

Roles & Responsibilities Overview

Effective collaboration and communication among team members are paramount for the success of the Calgary Canoe Club (CCC). As a non-profit organization, the CCC operates under the governance of a volunteer Board of Directors, dedicated to fostering a vibrant paddling community and providing opportunities for individuals to develop their skills and passion for the sport.

The CCC's mission is to offer coached programs across various disciplines, including sprint canoe/kayak, outrigger, and recreational paddling. Rooted in values of inclusion, collaboration, integrity, achievement, and excellence, the CCC aims to create an environment where members of all ages and backgrounds can experience the joy of paddling while fostering a sense of community and stewardship for our natural resources. In partnership with the City of Calgary, the CCC takes pride in its role as a custodian of the Glenmore Reservoir. We are committed to upholding safety and compliance standards to ensure the responsible use of this precious water resource.

All members, whether athletes, coaches, or parents, are expected to uphold the CCC's code of conduct and Respectful Communication Agreement, fostering an environment of mutual respect and support.

Financially, the CCC relies on a combination of membership and program fees, grants, and fundraising efforts to sustain its operations. These funds are allocated towards essential expenses such as staff wages, equipment maintenance, and facility operations, with a focus on providing affordable and accessible programming for all members of the community.

Board of Directors

- 1. **Representation and Governance:** The Board of Directors serves as elected representatives acting on behalf of the CCC membership, ensuring alignment with the organization's bylaws and values.
- 2. **Strategic Direction:** Responsible for setting the high-level mission, vision, and strategic direction of the CCC, the Board provides guidance and oversight to ensure the club's long-term sustainability and growth.
- 3. **Leadership and Accountability:** In addition to hiring key personnel such as the Club Manager and Head Coach, the Board holds these individuals accountable for achieving organizational goals and upholding the CCC's values and standards.

- 4. **Financial Oversight:** The Board approves budgets, policies, and financial decisions, managing risks and ensuring sound fiscal management to support the CCC's mission and objectives.
- 5. **Community Engagement:** Cultivating key relationships with stakeholders such as the Building Foundation, City of Calgary, Alberta Sprint Racing Canoe Association (ASRCA), and Canoe Kayak Canada (CKC), the Board promotes collaboration and advocacy for the CCC within the broader paddling community.
- 6. **Operational Delegation:** While the Board sets strategic direction, it delegates day-to-day management of operations to the Club Manager and Head Coach, empowering them to execute plans and initiatives in alignment with the CCC's mission and values.

Sprint Director, Caroline Sangret (interim)

- 1. Provide **oversight and guidance** on the implementation of strategic initiatives to ensure alignment with the club's mission and long-term goals.
- 2. **Monitor** financial performance, identify potential risks, and recommend corrective actions as necessary.
- 3. Act as a **representative** and ambassador for the Calgary Canoe Club within the community, fostering positive relationships with members, athletes, and other stakeholders.
- 4. Explore and cultivate **partnerships** that enhance the club's visibility, support its mission, and contribute to its overall success.

Club Manager, Lynda Roberts

- 1. **Programming:** The Club Manager plays a pivotal role in all aspects of the Club, including responsibilities to the Building Foundation for operations and financials. The Manager oversees and executes program delivery and strategic planning for the recreation and outrigger paddling programs.
- 2. **Financial Management:** Responsible for managing casino fundraising events and preparing annual budgets, the Club Manager ensures transparent and accountable financial practices in line with the Board's directives.
- 3. **Communication and Member Relations:** Serving as a central point of contact for member queries and concerns, the Club Manager provides timely assistance and support as needed in all Club programs.
- 4. **Operational Support:** Supporting the Sprint Team alongside the Assistant Manager (Kirsten Klotz), the Club Manager contributes to strategic planning, recruitment, staffing, and budgeting efforts.

Head Coach, Mike Robinson

1. **Leadership and Coaching Oversight:** Leading the sprint coaching team, the Head Coach provides direction and mentorship to coaches and athletes, ensuring alignment with program goals and standards of excellence.

- 2. **Program Delivery:** Responsible for directing program delivery and strategic planning for the Sprint program, the Head Coach oversees day-to-day operations to maintain the quality and effectiveness of training and competition.
- 3. **Decision-making Authority:** With accountability for key program decisions, the Head Coach ensures the safety, well-being, and developmental progress of athletes under their care to the best of his abilities, maintaining open communication with parents and stakeholders.

Coach Leads (Graham Schiebel and Ornmadee Baxter-Lovo)

- 1. **Program Supervision:** As leaders within their respective sprint program areas, Coach Leads oversee program delivery, ensuring adherence to coaching standards and alignment with overall program goals.
- 2. **Collaboration and Communication:** Working closely with the Head Coach, Coach Leads facilitate effective communication and coordination among coaching staff, athletes, and parents, promoting a cohesive and supportive team environment.

Sprint Program Members (Athletes & Parents)

The CCC Sprint program welcomes athletes and parents of all skill levels and aspirations, providing opportunities for growth, development, and camaraderie within the paddling community.

Athlete Expectations:

- **Goal Setting and Commitment:** Athletes are encouraged to communicate their individual goals to coaches and align their training commitment accordingly.
- Communication and Accountability: Open communication with coaches regarding training attendance, schedule conflicts, and personal goals is essential, fostering a collaborative and supportive training environment.
- Respect and Sportsmanship: Athletes are expected to demonstrate respect for coaches, fellow teammates, and competitors, upholding the values of sportsmanship and fair play at all times.

Parent Expectations:

- **Support and Involvement:** Parents play a vital role in supporting their athletes' training and competition efforts, providing logistical support and encouragement throughout the season.
- **Communication and Collaboration:** Maintaining open lines of communication with coaches and club leadership, parents stay informed about program updates, scheduling changes, and other important information affecting their athletes' participation.

Communication and Expectations

Clear and consistent communication is essential for fostering a positive and inclusive team culture within the CCC. The club utilizes various communication channels, including email, meetings, and social media platforms, to keep members informed and engaged.

Dispute Resolution

In the event of disputes or conflicts, the CCC provides a transparent and impartial resolution process, guided by principles of fairness, respect, and accountability. Members are encouraged to seek resolution through constructive dialogue and mediation, with escalation procedures available as needed.

Flexibility and Adjustments

Recognizing the dynamic nature of athletic development and personal circumstances, the CCC promotes flexibility and understanding in goal setting and training commitments. Athletes and parents are encouraged to communicate openly with coaches about any adjustments or challenges they may encounter.

Final Decision Authority

While coaches' decisions are respected as final within the scope of program delivery, the CCC remains committed to transparency and accountability. Members have the right to appeal decisions or seek guidance from club leadership in cases of significant concern or disagreement.

Conclusion

In conclusion, the Calgary Canoe Club is dedicated to fostering a vibrant and inclusive paddling community, where individuals of all ages and abilities can pursue their passion for the sport. Through effective collaboration, communication, and shared commitment to our core values, we strive to create an environment where every member can thrive and succeed. Thank you for your dedication and support in making the CCC a truly special place for paddlers in Calgary and beyond.