

## **ORPC Boat Booking Policy for Practices (Draft: March 26, 2006)**

- Bookings for OC 6 boats are done on a quarterly basis: Jan-March, April-June, July-Sept., Oct.-Dec.
- In the last month of the quarter, team captains will be notified and bookings will be confirmed before the beginning of the next quarter. Failure to reconfirm may result in the loss of some or all time slots held by that team. In the event that the team captain is unable to reconfirm the slots then it is the responsibility of the remaining team members to assign a new team captain and contact the bookings coordinator prior to the start date of the next quarter.
- Crews are asked to provide a secondary contact name on the crew and must also provide the full names of all crew members for safety purposes. These are to be submitted to the bookings coordinator.
- Teams may book as many time slots as they wish with the proviso that they are not guaranteed more than two. Teams who are training for distance racing may have one back-to-back time slot per week with the proviso that they may be asked to confirm their distance racing intentions by providing training plans and team goals. Crews may have more than one back-to-back slot per week should there not be any conflicts in the booking schedule, again, with the understanding that this second back-to-back is not guaranteed.

Crews should recognize that the back-to-back bookings are provided to allow crews to train for distance racing and are not provided simply for convenience of timing and crew scheduling. A crew that has more than one back-to-back may have to relinquish one of these slots should another crew wish that time slot.

- Any open time slots are available for booking on "one-off" basis. Crew captains and/or secondary contacts can book these boats by contacting the booking coordinator. Please check the boat bookings schedule posted in the clubhouse.
- Boats are parked in a specific order: Tillikum nearest to the house followed by the two Clippers toward the blue bridge. Lootas sits in the water unless there are several weeks in between races.

## **ORPC Small Boat Booking Policy for Practices**

Small boats (OC1, OC2, K1, K2, surfski, marathon) are booked via the website online booking system through the website. The paddler can book online or can call the store.

*For fairness to all club members, the rules are as follows:*

- You may only book small boats under your user account for use by yourself. If you want to go out with a friend then they will need to do their own booking through their own account.

- For OC2 bookings, enter the second paddler's name in the 'Additional Info' field.
- You may book up to TWO time periods sequentially for any ONE boat.
- You may not book more than ONE boat for use at any ONE time.
- If you are unable to make your booking then please log on and delete your entry so that someone else may use your time slot.
- You may not book more than 6 days ahead.
- You may not use the 'All Day' selection unless you are taking the boat offsite. Please contact the store for more details and to make the booking for you.
- **Users may have their online booking privileges suspended if they**
  - book multiple boats for use within the same time period**
  - book the same boats sequentially for more than two time slots**
  - book beyond 6 days in advance of today**
  - fail to show up for their bookings**
- Once your booking is confirmed, you will receive an email with details of your booking. If an administrator makes changes or deletes your booking then you will receive another email notice.
- If your membership expires and is not renewed on in a timely fashion, all booking privileges will be terminated, and your OC6 crew notified.

### **ORPC OC6 Boat Booking Policy for Races**

- Requests for OC6 will be made through the bookings coordinator **ONE MONTH** prior to the **RACE DATE** and will formally close **TWO WEEKS** before the **RACE DATE**.
- Bookings are usually first-come, first-served and crews may request their boat preferences but are not guaranteed.
- Should there be more crews than boats available, ORPC will work WITH the crews to try to secure a boat from another club, but ultimately the crews that book early will be given preference.
- Crews may still request a boat after the two week closing period but are not guaranteed a boat unless one is or becomes available.
- Crews will be notified of the booking assignments via email from the bookings coordinator.

## Rules Governing the Booking of Lootas (The Racing Mirage)

Lootas is the club's premier racing Mirage. Since the club supports racing crews and would like to maintain a high level of recognition among the paddling community, the fastest crew will receive preference for booking Lootas over other ORPC teams. They can turn it down for another boat of their preference should they wish.

The racing ladder is established each January using Bridges times from the year before and updated with each race. Should a crew choose not to race, they do not NECESSARILY lose their position on the ladder but a judgement call can be made by the bookings coordinator about placement on the ladder.

If the crew who is second on the ladder feels that they have sufficient cause and can beat the number one ranked crew, they may issue a challenge to the number one ranked crew. Challenges must take place in the two weeks prior to the race date and must be observed by an impartial party. The crews must cooperate to work out the details of the challenge as they see fit.

Challenges are not to be done frivolously and if it is found to be so, then the number two ranked team may lose the option of challenging in the future.

**NOTE:** the crews involved in the challenge MUST be the same crews rostered in the race.

**NOTE: Preference over the use of Lootas for racing is also governed by the percentage of crew members who are ORPC members, regardless of position on the ladder.**

**For all other boats, crews that are not composed of 100% ORPC members may request a boat, but preference is given first to crews that are 100% ORPC members, then on a percentage scale.**

## ORPC Small Boat Booking Policy for Races

- Online booking of OC1s and OC2s by paddlers will be suspended for the race dates.
- Paddlers intending to race must go to the online Intention to Race Form and fill in the following:
  - Name**
  - Top three boat preferences (must be three different boats)**
  - Race Name**
  - Male/Female**
  - Racing Class**
- Only the popular races are listed on the pull-down menu. For any other race not listed, please contact the bookings coordinator by email and book through them.
- The system will log each paddlers request with a date and time stamp.
- Requests for small boat bookings will open **ONE MONTH** before the **RACE DATE** and close approximately **ONE WEEK** before the **RACE DATE**.
- The system will not allow you to book a boat for a race that is not yet open for booking.
- Requests are on a first-come-first served system, as logged by the online system time stamp.

- The Intention to Race form will then provide a record to the user of their booking which should be saved or printed off.
- Paddlers may choose not to race but must contact the bookings coordinator to have the boat released, at which point the boat assignments may be reshuffled to reflect the change. Failure to release a boat will result in a penalty where the paddler may not be given their preference on the next race they choose to do, unless the failure was due to an injury or medical emergency (we recognize the Honour System).
- Boats not being used to race will be released by the Bookings Coordinator for use by club members using the regular bookings system.
- Paddlers are still welcome, after that point, to book any free boat to race.
- Paddlers assigned boats to race must coordinate amongst the each other boat transportation, costs, etc and are responsible for ensuring the safe use and return of the boat to ORPC.
- After boats have been assigned any changes that may occur in race format can not be controlled by the bookings coordinator and paddlers must cooperate amongst each other to determine who will race.
- **Tandem boats are also governed by the membership of the pairs. Preference is given to tandem pairs that are both ORPC members.**