



COME PADDLE WITH US.

How to become a member club.

This is a resource manual for new Canoe Kayak Saskatchewan members (individuals and/or groups) looking to start a canoe club. Within this document you will find an outline of the processes, procedures and requirements necessary for areas to start a club and become active, insured, members of the organization.

Canoe Kayak Saskatchewan



510 Cynthia Street
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Contents

Considerations for Membership	3
Requirements for Application	5
Policy and Procedure Expectations.....	6
Timelines for Application	7
Additional Information:	8



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Canoe Kayak Saskatchewan (CKS) looks to increase membership and promote opportunities throughout the province for participation in the sport of canoe-kayak. This will be accomplished by promoting participation in and advancing excellence through development, funding and support for athletes, coaches, volunteers and officials in Saskatchewan.

The Board of Directors will make open and transparent decisions based on CKS policy for new club membership, taking into account the best interests and goals of the organization.

The principles and beliefs that guide our actions are:

- **Excellence:** We achieve organizational excellence through identification of clear purpose, good relationships and strong policies and procedures.
- **Collaboration:** We actively listen and are accountable to partners for sharing all types of resources in order to prioritize and arrive at outcomes that are greater than anyone could achieve on their own.
- **Communication:** We provide relevant and timely information to our members and partners, and are committed to transparent decision-making.
- **Innovation:** We strive to unite new and different ideas for a positive impact.
- **Equitable:** We strive to match resources to the needs of members of the organization.
- **Inclusiveness:** We welcome all Saskatchewan people to canoe-kayak sports.
- **Ethics:** We operate according to the standards for a not-for-profit practice. This document is a guide to be used when interested individuals and/or groups are starting a canoe and/or kayak club and planning to become a member club of Canoe Kayak Saskatchewan.



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Considerations for Membership

The Board of Directors will consider the best interests of the sport of canoe-kayak and the proposed clubs, ability to:

- Develop and support paddlers; athletes; coaches; officials and volunteers.
- Provide training and development to its coaches with a commitment to support the Canoe Kayak Canada (CKC); National Coaching Certification Program (NCCP); and CKS certification programs.
- Have a clear vision of your club demographics and the Long-Term Athlete Development (LTAD) pathway as set out by CKC and monitored by CKS¹.
- Include a plan identifying how Officials development will be undertaken both on and off the water.
- Demonstrate a commitment to support and contribute to the activities of CKS and the paddling community.

CKS will ensure that new clubs can demonstrate as well as comply with existing policies and organizational direction from both the provincial and federal governing bodies that CKS reports to.

¹ CKC and CKS current strategic plans are accessible on their respective websites: www.canoekayak.ca and www.canoekayaksask.ca



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Procedure for Affiliation of a New Club:

Clubs seeking membership with CKS will submit an application to the Executive Director of the organization.

Applications can be sent by email to ed@canoekayaksask.ca or by mail to:

CKS

510 Cynthia St.

Saskatoon, SK

S7L 7K7



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Requirements for Application

Please ensure that your application includes the following information:

- General Club information - mandatory
 - Proposed club name.
 - Proposed club abbreviation².
 - Type of club (Sprint, Marathon, Whitewater, Recreational).
 - Club Mission statement, vision, purpose and goals of the club.
 - Board and or Executive Members (Minimum 4)³.
 - Name of the body/bodies of water or DMS coordinates (GPS) where proposed club intends to meet and/or train.
 - Provide a rough guide as to programming goals and/or plans
- Proposed Club Structure - mandatory
- Projected member registration.
 - How do you plan to grow your membership and methods for recruitment?
 - Provide the name(s); mailing address(es); phone number(s); work experience; NCCP certification level for all paid and volunteer coaches⁴.
 - Anticipated coach to athlete ratio for programming.
 - Please provide an estimated operating budget.
 - Recommended but not mandatory:
 - What you believe your club will bring to the organization (financial, fitness etc.).

² Please ensure that the proposed abbreviation is not already used by an existing club

³ Must include President; Vice President; Treasurer; Secretary

⁴ Coaches must meet the minimum certification levels established by CKC and the Coaches Association of Saskatchewan (CAS) found within CKS policies.



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Policy and Procedure Expectations

Clubs and Executives are expected to deliver programming that aligns with the Canoe Kayak Saskatchewan Policy and Procedures Manual. Each group is welcome to adopt the CKS Policy and Procedure Manual as their own or can create the following guiding documents for your organization:

- Club Bylaws
- Section 1: Name; purpose; objectives.
- Section 2: Membership; categories; rights; fees.
- Section 3: Meetings; Notices; AGM; quorum; voting.
- Section 4: Board of Directors; roles; responsibilities; qualifications; vacancies/removal.
- Section 5: Financial; fiscal year; management; signing authority.
- Section 6: Procedural Matters; constitution; bylaws; rules; regulations; dissolution; liquidation.
- Club policies and procedures should include the following⁵:
 - Member Code of Conduct
 - Harassment Policy
 - Participant agreement/waiver
 - Membership Policy
 - Insurance Policy
 - Financial Policy
 - Safety Policy

⁵ May use or adopt CKS policies. Please contact CKS for copies of specific policies.



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Timelines for Application

Upon submission of the application and all documentation, the Executive Director will review and may request more information or can make a recommendation for consideration to the Board of Directors of CKS.

The Board of Directors will consider the recommendation at any of the Board meetings.

The CKS board has the authority to ask for further information and reconsider the application at a subsequent meeting or approve the application in principle, requesting revisions to policies by a specific date.

Any decisions of the Board of Directors shall be communicated to the applicant club within 15 days of the board meeting at which the application was considered.

Should the application be approved, the new club may only begin operation as a member club of the organization at the start of the next season (unless special permissions are granted by the Board of Directors).



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Additional Information:

- At any time CKS reserves the right to conduct a club observation ensuring that all policies and requirements are being met during regular operations.
- After approval, Canoe Kayak Saskatchewan's Executive Director may conduct a review of the new club's operations at the end of the club's first two years of membership. This review may include a request for copies of financial statements (audited or not), Board Meeting minutes, AGM minutes as well as the clubs, current bylaws and policies.