may specify.
3. Secretary – If appointed, the secretary shall attend and be the secretary of all meetings of the board, members and committees of the board. The secretary shall enter or cause to be entered in the Corporation's minute book, minutes of all proceedings at such meetings; the secretary shall give, or cause to be given, as and when instructed, notices to members, directors, the public accountant and members of committees; the secretary shall be the custodian of all books, papers, records, documents and other instruments belonging to the Corporation.
4. Treasurer – If appointed, the treasurer shall have such powers and duties as the board may specify.

The powers and duties of all other officers of the Corporation shall be such as the terms of their engagement call for or the board or president requires of them. The board may from time to time and subject to the Act, vary, add to or limit the powers and duties of any officer.

### **Vacancy in Office**

In the absence of a written agreement to the contrary, the board may remove, whether for cause or without cause, any officer of the Corporation. Unless so removed, an officer shall hold office until the earlier of:

- a. the officer's successor being appointed,
- b. the officer's resignation,
- c. such officer ceasing to be a director (if a necessary qualification of appointment) or
- d. such officer's death.

If the office of any officer of the Corporation shall be or become vacant, the directors may, by resolution, appoint a person to fill such vacancy.

## **Method of Giving Any Notice**

Any notice (which term includes any communication or document), other than notice of a meeting of members or a meeting of the board of directors, to be given (which term includes sent, delivered or served) pursuant to the Act, the articles, the by-laws or otherwise to a member, director, officer or member of a committee of the board or to the public accountant shall be sufficiently given:

- a. if delivered personally to the person to whom it is to be given or if delivered to such person's address as shown in the records of the Corporation or in the case of notice to a director to the latest address as shown in the last notice that was sent by the Corporation in accordance with section 196 of the Act;
- b. if mailed to such person at such person's recorded address by prepaid ordinary or air mail; or
- c. if sent to such person by telephonic, electronic or other communication facility at such person's recorded address for that purpose.

A notice so delivered shall be deemed to have been given when it is delivered personally or to the recorded address as aforesaid; a notice so mailed shall be deemed to have been given when deposited in a post office or public letter box; and a notice so sent by any means of transmitted or recorded communication shall be deemed to have been given when dispatched or delivered to the appropriate communication company or agency or its representative for dispatch. The secretary may change or cause to be changed the recorded address of any member, director, officer, public accountant or member of a committee of the board in accordance with any information believed by the secretary to be reliable. The declaration by the secretary that notice has been given pursuant to this by-law shall be sufficient and conclusive evidence of the giving of such notice. The signature of any director or officer of the Corporation to any notice or other document to be given by the Corporation may be written, stamped, type-written or printed or partly written, stamped, type-written or printed.

## **Invalidity of any Provisions of this By-law**

The invalidity or unenforceability of any provision of this by-law shall not affect the validity or enforceability of the remaining provisions of this by-law.

## **Omissions and Errors**

The accidental omission to give any notice to any member, director, officer, member of a committee of the board or public accountant, or the non-receipt of any notice by any such person where the Corporation has provided notice in accordance with the by-laws or any error in any notice not affecting its substance shall not invalidate any action taken at any meeting to which the notice pertained or otherwise founded on such notice.

## **Transition**

To the extent these by-laws are in conflict with the Current Act, they shall be modified to conform with the Current Act until such time as the Act is proclaimed into force and any references herein to specific sections of the Act shall be deemed to apply to the corresponding sections in the Current Act, if applicable.

## **Distribution of Assets on Dissolution of the Corporation**

In the event of the dissolution of the Corporation, its assets shall be distributed to one or more charitable organizations in Canada pursuant to the articles. The manner of distribution and the charity or charities who shall receive such assets shall be as decided upon by the members of the Corporation via a special resolution.

## **By-laws and Effective Date**

Subject to the articles, the board of directors may, by resolution, make, amend or repeal any by-laws that regulate the activities or affairs of the Corporation. Any such by-law, amendment or repeal shall be effective from the date of the resolution of directors until the next meeting of members where it may be confirmed, rejected or amended by the members by ordinary resolution. If the by-law, amendment or repeal is confirmed or confirmed as amended by the members it remains effective in the form in which it was confirmed. The by-law, amendment or repeal ceases to have effect if it is not submitted to the members at the next meeting of members or if it is rejected by the members at the meeting. This section does not apply to a by-law that requires a special resolution of the members according to the Act because such by-law amendments or repeals are only effective when confirmed by members.

CERTIFIED to be the by-laws of the Corporation, as enacted by the directors of the Corporation by resolution on the 31st day of August, 2016 and confirmed by the members of the Corporation by special resolution on the 7th day of September, 2016.

## **Election of Survivors Abreast Board of Directors**

### **Introduction**

All team members are strongly encouraged to take their turn serving on the Board at some point. It is a great opportunity to learn more about our organization and to apply your leadership skills.

The Board of directors will consist of President, Vice-President, Treasurer, Secretary, Team Captain, 2 Two year Directors, and 2 One year Directors.

The term for each position is two years with the exception of two director positions which have a one year term.

Positions automatically come up for election once the term expires. There is no limit to the number of terms that can be served.

In the case of a resignation, the board may appoint a member to fill a board position that has become vacant. Such appointment shall expire at the end of October and will be up for the next election.

An exception may be made if a vacancy occurs during the year in the office of President, in which case the Vice President may succeed to the office of President.

Two or more offices may be held by the same person in which case, the board may add additional One year Director positions to ensure that the board maintains a compliment of 9 members.

For the purpose of continuity and succession planning, it is hoped that the person who served as Vice President will fill the position of SA President and may consider being Vice Chair of the festival. If the VP is unable or unwilling to assume the position of SA President, it is hoped that another Board member fill the position. Regarding Vice Chair of the Festival, it is suggested that a current member of the PDBF Executive or Planning Committee be solicited to take on that role.

Ideally one of the Directors, Treasurer or Secretary will run for the Vice President position. The President moves on to be Past President. The outgoing President may also assume chair of the PDBF. In the event that the outgoing President is unable or unwilling to fulfill the duties of Past President and/or/Festival Chair, another board member (past or current) may be solicited to assume either position. Alternately, it is suggested that a current member of the PDBF Executive or Planning Committee be solicited to assume Festival Chair.

## **Expectations:**

### **All Board members are expected to;**

- Ensure that policies and procedures as approved by the general membership are followed and use these guidelines to deal with team matters.
- Collectively address and resolve team conflicts that may arise by following the SA complaint and conflict resolution policy.
- Act as role models for the team by supporting the team mission statement and team values
- Represent the team in a positive manner within the community
- Maintain confidentiality

### **Attendance**

The board typically meets once per month. Meetings are limited to two hours unless extended by a unanimous resolution. Every attempt should be made to attend all scheduled board meetings; however, it is expected that life events or other priorities may come up from time to time preventing attendance to a scheduled board meeting. In such cases, a conversation with the President is required to ensure your accountabilities can continue to be fulfilled in your limited absence. Should a director be unable to attend three meetings of the board, with the unanimous consent of the Officers, the President has the power to declare vacant the board position.

### **Preparation**

It is expected that any board member who has a report or an assigned action item for the board meeting, will prepare and provide that report to the President a minimum of 7 days immediately prior to the upcoming board meeting. The President or Secretary will include all reports with the distribution of the agenda and it will be the responsibility of each board member to review each report and come prepared with questions or feedback before accepting a motion to accept the report. Failure to provide a report or written information in advance of the board meeting may mean that at the discretion of the President no time will be allotted for that subject on the agenda.

### **Participation**

It is expected that all board members will participate and contribute to the discussion and decision-making process while in board meetings. The President will ensure that the objective and goal of the topic are clear and will keep the discussion pertinent to the goal.

### **As a board member, plan to;**

- Take an active role in discussing and developing and/or reviewing policies, procedures and the operating mode.
- Prepare for each meeting by fulfilling any action items assigned to you, by reading any reports provided in advance or completing any pre-work that may be assigned to be informed and to take an active role in meetings.

- Ensure your opinions and thoughts on all matters that come before the board are presented in a way that represents the interests of the membership and adhere with the guiding principles and member behavioural guidelines.
- Encourage healthy and respectful debate; it is acceptable to disagree but not acceptable to be disagreeable; be willing and flexible to change your mind, if in the best interest of the board or the membership.
- Participate in making informed decisions by gathering facts and information required to intelligently work on issues at hand

## **Attend Member Meetings or Events**

Attendance at Team meetings is expected by all board members as advocates of the team and to show support for fellow team members. Where attendance is not possible for personal or other reasons it is the director's responsibility to notify the President to ensure any accountability can continue to be fulfilled in your absence.

## **Effective Communication**

In order for the board of directors to be productive and efficient, correspondence outside board meetings is necessary. The primary media for board communication outside board meetings is through email. Therefore, it is required that all board members adhere to the following communication standards;

- Transparency and collaboration – keep other board member informed and in a timely fashion on anything related to your role and/or responsibilities.
- Be succinct and relevant in an effort to be effective and efficient with communication without inundating board members unnecessarily
- Be timely in your response and attempt to respond within 1 business day (Monday to Friday) if only to acknowledge receipt of the communication setting an expectation on when a response should be expected.
- Use a relevant subject line and add the words "For Information" (no response required), "Action required" (ideally within 24-48 hours unless on holidays), or "Urgent" (within 12-24 hours unless on holidays).
- If a quorum of the board responds within the desired response time, the query or request can be acted upon. The President can act on an item without a quorum of the board when the item is not sensitive in nature and does not implicate governing documents or membership status.
- Board emails may not be forwarded to anyone outside of the board
- Inform all board members when you are going to be unavailable to respond.

## **Board Meetings**

- The President will call a meeting of the Board within 60 days of the election
- The new Board will set the schedule of meetings for the year
- Meetings will be conducted according to the Meeting Procedure Guide.
- When a director finds themselves in a conflict of interest, they will follow the conflict of interest procedure described in the Meeting Procedure Guide, thereby acknowledging the conflict and withdrawing from the discussion.

- Similar to a team meeting, there must be a quorum of the board (a majority of members entitled to vote) in order to conduct any business.
- Meetings are limited to 2 hours unless a resolution is unanimously passed extending the curfew.

## **Board of Directors Qualifications**

Potential board members should bring the following qualifications to the board:

- An ability and willingness to work in a collaborative manner in a team environment.
- A willingness and ability to provide leadership to the team.
- Well-developed organizational skills.
- Written and verbal communication skills.
- Excellent interpersonal skills.
- Commitment and ability to attend board meetings, team meetings, practices and events.
- Good computer skills including email.

## **Position Descriptions**

### **President**

- Plans meetings, determines location and obtains key if necessary, sets agendas, chair's board and team meetings.
- Gives notice of Board and Team meetings by sending out the agenda together with the previous meeting minutes, financials from the treasurer and any other correspondence or attachments. Strives to do this at least 7 days prior to the upcoming meeting.
- Manages and refers team member inquiries, emails and queries either to the appropriate committee, board member or to the board as a whole.
- Checks and responds to Survivors Abreast website e-mail – [info@survivorsabreast.com](mailto:info@survivorsabreast.com) and includes correspondence with the next board of directors' agenda.
- Picks up mail at post box and distributes to the appropriate person.
- Ensures that Survivors Abreast policies and procedures are effectively carried out.
- Leads the board in long-term and short-term planning.
- Initiates development of new policies and guidelines as required.
- Addresses team issues collaboratively with board members for resolutions.
- Has cheque signing authority on SA and PDBF accounts.
- Works with board members to develop annual budget.
- Acts as main liaison between the team, festival committee, community and PRHC foundation.
- Delegates duties to board members.
- Casts deciding vote if there is a tie, otherwise does not vote.
- Is the primary contact with the family of a deceased member and offers an honour guard at the service and an In Memoriam on the team website.

- Is a member of the Peterborough Dragon Boat Festival executive committee and may serve as Vice-Chair.
- Liaison between the PDBF Committee and Survivors Abreast.

## **Vice President**

- Assist the President in every way possible, and is fully aware of all the affairs of Survivors Abreast.
- Stands in on behalf of the President as required and fulfils the same duties as listed above.
- Acts as successor to the President.
- Works with board members to develop annual budget.
- Assists with the planning of meetings and setting new business.
- Assists the board with long-term and short-term planning.
- Addresses team issues collaboratively with board members for resolutions.
- Attends festival committee meetings as requested.
- Leads an annual review of the team rules and regulations, behaviour & team conduct guidelines.
- Initiates development of new policies and guidelines as required.
- Manages and refers team member inquiries, emails and queries either to the appropriate committee, board member or to the board as a whole.

## **Secretary**

- Assists with the preparation of the agenda.
- Takes attendance at meetings.
- Takes accurate minutes of board and team meetings and submits a draft version to the President for review.
- Strives to draft minutes with action items within 7 days following a board or team meeting.
- Tracks and documents resolution numbers and topics for future reference.
- Works with the board of directors to develop annual budget.
- Assists the board with long-term and short-term planning.
- Addresses team issues collaboratively with board members for resolutions.
- Books meeting room for team meetings.
- Attends festival committee meetings as requested.
- Prepares general correspondence as required.
- Liaison with a SA committee to be determined at the first board of directors meeting after elections.

## **Treasurer**

- Is responsible for all financial transactions including deposits, disbursements, investments and has cheque signing authority on SA and PDBF accounts.
- Consults with all committee chairs, develops the annual team budget and brings forward to the board of directors for approval. – Makes amendments as needed.
- Once approved by the board, presents the annual budget to the team for approval.

- Prepares monthly financial reports and sends to President for distribution with agenda at least 7 days prior to next board or team meeting. Presents monthly reports at board and team meetings.
- Monitors annual budget.
- Provides full financial report at AGM.
- Works with PDBF treasurer for year-end consolidation of financial statements.
- Files the annual T1030 tax return.
- Performs a monthly digital backup copy of accounting software and saves in a separate location such as a USB stick or external hard drive.
- Updates and keeps an official copy, of policies and documents as approved by the board and team. Stores these with financial records and provides a backup to the President upon request.
- Issues charitable tax receipts to qualified donors.
- Assists with the planning of meetings, setting new business.
- Assists the board with long-term and short-term planning.
- Addresses team issues collaboratively with board members for resolutions.
- Attends festival committee meetings as requested.
- Liaison with a SA committee to be determined at the first board of directors meeting after elections.

## **Team Captain**

- In collaboration with the board, prepares annual coaching contracts.
- Oversees coaching staff and ensures contract obligations are met. May be required to act as coach in the event the Head Coach is unavailable.
- Negotiates and executes contract with the Trent Athletic Centre for off season training.
- Responsible for all communication with coaching staff regarding team member points and feedback regarding practices and races.
- Responsible for appointing an assistant captain. Does so on an annual basis.
- Chairs the Practices, Equipment and Safety committee and acts as the liaison with the board of directors.
- Oversees and coordinates practices at Trent Athletic Centre, based on coach's templates.
- Coordinates water testing and taking attendance.
- Ensures medical forms are available in case of emergency, while maintaining members' privacy. Ensures old forms are destroyed on an annual basis.
- Coordinates with the City of Peterborough to obtain necessary mooring permits for safety and dragon boats and related insurance requirements.
- Arranges practice schedules and warm up/cool down exercises.
- Responsible for calling off practice due to inclement weather.
- Coordinates safety boat staffing, steersperson(s) and ensures first aid kit, cox boxes and cell phone are available at practices
- Encourages and coordinates steersperson training and ensures the approved guidelines are followed.
- Reports to the team as necessary
- Liaises with Race Manager Committee chair, attends regatta captain's meetings, relays race related information or changes to the team, and supports the race managers. (If unable to attend, ensures an alternate is available.
- Represents the team at regatta awards presentations (or arranges for an alternate).

- Works with board members to develop the annual budget.
- Assists with the planning of meetings, setting new business.
- Assists the board with long-term and short-term planning.
- Addresses team issues collaboratively with board members for resolutions.
- Attends festival committee meetings as requested.
- Sits on the festival safety committee and liaises with PDBF Race management committee.

### **Director (1 year)**

- Works with board members to develop annual budget.
- Assist with the planning of meetings, setting new business.
- Assists the board with long-term and short-term planning.
- Addresses team issues collaboratively with board members for resolutions.
- Liaises with two or more SA committees to be determined by the board at its first meeting after elections.
- Takes the lead researching and compiling information on new initiatives and reports back to the board.
- This is a one-year position to determine whether a future role on the board is amenable.

### **Director (2 years)**

- Works with board members to develop annual budget.
- Assist with the planning of meetings, setting new business.
- Assists the board with long-term and short-term planning.
- Addresses team issues collaboratively with board members for resolutions.
- Attends festival committee meetings as requested.
- Actively promotes and recruits for future SA directors.
- Takes the lead on researching and compiling information on new initiatives and reports back to the board.
- Considers shadowing the position of Vice-President, Secretary or Treasurer with the intention of becoming the successor in the future.
- Liaises with two or more SA committees to be determined by the board at its first meeting after election.

### **Election Process**

Positions automatically come up for election once the term expires. There is currently no limit to the number of times a board member can run for election. They must however, follow the election procedures as follows:

- Based on the terms of office which have expired, The Past President will determine which positions are up for election and communicate this to the general membership via email. The email will also contain this election document which includes position descriptions
- The Past President will accept nominations from October 15<sup>th</sup> to November 15<sup>th</sup>. Team members can self-nominate.

- If there are vacant positions with no nominees, the Past President or other board members will contact the membership and try to enlist members to run for these positions.
- Once the nomination period is closed, the Past President will review the election process and position descriptions with the nominated candidates and obtain first and second choice of each interested member. Example, someone wants to run for Secretary and if not elected would be willing to run for director.
- The Past President will then develop a nomination slate and inform the membership via email prior to the November meeting.
- There are no nominations from the floor at the November meeting.
- Those who will not be in attendance of the November meeting and wish to vote by proxy may submit their vote to the Past President up until the day before the November meeting.

### **At the November meeting:**

- The Past President will lead the election process at the November meeting
- Review all positions on the slate one at a time starting with President, Vice President, Treasurer, Secretary and Director positions.
- The Past President will confirm that each nominee accepts their nomination.
- In the event there is only one name on the slate for a given position, the Past President will announce acclamation of the position.
- Where there is more than one member running for a position, the Past President will ask each person to briefly speak about why they are qualified for the position.
- In the event of a vote, the Past President will collect secret ballots, count them, include any proxy votes, and announce the name of the successful candidate.
- Move to the next position.
- Announce the new board of directors to the team.
- The membership ratifies the acclaimed/elected nominees by resolution (motion that is voted on)
- Past President will also follow up with an email to the entire membership announcing election results.

### **Past President**

- Is not a member of the board of directors but rather assists the new President as needed with transition to the President role and is a source of corporate knowledge to individuals on the board.
- Leads the nomination and election process for the SA Board of Directors.
- Has cheque signing authority on SA and PDBF accounts.
- Considers chairing the Peterborough Dragon Boat Festival committee

### **Previous Presidents**

Meredith Cosburn (founder) 1999-2003  
 Darlene Prager 2003-2004  
 Barb Fisher 2004-2006  
 Carol Mutton 2006-2008  
 Joan Bates 2008-2010

Karen Stillman 2010-2012  
 Gloria Wray 2012-2013  
 Karen Stillman 2013-2015  
 Leah Carroll 2015-2017  
 Peggy Quirion 2017-2019  
 Marg Walsh 2019-2022

<b>History:</b>	<b>Date:</b>	<b>Comments:</b>
<b>Original Policy:</b>		
<b>Amendment:</b>	October 5, 2015	Approved by the team at the November 4, 2015 meeting
<b>Amendment:</b>	August 31, 2017	Approved by the team at the Sept 7, 2016 meeting
<b>Amendment:</b>	Sept 5, 2017	Updated job descriptions to better reflect what is currently being done by whom. Approved by the team at the Sept 19, 2017 meeting
<b>Amendment:</b>	October 12, 2018	Updated to reflect current practices including the timing of the AGM. Approved by the team via online poll
<b>Amendment:</b>	May 21, 2019	Updated team captain's job description
<b>Amendment:</b>	September 17, 2019	Added a list of positions that make up the board and that 2 or more offices may be held by the same person in which case a temporary 1 year director position may be added. A few other minor edits approved by the team at
<b>Amendment:</b>	April 19, 2020	Updated Team Captain Duties
<b>Amendment:</b>	September 22, 2020	Updated to President and VP position re: succession planning for festival. – Approved by team Sept 22/20
<b>Amendment:</b>	September 26, 2023	Removed cheque signing authority from VP position and added to Past President. – Approved by team Sept 26/23
<b>Amendment:</b>	October 1, 2024	Added obtaining mooring permits to the Team Captain job description.

## Rules and Regulations

***Please read this document and keep a copy for your records. It will be reviewed annually at a team meeting. Members will be required to sign off indicating they have read understood and will follow the team rules and regulations.***

### **Membership Requirements and Responsibilities:**

- All new members will have been diagnosed with breast cancer at some time in their life. New members must have their doctor's approval to participate in this strenuous sport. Participation with the team in all activities and practices are permitted but members in active chemotherapy and/or radiation treatment cannot participate in races and practices. In addition, approval of the team coach/captain prior to participating in races and practices is required.
- The membership year is November 1 to October 31. Registration for the coming year will take place during the month of October. Registration is complete only when a signed registration form including committee sign-up sheet, membership fee and a signed Waiver and Medical Form have been received. An annual general meeting will take place each year in February or March. Only fully registered general members are eligible to vote, paddle and be included on the general membership email list.
- New members will be accepted throughout the year with the exception of the month leading up to Peterborough's Dragon Boat Festival. Fees are not pro-rated. New members joining after winter training is complete may take part in practices however participation in races will be at the discretion of the Coach and/or Team Captain and in accordance with the Participation Points Policy.
- All members must show commitment to the team through active participation at meetings, practices, fundraising, awareness and social events. All members must sign up and work on a team committee and/or the board. Members must volunteer for Peterborough's Dragon Boat Festival in some capacity.
- Members unable to paddle due to changes in health status are expected to show continued commitment to the team as their circumstances allow. These members cannot be subsidized for registration fees, transportation, room costs or race gear unless they have a role to play example: race manager.
- Members are responsible for their personal safety and well-being. They must be able to listen to and carry out the steersperson's instructions quickly. They must understand the

buddy system and how to use it. Emphasizing the need for personal accountability, Survivors Abreast also urges members to be responsible for the safety of others while paddling or travelling as a group.

- Should the captain or coach have any doubt regarding the ability of a member to take care of themselves or their seatmate, they may refuse to allow that member to participate. Furthermore, when travelling, the captain or coach may require that a family member or non-paddling friend accompany a member and be responsible for them at all times.
- Each member is responsible to report changes of their contact information to the membership chair.
- Pre-training and training are encouraged for all members to ensure the overall protection of the team's health and safety. Members have an obligation to maintain fitness through the off-season by participating in a regular exercise program.

### **Members Behaviour Guidelines**

All members of Survivors Abreast, are responsible for their own conduct. Survivors Abreast members are expected to demonstrate the character traits of respect, responsibility, fairness, kindness, trustworthiness and citizenship. Specifically, members are expected to abide by the following conduct and behaviour guidelines.

- Be courteous and respect all team members and their choices.
- Accept and respect team and board decisions.
- Respect that the coach is the leader in the boat and concerning the skills of individuals.
- The steer is responsible for everyone's safety in the boat; trust and follow the steer person's direction at all times.
- Strive for personal best and continue to improve.
- Show kindness to others and give assistance when needed.
- Members must bring forth concerns and ideas to any member of the board ; confidentiality will be maintained if requested.

Inappropriate behavior by team members as shown by the examples listed below could result in the review and/or possible termination of their membership by the board of directors and/or team as a whole.

- Rudeness
- Berating another Survivors Abreast member, coach or official.
- Tactless comments & inappropriate communications.
- Unwillingness to participate in Survivors Abreast activities.

Direct questions or concerns to the Team Captain or Coach. In the case of a conflict or formal complaint, these should be directed to any member of the board of directors and the Survivors Abreast Complaint and Conflict Resolution Policy will be followed.

### **Health Information**

- As part of the annual registration process, each member and coach must submit a health information data sheet. These sheets will be kept in a sealed envelope with the Safety Kit and travels with the team. In the event of a medical emergency, the envelope will be unsealed in order to access the required medical information. Only the captain/coach, and emergency personnel shall access and be privy to this information. Someone with a severe allergy should notify the team captain and coach and carry a card in their lifejacket identifying the allergy. During manual registration, members of the membership committee will put paper forms directly into an envelope which will be sealed at the end of registration night. It is understood that in the case of electronic forms, the member receiving those forms will print and place the health information form in a sealed envelope and submit the envelope to the team captain or designate. Old forms are destroyed/deleted on an annual basis.
- For the safety of all members, any health changes should be reported to the Team Captain who will communicate this to the Coach. This information will be shared with the team only as directed by the member.

## **Equipment**

All team members will respect the equipment that belongs to the team and will ensure diligent care for their life jackets, paddles and the boats. Loss or damage of these items as a direct result of careless behaviour will result in reparative or replacement charges. Nothing will be affixed to or written on the boat by members without board permission.

### **Paddles**

- All new members will be issued a carbon fibre paddle. Members may purchase these at replacement cost if they wish.
- Paddles should not be used to lean on. Rest the handle on your foot.
- Paddles should not be tossed onto the dock or used for anything but paddling.
- Members are responsible for their paddle and must bring it to each practice and race event.
- When a member leaves the team, the paddle must be returned to the Equipment Storage Chairperson, unless it has been purchased.

### **Lifejackets**

- Team lifejackets will be provided and must be worn at all practices and races.
- It is your responsibility to carry the jackets to and from the practices and to store them properly to prevent mildew.
- When a member leaves the team the lifejacket must be returned to the Equipment Storage Chairperson.
- Any member wishing to wear an inflatable personal floatation device (PFD) will provide their own Canadian government approved device.

### **Uniforms**

- All members will be issued a short sleeve race shirt, and a team hat.
- It is members responsibility to supply black bottoms to complete the racing outfit.
- The cost of a team jacket will be reimbursed by the team after two (2) years of membership. If a new member wishes to purchase the team jacket prior to this,

they will be reimbursed the cost upon payment of the second year of membership. A receipt must be submitted to be reimbursed.

## **Safety Rules**

- A properly fastened lifejacket or inflatable personal floatation device (PFD) is required prior to getting in the boat.
- Paddlers will observe the Steer/Coach/Captain and Assistant Captain's directions at all times including entry and exit from the boat.
- Paddlers must refrain from talking when the steer is departing or returning to the dock to properly hear instructions and to prevent accidents.
- Paddlers will observe silence in the boat whenever the boat is moving and/or the Coach is instructing. Questions and quiet casual talk can occur during rest periods.
- All members will abide by the SA/PDBF Safety Procedures Policy.
- Potential new members who can swim will not require a water test in order to attend two (2) trial practices on the lake. Non-swimmers must be water tested prior to attending a lake practice.
- Upon registration, all new members must pass a water test prior to paddling on the lake. The water test consists of entering the water while wearing a life jacket and swimming 50 meters to demonstrate familiarity and comfort in the water. Members wishing to wear their own inflatable PFD must pass a swim test of 200m without a PFD (rolling start from side of pool).
- The "Buddy System" will be reviewed throughout the paddling season to ensure everyone's safety.

## **Weather**

- Practices on the water occur twice a week from May until September, in all weather conditions.
- Practices will be cancelled when there is lightening.

## **Practice Requirements**

- Members are expected to attend practices regularly.
- Members are expected to notify the team captain of practice attendance within the specified time frame. Failure to do this could result in not having a seat in the boat on practice day.
- Members are responsible for notifying the team captain prior to practice if unable to attend.

## **Team Meetings**

- Team meetings are scheduled throughout the year.
- The Meeting Procedure Guide will be followed to conduct meetings.
- An agenda will be prepared by the President and/or Board of Directors and will be sent via email prior to the meeting.
- Members may request an item be added to the agenda a minimum of 7 days prior to the meeting.
- Policy changes proposed in the month of October will be deferred until after the election of the incoming Board of Directors in November.
- Meetings will begin promptly and business will be kept to a reasonable length. They will be subject to a two-hour curfew unless extended by resolution.
- Attendance will be recorded at meetings and a quorum declared prior to dealing with business. In the event there is no quorum, the meeting will be adjourned.

<b>History:</b>	<b>Date:</b>	<b>Comments:</b>
Original Policy:		
Amendment:	September 12, 2012	
Amendment:	September 2015	Approved by the team at the October 7, 2015 meeting.
Amendment:	August 31, 2016	Approved by the team at the September 7, 2016 meeting.
Amendment:	May 16, 2017	Updated paragraph re working on a team committee and PDBF. Added paragraph on page 1 regarding members being <b>responsible for their personal safety and well-being.</b> <i>Approved by the team at the May 16, 2017 meeting.</i>
Amendment:	Sept 19, 2017	Updated to reflect past year's policy changes. Clarified swim water test requirement for new members. Clarified <b>registration process.</b> <i>Approved at the Sept 19 team meeting.</i>
Amendment:	October 12, 2018	Changed the AGM from November to February or March. Added 2 new bullets to member behavior guidelines. <i>Approved by the team via online poll.</i>
Amendment:	September 17, 2019	Updated to include wording regarding the use of inflatable PFD's. – approved by the team at the September 17 <sup>th</sup> meeting.
Amendment:	September 26, 2023	Updates approved by the team at the September 26 2023 team meeting

- Meeting minutes will be recorded and be sent by email to the membership.
- Elections and the voting process will occur according to Survivors Abreast By-Laws and Election of Survivors Abreast Board of Directors document.

## Meeting Procedure Guide

### Background – Boards/Committee:

Any organization may delegate certain powers and functions to committees that will, in turn, make recommendations on matters assigned to them after extensive discussion and debate at committee/board meetings.

There are two types of committees/boards:

- ✓ Boards of Directors or Executive Committees
- ✓ Sub-Committees (Standing or Ad Hoc)

These are deliberative assemblies, subordinate to the body that appoints them with duties and authority.

In the case of Survivors Abreast, the general membership elects its board of directors at its first meeting of the new season and members sign up to serve on sub-committees when they register. The Membership committee oversees the assignment of members to sub-committees. All boards/committees are subordinate to the General Membership.

The number of regular meetings and quorums is defined by the parent body, otherwise known as the Survivors Abreast membership and by its by laws.

### **Survivors Abreast Meeting Procedures**

The bylaws are the document that represent the rule book for the day-to-day procedures of the organization. This guide will serve as supplemental guiding principles not addressed in the by-laws.

A meeting is defined as the coming together of two or more persons for the transaction of a common lawful order of business. Deliberative assemblies, such as committees, meet to make decisions or to develop recommendations.

There are two main types of meetings:

#### **Team meetings**

These are meetings that the general members are entitled to attend by virtue of their interest and by their payment of funds as outlined in the organization's by-laws.

Examples include:

- the annual general meeting (AGM) at which all interested people are invited to attend and consider past performance.
- the election of officers;
- the regular team meetings where business of the association is discussed.

## **Board meetings**

These are monthly meetings, with only board members in attendance, unless others have been specifically requested to attend.

Any meeting whether public or private, is properly constituted and valid when the following conditions are satisfied:

- the person calling the meeting has the authority to do so
- proper notice was given to every person entitled to attend the meeting
- a quorum is present; and
- the rules and regulations—or the bylaws—of the organization or corporation are observed.

Meetings should only be called when there is a sufficient volume of business.

### **Notice:**

For a meeting to be valid, a notice of meeting must be sent to all persons entitled to attend. Apart from special provisions in the rules of the organization, even accidental omission to give notice will invalidate the proceedings.

### **Quorum:**

An organization consists of a number of people, of whom a certain number or “quorum” must be present at meetings if the decisions taken are to be recognized as valid and binding. When the organization has no rule regarding the required number, a majority of members must be present.

### **Points of Order:**

Unless the bylaws provide specific guidelines, meetings will be conducted according to the meeting procedure guide. The publication “Perry’s Call to Order” can be referenced when questions of procedure arise and are not addressed in existing SA governing documents.

Items of business are taken in the order outlined on the agenda. Only the chair, with the consent of the meeting participants, may rearrange the order.

### **Conflict of Interest:**

A member who has a conflict of interest shall declare it when the agenda is being approved, or at the first opportunity thereafter. Those who declare a conflict of interest may neither speak nor vote on any motion or amendment made concerning the matter on which they have made the declaration. They should vacate the meeting until the subject matter has been dealt with. Those who do not participate or leave the meeting because of a declared conflict of interest are still included as present in determining whether there is a quorum. The Minutes must record all declarations of conflict of interest.

### **Opening the Meeting:**

Meetings should begin on time. Officers, particularly the chair, should respect the starting time so that business can be conducted efficiently.

The person chairing the meeting must be seen and heard by all participants, and should be positioned accordingly. The secretary should take a place near the chair. After establishing that a quorum is present, the chair calls the meeting to order and it officially begins.

**If a quorum is not present, no official business will be conducted and the meeting can be adjourned.**

### **Voting:**

Most decisions on the meeting's agenda are decided by majority vote. The usual methods of voting are: By a show of hands, by ballot, by voice of acclamation.

**A Show of Hands:** This is the most common method of voting. The chair counts the hands raised in response to the questions: "Those in favour?" and "Those against?" The chair then announces the count, stating "motion carried" or "motion defeated."

When the vote results in a tie, the motion fails.

### **Order of Business:**

At some meetings the chair may make certain announcements before the group begins business; for example, introduce any guests at the meeting, express congratulations or condolences, or mention other items of personal or general interest to the group.

The first order of business is the **adoption of the agenda**

Following an agenda helps to avoid confusion and wasted time. Participants should receive the agenda before the meeting, along with copies of any reports or briefs to be presented. Participants should come prepared for informed discussion. The meeting participants adopt the agenda as circulated or after suggested changes or additions have been made.

### **Minutes:**

The form used for minutes is a matter of organizational style or personal preference; however, minutes should include:

- date, time and location of the meeting
- name of the presiding officer
- names of all in attendance or enough names to indicate the attendance of a quorum—at large meetings, members can sign a register or roll as they enter the meeting room which is included with the minutes.
- name of the secretary
- dates or other suitable identification of correspondence or documents dealt with or referred to in the course of discussion
- person who makes a motion, the seconder and whether the motion is carried or defeated.

If, for any reason, a meeting ends before the agenda is completed, the remaining subjects should be noted in the minutes so they may be deferred to the next meeting.

The minutes record what is decided, not what is said. They are not a verbatim account of the proceedings. Each subject includes sufficient description to identify its origin and the main considerations involved. This may be followed by a brief

reference to important examples used in discussion. Each item should conclude with the decision reached. The minutes also should indicate if no conclusion is reached.

The following should not be recorded in the minutes:

- a motion that was moved but not seconded
- an amendment that was moved, seconded, but not carried
- an amendment that was moved, but that was ruled out of order by the chair
- the vote count for and against a motion; or
- the manner in which members vote, unless a member requests that the manner of his or her vote be recorded in the minutes.

**Action items** can be highlighted in the minutes and serve as a reminder for individuals or sub-committees.

### **Adoption of the Minutes:**

Usually the minutes of a meeting are presented at the next meeting for approval by the board/membership.

If the minutes have been circulated in advance, the chair will request a motion for their adoption as circulated. If any corrections or additions are to be made, the chair requests the members to agree to change the minutes. When all corrections have been approved, a member moves that the minutes be adopted as corrected. The secretary will make the edits and re-circulate the minutes.

The chair then proceeds to business arising from the minutes. Only items that are not covered later in the agenda are dealt with at this time. Questions arising from the minutes are allowed only to obtain information, not to renew discussions.

### **Motions and Resolutions:**

A motion is a proposition placed before a meeting for discussion and decision. It's a proposal for action.

Even though it's the nature of meetings to have more said than done, this guide and Perry's Call to Order will help keep things on track by requiring that no discussion be undertaken until somebody proposes an idea for action. It's through *motions* that everything the group accomplishes gets its start.

Motions should be presented clearly and precisely, leaving no doubt in the minds of either the proposer or the members of the board/team as to the meaning of the motion. The member making the proposal says: "I move that," and then states the action proposed to be taken.

Once a motion has been seconded, it is debated and then voted upon.

If, as a result of that discussion, the proposal is carried by a vote of the members, it is considered a resolution of the meeting.

Motions can be made to **receive for information**. When a committee or board report is presented at a meeting, the first motion to be made concerning it is that it be "received". Thus, even if not approved, it becomes part of the minutes. If the motion to receive a report is passed, it is then up for discussion. After discussion, the next motion concerning the report will normally be one to **adopt, amend, approve, or recommend** its proposals.

The proposal itself should contain key information as outlined in the Reports and Recommendation Section of this document.

These processes are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner, while ensuring that discussion is conducted in a timely fashion.

### **Reports and recommendations:**

Information reports are an important element in the affairs of any organization. Each committee should submit at least one report on its activities during the year, usually at the annual general meeting. Any committee, standing or ad hoc, should prepare and submit a report as soon as possible on any subject specifically referred to it for consideration.

If the subject matter or project is a long one, the committee should submit progress reports from time to time. While reports can be written or oral, a written report is preferable because it serves as a permanent record. Written reports must be dated and signed by the committee chair.

Committee reports can simply be for information and be received as such or contain recommendations and be submitted to the board for direction

Recommendations should be brought forward in the form of a report. The report should contain a specific recommendation(s), the background behind the recommendation(s) and any other pertinent information.

The SA report template should be used as a guideline.

When the report contains recommendations—such as the proposal of a course of action or the adoption of a policy—the adoption of the report must be moved by the presenter then seconded and voted upon. If adopted without change, the report and all recommendations contained in it are automatically approved and must be acted upon. Alterations to the report must be in the form of amendments.

When a report is considered incomplete or its conclusions inadvisable or unacceptable, it is referred back to the committee responsible, to be re-examined, revised and presented at a later date. If the presenting committee feels that it cannot change the report, it must ask the receiving group to dissolve the committee and appoint a new one.

### **Amendments:**

An amendment is a proposed alteration to the terms or content of a motion presented to the meeting. Amendments may be moved at any time during the discussion and **before** the vote on the original motion. Like the original motion, amendments must be seconded by another board/team member.

Brainstorming is great, but it should be done outside of board or team meetings. Time is limited, and often many decisions need to be made at the meeting in a very short time. The rule requiring that a motion, which is part of a report, be tabled before discussing it means that ideas have to be fairly well thought out before turning them over to the group for its consideration. This rule of “motion before discussion” saves valuable meeting time

### **Ending the Meeting:**

Meetings will be limited to a two hour curfew. A resolution is necessary to extend the meeting beyond this time frame. Members may move adjournment any time except when another

motion is being discussed. A motion to adjourn a meeting requires a seconder and is fully debatable.

If, for any reason, all business on the agenda has not been satisfactorily concluded it will be brought forward to the next agenda for discussion.

### **Related Document:**

- Report template
- SA Rules and Regulations

<b>History:</b>	<b>Date:</b>	<b>Comments:</b>
Original Policy:	August 31, 2017	Approved by the team at the Sept 7, 2016 meeting
Amendment:	September 19, 2017	Updated to clarify how to bring forward a recommendation. Approved at the Sept 19 team meeting.
Amendment:		

- Survivors Abreast Peterborough Inc By-law as amended August 31, 2016
- Perry's Call to Order

# Policies and Guidelines

## Alumni Membership Guidelines

- Alumni membership is open to former members of Survivors Abreast who wish to maintain a social and support network but do not wish to be involved in the day to day business or paddling activities.
- If a team member does not renew their membership, they will be given the option to join the Alumni email list. There is no need to formally register. It is up to the individual alumni member to advise if they wish to be removed from the list.
- Alumni members will be governed by the Survivors Abreast By-Laws (as amended on April 6, 2016) and the “Member Behaviour Guidelines” as stated in Survivors Abreast Rules and Regulations.
- Alumni members support the Survivors Abreast Team Values and Mission Statement.
- The Alumni membership is a Non-Voting membership and Alumni members will not attend team meetings.
- Alumni members will be included in Survivors Abreast social activities and be welcome to participate in group activities such as the Festival Launch, Awareness Day, Parades, as well as volunteer and have a presence at our Festival or others.
- Out of town festival information will be made available and Alumni members can attend on their own as supporters or be included in transportation arrangements (unsubsidized) if space is available. Alumni members will not receive medals should the team win an event.
- A separate email list will be compiled and maintained by the membership committee, to be used to send out notices of events.
- Alumni members will be invited to “Like” the Survivors Abreast Public Facebook page at <https://www.facebook.com/survivorsabreast/>
- These guidelines will be sent to new Alumni members once they are added to the list.

History:	Date:	Comments:
Original Policy:	April 6, 2016	Approved by the team at the April 6, 2016 meeting
Amendment:	Feb 20, 2018 – team meeting	Remove the \$25.00 fee and no longer provide a shirt.
Amendment:	April 29 2025 Team meeting	Remove the requirement to have new alumni members register and annually confirm they wish to be kept on the list.

## **Benefits and Subsidy Policy**

### **Benefits for Team Members**

Members will have the following provided by Survivors Abreast:

Lifejacket, paddle, short sleeve racing jersey, hat, reimbursement for a team jacket (upon submission of a receipt and after 2 years of membership), coaching, indoor and outdoor training and registration fee for regattas.

When a member leaves the team, the paddle and lifejacket will be returned to the Boat, Equipment & Storage Committee Chairperson. Members may at any time, purchase their paddle at replacement cost if they wish.

### **Subsidies for Team Members**

Survivors Abreast believes that all breast cancer survivors should have an opportunity to belong to the team regardless of their financial circumstances. Therefore, it is the policy of the team to work out a financial agreement that is acceptable to both the member or potential member and the Board of Directors.

A team member in need of financial assistance may approach the President of Survivors Abreast. The request shall remain strictly confidential and shall only be known to the board of directors.

<b>History:</b>	<b>Date:</b>	<b>Comments:</b>
Original Policy:		
Amendment:	September 2015	Presented to the team at the September 2, 2015 meeting
Amendment:	August 31, 2016	Approved by the team at the September 7, 2017 meeting
Amendment:	September 19, 2017	Updated to reflect changes adopted by the team over the past year. Approved at the Sept 19 team meeting.
Amendment:	September 26, 2023	Updated Subsidies section. Approved at the Sept 26/23 team meeting.

## Committee Descriptions

Everybody must work on a committee in addition to helping out with Peterborough's Dragon Boat Festival in some capacity.

Committees are asked to select a chair and notify the President by the end of October. For succession planning, binders or electronic folders with relevant information should be created to pass on to the next chair. When possible, a co-chair should also be selected for training purposes.

All committees are responsible for developing their own budgets and submitting to the Treasurer for consideration. Committee chairs are responsible for submitting receipts for expenses and for monitoring their budgets. Contracts, commitments, purchases or agreements in excess of \$100.00 of their approved budget, must receive prior approval of the Board of Directors.

### **Awareness/Education and History:**

The purpose of the committee is to recommend ways to raise the profile of the team and to raise awareness of breast cancer within the community.

The committee is responsible for:

- Maintaining the team website and social media sites by providing current content
- Developing awareness and education materials
- Organizing events to support awareness and promote the team.
- Watches local media for articles on team and clips with date. This includes newspapers, magazines and CHEX TV.
- Attend SA functions and takes appropriate photos.
- Collects photos from each race and event.
- Keeps scrapbooks up to date and available for display at team meetings and functions.

### **International Festival Fundraising Committee:**

Responsible for:

- Coordinating efforts towards fundraising for upcoming International Festivals
- Engaging other members of the Survivors Abreast team to assist/participate. This may include initiating, organizing, appropriately advertising, and executing various events.
- Fundraising events may include coordination Team building events, with the assistance of other SA team members.
- Providing all funds raised to the SA Treasurer on a timely basis.
- Reporting the current status and future plans to the SA team at team meetings.

### **Kindness and Spirit:**

- Sends appropriate cards/flowers/teddy bears to team members who are sick, had surgery or suffered recent bereavement.
- Keeps a list of former members and notifies the President when they learn of the passing of a member or former member.

- Arranges for flowers or a donation in lieu of and sends to the funeral or celebration of life of a deceased member as per the Deceased Member Policy.
- Organizes an honour guard should one be desired by the deceased members family.
- Provides a list of deceased members to the Peterborough Dragon Boat Festival Committee and arranges to have the deceased member's name added to the SA memorial paddle and on the team's website.
- Assists the President or other designated member in gathering information and writing a bio for the "Loved and Remembered" page of a deceased member after approval by family.
- Takes a leadership role in promoting team spirit ie: leading team cheers, tent decorating.
- Organizes participation in events such as the Canada Day and Christmas parades.

### **Membership and Uniforms:**

- Coordinates the yearly registration for current general and alumni members and ensures proper registration process for new members.
- Coordinates committee sign up and chair selection process.
- Manages new member buddy system
- Maintains membership list
- Communicates with other committee heads regarding new members` needs including Alumni.
- Updates registration forms and packages, ensuring they are in keeping with Survivors Abreast approved policies and procedures.
- Responsible for the purchase of team hats and race shirts.
- Ensures new members are properly outfitted. Educates new members on what the team uniform consists of and when it is appropriate to wear their uniforms.
- Does an annual inventory and presents as part of the committee report at the October year end meeting.

### **Practices/Equipment/Safety:**

- Chaired by the team captain.
- Assistant captain(s) sit on the committee.
- Oversees all aspects of the team that relate to practicing, racing, boats, equipment and safety.
- Arranges for new member water testing.
- Safeguards medical forms and brings to practices while ensuring members privacy.
- Sends out practice notices, schedules safety boat drivers and spotters.
- Arranges for warm ups and cool downs at practices and regattas, and records attendance points.
- Ensures a bathroom key and cox boxes is available at practice.
- Bails the boats and dries the seats when necessary
- Locks and unlocks the dragon boats
- Brings a first aid kit, cox boxes, cell phone to all practices and regattas.
- Transports and sets up (or arranges for) the team tent at away regattas
- Subject to team approval, is responsible for the purchase, maintenance, repair & storage of team equipment which includes dragon and safety boats, cox boxes, paddles, life jackets and paddle labels.
- Arranges for spring launch, and winter storage of dragon and safety boats.

- Responsible for annual cleaning of dragon and safety boats. Requests additional help from team members if needed.
- Works with the membership committee to recover equipment from members who leave the team.
- Has a member sit on the PDBF safety committee and liaise with SA.
- Organizes and maintains SA and PDBF storage lockers
- Keeps an inventory sheet of assigned paddles and lifejackets.
- Does an annual inventory of the SA and PDBF equipment and storage locker content and presents as part of the committee report at the October year end meeting.

### **Social:**

- Plans, coordinates and notifies general and alumni members of social events and away regattas. These may include a summer pool party, fall pot luck, team outings and winter party. New ideas are always welcome.
- For away regattas, researches and recommends a few restaurants to the team and makes reservations. (Optional - plans a small social in a hotel room or common area for after dinner.

### **Race Managers:**

- A Race Manager is required for every race we attend (including Peterborough).
- This committee researches and compiles a short list of away festivals for the team to attend and manages the team voting process for away festival selections.
- The Race Manager is responsible for contacting the organization running a regatta, registering the team, conveying information about the race site, times and other info to the team and getting waivers signed.
- For away races the Race Manager searches out options for accommodations.
- Please refer to the Festival Selection Procedures document as well as the Race Managers Job Description and timeline

### **Survivors Abreast Board of Directors:**

- The Board of Directors meets monthly to initiate, discuss and approve issues pertaining to team business, then presents to the team as a whole. (see SA Election of Board of Directors document for job descriptions)

### **PDBF Planning Committee:**

- Survivors Abreast hosts Peterborough's Dragon Boat Festival, a fundraising community event held annually on the second Saturday of June since 2001. A portion of the funds raised are allocated to SA and fund's the majority of the team's operating budget.
- The festival planning committee is made up of volunteers from the community and SA team members who meet monthly to plan and organize starting in September.
- The festival committee elects an executive committee consisting of the Festival Chair, Vice-Chair, Executive at Large, Secretary, Treasurer, Past Chair and SA President.
- Job descriptions can be found in the Festival Committee terms of reference document.
- The Survivors Abreast board of directors ratifies the results of the festival executive committee elections.

## **PDBF Community Practices Committee:**

- Coordinates and organizes practices for community teams registered for Peterborough's Dragon Boat Festival.
- Communicates with the City of Peterborough and the Marina regarding practice location, washroom facilities, timeline and storage of equipment.
- Recruit and schedule coaches, steers, land volunteers and safety boat drivers and spotters for practices.
- Recruit and schedule steers, safety boat drivers and spotters for Race day. Ensures they have snacks, lunches and submits compensation requests to Festival Treasurer

## **International Festival Management Committee – Ad-Hoc committee when needed**

- This committee is responsible for planning for the team to attend International Festivals which are held every 4 years.
- Responsibilities are similar to the Race managers committee and may include contacting the organization running the festival, registering the team, researching and sharing information regarding transportation, hotels, waivers and other documents as may be required by the IBCPC Festival Planning Committee, and conveying information about the race site, times and other info to the team.

<b>History:</b>	<b>Date:</b>	<b>Comments:</b>
Original Policy:		
Amendment:	October 15, 2015	Approved by the team at the November 4, 2015 meeting
Amendment:	August 31, 2016	Approved by the team at the September 7, 2016 meeting
Amendment:	September 19, 2017	Updated to reflect new policies adopted by the team over the past year. Approved at the Sept 19 team meeting.
Amendment:	October 03, 2017	Addition of International Festival Fundraising committee description. Approved by board at October 3 <sup>rd</sup> meeting
Amendment:	November 21, 2017	Updated to reflect the changes made in the Retirement Policy – Approved at the Nov 21/17 team meeting
Amendment:	October 12, 2018	Updated to reflect changes to Alumni guidelines and timing of AGM and to include additional details – Approved by the team via online poll
Amendment:	May 21, 2019	Updated the social committee job description re: away regattas
Amendment:	September 17, 2019	Updated to combine the Boats/Equipment/Storage committee with the Padding/Practices/Fitness committee and rename it to Practices/Equipment/Safety
Amendment:	February 2020	Updated to combine the Membership and Education committee with the Uniforms committee, the Kindness committee with the Spirit committee and the Awareness and Education committee with the History committee
Amendment:	September 22, 2020	Update the kindness and spirit committee. Approved at the Sept 22/20 team meeting
Amendment:	September 26, 2023	Added PDBF Community Practices Committee. Approved at the Sept 26/23 team meeting

# **Complaint and Conflict Resolution Policy**

## **Introduction**

Disagreements, both personal and technical, are sometimes unavoidable. People join teams for different reasons, and have different ideas about issues brought forward and how they should be dealt with. People are impassioned by what they care about which is usually a good thing. It is always good to take some time to think before turning a disagreement into a public dispute or a public display of disrespect.

Team members are encouraged to speak to their President or Captain regarding code of conduct concerns, but always away from other team members in a private setting. If the matter cannot be dealt with appropriately in this context, it must be brought to the attention of the Survivors Abreast Board of Directors for action at the next Board meeting.

All parties in a dispute have the right to make verbal and or written presentations to the Board of Directors. The Survivors Abreast Board can then issue a verbal warning, a written warning, a period of suspension or a written letter of dismissal as determined by agreement of a quorum at a Board meeting, if it is found that the Survivors Abreast Behavioral Guideline or written policies are not being followed by a team member

## **Policy Statement**

This policy shall govern the process to be followed for the handling of Complaints and Conflict Resolution. The overall purpose of this policy is to provide a consistent and uniform process to respond to Complaints and Conflicts regarding team/board members, coaches, or operational procedures.

## **Definitions**

**Complaint** – an expression of dissatisfaction about the action, or lack of action taken, regarding operations, or actions by a team/board member. Examples may include but are not limited to:

- a perceived failure to do something agreed to;
- a failure to observe a policy or procedure;
- unfair or discourteous actions/statements by a member

**Complainant** – the person who is dissatisfied and filing the complaint.

**Request** – a request for a specific change in policy or procedure i.e. not a Complaint.

## **Guiding Principles**

A quorum of the board of directors will deal with all Complaints promptly, courteously, impartially and professionally.

Members of the board will treat Complaints as confidential. The identity of the Complainant will be made known only to those who need to know in order to consider the Complaint. All participants in the complaint process shall keep the details of the Complaint confidential except as may be required by law.

Some individuals may require assistance to make a Complaint, and Complaints can be made on their behalf, provided that the person affected has given their consent in writing.

Anonymous Complaints will not be acted upon.

## **Complaint Process**

Complaints should be in writing and include information such as:

- Details of what happened.
- Where did this happen? Is it within the board of director's areas of responsibility?
- When it happened?
- Who was involved?
- What was said or done, or not done?
- What kind of resolution is being sought?
- Contact details of the Complainant

## **Procedure for Managing Complaints**

- i. All Complaints will be dated upon receipt and forwarded to the President to commence the Complaints process.
- ii. The President will work in cooperation with a quorum of the board of directors to manage the Complaint process. Should the Complaint involve the President, the Vice President or another designate will oversee the Complaint process.
- iii. All Complaints necessitate a review/investigation and a written response.
- iv. Complainants must receive an acknowledgement of receipt of their Complaint, in the form of an email, within five (5) business days.
- v. The Complainant may be contacted to clarify the Complaint. The Complaint may be closed at this point if a resolution is mutually determined.
- vi. Ideally within 20 business days, a response is to be provided to Complainants, barring exceptional circumstances.
- vii. Should there be a need for additional response time the Complainant will be advised within the 20 day time frame that additional time is required including the projected time frame for a response. Complainants will be provided updates during the review process.
- viii. The response to the Complaint will include:
  - background related to the Complaint and an outline of the investigation/review process

- action being taken to address the Complaint
- a clear and understandable explanation for how a decision on the resolution to the Complaint was made.

It may also include:

- an apology, reconsideration, reimbursement, or change in policy – as possible remedies.

## **Progressive Discipline**

There are circumstances that require the use of disciplinary measures in order to maintain a pleasant team environment. This generally involves using increasingly severe steps or measures when a team member fails to correct a problem.

1. Normally, corrective action will be applied with increasing severity as the unsatisfactory, misconduct continues. The board reserves the right to omit or repeat Progressive Discipline steps depending on the frequency, severity, and/or nature of misconduct exhibited. In addition, the board may proceed to more severe measures including suspension, for situations such as serious misconduct, harassment, incidents of physical violence or any behavior that adversely affects the health and safety of team members or violates the by-laws or written policies of the Corporation.
2. The Board of Directors is responsible for documenting all Progressive Discipline action.
3. Recommended steps of progressive discipline are as follows:

Action	
Counselling	Meeting notes are kept by the President in a sealed envelope
Verbal Warning	Meeting notes are filed with previous notes and kept by the President in a sealed envelope
Written Warning	Discussion is documented and filed with the verbal warning notes and other notes and are kept by the President in a sealed envelope
Last Chance/Temporary Suspension	Member is temporarily suspended from all team activities for one month. Discussion is documented and filed with the verbal warning, written warning and other notes kept by the President in a sealed envelope.
Dismissal	Member is permanently suspended from all team activities. All documentation is shredded.

### **Counselling**

Counselling involves a verbal discussion alerting the team member of the unsatisfactory performance or misconduct and allowing time for improvement. The President, Team Captain or designate will be in attendance and document these discussions as a record of the conversation and desired outcome(s). Notes will be kept by the President in a sealed envelope.

### **Verbal Warning**

A Verbal warning occurs if the undesired behaviour/performance continues. The President, Team Captain or designate will be in attendance and document these discussions as a record of the conversation and desired outcome(s). This step differs from the previous in that the language of "warning" is utilized. Additional notes will be kept by the President with original notes in a sealed envelope.

### **Written Warning**

The next step in the discipline process is a Written Warning. A Written Warning occurs if the undesired behavior/performance persists or is more serious in nature. This step is also documented as a Written Warning signed by the team member and added to the previous documentation kept by the President in a sealed envelope.

### **Last Chance/ Temporary Suspension**

If there is not the required improvement, a decision may be made to either establish a Last Chance Agreement or place the team member on Suspension. Either of these alternatives represents the final step of the progressive discipline process prior to expulsion. This process is also documented as such, signed by the team member and added to the previous documentation kept by the President in a sealed envelope.

### **Cumulative Issues**

In some cases, members may have repeated behavioral issues which may require a separate escalation plan for each instance. Thus, the board of directors may be responsible for managing multiple negative behaviors at once.

In these cases, the board may determine performance is not likely to improve and issue a permanent suspension.

### **Dismissal**

The final step of the progressive discipline process is expulsion from the team. Should the team member's performance or conduct not improve, the board of directors will determine if dismissal is appropriate. The decision to dismiss will be based on the facts, circumstances and documentation.

The team member may appeal a suspension or expulsion in accordance with Section 15, Discipline of Members of the team By-laws.

Once a complaint or conflict is resolved or progressive disciplinary steps have been taken, the board of directors will "debrief" at the next board meeting and determine whether any additional steps should be taken or amendments should be made to this policy. Such amendments or additions shall be approved by Resolution at the next team meeting.

<b>History:</b>	<b>Date:</b>	<b>Comments:</b>
Original Policy:	August 31, 2016	Approved by the team at the Sept 7, 2016 meeting
Amendment:		
Amendment:		

## **Deceased Members Policy**

### **Purpose:**

To establish a procedure to follow when a member or former member passes away.

### **Scope:**

This policy applies to current general members, alumni members, and former members.

### **Objectives:**

To ensure that when a member or former member passes away, they are remembered with respect and dignity.

### **Procedures:**

#### **General:**

The offer to formally honour a deceased member or past member will be made to the family of that member, regardless of membership length or cause of death.

#### **Specific:**

When a member passes, the President (or alternate) will inform the team by email and make an announcement at the beginning of the next team gathering.

The Kindness committee will keep a list of former members and notify the President when they learn of the passing of a member or former member.

The Kindness committee will arrange for flowers or a donation in lieu of, valued at \$125.00, to be sent to the funeral or celebration of life of the deceased member.

The President or designate will contact the family of the deceased member to offer an honour guard at the service and an In Memoriam on the team website. The President or designate will remain the primary contact with the family.

Should an honour guard be desired by the family, it will be organized by the Kindness Committee.

Should the family desire an In Memoriam on the website, the President or designate, will provide content to the Awareness Committee, subject to the family's approval.

The Kindness Committee will provide a list of deceased members to the Peterborough Dragon Boat Festival Committee.

The Kindness Committee will arrange to have the deceased member's name added to the SA memorial paddle.

## **Budget Provisions:**

The Treasurer will include an annual budget amount under the Kindness Committee to cover flowers and engraving costs.

## **Related Documents:**

- Committee Descriptions – (Kindness Committee)
- SA Election of Survivors Abreast Board of Directors – (President's job description)
- Annual Budget
- Membership list

<b>History:</b>	<b>Date</b>	<b>Comments:</b>
Original Policy:	January 31, 2017	Approved by the team at the January 31, 2017 meeting
Amendment:	September 19, 2017	Approved at the Sept 19 team meeting.
Amendment:	October 12, 2018	Change the word memorial plaque to memorial paddle. Approved by the team via online poll

# External Communications Policy

## **Purpose:**

To establish guidelines for delivering cohesive, consistent public messaging when promoting team events or fundraising activities. Having the same look and feel on all Survivors Abreast material will also help create awareness and recognition.

## **Scope:**

This policy applies to all media, brochures, posters, signs, visual aids, information sheets and other printed information.

**Objectives:** To ensure the Survivors Abreast brand identity is used consistently and appropriately and that the team's mission statement and charitable purposes are accurately represented.

## **Procedures:**

### **General:**

- To ensure accuracy and completeness, all publications to be printed, distributed or posted online must be proof read by the Survivors Abreast Board of Directors prior to printing, publishing or distribution.
- Regardless of the medium being used, committees and team members must ensure their statements and publications support and positively promote the team's mission statement, reputation, brand and charitable purposes.
- Fundraising material must clearly state what the funds will be used for.
- A clear distinction must be made between fundraising activities for the team's charitable purposes (ie: Peterborough's Dragon Boat Festival) and other types of fundraising activities (ie: International Festivals)

### **Specific:**

- The Survivors Abreast logo, website and facebook address will be incorporated on all material whenever possible.
- To ensure transparency, all material will clearly acknowledge the connection to Survivors Abreast and be specific about the purpose of the material being presented. A clear distinction will be made between fundraising for charitable purposes and fundraising for team activities.
- The Board of Directors will have regard for the team's mission statement, values and charitable purposes when proof reading and providing feedback in a timely manner regarding any material that is to be published.

- Materials that use the team's logo or other elements of the team's identity should be submitted to the board for review and approval, at least 10 days prior to the proposed publication date.
- If a request to remove the content is received from a person or business directly affected by the content, it will be.

**Budget Provisions:**

No financial impact by adopting this policy

**Related Documents:**

Survivors Abreast Values and Mission Statement

History:	Date:	Comments:
Original Policy:	April 18, 2017	Approved by the team at the April 18, 2017 meeting
Amendments:		

# **IBCP Fundraising Disbursement Policy**

## **Purpose:**

Formalize the process to disburse International fundraising dollars to IBCP festival participants while taking into consideration the time each participant has been a team member during the fundraising cycle.

## **Scope:**

This policy applies to all general members wishing to attend IBCP festivals.

## **Objectives:**

Use the honour system by not overseeing member participation in fundraising or other team activities, and encourage members to support the SA core values of respect, accountability, teamwork, community commitment, integrity and passion.

## **Definitions:**

- **Membership year:** November 1 to October 31.  
**Fundraising period:** A fundraising period is the same as a membership year which is November 1 to October 31 however, to qualify for a fundraising period the member must register prior to July 1 of the membership year.
- **Fundraising cycle:** The period of time between International Festivals. (usually 4 years)

## **Procedures:**

Disburse funds equally among IBCP festival participants based on team membership during the fundraising cycle leading up to the International Festival.

The end of a fundraising cycle will be determined by a team motion.

Calculation of shares will be performed once the fundraising cycle has come to an end, and shares will be calculated based on membership during each of the fundraising periods.

A member qualifies for a fundraising period as long as they register prior to July 1 of a membership year.

The calculation sheet will be made available for viewing on the team's Google Drive and disbursements will be made at least 2 weeks prior to the International event.

## Related Documents:

- IBCPC fundraising calculation sheet.
- SA fundraising disbursements proposal

Date:	Comments:
February 2024	Approved at the February 27 <sup>th</sup> Team meeting

## **Participation Points Policy**

### **Purpose:**

To encourage participation at team practices, regattas, and meetings and provide a fair and equitable way to determine regatta participation which is capped at 25 paddlers, as well as roster rotation when there are more than 21 paddlers attending a regatta.

### **Scope:**

This policy applies to all general members wishing to attend away regattas including International Festivals.

### **Objectives:**

To support the Survivors Abreast mission statement of “having a desire to improve fitness and develop the paddling skills required for dragon boating”, to provide an impartial way of determining participation and roster rotation at away regattas, to be inclusive and to allow all members to have an opportunity to fully participate in away regattas.

### **Procedures:**

#### **General:**

- Members are awarded 1 point for every practice, 1 point per day of Survivors Abreast selected regatta and 1 point per team meeting they attend
- Points can also be earned for coming to practices and exercising on land when there is not enough room in the boat for all who attend.
- In the event of a practice or team meeting having to be rescheduled, a point will only be awarded to the members who attend the rescheduled meeting. As always, if a practice is cancelled once underway due to an unforeseen event (such as lightening), those in attendance will receive their point.

#### **Specific:**

- Points are based on the membership year and reset each November 1<sup>st</sup>.
- There is a cap of 25 participants at away regattas. (the steersperson being the 26<sup>th</sup> person).
- All members may participate in the Peterborough regatta.
- Everyone can sign up for a regatta, however out of those who sign up prior to the deadline, the 25 paddlers with the highest participation points will be listed on the roster. The rest will go on a wait list.
- Out of those who make the roster, paddlers who have less than 30 participation points will be guaranteed 1 race. The roster rotation will be based on points, and consideration will be given to members attending practices in the two weeks leading up to an away regatta.
- In order to make away regattas accessible to members returning from surgery, treatments or in their first paddling season, these members may

participate in away regattas at the discretion of the captain, coach, and president, regardless of the number of points they have. The captain will communicate this to the member.

- International Festivals are capped at 26 participants for the SA boat and any additional members attending will paddle in a composite boat.
- For International Festivals, points are accumulated during the time-line voted on by the team. (eg: November 1 to October 31 prior to the International Festival.) The 26 paddlers who have the most points will qualify to paddle in the Survivors Abreast boat. The roster rotation will be determined by the number of points.

## Related Documents:

- Team Values and Mission Statement
- New Member Package
- Rules and Regulations

Rules and	Date:	Comments:
Original Policy:	2012	Points awarded for workouts outside of dragon boating and to decide who sits out one race at regattas when more than 21 in attendance
Amendment:	Feb 04, 2015 - Points system 2015 presented at Team meeting	No longer award points for workouts outside of dragon boating but to include practices and regattas
Amendment:	Feb 03, 2016 Team Meeting – Captains Report	Change from 5/10 points for practice/regatta, to 2/1 points for practice/regatta. Also award points for doing dry land training at practice when there are too many paddlers.
Amendment:	Oct 05, 2016 Team Meeting – Motion carried	Change from 2 points to 1 for away regattas and add 1 point for attending meetings.
Amendment:	April 18, 2017 Team Meeting – Motion carried	Regatta participant cap of 25 (26 for internationals). Added the 50% rule
Amendment:	May 23, 2017 Survey Monkey – Motion Carried	Clarify that % will be used to create the initial 25 member roster and additional waiting list and that actual points will be used to determine sitting out during races.
Amendment:	Feb 20, 2018 Board Meeting	Replace the % criteria with a 30 point criteria to create the initial 25 member roster and waiting list. Provide an opportunity for new members to participate in away regattas during their first membership
Amendment	March 20, 2018 Team Meeting – Motion Carried	Amend to eliminate the Implementation section. Motion to adopt the participation points policy as amended was carried at the March 20 <sup>th</sup> team meeting.
Amendment	April 24, 2018 Team Meeting – Motion Carried	Amend to clarify what happens in the event that a practice or meeting needs to be rescheduled.
Amendment:	Nov 15, 2022 Team Meeting – Motion Carried	Clarify 1 <sup>st</sup> bullet under General Procedures. Add that consideration will be given to those who attend practices 2 weeks prior to the regatta, as well as new members, those returning from surgery or treatments.
Amendment:	Apr 29, 2025 Team Meeting – Motion Carried	Updated timing to earn points to be consistent with membership year and reset each Nov 1 <sup>st</sup> .

## Steersperson Guidelines

### Purpose

This document outlines 2 options available to Survivors Abreast (SA) paddlers who want to pursue the position of Steersperson. These 2 options are summarized in Section 0 (Recreational/Practice Steers) and Section 0 (Race Steers).

### Steersperson Role per Dragon Boat Canada

Dragon Boat Canada (DBC) states in its Steer Training Manual that a Steersperson's "*primary role is to ensure the safety of the crew in the boat at all times. They are the voice of authority in the boat and the link between the coach and crew members. A Steersman has ultimate authority and responsibility of the boat and all persons on board.*"

In DBC's Safety Guidelines, it is further noted that "*Clubs/Crews should treat the coaching of Steersmen and their education in watermanship and good safety procedures as being as important as coaching paddlers. Steersmen should receive a full education in safety procedures and boat handling.*" DBC recommends Steersmen have as much practice as possible. "*Steering skills require practice and experience as with any other position in the boat. A good Steersman instills confidence in the paddlers and helps to win or lose any race.*" Therefore, ongoing practice to develop skills, confidence, and experience is important for Steerspersons.

### SA Steersperson Opportunities

SA recognizes Steerspersons as valuable assets to both SA and the Peterborough paddling community. A variety of Steersperson opportunities exist in both recreational/practice settings (i.e., steering boats at SA and/or community practices and community events) and race settings (i.e., steering the SA boat during regattas).

Steersperson opportunities include, but are not limited to:

- In International Festivals, the Race Steer must be a breast cancer survivor (eg, Italy 2018 and New Zealand 2023).
- If the Coach is unavailable for practice, a Recreational/Practice Steer or Race Steer will be needed to steer so the team can practice technique, increase strength and endurance, and practice specific racing components (e.g., starts, finishes, turns, and race pace paddling).
- If the Coach is unavailable for a regatta, a Race Steer will be needed to steer the SA dragon boat and will be identified in advance by the Coach and Team Captain.
- If the Coach chooses to coach from the Drummer position or from the Safety Boat instead of the Steersperson position at SA practices, a Steersperson other than the Coach will be needed.
- At practices, an extra Steersperson (either a qualified Recreational/Practice Steer or a Race Steer) may be required to take out a second boat due to our increasing number of members (and in light of potential limitations in the numbers of paddlers allowed in a dragon boat due to Covid-19 safe practice guidelines).

- Steerspersons are required leading up to the annual Peterborough's Dragon Boat Festival to assist with community practices and in the Steers pool on Festival Day.
- Steerspersons are also needed for community and fundraising events such as the Lakefield College School Orientation Day or the Mission School Training Day.

### **Recreational/Practice Steers**

A Recreational/Practice Steer will be eligible to steer dragon boats in SA practices, community practices, and other community events following informal training by the Coach and his or her determination that the potential Steersperson has adequate safety knowledge and steering skills to steer a dragon boat in these settings.

- To gain experience, Steerspersons are encouraged to steer for community practices leading up to the annual Peterborough's Dragon Boat Festival, as well as any other community opportunities (e.g., fundraiser events such as the Lakefield College Day) to further their steering skills and experience.
- Opportunities for standby Steerspersons to steer at SA practice(s) will be determined by the Coach and are meant to help the Steersperson(s) advance the skills and to gain experience in all components of steering.
- Steering requirements for Recreational/Practice Steers are less rigorous than those for Race Steers. In recreational/practice settings, the boat will not generally be in close proximity to other boats, the speed of the boat will not be as fast for as long a time, and the Peterborough practice course is well known to the team unlike other race venues where the course may be more difficult or unknown.

### **Race Steers**

A Race Steer will be eligible to steer SA dragon boats during regattas following 1) Successful completion of an accredited Steersperson course from DBC, including practice hours; 2) Successful steering in at least 3 community races at the Peterborough Dragon Boat Festival; 3) Steering for at least 6 SA or community practices; and 4) Determination by the Coach that the Steersperson has adequate safety knowledge and steering skills to steer a SA dragon boat in a race setting.

Opportunities to steer at regattas will be determined by the Coach and based on factors such as weather, water conditions at the venue, need for a competitive edge, regatta requirement for Steer to be a breast cancer survivor, Steersperson's experience and credentials, etc.

Race Steer opportunities include:

- International Festivals or other races that require the Steersperson be a breast cancer survivor.
- At the discretion of the Coach (in attendance at the regatta), a Race Steersperson may be assigned to steer a particular race(s) at a particular regatta(s).
- In the absence of the Coach at a regatta. If the Coach cannot attend a race or a regatta, the Coach and Team Captain will discuss steering *prior to* the regatta and have a Steersperson plan in place. In the event of an unforeseen circumstance that the Coach cannot attend a race or regatta, the Team Captain "*may be required to act as Coach in*

*the event the Head Coach is unavailable*" (from SA Election of Directors Document) and will determine any changes necessary to the Steersman plan decided on by the Coach and Team Captain prior to the regatta.

## How to Become a Steersperson for SA

SA encourages and will assist any team member who wants to pursue a Recreational/Practice Steer and/or a Race Steer position. SA members have the option to become a Recreational/Practice Steer and/or a Race Steer; they may choose to stay a Recreational/Practice Steer or they may choose to continue on to a Race Steer after being a Recreational/Practice Steer for a while. SA will support both types of Steerspersons as best it can.

### Getting Started as a Steersperson

1. Potential Steerspersons: Let the Team Captain know of your interest in learning to steer. An introduction to steering can be made available for any member who has never steered before. The Team Captain, in conjunction with the Coach, will coordinate Steersperson training (per approved Team Captain description).

Learning to steer a dragon boat involves a lot of time and practice. Each Steersperson will learn at different rates; therefore, there is no set timeline for learning this skill.

### Continuing as a Steersperson

1. Returning Steerspersons: Let the Team Captain know of your interest in continuing to steer and if you want to be a Recreational/Practice Steer or a Race Steer. Also let the Team Captain know if you have completed any accredited Steersperson training courses. The Team Captain, in conjunction with the Coach, will coordinate Steersperson training (per approved Team Captain description).
2. Potential and Returning Steerspersons: The Coach, Team Captain, and interested Steerspersons will meet at the beginning of each paddling season to identify a training plan, including practice opportunities, that best meets the goals of each interested Steersperson. Additional meetings will be held as needed, and individual training plans will also be revised, as needed. For example, the Coach may determine that the potential Steersperson must complete a basic steers course before steering a SA dragon boat.

Note that the DBC states, "Coaches are responsible for those in their charge and should ensure that they are informed of safety procedures and abide by them." The Coach will implement the training during practice sessions in whatever way he/she deems appropriate. DBC also states that "*Inexperienced Steerspersons should be allowed out in boats only if accompanied by an experienced coach.*"

3. Financial Impact: While all paddlers are insured through Dragon Boat Canada when they are a member of SA, it is strongly recommended by the SA Board that certified Steerspersons obtain separate Steersperson insurance through DBC. This is advisable since the Steersperson is responsible for the safety of all people in the boat when steering the boat.

After a paddler has received her Steersperson accreditation, she can purchase additional insurance through DBC at an estimated of \$80 to \$85 per year. SA will reimburse the certified Steersperson for this additional insurance. Please note that only accredited Steerspersons can apply for this additional insurance.

<b>History:</b>		
<b>Date of Original Guideline :</b>	September 14, 2020	This is not a policy and is intended as a guideline for the coach and team captain to follow. These guidelines were approved online by the majority of the team in September 2020
<b>Date of Amendment:</b>		
<b>Date of Amendment:</b>		

# Team Uniform Policy

## Purpose:

To properly identify what the team uniform consists of.

## Scope:

This policy applies to all Survivors Abreast members.

## Objectives:

To build on the way the greater community has come to identify Survivors Abreast, and to strengthen the team brand and create even more awareness which is in line with the team's mission statement.

## Procedures:

- The official team uniform will consist of the dragon race shirt (sleeveless, short sleeved or long sleeved) and black bottoms.
- New team members will receive a hat with the team logo, but they will be optional to wear and will not be considered part of the team uniform.
- Any shirt that carries the Survivors Abreast team logo cannot be donated to a recycled bin.

## Financial Impact:

An amount will be budgeted each year, for the purchase of race shirts for new members.

## Related Documents:

- Team Values and Mission Statement
- New member package

History:	Date:	Comments:
Date of Original Policy:	May 16, 2017	Based on a report presented and amended by the team at the April 18, 2017 meeting.
Amendment:	September 19, 2017	Approved at the Sept 19 team meeting.
Amendment:	October 12, 2018	Updated to reflect changes regarding no longer providing dress shirts or alumni shirts. Approved by the team via online poll.

# Safety Procedures and Guidelines

## Water Safety Procedures

### **Purpose:**

To provide direction regarding water safety matters.

### **Definitions:**

**All participants** refers to Survivors Abreast team members or prospective members, coaches, boat operators, steerspersons, and drummers.

### **Scope:**

Applies to all participants.

### **Policy:**

It is the policy of SA that safety comes first. To meet this goal, this document shall be available to all persons on the [www.survivorsabreast.com](http://www.survivorsabreast.com) website.

All participants shall read and abide by these safety procedures.

It is the responsibility of all such parties to follow the safety procedures as outlined. The team captain shall direct team members to the website where they can read the safety procedures.

### **Procedures:**

- Everyone is responsible for their own safety at all times while attending or engaging in activities related to Peterborough's Dragon Boat Festival, dragon boat practices, workshops and/or racing.
- A safety boat shall be used for all practices and races and must have a qualified boat operator who has proof of operator competency (i.e. Pleasure Craft Operator Card). In the event of a mechanical failure of the safety boat, Survivors Abreast may practice without a safety boat and will stay near the shoreline of the lake.
- During practice sessions, the safety boat may have a maximum of four (4) people on board. This shall consist of a driver, spotter and possibly a combination of coaches, paddlers or safety boat trainees. Animals are not permitted on the safety boat.
- During SA practices the substitution of additional paddlers may take place from either the T-Wharf or the safety boat. This transfer will be totally at the discretion of coach and/or steersperson, taking into consideration the water conditions and the physical capabilities of those being transferred..

- Under the Small Vessel Regulations most other vessels are required to give way to paddle craft. However, ALL vessels operators, steerspersons, are required to maintain a lookout for other vessels and take all necessary action to maintain a safe distance.
- Weight of the paddlers must be taken into consideration when setting up the boat. Any serious weight distribution problems will adversely affect how the boat tracks for steering. Team captains and coaches must ensure the boat is balanced and not overloaded. If rough water conditions and/or weight of a full crew result in the dragon boat taking on water (i.e. being overloaded for the water conditions) they must reduce the number of paddlers and minimize the risk of swamping and sinking.
- Upon registration, all new members must pass a water test prior to paddling on the lake. The water test consists of entering the water while wearing a life jacket and swimming 50 meters to demonstrate familiarity and comfort in the water. Members wishing to wear their own inflatable PFD must pass a swim test of 200m without a PFD (rolling start from side of pool)
- Properly fitted and fastened Personal Floatation Devices (PFDs) must be worn by all participants on the water and everyone on the safety boat.
- Loading and unloading the boat shall be done under the direction of the coach, steersperson or team captain and should only occur at the docks.
- When the boat is being paddled by the crew, all paddlers must remain seated. The only person who can stand in the boat when it is in motion is the steersperson. The coach may need to stand in the boat while instructing only individuals or pairs of paddlers.
- Anyone observed to be under the influence of alcohol or drugs, will be asked to leave the site by the Team Captain, Acting captain, Coach Steersperson or Team President

### **Accountability:**

- The steersperson must know the number of people in the boat when the boat leaves the dock and confirms with the coach, team captain or drummer in addition to the safety boat and/or land-based safety person.
- The steersperson shall ensure that the boat is well balanced before leaving the dock. The steersperson shall have a whistle attached to their lifejacket. At least one other paddler will have a pealess whistle on their inherently buoyant PFD.
- Each paddler is responsible for the person they sit beside. “Stroke pair” is responsible for the drummer. “Rear pair” is responsible for the steersperson.

### **Emergency Incidents, Capsized or Swamped Boat:**

- **Emergency Signal:** 3 long blast on the whistle.
- Safety boat crew (practice days may call 911 requesting an emergency response and provide appropriate details.
- Steersperson shall account for all paddlers by doing a buddy count. If the steersperson becomes incapacitated, the team captain or alternate shall assume responsibility. Upon completion of the count if a person is missing a second count will take place. If a person is still missing that information will be relayed to emergency services personnel.
- People in the water shall remain with the dragon boat until instructed from the safety boat. Rescue operations will involve assessing needs, prioritizing, loading and transporting people

to land. Emergency services personnel will assess medical conditions if required.

### **Medical Emergency in Boat:**

- The dragon boat shall be stopped. Three long whistle blasts shall be sounded and one person in the dragon boat shall use the “international distress signal”. The person signaling will stand up and repeatedly move both arms from the side of their body to above their head.
- Safety boat crew (practice days may call 911 requesting an emergency response and provide appropriate details. The paddlers shall follow the directions of the safety boat crew and go directly to the T-wharf or nearest safe landing spot and wait for emergency responders.

### **Following an Incident**

- Following a major incident as described in the Incident Response and Reporting Procedures, the safety boat operator and/or coach/stersperson must complete a major Incident Report for each person involved.
- In the case of a minor incident as described in the Incident Response and Reporting Procedures, a minor incident form may be filled out.
- The incident report shall be forwarded to the President.
- Incident Reports shall be completed as soon as possible following the incident.
- Please refer to the Incident Response and Reporting Procedures document for additional information.

### **Other:**

#### **Paddling Area:**

- Boats shall not go upstream past Holiday Inn or downstream past the train swing bridge. These areas have swift currents that can change dramatically without warning.

#### **Severe weather:**

- In the event of lightning or severe weather observed by the safety crews, all dragon boats will be recalled to the docking area. Participants are encouraged to seek safe cover. A minimum of 30 lightning free minutes must have occurred before participants shall be allowed to return to the water.
- The call to come off the water is made by the Team Captain or acting Team Captain, the Coach and the Steersperson

### **Related documents:**

- SA Incident Response and Reporting Procedures.
- SA Incident Report - Major
- SA Incident Report - Minor
- SA Land Incident Flow Chart
- SA Water Incident Flow Chart

This document and related documents will be reviewed at least annually.

<b>History:</b>	<b>Date:</b>	<b>Comments:</b>
<b>Original Policy:</b>	January 6, 2008	
<b>Amendment:</b>	January 16, 2018	Minor amendment to update the SA name and safety commands
<b>Amendment:</b>	May 8, 2018	Rename to Water Safety Procedures. Amend to include incident reporting procedures
<b>Amendment:</b>	Feb 2019	Separate PDBF and SA documents. Include the use of inflatable PFD's
<b>Amendment:</b>	Sept 2021	Housekeeping amendment to include the same wording regarding water testing as stated in SA Rules and Regulations document.
<b>Amendment:</b>	Sept 2023	Added the requirement for at least one member to have a pealess whistle attached to their inherently buoyant PFD and that animals are not allowed on the safety boat.
<b>Amendment:</b>	April 2025	Remove references to specific paddler weight and put emphasize on balancing the boat based on water conditions and overall weight of the crew.

## Incident Response and Reporting Procedures

**Purpose:** To provide appropriate protocols in the case of incidents or accidents.

**Definitions:** **A minor incident** is an occurrence, condition, situation or undesired event that adversely affects the completion of a task and that may or may not include property damage or an injury requiring first aid treatment. The situation typically requires immediate attention and can include breaking rules or failing to follow instructions.

An accident will also qualify as an incident.

**A major incident** includes any situation that requires the assistance of police or emergency services (EMS), requires immediate medical attention or a condition that exposes someone to a significant health or safety risk.

An accident will also qualify as an incident.

**An incident report** is a form that is filled out in order to record details of an incident. Its purpose is to document the exact details of the incident while they are fresh in the minds of those who witnessed or were involved in the event. The incident report will later be used to implement corrective actions, if needed.

**Scope:** SA team members or prospective members, coaches, boat operators, steerspersons, and drummers.

**Policy:** It is the policy of SA that safety comes first. To meet this goal, this document shall be available to all persons on the

[www.survivorsabreast.com](http://www.survivorsabreast.com) website.

### **Responsibilities:**

1. Everyone is responsible for their own safety at all times while attending or engaging in activities related to Peterborough's Dragon Boat Festival, dragon boat practices, workshops and/or racing.
2. It is the responsibility of all SA team members, prospective members, coaches, boat operators, steerspersons, and drummers to read and follow the incident response and reporting procedures as outlined.
3. It is the responsibility of SA team members, prospective members, coaches, boat operators, steerspersons, and drummers to inform the SA President of an incident as soon as possible. In the case of an emergency or life-threatening accident, first contact 911.
4. Alcohol and drugs are not permitted on site during practices or race day. Anyone observed to be under the influence may, at the discretion of the the Team Captain, Coach or Steersperson during practices or other activities, be asked to leave the site.

### **Reporting an Incident:**

- If the incident is a medical or other type of emergency first call 911 and wait for emergency responders.
- If the incident is of a medical nature (but not an emergency), first aid treatment will be given by trained safety personnel if available, or transportation to seek medical treatment may be arranged.
- All incidents as defined under the Definitions heading on page 1 of this document will be reported as soon as possible.
- Anyone can report an incident either verbally or in writing to an SA board member. Information collected will include the date, time, location, contact information of person involved, witnesses and details about the incident.
- The applicable incident report will be completed by the appropriate person described in the Completing the Incident Report Section of this document.

### **Completing the Incident Report:**

- Blank incident reports are located on the Safety Boat and with the Survivors Abreast President.

#### **Incidents on the water**

- Following a major incident that occurs on the **water**, the safety boat operator and/or coach/steersperson must complete a major Incident Report for each person involved. In the case of a minor incident, a minor incident form may be filled out.
- The incident report shall be forwarded to the SA President. This shall be done as soon as possible following the incident.

#### **Incidents on land**

- Incident reports related to SA activities will be completed by the SA President. If the SA President is not available, the incident report may be completed by any member of the Survivors Abreast Board of Directors (preferably the Team Captain), or the Coach/Steersperson. The President will be apprised of all incident reports.

### **Following an Incident:**

- All incident reports will be forwarded to the SA President
- Incident Reports will be reviewed in a timely manner either by the SA Board of Directors.
- Incident reports will also be reviewed by the Festival Safety and Security committee who will submit recommendation(s) to the SA Board of Directors.
- The purpose of reviewing incident reports is to try and determine the root and contributing causes to the incident. If necessary, additional insights and information will be sought from appropriate sub-committee chairs, or from those involved in the incident.
- If needed, a plan for corrective actions will be developed and implemented in order to prevent a similar occurrence in the future.
- The SA President will communicate recommendation(s) and corrective action(s) to all relevant parties.

- Effectiveness of the corrective action(s) will be evaluated and changes made for continual improvement.
- Copies of the incident report and corrective actions (if any) will be kept on file by the SA President. These will be passed on to the incoming President to ensure continuity.
- Previous years records will be reviewed by the SA Board of Directors at the start of each season or planning cycle in order to:
  - Confirm that action required was implemented
  - Determine if the action was effective in prevention and recurrence
  - Identify trends.
  - Determine areas for improvement.
  -

**Related Documents:**

- SA Water Safety Procedures
- SA Incident Report - Major
- SA Incident Report - Minor
- SA Land Incident Flow Chart
- SA Water Incident Flow Chart

This document and related documents will be reviewed at least annually.

<b>History:</b>	<b>Date:</b>	<b>Comments:</b>
Original Policy:	May 8, 2018	
Amendment:	Feb 2019	Separate PDBF and SA documents
Amendment:		
Amendment:		

## SA Incident Report - Major

Please Print Clearly

Date of Incident \_\_\_\_\_ Time of Incident \_\_\_\_\_ a.m  p.m

Name (and age if relevant) of person(s) involved:  
\_\_\_\_\_  
\_\_\_\_\_

Location where incident occurred:\_\_\_\_\_

### Contact Information of person involved: (use a separate form for each person involved)

Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone # \_\_\_\_\_

Email Address \_\_\_\_\_

Describe what happened:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe what action (if any) was taken in response to this incident and by who:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of witness (es) to the incident, if applicable

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**Witness Contact Information: (list additional witness contact information on the back of this form)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone # \_\_\_\_\_

Email Address \_\_\_\_\_

Was an emergency contact person notified of the incident?

Yes  No

If yes, name of person(s) contacted:

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Date and time of contact: \_\_\_\_\_ at \_\_\_\_\_ a.m  p.m

Add additional information as necessary on reverse side.

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Name of person completing this part of the report

Signature of person completing this part of the report

Title of person completing this part of the report

Date completed

Survivors Abreast President

Date received by President

**Recommendations and corrective actions to be taken. Include timing and who will take specific actions. (to be completed by SA Board of Directors)**

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Name of person completing this part of the report

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Signature of person completing this part of the report

**Title of person completing this part of the report**

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Date completed

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## Survivors Abreast President

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Date received by President

## SA Incident Report - Minor

Please Print Clearly

Date of Incident \_\_\_\_\_ Time of Incident \_\_\_\_\_ a.m  p.m

Name and contact information of person(s) involved:

Name:

Telephone:

Email

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Location where incident occurred: \_\_\_\_\_

Describe what happened:

_____
_____
_____

Describe what action (if any) was taken in response to this incident and by who:

_____
_____
_____

Name and contact information of witness(es) to the incident, if applicable:

Name:

Telephone:

Email

_____	_____	_____
_____	_____	_____
_____	_____	_____

Was an emergency contact person notified of the incident?

Yes  No

If yes, name of person(s) contacted:

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Date and time of contact: \_\_\_\_\_ at \_\_\_\_\_ a.m  p.m

Add additional information as necessary on reverse side.

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Name of person completing this part of the report

Signature of person completing this part of the report

Title of person completing this part of the report

Date completed

Signature of Survivors Abreast President

Date received

**Recommendations and corrective actions to be taken. Include timing and who will take specific actions. (to be completed by the SA Board of Directors)**

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Name of person completing this part of the report

Signature of person completing this part of the report

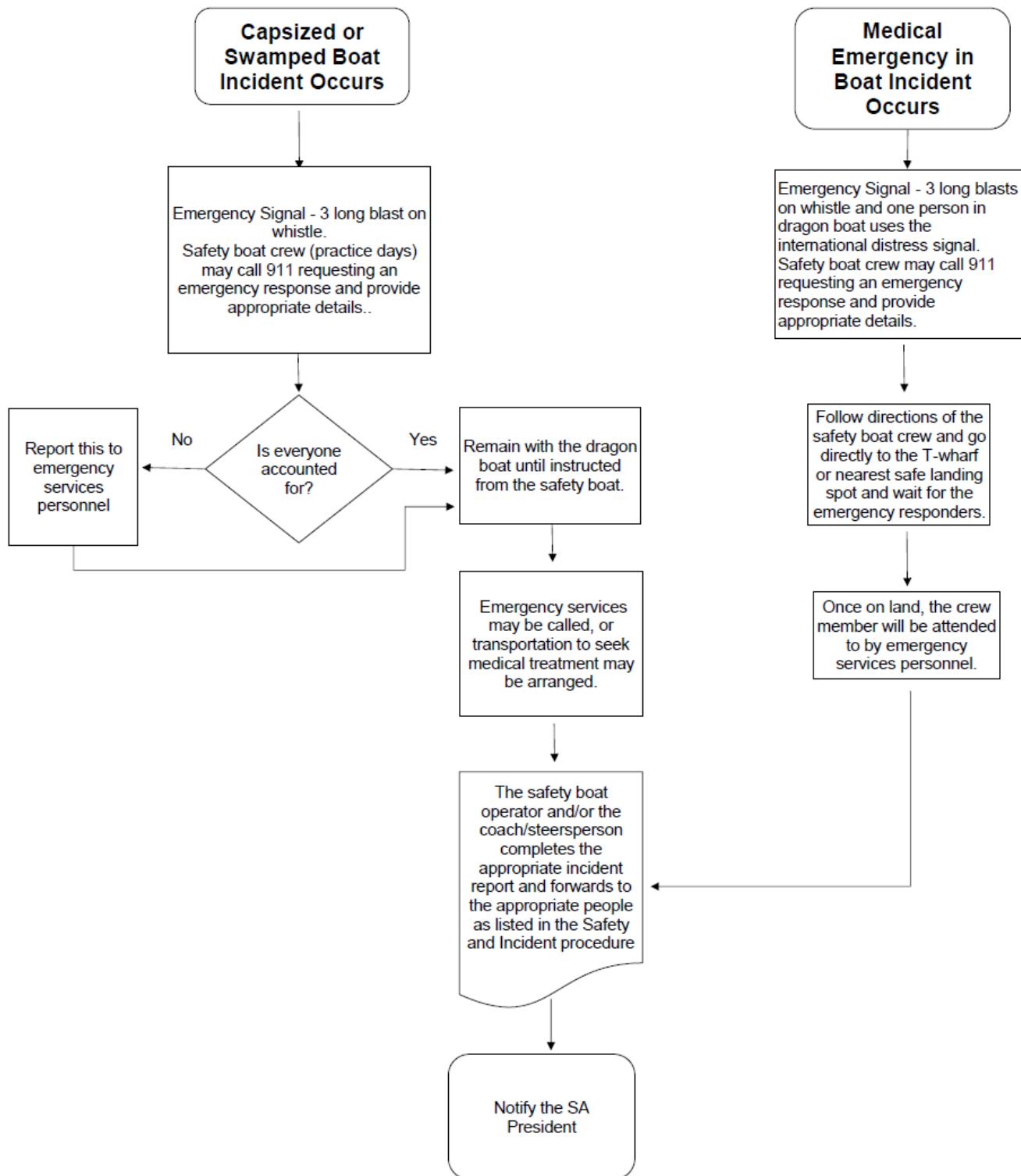
Title of person completing this part of the report

Date completed

Signature of Survivors Abreast President

Date received

## Water Incident Flow Chart



## Land Incident Flow Chart

